HRS Coordinators

September 25, 2014
1 p.m.
Room 1106/1108, 21 N. Park
Agenda

• Cherwell Tickets
• JEMS Load and Benefits Batch
• Consultation Chart
• Benefits Update
  – Open Enrollment and Benefits Fair
  – 2015 Benefits Changes
  – Revised Benefits Application Forms
• HRS Security Role Changes
• Payrolling Nonresident Aliens
• Payroll Payline Credentialing
• Miscellaneous
  – Tuesday Check-ins
  – Hardcopy Earning Statements Update
• Next Meetings
The new WiscIT system has been live since August 18\textsuperscript{th}

Staff should continue to send initial emails for new cases to their Affinity Group email addresses

– AG1@SC.WISC.EDU
New WiscIT System – Powered by Cherwell

- After a case is created for you (the customer), you can simply reply to any email that you receive from the UW Service Center Agent and your email will append to the case automatically.

Reply address (this is correct)

Please refrain from changing the Subject.
What to include in your email and web form request submissions to the UWSC tier two support team

- Employee ID,
- Employee Classification
- Employee Record Number
- Employee Name
- Pay Cycle affected (4A, 4M, etc.)

Support Center expectations for case creation

- UWSC Support staff will reply to your email requests with a case number reference within 4 business hours of your initial email
- When calling UWSC Support, agents create your case and provide the case number immediately
- When using the web form, a WiscIT case is automatically created upon the web form submission and an email is automatically sent to your email address including the case number for your reference
Notes

– You can attach screen shots to your messages and we will be able to see them in WiscIT. This applies to your responses to the agent, as well.

– When you reply to an email from a UW Service Center agent, they will get a notification via email and it will show an Unread item in their Dashboard.

– Reminder: please contact your Affinity Group 1 with questions rather than contacting the Tier 3 functional teams directly. We’re tracking trends and directing technical and training resources to problem areas. Tracking WiscITs allows us to improve service to you – our customers!
<table>
<thead>
<tr>
<th>Time</th>
<th>Frequency</th>
<th>What?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mon - Thurs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 p.m.</td>
<td>Once but lasts ~5 hours</td>
<td>Benefits Batch</td>
</tr>
<tr>
<td>7 a.m. – 7 p.m.</td>
<td>Every 30 minutes</td>
<td>JEMS loads</td>
</tr>
<tr>
<td><strong>?? 2 or 3 a.m.</strong></td>
<td>Need to Schedule?</td>
<td>JEMS load</td>
</tr>
<tr>
<td><strong>Friday - Sunday</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 a.m. Fri – 5 p.m.</td>
<td>No activity</td>
<td>No Benefits Batch</td>
</tr>
<tr>
<td><strong>Times to be determined</strong></td>
<td>As needed</td>
<td>Special HRS loads</td>
</tr>
<tr>
<td><strong>Saturday and Sunday</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 am. and 2 p.m.</td>
<td>Designated times</td>
<td>JEMS loads</td>
</tr>
</tbody>
</table>
Potential issues:
- Not assigned to a benefits program or the correct one
- WRS deductions may never start (or stop)
- New Hire - Missed enrollment
- Termination – Insurances won’t stop
Consultation Chart

- Distributed with powerpoint
- Payroll and Benefits Services contact list
- Notify us if you have areas of concern
- May be modified once all of OHR in North Park
• **Benefit Levels have Increased**
  – Effective October 01, 2014
    • All coverage levels have increased by $3,000
    • No increase to Monthly Deduction amounts

  – Targeted e-mails will be sent to current enrollees.
    • A query has been done to establish who is covered by this plan
    • E-mails are planned for either 09/23/2014 or 09/24/21014
### New Benefits

