



Short Work Break and Summer Prepay Training

Presented By: Sharon Christian-Gunderson





Testing, testing...

Can you hear me talking?

In Q&A, please type

- “Yes” if you can hear me
- “No” if cannot hear me

- **If you cannot hear me :**
- Select “Audio” in Webex’s main menu, then “Call using Computer”
- Try logging out and back in, or join us on a different device



Ask Questions Using 'Q&A'

Q&A

All (0)

Ask: All Panelists

Select a panelist in the Ask menu first and then type your question here.

Send

Please:

- mute your microphone
- write your questions in the Q&A. (**Ask: "All Panelists"**)

We will:

- Address questions at the end of the presentation



Agenda

- ❖ Definitions
- ❖ Short Work Break Process
 - ❖ Annual Process
 - ❖ Eligibility
 - ❖ Reminders
 - ❖ Timelines
- ❖ Summer Benefit Deductions
- ❖ Deduction Prepay Load & Review
 - ❖ Prepay Deduction Schedule
- ❖ Manual Prepay Entry
- ❖ Benefits Impacts
 - ❖ New Employee
 - ❖ Premiums
 - ❖ Terminations
 - ❖ Life Events
 - ❖ Late Notification of Appointment
- ❖ Questions
- ❖ Resources





Definitions

- ***Academic or C-Basis Appointments*** are defined as appointments directly tied to the academic year calendar.
- ***Annual or A-Basis Appointments*** are defined as appointments for the fiscal year.
- ***Summer Basis Appointments*** are defined as employment periods between the end of one academic year and the beginning of the next.
 - This includes both Summer Service and Summer Session appointments.



Definitions

- **Unpaid Leave Of Absence (LOA)**
 - Defined as a leave of absence without pay. ***This action removes the employee from all payroll, absence and benefits processing***

- **Seasonal Short Work Break (SWB)**
 - Are for those employees with a recurring work schedule, e.g., works every first semester during registration, agricultural/farm workers, nurses in student health centers, etc.
 - Seasonal Status is generally identified at the time of recruitment
 - Payments reflect the period (number of months) and FTE worked

- **Short Work Break (SWB)**
 - Denotes a period when an employee is not working in their primary appointment ***but is still considered an active employee for benefits purposes***
 - NOTE: For purposes of summer prepay deduction eligibility, the spring appointment is responsible for fringe benefits for the summer coverage



Short Work Break (SWB) Process





Annual Process

- Short Work Break(SWB) process:
 - ***Runs once annually***
 - Automatically loaded into HRS at the end of the academic year (May)
 - **Impacts all active appointments** (Empl Records) with an **academic pay basis**
 - Employees, (Faculty, Academic Staff, & Limited Appointees (FAASLI)) assigned to an academic year, 9-month appointment, Student Assistants & Employees-in-Training

Effective Date	MAY	Action	Short Work Break
Effective Sequence	0	Reason	End of Academic Year
HR Status	Active	Job Indicator	Primary Job
Payroll Status	Leave of Absence		



Annual Process

- Return from SWB process
 - Runs once annually**
 - is completed in the fall
 - Impacts all appointments** (Empl Rcds) that meet this criteria:
 - Had a (SWB) action on Job Data with reason code (**End of Academic Year**)
 - Has an active status in HRS

Effective Date **AUGUST**

Effective Sequence 2

HR Status Active

Payroll Status Active

Action Return from Short Work Break

Reason Start Academic Year

Job Indicator Primary Job



Eligibility

- FAASLI Appointees, Student Assistants & Employees-in-Training
 - In an Academic year (C-Basis) contract, select Annual contracts (A-Basis) eligible; and
 - are expected back in the fall **OR**
 - are working a summer appointment ***with no expectation to return*** in the fall
- Employees who are terminating UW employment after working a summer appointment.
 - These employees are eligible for summer prepay deductions that pay for coverage through the end of their employment

Note: *Employees who move from an Academic “C” basis to an Annual “A” basis appointment (or vice versa) are eligible to continue benefits between appointments even if the employee does not work during one or more of the summer months.*



