HRS Coordinators

January 8, 2015
1 – 2:30 p.m.
Room 1106/1108, 21 N. Park
Agenda

• Service Center Training
  – Courses
  – Requirements for Credentialing
  – Course Availability
• OIM (Security Access) Upgrade
• Benefits Updates
  – New 2015 Rates
  – Sick Leave Swaps (ICI)
  – Leaves of Absence
  – Grad NEBS
• Nonresident Aliens
  – Tax Information Workshop
  – Payrolling Fellows and Scholars
• Self Service Time Entry
• Separation of Duties Update
• 1A Payroll Schedule
• Miscellaneous
• Next Meetings
Service Center Training

- Courses
  - Intro to HRS
  - HR Learning Path
  - Payroll Payline Deduction
- Requirements for Credentialing
- Course Availability
Service Center Training

• For more information visit the Professional Development area of the HRS Administration page: https://uwservice.wisc.edu/administration/
<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development, Infrastructure Set Up, and Unit Test</td>
<td>10/1 to 11/7</td>
</tr>
<tr>
<td>System/Integration Test Round 2</td>
<td>11/10 to 12/5</td>
</tr>
<tr>
<td>Post System/Integration Test Development Modification</td>
<td>12/8 to 1/2</td>
</tr>
<tr>
<td>User Acceptance Testing (UAT)</td>
<td>1/5 to 1/23</td>
</tr>
<tr>
<td>Post UAT Development Modification</td>
<td>1/26 to 2/4</td>
</tr>
<tr>
<td>UW End User Training</td>
<td>2/5 to 2/18</td>
</tr>
<tr>
<td>Development/Production Cutover</td>
<td>2/19 to 3/1</td>
</tr>
<tr>
<td>Post Project Review</td>
<td>3/2 to 3/28</td>
</tr>
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</table>
Benefits Updates

- New 2015 Rates
- Leave Swaps (ICI) & Deferred Enrollment
- Leaves of Absence
  - Forms
  - Benefits Upon Return from LOA (New)
- Graduate Assistant – New Employee Benefits (Grad NEBS)
## 2015 WRS Contribution Rates

<table>
<thead>
<tr>
<th></th>
<th>General/Teacher</th>
<th>Executives</th>
<th>Protectives w/ Social Security</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee (Employee)</td>
<td>7.00% 6.80%</td>
<td>7.75% 7.70%</td>
<td>7.00% 6.80%</td>
</tr>
<tr>
<td>Employer (Employer)</td>
<td>7.00% 6.80%</td>
<td>7.75% 7.70%</td>
<td>10.56% 9.88%</td>
</tr>
<tr>
<td>*Total</td>
<td>14.00% 13.60%</td>
<td>15.50%</td>
<td>15.50%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>17.56%</td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

*Total does not include Sick Leave employer contribution amounts

### Payroll Effective:
- Unclassified 12M, Paid January 2, 2015
- Classified 12B, paid January 8, 2015
Life Insurance:

- Employee’s age on January 1, 2015 determines premium rate for UW Employees, Inc. and Individual & Family Life Insurance for the 2015 year.

2015 Coverage Elections:

- Any changes made during the Annual Benefit Enrollment period and 2015 Premium changes (Health/Dental/Vision) are effective:
  - 12/23/14 paycheck for Classified employees
  - 1/2/15 paycheck for Unclassified employees

2015 premium rates: [https://uwservice.wisc.edu/premiums/](https://uwservice.wisc.edu/premiums/)
# Summary Chart of 2015 Changes (Reference)