<table>
<thead>
<tr>
<th>Age</th>
<th>New Benefits Amount</th>
<th>Monthly Cost</th>
<th>Old Benefit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 35</td>
<td>$33,000</td>
<td>$1.00</td>
<td>$30,000</td>
</tr>
<tr>
<td>35 – 39</td>
<td>$28,000</td>
<td>1.25</td>
<td>$25,000</td>
</tr>
<tr>
<td>40 – 44</td>
<td>$25,000</td>
<td>1.60</td>
<td>$22,000</td>
</tr>
<tr>
<td>45 – 49</td>
<td>$18,000</td>
<td>2.00</td>
<td>$15,000</td>
</tr>
<tr>
<td>50 – 54</td>
<td>$15,000</td>
<td>2.40</td>
<td>$12,000</td>
</tr>
<tr>
<td>55 – 59</td>
<td>$13,000</td>
<td>3.80</td>
<td>$10,000</td>
</tr>
<tr>
<td>60 – 64</td>
<td>$12,000</td>
<td>4.35</td>
<td>$9,000</td>
</tr>
<tr>
<td>65 and over</td>
<td>$7,000</td>
<td>3.00</td>
<td>$4,000</td>
</tr>
</tbody>
</table>
Taxability of Wellness Incentives

• Employees covered by State health insurance eligible
• Financial incentives for employee or dependents will be taxable and reflected on 2014 W-2
• Informational email being sent to employees in October
2015 Benefit Information Sessions

UW-Madison

2015 Annual Benefits Enrollment Sessions

• 10/02/2014   8:00-9:30 Rooms 1106/1108
• 10/02/2014   10:00-11:30 Rooms 1106/1108
• 10/02/2014   12:30-2:00 Rooms 1106/1108
• 10/03/2014   2:30-4:00 Rooms 1106/1108
• 10/03/2014   8:30-10:00 Room 5045
• 10/03/2014   10:30-12:00 Room 5045

• Open to department and division payroll and benefits coordinators
• Register at OHRD http://go.wisc.edu/lm7788

Note: First Alert email sent this week did not include all employees; will be corrected for next mailing on 10/1/14
Open Enrollment: October 6 – 31, 2014

Benefits Fair
Tuesday, October 7, 2014
9:00 a.m. - 3:00 p.m.
Union South

Supervisors should encourage their employees to attend and allow staff adequate time away from the workplace to attend.
2015 State Group Health Insurance Options will include a new High Deductible Health Plan (HDP) option with a Health Savings Account (HSA) *

<table>
<thead>
<tr>
<th>Monthly Premiums by Tier*</th>
<th>Current Uniform Benefits</th>
<th>HDHP Uniform Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tier 1</strong></td>
<td>Single $92</td>
<td>Single $32</td>
</tr>
<tr>
<td></td>
<td>Family $230</td>
<td>Family $81</td>
</tr>
<tr>
<td><strong>Tier 2</strong></td>
<td>Single $136</td>
<td>Single $76</td>
</tr>
<tr>
<td></td>
<td>Family $341</td>
<td>Family $192</td>
</tr>
<tr>
<td><strong>Tier 3</strong></td>
<td>Single $267</td>
<td>Single $207</td>
</tr>
<tr>
<td></td>
<td>Family $666</td>
<td>Family $517</td>
</tr>
</tbody>
</table>

*Grad rates are ½ of the above amounts

A HDHP generally begins paying for health care costs once the annual deductible has been met with the exception of preventative services as mandated by federal law.
High Deductible Health Plans (HDHP)

Who is eligible?

- State employees, including domestic partners and non-tax dependent adult children less than 26 years old
- Limited term employees eligible for the State Group Health

Who is ineligible for HDHP?