Eligibility

- Employees on an **annual year** contract that are expected to work for one or more summer months and are expected to return to benefits eligible employment on or before the fall semester are **NOT** included in the automatic pre-pay process.
- University Staff employees on a summer leave are **not** included in the automatic process
 - Should be placed on a leave of absence (SWB/seasonal)
 - Manual prepay entries with a LOA reason code
- Manual SWB-Entry: Academic Year employees hired after the mass SWB process will need to have a Short Work Break (SWB) Job Data row added by their HR-Representative



Reminders

- To **maintain benefits**, the employee's Academic year (C-Basis), Empl Record must be:
 - **Active** with an **August Expected Job End Date (EJED)**
 - Benefit primary appointment must be on a SWB
 - The SWB reason code is essential for Deduction Prepay balances to disperse during summer

Effective Date		Action	Short Work Break
Effective Sequence	0	Reason	End of Academic Year
HR Status	Active	Job Indicator	Primary Job
Payroll Status	Leave of Absence		





Reminders:

- SWB Reconciliation Process will refund premiums on appointments that are:
 - **Automatically** terminated in HRS because of the May EJED
 - Manually terminated
- Return from SWB is loaded in the fall to appointments that are active and had a May SWB load
 - Position number changes such as : Transfer-Original, New Hire will prevent the Return-SWB to load correctly
 - To correct, job data manual Return-SWB entry





Reminders

Actual question: “In prior years, when an employee has *last day of Spring as their Expected Job End Date* or *has termination entered prior to the Summer Prepay being loaded*, they will not be loaded on the Ded Prepay Review Page and will not be on the Prepay Load Report...”

“We noticed that the employees who have [a May] Expected Job End Date or have termination entered [are] still being loaded on the Ded Prepay Review Page and also on the Prepay Load Report”

Answer: EJED does not impact prepay loads. HRS looks to see if the HR-status is ACTIVE or INACTIVE.

Effective Date		Action	Short Work Break
Effective Sequence	0	Reason	End of Academic Year
HR Status	Active	Job Indicator	Primary Job
Payroll Status	Leave of Absence		





Reminders

- Terminated employees **will NOT** have SWB applied
 - Summer prepays will not be generated
 - Benefits terminate at the end of the month in which the appointment ends (for example, if the employee terms 5/20, benefits end 5/31)





Reminders

Multiple/additional premiums will be deducted from the first two paychecks of March, April & May payrolls

- Deductions are used to cover **premiums** for June, July and August
- Allows employees to maintain insurance **coverage** for June, July and August
- Prepays will disperse on the very **NEXT** payroll after final deduction (example/s later in the presentation)

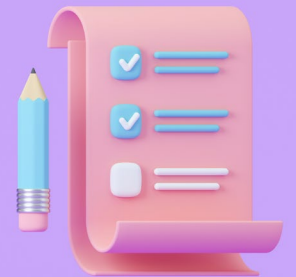




Reminders

- **Employer Contribution for State Group Health & Income Continuation Insurance**
 - Premiums are now deducted in the same month of coverage
 - Eligible to continue health insurance coverage for up to three months at the employer contribution
 - The additional three months are counted immediately after the month in which the LOA began

NOTE: Academic Year employee, your eligibility for employer contribution for these two plans may differ based on duration of SWB





Historical Example of **OLD practice** [premium deducted one month in advance]

- Employee who worked the **spring semester** and is expected to be on a SWB **ONLY** during the fall semester
 - Received paid in advance **coverage** month of June
 - As part of their academic year contact, continued to receive the employer contributions for summer months of July, August & September **coverage** months
 - Due to the fall SWB, gets three additional months at employer share, October, November & December
 - Full premium due for January coverage
- **Expect** the employer share to resume February





Example of **Current Practice** [premium & coverage in the same month]

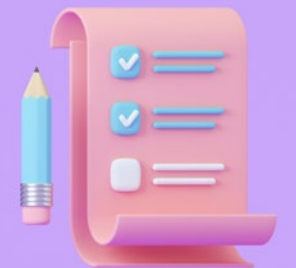
- Employee who worked the **spring semester** and is expected to be on a SWB **ONLY** during the fall semester
 - Received current month May with employer share
 - As part of their academic year contract, continues to receive the employer share for June, July & August
 - Due to the fall SWB, gets three additional months at employer share; September, October & November
- Full premium due in December
- **Expect** the employer share to resume in January





Example of **Current Practice** [premium & coverage the same month]

