



INSTITUTION ADMINISTRATOR CALL

March 28th, 2024



AGENDA

- Portal Articles
- Upcoming Employee Emails
- Upcoming Trainings
- ABE Appeals
- WRS Statement of Benefits
- 2024 Extend EJED Process Reminder
- Outside Activity Report Reminder



PORTAL ARTICLES

Recently Posted

- [Save the Date: America Saves Week is April 8 - April 12, 2024](#)
The Universities of Wisconsin is promoting financial well-being with the America Saves Week campaign.
- [Complete Outside Activity Report by April 30, 2024](#)
Faculty, Academic Staff, and Limited Appointees, with half-time appointments or more, must complete the OAR.
- [UW 403\(b\) Supplemental Retirement Program Counseling Sessions and Webinars Available](#)
Attend counseling sessions and webinars for the UW 403(b) Supplemental Retirement Program (SRP).
- [Resources for Mental Health Well-being](#)
Improving mental health can reduce stress and improve work productivity and overall well-being.
- [Employee Well-Being Webinars](#)
Take care of your physical, emotional, and financial well-being by increasing your knowledge through webinars.

Upcoming Articles

- Updated State Group Life Insurance Premiums Effective April 1, 2024
- FAASLI: Use paid leave by June 30, 2024
- Wisconsin Retirement System Statement of Benefits



UPCOMING EMPLOYEE EMAILS

EMAIL

- Summer Prepay Insurance Premium Deductions
- Outside Activity Reporting Approver Email
- Wisconsin Retirement System Statement of Benefits

SCHEDULED DISTRIBUTION

March 21

TBD

4/11

Please Note: Distribution dates are subject to change.



UPCOMING TRAININGS

- Finance
 - Setting up Funding
 - Thursday, May 16th, 9am-12pm (remote)
 - Changing Funding
 - Friday, May 17th, 9am-12pm (remote)

[My Learning Path](#)



ABE APPEALS

- On April 16, 2024, the 'Add a Benefits Appeal' tab from the Benefits Enrollment Appeal tile in Employee Self-Service will be removed
- The deadline to submit appeals for the 2024 Annual Benefits Enrollment will have passed
 - Flexible Spending Accounts (Health Care and Dependent Care): January 31, 2024
 - Supplemental Insurance Plans (Dental, Vision, Accident): February 29, 2024
 - State Group Health Insurance, Uniform Dental Insurance, Health Savings Accounts and Health Opt-Out: April 15, 2024



ABE APPEALS

- If an employee expresses interest in making a change to their 2024 benefits after the deadline, make them aware that their next opportunity to do so is:
 - In the fall during Annual Benefits Enrollment for changes effective 1/1/2025, or
 - If they have a qualifying event
- If the situation continues to escalate:
 - Provide the employee paper applications to submit an appeal and make them aware approval is not guaranteed
 - Employee and employer statements are required
 - Forms and statements must be submitted to serviceoperations@uwss.wisconsin.edu



ABE APPEALS

- Employees who have already submitted an appeal will still be able to use the View and Update tabs within the Benefits Enrollment Appeal tile
- Administrators will still be able to use the Evaluate a Benefits Appeal tab to approve or deny previously submitted ABE appeals

Benefits Enrollment Appeal

Landing Page

- Update a Benefits Appeal
- View a Benefits Appeal

Welcome to the Benefit Enrollment Appeal Form page!

After the close of the Annual Benefits Enrollment (ABE) period, you may submit an appeal if you made a mistake or believe you were not offered an enrollment opportunity during the ABE period.

Use this form to submit your appeal. Note: Submitting an appeal or a late application does not guarantee approval.

[Click here to access Tip-Sheet for the Open Enrollment Appeal form](#)

If you have any questions or need assistance, contact your [human resources office](#).

Requesters:

- **Add a Benefits Appeal** - start a new form
 - All fields marked with an asterisk (*) are required.
- **Update a Benefits Appeal** - change a form you created that is not yet approved
 - Note: Any changes to an approved request require a new form.

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QUESTIONS?





