



INSTITUTION ADMINISTRATOR CALL

April 11th, 2024



AGENDA

- Portal Articles
- Upcoming Employee Emails
- Upcoming Trainings
- Paid Parental Leave Policy
- Summer Prepay Reminders
- FY2025 Organizational Department Updates
- 2024 Extend EJED Process Final Reminder
- ATP/Workday Data Cleanup



PORTAL ARTICLES

Recently Posted

- [Updated State Group Life Insurance Premiums Effective April 1, 2024](#)
Premium rates will increase for most age categories. Premium rates for Spouse and Dependent coverage will decrease slightly.
- [Faculty, Academic Staff/Limited Appointees: Use Paid Leave by June 30, 2024](#)
Schedule paid leave now to avoid losing hours that are not eligible to carry over into the next fiscal year.

Upcoming Articles

- Wisconsin Retirement System Statement of Benefits
- Review/Update Your Address and Personal Information



UPCOMING EMPLOYEE EMAILS

EMAIL

- Wisconsin Retirement System Statement of Benefits
- Summer Prepay
- Review/Update Your Address and Personal Information
- University Insurance Association

SCHEDULED DISTRIBUTION

4/11

4/18

4/24 & 4/25

Week of 4/29

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](#)



PAID PARENTAL LEAVE POLICY

- New policy, tentatively effective July 1, 2024
- Provides eligible employees with up to six weeks of paid time off following a qualifying birth or adoptive event to allow for time to bond with their new child, adjust to their new family situation, and balance personal obligations that result from a birth or adoptive event
- Reviewed with the Board of Regents April 4, 2024
- [Draft policy](#) is in policy review and out for comment
- More information and resources to come
 - [Draft FAQ](#)
 - Request Form
 - Web page
 - Portal article, employee email



QUESTIONS?





SUMMER PREPAY REMINDERS

- In order to maintain benefits, employee's C-Basis (Academic Year) EMPL record:
 - Must have active HR status throughout the payroll being processed
 - Must be on a Short Work Break during the summer
 - Must be the benefits primary job
 - Insurances must be active for prepays to disburse
- Job Terminations
 - All insurances will terminate at the end of the month of termination date
 - Any remaining prepay balances will be refunded upon a reconciliation

Additional information on Expected Job End Date (EJED) processing and Summer Prepay process were provided on the February 1, 2024, and February 15, 2024, Institution Calls



SUMMER PREPAY REMINDERS

- The correct action reason/code needs to be used in Job Data to distinguish employees on Short Work Break versus a personal Leave of Absence
- Short Work Break (FAASLI):
 - C-Basis employees are required to continue insurance. Benefits may be cancelled due to non-payment and employees will not have an opportunity to re-enroll in insurances until a qualifying life event or annual benefits enrollment, whichever is sooner.
- Personal Leave of Absence (University Staff):
 - Employees are given the opportunity to lapse insurances. Benefits may be re-enrolled in upon the employee's return to work.



SUMMER PREPAY REMINDERS

- Run the Expected Job End Date (EJED) query daily to make necessary corrections/revisions to prevent negative impacts to an employee's account, summer prepays and normal benefits deductions
- If an employee is supposed to continue employment past their EJED and the EJED is not extended timely, the employee will have to be rehired and insurances reinstated
- If the EJED process runs, the employee will be terminated, and the following actions will occur:
 - Insurance(s) will be terminated
 - COBRA notice will be received by the employee
 - Vendors will be notified of insurance termination
 - Denial of services
 - Benefits deductions will not occur
 - Summer prepays will not be deducted/disbursed
 - Arrears or Benefits Billing
 - Incorrect employee subsidies via Marketplace
- Reminder to review which EMPL record the benefits primary flag is on. The flag may have been reassigned if the benefits primary job was terminated.



SUMMER PREPAY REMINDERS

- The UW is considered one employer
 - Department transfers
 - Institution transfers
- Responsibility for employer costs when an employee transfer between institutions
 - The spring semester employing institution of the employee is responsible for paying the fringe benefits for summer coverage
 - The spring appointment should continue and be placed on a short work break. The termination date of the spring appointment must align with the end date of the summer appointment.
- Leave of Absence WED
 - Institutions have until Friday, June 14, 2024, to review the Leave of Absence WED and enroll employees in Benefits Billing
 - Benefits Service Delivery Team reviews this WED for all institutions except UW-Madison
 - UW-Shared Services will take action on Monday, June 14, 2024



SUMMER PREPAY REMINDERS

- New Hires with *both* a Summer Appointment and a Fall Appointment:
 - The same effective date must be used for *both* the summer appointment and the fall appointment
 - If the fall appointment is not entered at the same time as the summer appointment, the employee is not eligible for benefits
 - Summer appointments are not eligible for benefits as a stand-alone appointment
 - Scenario:
 - An employee is hired for a summer service/session appointment with an effective date of June 24, 2024. The employee's fall appointment (WRS eligible appointment) must have a start date of June 24, 2024, and be placed on a short work break.