- Employee who worked the **fall semester** and is expected to be on a SWB **ONLY** during the spring semester
 - Received current month of January with employer share
 - Three additional months at the employer share; February, March & April
 - Full premium due in May
- As part of their academic year contact, eligible for the summer months at employer share June, July & August
- **Expect** the employer share to continue in September





Timelines

- February 12, 2024: UW-Shared Services will automatically set-up summer prepay deductions (prepay load) for employees with EJED equal to the end of the academic year (AUGUST)
- February 13, 2024, Madison Benefits Services will run the “prepay load” report and will share that with campus
 - If employee is expected back in the fall, division/department should run the EJED Query to extend appointments through the end of the academic year
- **Use both the EJED and prepay load reports to manually enter term dates for employees that are:**
 - **NOT** returning in the fall **and** will not work a summer appointment
 - **NOT** returning in the fall **and** is expected to work a summer appointment
 - Termination date would be the end of the summer appointment





Timelines

- **March, April and May** – Prepays will be deducted from the following checks payable:
 - March 07, March 21, April 4, April 18, May 2 and May 16, 2024
 - Continue to work the EJED report until the SWB process loads in May
- In May, the annual SWB will be loaded to HRS
 - Academic Year appointments that are active are placed on SWB, which puts the employee in leave status
 - Appointments that were **NOT** extended will be terminated through the normal EJED process





Timelines

- **June, July and August** – Prepays will **disperse** to pay for June, July & August coverage
 - As you become aware that employees are not returning in the fall, you must continue to enter those terminations
- August – Annual Return from Short Work Break (RSWB) will be loaded to HRS



Summer Benefit Deductions





Summer Benefits Deductions

Summer Deductions are taken for:

- State Group Health Insurance
- Preventative & Supplemental Dental Insurance
- Vision Insurance
- State Group Life Insurance
- Individual & Family Life Insurance
- Accidental Death & Dismemberment (AD&D) Insurance
- Accident Insurance
- Income Continuation Insurance (ICI)





Summer Benefits Deductions

Summer Prepay **are NOT** taken for:

- Flexible Spending Accounts (FSA)
- Health Savings Accounts (HSA)
- UW 403(b) Supplemental Retirement Program(SRP)
- Wisconsin Deferred Compensation (WDC) 457(b)
- Parking & Transit Accounts





Summer Benefits Deductions-Changes :

Flexible Spending Accounts (FSA)

- FSA contributions are deducted from the first two biweekly paychecks of the month
 - 18 paychecks for academic year (9 month) contract
 - Contributions will also take from the first and second paychecks in the summer
- Annual election can be changed during the year if you experience a [Qualifying Life Event](#)
 - Per pay period deduction amount will automatically adjust based on annual election
 - Amount deducted year-to-date and the number of pay periods remaining in the calendar year
 - Contributions will not exceed the annual election or the plan limits.





Summer Benefits Deductions-Changes:

Health Savings Accounts (HSA)

- HSA contributions are deducted from the first two biweekly paychecks of the month
 - 18 paychecks for academic year (9-month) contract
 - **None during the summer**
- If enrolled in a High Deductible Health Plan (HDHP), can change the annual HSA election at any time during the year
 - Contributions will not exceed the annual election or the IRS limit.

<https://uwservice.wisconsin.edu/hrs/project-readiness#hsa>





Summer Benefits Deductions-Changes

- UW 403(b) Supplemental Retirement Program(SRP)
- Wisconsin Deferred Compensation (WDC) 457(b)
 - Contributions are deducted from the first two biweekly paychecks of the month
 - 18 paychecks for academic (9 month) contract
 - Contributions will also take from the first and second paychecks in the summer
- Can change contribution amount at any time during the year.
- Contributions deducted from ***summer pay will not cause you to exceed IRS limits set for the plan.***
- Contributions automatically stop when IRS limits have been reached

<https://uwservice.wisconsin.edu/hrs/project-readiness#srp>





Summer Benefit Deductions

Employees enrolled in the Health Opt-Out Incentive Program

- Academic Year employees will have the SWB loaded to the Job Data and automatically set up for summer pre-pay
- Incentive payments will continue to be distributed throughout the summer
 - 18 incentive payment will be processed on the first and second paycheck during the academic year (9 month) contract
 - Incentive payments are also paid during the summer
- If the Opt-Out incentive payment is sufficient to cover premium/s **consider unchecking pre-pays**
- If the Opt-Out incentive payment is **NOT** sufficient to cover premium/s **consider reducing the prepay factor**