<table>
<thead>
<tr>
<th>Category</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRS Employee Contribution Rate</td>
<td>7% (all except executive) 7.75% (executive)</td>
<td>6.80% (all except executive) 7.70% (executive)</td>
</tr>
<tr>
<td>WRS Employer Contribution Rate</td>
<td>7% (general, teacher) 10.56% (protective) 7.75% (executive)</td>
<td>6.80% (general, teacher) 9.88% (protective) 7.70% (executive)</td>
</tr>
<tr>
<td>WRS Contribution Wage Base</td>
<td>$260,000</td>
<td>$265,000</td>
</tr>
<tr>
<td>Sick Leave Credit Employer Contribution</td>
<td>1.4%</td>
<td>1.2%</td>
</tr>
<tr>
<td>Social Security Employee Contribution Rate</td>
<td>6.2%</td>
<td>6.2%</td>
</tr>
<tr>
<td>Social Security Employer Contribution Rate</td>
<td>6.2%</td>
<td>6.2%</td>
</tr>
<tr>
<td>Social Security Wage Base</td>
<td>$117,000</td>
<td>$118,500</td>
</tr>
<tr>
<td>Medicare Employee Contribution Rate Additional Medicare Tax (1.45%+0.9%)</td>
<td>1.45% on first $200,000 2.35% on $200,000+</td>
<td>1.45% on first $200,000 2.35% on $200,000+</td>
</tr>
<tr>
<td>Medicare Employer Contribution Rate</td>
<td>1.45% (no earnings limit)</td>
<td>1.45% (no earnings limit)</td>
</tr>
<tr>
<td>TSA/WDC Fee</td>
<td>$0 (TSA) / $0-$66 (WDC)</td>
<td>$0 (TSA) / $0-$66 (WDC)</td>
</tr>
<tr>
<td>TSA/WDC Contribution Limits (does not include service catch-up provisions)</td>
<td>$17,500 (under 50) $23,000 ($5,500 age 50 &amp; over)</td>
<td>$18,000 (under 50) $24,000 ($6,000 age 50 &amp; over)</td>
</tr>
</tbody>
</table>
Sick Leave Swap Policy

• Employees often want to swap sick leave used for other leave when they see their ICI category change and premium increase

• All leave swaps that will affect the ICI premium category must be requested by the employee and entered in HRS by the end of the day January 30, 2015

• Once the ICI annual update process runs, any leave swaps will NOT change the 2015 ICI premium category

• view your employees’ balances in HRS by using the Leave Activity Summary Report in conjunction with Results by Calendar (see 01/05/2015 email)
Deferred Enrollment

• Classified can enroll, the **first time** eligible for:
  – Category 3 (accrete 80 hours sick leave within year, prorated if part-time)
  – Category 4 (520 hours of sick leave)
  – Category 5 (728 hours of sick leave)

• Classified can enroll any year eligible for Category 6 (1040 hours of sick leave)

• Unclassified can enroll any year accrued 1040 hours of sick leave
Supplemental Deferred Enrollment

- Supplemental ICI *(applies to all)*
  - Enroll in any year prior year’s WRS earnings >$64,000 (coverage effective 4-1-15)

- All deferred enrollment applications must be received and signed in by **Friday, January 30, 2015**
ICI Clarifications

- Employees who have standard ICI coverage may enroll in **Supplemental Coverage** during any January deferred enrollment period if eligible
  - **Supplemental Coverage** is not permanent
  - If employee’s annual salary falls below $64,000, supplemental coverage ends
- LTEs are only eligible to enroll in Premium Category 1
- **Premium Category 3** is not a permanent plateau and an employee will not remain eligible for employer premium contributions if their sick leave falls below the number of hours required for eligibility
Leaves of Absence

• LOA Forms – Insurance Intention
  – [https://uwservice.wisc.edu/administration/insurance-continuation.php](https://uwservice.wisc.edu/administration/insurance-continuation.php)
  – Form needed when employee goes on LOA
  – Form needed again when employee returns to work (back on payroll), please reference ticket number if one was assigned when the leave began
Benefits Upon Return from LOA

- Employees returning from a LOA should meet with Madison Benefits Services team within their first 30 days back or call 608-262-5650.
- ET-1118 Chapter 7 revised 09/14
- Employees who lapsed coverage during their leave must complete and submit application to resume benefits (they carried prior to the leave) within 30 days of their first day back.
  - Employee will be required to indicate on application if they intend to have health insurance immediately (possibly paying full cost) or wait until employer share is contributed.
• Benefits Upon Return from LOA
  – 40.02 (40) requires employers to track when the employee meets criteria of a LOA ending; meaning employee has returned to work for at least 30 days at a minimum of 50% of their regular schedule. Leave time does not satisfy this requirement.
  – Madison Benefits Services is working on updating our informational documents we send to employees (and cc depts/divs)
  – Any questions on the LOA changes can be emailed to: ddeslover@ohr.wisc.edu
• *NEW* Madison Benefits Services will be offering a Grad New Employee Benefits Session (NEBS) on Jan 16