- Medicare-eligible annuitants 65 and older
- Anyone enrolled in any part of Medicare
- Anyone covered by another disqualifying health plan (e.g., spouse’s health plan, TRICARE)
- Employees who are eligible for the graduate assistant/short-term academic staff benefits
A Health Savings Account (HSA) is a savings or investment account set up to pay for qualified health care expenses

- Owned by individual employee and balances roll over from year to year
- Funds are portable – employee keeps the funds if they leave the plan or state employment
- Tax-free provided funds are used for qualified expenses
- Must be eligible and enrolled in HDHP to have the HSA
- Administered by Total Administrative Services Corp (TASC)
- Annual Contribution Limits $3,350 Single, $6,650 Family
- Annual State Contribution $170 Single, $340 Family (pro-rated if coverage starts after Jan 1)
  - Craftworkers will not receive State Contribution
Revise Application Forms

State Group Health Insurance Application revised 10/14

• Yes & No questions must be answered, e.g.,
  – if employee is selecting a HDHP
  – if they have other insurance
  – if they have Medicare

• Spouse information and Marriage/DP dates are required if employee is married, even if electing single coverage

• SSNs must be included for all dependents and spouse/domestic partner (call or fax Benefits Services if info not available when submitting the application)

• Birthdates for dependents also are required (also okay to call or fax if not on application)
• VSP will offer an open enrollment
• Epic Benefits + will offer a special enrollment
  – Benefit tiering
  – AD&D portion of benefit is increasing by 50%
  – Hospital Indemnity benefit increase from $100 to $200/day
• Dental WI offering a special enrollment with some restrictions and waiting periods
• Individual & Family current member will have an increase option
• Employee Reimbursement Accounts / Flexible Spending Accounts yearly re-enrollment
2015 WRS Contribution Rates

<table>
<thead>
<tr>
<th></th>
<th>General/Teacher</th>
<th>Executives</th>
<th>Protectives w/SSI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Contribution</td>
<td>7.00%</td>
<td>6.80%</td>
<td>7.75%</td>
</tr>
<tr>
<td>Employer Contribution</td>
<td>7.00%</td>
<td>6.80%</td>
<td>7.75%</td>
</tr>
<tr>
<td>Total</td>
<td>14.00%</td>
<td>13.60%</td>
<td>15.50%</td>
</tr>
</tbody>
</table>

Unclassified will start on the 01/02/2015 check
Classified will start on the 01/08/2015 check
WRS contributions are taken on a pre-tax basis for state and federal tax purposes
Separation of Duties

• Many of our SOD conflicts are the combination of HR roles and Payroll Coordinator

• Discovered that removing Payroll Coordinator from departments resulted in them being unable to view/enter absences for employees in their department

• Solution currently being tested

• Updated conflict list will be sent out with next steps for removing Payroll Coordinator role from departments
Separation of Duties

• Once Payroll Coordinator role removed, departments will need a query so they can remind supervisors to approve their employees’ time
  – KB 20530 – Needs Approval Report

• SOD Logs
  – Still at 100% although sometimes a struggle
  – No need to include copy of report or other background info
Payrolling Nonresident Aliens (NRA)

- NRA Fellows and Scholars (SA1)
  - New process of payrolling lump sum payments to NRA effective with the 2015 tax year; no longer processed as a PIR through Accounting Services
  - Service Center is implementing--
    - New earnings code and account code so fringe benefits (24.2%) will not be taken on NRAs
  - Steps for processing and letter for departments to provide NRAs is being drafted
  - Meetings with divisions being scheduled to work out all the details
Service Center Training

• Payroll Payline Credentialing
  – Need a count of how many staff need to go through this credentialling
  – Division payroll staff only?
  – Once Service Center knows how many need to be trained, they will provide a schedule
Reminder: UW-Madison Training

• JEMS HIRE: October 2, 2014
• JEMS CHRIS HR: October 22, 2014

• JEMS Training Needs Assessment Workgroup
  – Next Meeting: October 7, 2014
  • New Training: Introduction to HRS, JEMS, PVL
• Employees Receiving Hardcopy Earning Statements
  – 1194 on 8/5/14
  – 984 on 9/22/14

• KB 17426 has instructions on how to remove this hardcopy option from an employee’s record in HRS
• Tuesday Check-ins and Hot Topics
  – New approach

• HRS Coordinators in 2015
  – Change to 2\textsuperscript{nd} Thursdays?

• Next HRS Coordinators
  – Thursday October 23
  – Thursday December 11