Benefits Deductions-Changes For Terminating Employees

- **UW-Shared Services** will run a report **during** the pay period of the second paycheck of the month to determine if enough funds available to pay employee insurance premiums
- To ensure employees are picked up on the report accurately
 - Update EJED dates by the Thursday before the pay calc week
 - The report will run the Friday before the pay calc week of the **first paycheck paid in the month**
- If an employee **will not have sufficient earnings** to cover insurance premiums on second paycheck of the month
 - Paylines will be added to the first paycheck paid in the month to double employee insurance premiums
 - Payline overrides will be added to the second paycheck paid in the month to stop employee insurance premiums from being deducted.



Deduction Prepay Load & Review





Divisions/Departments

- Determine who will be coming back in the fall and need prepay deductions
- Communication
 - Supervisors
 - Principal Investigators
 - Division
 - Department
 - **Employee** (most importantly)
- Be mindful of Departmental/Institutional transfers

NOTE: The UW is considered one employer and, the spring appointment is responsible for summer prepays



Deduction Prepay Load & Review

Deduction Schedule	Deadline for making prepay changes in HRS will be the Monday BEFORE the final calc date:	Prepay changes AFTER the deadline will require you to reach out to MBS
MAR1	4:30 p.m. on Monday, 02/26/2024	12 p.m. on Wednesday, 02/28/2024
MAR2	4:30 p.m. on Monday, 03/11/2024	12 p.m. on Wednesday, 03/13/2024
APR1	4:30 p.m. on Monday, 03/25/2024	12 p.m. on Wednesday, 03/27/2024
APR2	4:30 p.m. on Monday, 04/08/2024	12 p.m. on Wednesday, 04/10/2024
MAY1	4:30 p.m. on Monday, 04/22/2024	12 p.m. on Wednesday, 04/24/2024
MAY2	4:30 p.m. on Monday, 05/06/2024	12 p.m. on Wednesday, 05/08/2024



Deduction Prepay Load & Review

- **Pay run ID** will list both current and previously entered prepays

2024 Pay Schedules						
Biweekly Pay Schedule All Employees						
Pay Period	Deduction Split Schedule	Pay Run ID	Pay Period	Final Calc and Confirmation		Pay Date
Dec C 2023	JAN First	2023BW12C	12/17/2023 - 12/30/2023	01/04/2024	Morning	01/11/2024
Jan A	JAN Second	2024BW01A	12/31/2023 - 01/13/2024	01/18/2024	Morning	01/25/2024
Jan B	FEB First	2024BW01B	01/14/2024 - 01/27/2024	02/01/2024	Morning	02/08/2024
Feb A	FEB Second	2024BW02A	01/28/2024 - 02/10/2024	02/15/2024	Morning	02/22/2024
Feb B	MAR First	2024BW02B	02/11/2024 - 02/24/2024	02/29/2024	Morning	03/07/2024
Mar A	MAR Second	2024BW03A	02/25/2024 - 03/09/2024	03/14/2024	Morning	03/21/2024
Mar B	APR First	2024BW03B	03/10/2024 - 03/23/2024	03/28/2024	Morning	04/04/2024
Apr A	APR Second	2024BW04A	03/24/2024 - 04/06/2024	04/11/2024	Morning	04/18/2024



Deduction Prepay Load & Review – Plan Types

PLAN TYPE	PLAN NAME
10	State Group Health
11	Supplemental Dental
14	Vision Insurance
1D	Preventative Dental
2A	Accident Insurance
2M	State Group Life - Basic
2N	State Group Life - Supplemental
2O	State Group Life - Additional
2P	State Group Life - Spouse & Dependent
2Q	Individual & Family Life - Employee
2R	Individual & Family Life - Spouse/DP
2S	Individual & Family Life - Child(ren)
2V	AD&D
3Y	Income Continuation Insurance- Early
3Z	Income Continuation Insurance



Deduction Prepay Load & Review

To verify if prepays have already been entered navigate to:

Benefits > Manage Automated Enrollment > Events > Deduction Prepay > Ded Prepay Review Page