  – Open to all (newly-eligible for insurance benefits) as a Graduate Assistant or Short Term Academic
  – Friday, January 16, 2015 1:00-3:00 at 21 N Park St Room 1106/1108
  – Communication to div & dept was sent 01/05/2015
Nonresident Aliens (NRA)

• **International Tax Information Workshop:**
  Join ISS as it hosts a representative from UW-Madison’s Office of Human Resources for a workshop that focuses on Federal tax filing resources for F-1 and J-1 visa holders. Highlights include: U.S. Tax filing deadlines, determining your tax status, claiming tax treaty, earnings statements and required forms, Individual Taxpayer Identification Numbers, and how to access Glacier Tax Prep to complete a nonresident alien tax return.

  **Friday, January 30, 2015 3:00 PM Red Gym**
  **Tuesday, February 03, 2015 4:30 PM Red Gym**

• **Payrolling NRA Fellows and Scholars (SA1)**
  – Include department contact on W4 forms for new NRA Lump Sum Payments.
  – Contact Allison Niles ([aniles@ohr.wisc.edu](mailto:aniles@ohr.wisc.edu)) directly with questions/concerns regarding this new process.
Employee/Manager Self Service

Electronic entry and approval of reported time and absence requests in HRS.

If you have problems viewing your PDF statements or reports, please see [https://kb.wisc.edu/page.php](https://kb.wisc.edu/page.php)

Enter Absence
Timesheet

Absence  Leave Balance  Time Entry  Leave Reports

< Previous  1  2  3  Next >
Self Service Time Entry

Campuses manage access to ESS/MSS on the employee’s TL Security page.

Employees are assigned the appropriate ESS access for Time Sheets, Web Clock and/or Absence Requests on the Time Reporter Information tab.

Security roles are then dynamically provisioned for the employee.
The Time Approver Information tab is where approvers are assigned to each employee.

The employee is then added automatically to each approver’s Group ID.
Where do I begin?

Contact Neal Wermuth
- 608-849-4700
- nwermuth@uwsa.edu

- Share Best Practices from other campuses experiences integrating ESS/MSS with their business processes.
- Assist in developing a change management strategy.
- Provide single point of contact for ESS/MSS questions.
Self Service Time Entry – Next Steps

• Consider ESS time and absence entry for nonexempt employees
• Consider ESS absence entry for exempt employees
• Data will be provided
Separation of Duties

• Divisional Focus Groups
  – Discussed possible options for removing conflicts
  – Options for reducing conflict at the department level
    • Use JEMS Change for student help hires – would require entry at the division level
    • Create JEMS Hire for student help hires – would be costly
    • Use student help template with PeopleSoft workflow – under consideration by the Service Center
• Review of January Earning Statements
• Check Correction Process
  – Service Center developing workflow for interested divisions (department completes and forwards to division)
• Address Updates for W-2 Mailing
  – Email to employees early December
  – MyUW portal message
  – Must be completed by 1/19/15
• New Fax# 5-6547 for Payroll-related items (W-4, ACH, Foreign Nat’l forms)
  – Fax# 5-1456 for benefits forms – no change
  – Backup Fax# 2-8436
1A Payroll Schedule

- Final Calc and Confirm Scheduled for 10 a.m. on 1/15.
- No Thursday’s 10 a.m. Absence Bi-weekly Calc
- No Thursday’s 11 a.m. Time Admin
- All AM and TL entry needs to be done by Wednesday, Jan 14th, 8 p.m.
Next HRS Coordinator Meetings

– Thursday, February 12
– Thursday, March 12
– Thursday, April 9
– Thursday, May 14
– Thursday, June 11