WRS STATEMENT OF BENEFITS

- WRS Statement of Benefits available week of April 8
 - Portal article: April 10
 - Email: April 11
 - Dates subject to change, dependent on statements being successfully posted
 - When counseling employees encourage them to review their statement and update their beneficiary designation if needed
- 2024 WRS Contribution Rates:
 - Universities of Wisconsin: 6.90% of eligible pay for most employees (Protectives with Social Security is 14.30%)
 - Employees: 6.90% of their eligible pay
- For information on the WRS review the [Universities of Wisconsin Employee Benefits WRS web page](#)



QUESTIONS?





2024 EXTEND EJED PROCESS REMINDER

To help campuses prepare for the end of the academic year, UW-Shared Services (UWSS) will run a mass job update to extend Expected Job End Dates (EJEDs) of 9-month employees to one day before the start of the new academic year.

- Lists of employees with EJEDs at the end of the academic year were emailed on February 21, 2024.
- Replies to service.operations@support.wisconsin.edu are due on **Monday, April 15, 2024** indicating whether you want all, none or some of the EJEDS extended.
- When updating spreadsheets:
 - Do not delete rows or columns.
 - **Extend EJED (Y/N)** is the only value that requires review.
 - **Y:** UWSS will extend the employee's EJED to the day before the 2024-25 Academic Year begins, via mass job update.
 - **N:** UWSS should not extend the employee's EJED via mass job update.



2024 EXTEND EJED PROCESS

Next Steps:

- **Weekend of April 27:** UWSS extends EJEDs for employees marked **Y** using the Mass Job Update process.

Please note:

- Employees not extended will be terminated through normal EJED processing based on the current EJED in HRS.
- If additional EJEDs need extension, institutions will need to manually update in HRS. This needs to occur prior to the date of the current EJED to avoid employees from being terminated.



OUTSIDE ACTIVITY REPORT REMINDERS

- A reminder that outside activity reporting begins April 1
- Review of timeline (all campuses except MIL and MSN):
 - **Office of Compliance and Integrity sent a memo on March 19, 2024 to the chancellors for the annual reminder to provide employees with the appropriate code of ethics**
 - Reports To initial communication received by March 29, 2024
 - Initial employee communication received by April 1, 2024
 - **Communication for University Staff Code of Ethics received by April 5, 2024**
 - **Communication for Institutional and Employee Relationships with Educational Loan Lenders received by April 12, 2024**



OUTSIDE ACTIVITY REPORT REMINDERS

- Review of timeline (all campuses except MIL and MSN) cont.:
 - Reminders will be sent to employees who have not completed their OAR on April 12, April 19, April 26 and April 30, and **May 3**, 2024
 - Reminders will be sent to supervisors (Reports To) who have not reviewed and approved submitted OAR forms on April 19, April 26, **April 30**, and May 3, 2024
 - All OARs must be completed/filed by April 30, 2024
 - HR Service Delivery will send month overdue reports to campus point of contacts/CHRO for further outreach and enforcement



OAR CONTACT REVIEW

- The email will be sent to the following contacts:

UWEAU: Tracy Drier, Barb Hanson

UWGBY: Melissa Nash, Kimberly Deering

UWLAC: Craig Bickley, Carri O'Melia

UWOSH: Holly Shea, General HR Inbox

UWPKS: Goretta Pereira, Aaron Shanahan

UWPLT: Jessica Wright, Tara Rucker

UWRVF: Michelle Best, Debra Schwab, Saige Kroells

UWSTP: Eric Roesler

UWSTO: Meghan Amidon, Erin Dunbar

UWSUP: Cory Kempf

UWSYS: Kelly Cook, Derek Allen

UWWTW: Connie Putland, DJ Judah

- Please send any updates to serviceoperations@support.wisconsin.edu with the subject "OAR Contact Update"



QUESTIONS?





TICKET REMINDER

When sending an email to service operations, serviceoperations@support.wisconsin.edu, remember to include the following critical information:

- Full legal name (First & Last Name)
- Employee Empl ID
- Employee Record

If seeing unexpected results or error messages, include a screenshot



CAMPUS COLLABORATION & DISCUSSION

For discussion topics, please email
uwss-svc.CampusCallSlides@uwss.wisconsin.edu



THANK YOU