Deduction Prepay - Review

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Business Unit

Department

PrePay Source

Empl ID

Name

Pay Run ID

Include History Correct History Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)



Deduction Prepay Load & Review

Benefits > Manage Automated Enrollment > Events > Deduction Prepay > Ded Prepay Review Page

Employee Deduction Prepayment Options													Personalize	Find	View All	First	1-10 of 10	Last
	*Source	*Empl ID	Empl Rcd	Name	*Plan Type	Prepay Factor	*Pay Run ID	Preatx_Amt(A)	Prebtx_Amt(B)	Pretax_Amt(T)	OK To Process	Staging_Table(PY Load)	Load to Payroll					
1	LOA		0		10	0.5	2022BW04A				<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Proc	+				
2	LOA		0		2M	0.5	2022BW04A				<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Proc	+				
3	LOA		0		2N	0.5	2022BW04A				<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Proc	+				
4	LOA		0		2P	0.5	2022BW04A				<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Proc	+				
5	LOA		0		2Q	0.5	2022BW04A				<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Proc	+				
6	LOA		0		2R	0.5	2022BW04A				<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Proc	+				
7	LOA		0		2S	0.5	2022BW04A				<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Proc	+				
8	LOA		0		2T	0.5	2022BW04A				<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Proc	+				
9	LOA		0		2V	0.5	2022BW04A				<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Proc	+				
10	LOA		0		3Z	1.0	2022BW04A				<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Proc	+				

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History



Deduction Prepay Load & Review

Deduction Prepay Process

- **“Ok To Process”** means that HRS will load the deductions during the payroll processing
 - If checked, then the prepay will load to the paycheck
 - Unchecking will **STOP** the prepay from being taken from payroll
 - If greyed out, then no action can be taken as the prepay has been loaded to the payroll
- **“Load to Payroll”** will indicate if prepay had been loaded to the paycheck or not
 - Loaded: means prepays were loaded to the payroll
 - Not Proc: not yet loaded to payroll



Deduction Prepay Load & Review- Deduction Prepay Process

Prepay Factor

- The number of additional deductions to be taken for the employee.
- Defaults to zero which means nothing will be deducted
- A factor of 0.5 equates to **ONE** bi-weekly deduction/s
- A factor of 1.0 equates to **TWO** bi-weekly deductions OR **ONE month's** worth of deductions



Deduction Prepay Load & Review

- **Note:** Prepays disperse backwards, that is, the last prepay deducted will dispersed first:
 - May prepays covers June premiums & coverage
 - April prepays covers July premiums & August coverage
 - March prepays covers August premiums & coverage

		Prepay Deduction Month		
		MAY1 & MAY2	APR1 & APR2	MAR1 & MAR2
		Prepay Disperse Month		
The Month of Job & Coverage Termination	"Normal" premiums	JUN1 & JUN2	JUL1 & JUL2	AUG1 & AUG2
May	No-Refund	Unchecked	Unchecked	Unchecked
June	No action	Checked	Unchecked	Unchecked
July	No action	Checked	Checked	Unchecked
August	No action	Checked	Checked	Checked



Deduction Prepay Load

Automatic Set-up for C-basis Prepay Schedule

- March 2024
 - ½ on March 7 paycheck and ½ on March 21 paycheck for **all insurance plans**
 - March 7; Pay Run ID is 2024BW02B
 - March 21; Pay Run ID is 2024BW03A

- April 2024
 - ½ on April 4 paycheck and ½ on April 18 paycheck for **all insurance plans**
 - April 4; Pay Run ID is 2024BW03B
 - April 18; Pay Run ID is 2024BW04A

- May 2024
 - ½ on May 2 paycheck and ½ on May 16 paycheck for **all insurance plans**
 - May 2; Pay Run ID is 2024BW04B
 - May 16; Pay Run ID is 2024BW05A

Employees with an **Annual (A-basis) contract manually setup for prepays** would follow the same as above

Sample email sent by UW-Shared Services to employees



Dear {{FIRSTNAME}}

Summer prepay insurance premiums will be deducted from your *[paycheck dates listed here]* paycheck in the estimated amount of *{PREPAY}*. These lump sum amounts include *State Group Health Insurance premium as well as other insurance programs in which you are enrolled.* *

Summer prepay premiums cover the cost of continuing your insurance coverage through the summer *(contract break date)* months and are in addition to your regular biweekly insurance premium deductions.