SUMMER PREPAY REMINDERS

- What if the employee does not have enough earnings to cover summer insurance deductions?
 - Premiums will be deducted from summer service/session pay, if available
 - Or the employee will be setup in Benefits Billing and sent a bill
- What if the employee does not pay their Benefits Billing?
 - Insurance(s) will be terminated due to non-payment
 - Employee cannot re-enroll in benefits unless there is a qualifying life event, Open Enrollment opportunity, or the employee will have to apply through Evidence of Insurability*

*Re-enrollment opportunities vary by plan



SUMMER PREPAY RESOURCES

- Employee:
 - [Summer Prepay Insurance Premiums web page](#)
 - [Benefit Premiums web page](#)
- Administrators:
 - UW System HR/Benefits Administrative Resources: [Summer Prepay Resources web page](#)
 - Policy
 - Quick Reference Guide
 - UW-Shared Services: [Summer Prepay landing web page](#)
 - Timeline
 - KBs
 - Communications



QUESTIONS?





FY2025 ORGANIZATIONAL DEPARTMENT UPDATES

- To add new Organizational Departments (Org Depts) to HRS, change their description, or inactivate Org Depts for FY 2025 in HRS, Instructions and forms are available on UW-Shared Services website, under HRS Administration, Human Resources, Organizational Department Changes:
 - [Human Resources Administration Page](#)
- Requests:
 - Require signatures from authorized approver(s)
 - Submit to serviceoperations@support.wisconsin.edu (non-Madison)
 - Submit to hris@ohr.wisc.edu (Madison Only)
 - Email subject line: “FY25 Organizational Department Request”
- UW-Shared Services will provide a list of employees and POIs in the impacted departments



FY2025 ORGANIZATIONAL DEPARTMENT UPDATES

- [KB-81988 Request Organizational Department Additions and Changes in HRS](#)
- When changing Organizational Department, Institutions will need to update:
 - Position
 - Job
 - POI data
 - Appointment-Level funding on the Funding Data Entry page
 - Time and Labor Security
 - HRS Row-Level security for core users
 - Form approvers (i.e. WFAP)
- Funding entries for Organizational Department changes need to have Effective Date of:
 - FAASLI and University Staff
 - 06/30/2024 or greater
 - POI Relationship
 - 06/30/2024 or greater
 - Any associated job data or position data changes would also require a 06/30/2024 date or greater



FY2025 ORGANIZATIONAL DEPARTMENT UPDATES

Timeline:

Through May 10, 2024

- Institutions: Submit FY2025 Organizational Department (Org Dept) change requests to Service Operations (i.e., add new Org Dept, change Org Dept description, inactivate Org Dept)
- Service Operations: Make requested Org Dept changes in HRS

May 13, 2024 through May 24, 2024

- Institutions: Final Org Dept changes made for employees and POIs on Position, Job Data, POI, and Funding Data Entry pages before Service Operations can inactivate Org Depts

July 1, 2024 through July 12, 2024

- Service Operations: Inactivate in HRS the Org Depts identified by Institution



QUESTIONS?





2024 EXTEND EJED PROCESS

FINAL REMINDER:

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



QUESTIONS?





ATP/WORKDAY DATA CLEANUP

- Preparing for new tenant builds and final conversion to Workday in 2025
- Initial cleanup items have been provided to the assigned Data Cleanup contacts for the recent tenant build
- Initial cleanup is complete
 - Weekly audits to begin



ATP/WORKDAY DATA CLEANUP

- Each week, we will be discussing a new cleanup item or topic
- Some examples include:
 - LTEs (CL) requiring an EJED in Workday
 - Academic Staff/University Staff Back Up Positions
 - EJED/Planned Exit Date requirements
 - Positions with Multiple Incumbents
 - Missing compensation rates for Academic, Annual or Hourly pay basis employees
- This will be the time to present new cleanup items coming from ATP to ensure smooth conversion



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