(Information regarding Income Continuation Insurance deductions will be included in the letter as well)

Summer prepay deductions will also occur on your *(either April, May & June)* paychecks. The prepay dollar amounts for these dates will include a prepay deduction for the ICI plan if you are enrolled. An email will be sent prior to these pay dates with your estimated summer prepay deduction amounts.

What if my Employment Status Changes?

If your summer or fall employment status changes after you have had summer prepay deductions, you may receive deduction refunds. If you will terminate employment, and not return in the fall, contact your institution benefits contact to determine your employment termination date and insurance coverage end date.

If you anticipate any other status changes such as marriage, birth, divorce, contact your institution benefits contact immediately for information on how your insurance benefits may be affected.

Questions

For additional information on summer prepays, review the Summer Prepay Deductions web page. If you have questions after reviewing the web page, contact your institution benefits contact.

*Excludes: Flexible Spending Account (FSA), Health Savings Account (HSA), UW 403(b) Supplemental Retirement Plan (SRP), and Wisconsin Deferred Compensation (WDC) 457 deductions.

Health Opt-Out Incentive payments and HSA Employer contributions will continue through the summer months.

NOTE: The lump sum summer prepay insurance premium deduction amounts in this email are an estimate based on the benefits plans in which you are enrolled. The estimates are intended to help you plan for these additional deductions from your paychecks.



Sample Email for Divisional/Departmental Use

Enrolled in benefits and paid on an Academic Year Calendar: FAASLI, Short-Term Academic Staff and Graduate Students

- If you expect to return to campus on or before the start of the fall semester you might be eligible to maintain insurance coverage through the summer. You will automatically see additional payroll deductions (prepay) for summer coverage. This will be reflected on your March, April, and May payrolls.

- To determine if you are eligible to maintain insurance coverage through the summer months, **we request that you respond to this email selecting one of the below options on or before [date]:**
 - I am currently NOT enrolled in benefits
 - I am graduating and not returning to any other UW-Madison or University of Wisconsin System campuses e.g., UW-Milwaukee, Whitewater
 - I am **actively seeking and/or have secured a fall semester appointment** with UW-Madison or University of Wisconsin System campuses and will need my benefits prepaid.
 - I have secured a summer session appointment and **will NOT** be back in the fall
 - **Please include the end date of your summer session appointment**
 - I have secured a summer session appointment and **WILL** be back in the fall
 - **Please include the end date of your summer session appointment**
 - I am unsure how to respond and need someone to follow with me regarding prepay for summer coverage through benefits deductions



Sample Email for Divisional/Departmental Use: Continued

Enrolled in benefits and paid on an Academic Year Calendar: FAASLI, Short-Term Academic Staff and Graduate Students

INTERNATIONAL STUDENTS: All international students and visa dependents are required to have UW-Madison approved health insurance coverage, regardless if you are in the United States or not. For additional information, please visit: <https://www.uhs.wisc.edu/ship/international/> .If you have additional questions, please contact your HR-Representative.



Degree Conferral/Payroll End Dates

- Students who graduate may continue to be employed as a Student Assistant through the degree conferral date for that term, May 12, 2024
- If you have students who are graduating in the window period, please review the guidance in the following link to determine if prepays are needed for the summer:
- <https://grad.wisc.edu/documents/degree-conferral-payroll-end-dates/>

Manual Prepay Entry





Manual Prepay Entry – KB 37856

Manual prepay entries are needed for employees:

- Who were not automatically loaded during the SWB process
- Preparing for an unpaid LOA (e.g., medical or professional)
- Annual A-Basis Employees
- Seasonal SWB
 - Employee other than the Academic (C-Basis) summer break
 - For benefit purposes, these employees are treated the same as those on LOA

- Enrolling in the Income Continuation Insurance (ICI) Program in April through the **ICI Deferred**



Manual Prepay Entry

Navigate to: **Benefits** → **Manage Automated Enrollment** → **Events** → **Deductions Prepay** → **Ded Prepay Review Page**. This page allows you to either *review or edit* an already existing prepay record, or add a *new prepay*

- Prepay factor of 0.5 will have deductions align with the split benefits deduction (bi-weekly deduction amounts)
- Prepay factor of 1.0 will add deductions for the total monthly premium

NOTE: Prepays **MUST** be set up to take on **every payroll** leading up to the LOA or SWB to prevent the system from disbursing the prepay money too early



Manual Prepay Entry

Example-1:

If an employee's monthly health insurance premium was \$300.30 (\$115.15 bi-weekly) then adding a:

- Prepay **factor of 0.5** would add \$115.15 to take from payroll
 - When dispersed, used to pay for either the first or second health insurance premium (full bi-weekly premium)
- Prepay **factor of 1.0** would add \$300.30 to take from payroll
 - When dispersed, used to pay for the first and second health insurance premium (full monthly premium)



Manual Prepay Entry-Example 1

On February 27, you were informed that Jonathan P (A-Basis) employee had requested prepays for an upcoming unpaid LOA

- LOA start date = 05/21
- Return to work on 08/13

How to think through the next steps:

- Which pay period does the SWB/LOA fall in?
- How many pay periods **will the employee miss** or in other words how many prepays are needed before the employee returns to work (what is the RTW date?)
- Before the LOA start date, determine how many pay periods **have not yet been processed** or other words, how many checks are left from which prepays can be taken



Manual Prepay Entry- How Many Prepays Are Needed:

- Need five prepays for five biweekly deductions or (2.5 months of deductions)
 - HRS considers a prepay factor of 1.0 to be one month of premiums
 - Prepay factor of 0.5 is one bi-weekly

Checks remaining before the LOA/SWB start date:	Using Prepay Factor of	
	0.5	1.0
MAR1		
MAR2	0.5	
APR1	0.5	
APR2	0.5	1.0
MAY1	0.5	1.0
MAY2	0.5	0.5
	2.5	2.5
Total prepays: 5	Total prepay factor: 2.50	

- How will the prepays be dispersed

Prepay disperse per bi-weekly deductions	Regardless of prepay factor previously ENTERED
JUN1	0.5
JUN2	0.5
JUL1	0.5
JUL2	0.5
AUG1	0.5
Total dispersed	2.5



Manual Prepay Entry

- Review the benefits that the employee is currently enrolled:
 - Current Benefit Summary
 - Review Paychecks
- Obtain the employee's Unit, Division, Department, Subdepartment (UDDS) from Job Data.

Deduction Prepay - Review

[Find an Existing Value](#) [Add a New Value](#)

UWMSN

Business Unit

Department

PrePay Source

Empl ID

Name

Pay Run ID

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)





Manual Prepay Entry

NOTE: If the employee has more than one active appointment, make sure you have retrieved the correct UDDS as that will be the appointment from which prepaids will be deducted


Deduction Prepay - Review

[Find an Existing Value](#) | [Add a New Value](#)


Business Unit  **UDDS**

Department 

PrePay Source

Empl ID 

Name

Pay Run ID 

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)



Manual Prepay Entry

- Prepay options are:
 - Leave of Absence
 - Short Work Break

Deduction Prepay - Review

[Find an Existing Value](#) | [Add a New Value](#)

Business Unit

Department

PrePay Source

Empl ID	Name	Pay Run ID
	Delayed Processing Prepay	
	Leave of Absence	
	Short Work Break	

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)



Manual Prepay Entry

Deduction Prepay - Review

[Find an Existing Value](#) | [Add a New Value](#)

Business Unit

Department

PrePay Source

Empl ID **Person ID**

Name

Pay Run ID

[Add](#)


[Find an Existing Value](#) | [Add a New Value](#)




Manual Prepay Entry


Deduction Prepay - Review

[Find an Existing Value](#) | [Add a New Value](#)


Business Unit 

Department 

PrePay Source

Empl ID 

Name

Pay Run ID 

Leave blank

[Find an Existing Value](#) | [Add a New Value](#)



Manual Prepay Entry

- Pay Run ID available for the remaining calendar year will be listed

Deduction Prepay - Review

Business Unit


Department

PrePay Source

Empl ID

Name

Pay Run ID



|

2024BW02A	2024 Biweekly Feb A
2024BW02B	2024 Biweekly Feb B
2024BW03A	2024 Biweekly Mar A
2024BW03B	2024 Biweekly Mar B
2024BW04A	2024 Biweekly Apr A
2024BW04B	2024 Biweekly Apr B
2024BW05A	2024 Biweekly May A
2024BW05B	2024 Biweekly May B
2024BW06A	2024 Biweekly Jun A
2024BW06B	2024 Biweekly Jun B
2024BW06C	2024 Biweekly Jun C
2024BW07A	2024 Biweekly Jul A
2024BW07B	2024 Biweekly Jul B



Manual Prepay Entry :

University Staff Schedule: Due to Deferred ICI Enrollment

- March 2024
 - ½ on March 7 paycheck and ½ on March 21 paycheck for all insurance plans, **except ICI**
 - March 7; Pay Run ID is 2024BW02B
 - March 21; Pay Run ID is 2024BW03A

- April 2024
 - ½ on April 4 paycheck and ½ on April 18 paycheck for all insurance plans, **except ICI**
 - **For ICI, 1 full ICI premium on will take on each paycheck in April**
 - April 4; Pay Run ID is 2024BW03B
 - April 18; Pay Run ID is 2024BW04A

- May 2024
 - ½ on May 2 paycheck and ½ on May 16 paycheck for all insurance plans
 - May 2; Pay Run ID is 2024BW04B
 - May 16; Pay Run ID is 2024BW05A



Manual Prepay Entry

Annual (A-basis) contract

- March 2024
 - ½ on March 7 paycheck and ½ on March 21 paycheck for **all insurance plans**
 - March 7; Pay Run ID is 2024BW02B
 - March 21; Pay Run ID is 2024BW03A
- April 2024
 - ½ on April 4 paycheck and ½ on April 18 paycheck for **all insurance plans**
 - April 4; Pay Run ID is 2024BW03B
 - April 18; Pay Run ID is 2024BW04A
- May 2024
 - ½ on May 2 paycheck and ½ on May 16 paycheck for **all insurance plans**
 - May 2; Pay Run ID is 2024BW04B
 - May 16; Pay Run ID is 2024BW05A

This is the same schedule used during the automatic prepay set-up for C-basis employees

Prepay Deduction



Paycheck Information				Paycheck Totals	
Paycheck Status	Confirmed	Paycheck Option	Advice	Earnings	1,304.24
Issue Date	06/02/2022	Paycheck Number		Taxes	0.00
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Direct Retro	Deductions	51.00
			<input type="checkbox"/> Cashed	Net Pay	1,253.24

Deductions				
Deduction Code	Description	Class	Amount	Calculated Base
QZUW	Quartz UW Health & Dental	After-Tax	25.50	
QZUW	Quartz UW Health & Dental	Nontaxable Benefit	254.03	
PREATX	Prepaid After-Tax	After-Tax	25.50	

Prepay Disbursement



Paycheck Information				Paycheck Totals	
Paycheck Status	Confirmed	Paycheck Option	Check	Earnings	0.00
Issue Date	08/25/2022	Paycheck Number		Taxes	0.00
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Direct Retro	Deductions	0.00
			<input type="checkbox"/> Cashed	Net Pay	0.00

Deductions				
Deduction Code	Description	Class	Amount	Calculated Base
QZUW	Quartz UW Health & Dental	After-Tax	25.50	
QZUW	Quartz UW Health & Dental	Nontaxable Benefit	254.03	
PREATX	Prepaid After-Tax	After-Tax	-25.50	



Benefit Impacts





Benefits Impact

To **maintain benefits**, the employee's Academic Year Empl Record:

- Must have an **active** HR Status for the payroll/s being processed
- Must be on a SWB during the summer
- Must maintain a benefit eligible FTE while on SWB
- Benefit primary flag must be on the SWB appointment



Benefits Impact – WRS New Hire

New employees with a summer contract and **Wisconsin Retirement System (WRS)** fall appointment:

- WRS and benefit eligibility begin the first day of the summer appointment
 - Eligible for all WRS benefits NOT just health insurance
- Hire into **TWO** Empl Records
 - Enter the fall appointment on Rcd 0
 - Manually enter SWB and Return from SWB
 - Summer appointment is hired into Rcd 1
 - Premiums collected via pay lines from summer appointment or benefit billing



Benefits Impact – Non-WRS New Hire

New employee with a summer contract *prior* to a **Non-WRS** fall appointment

- If there is a break fewer than 30 days between summer and fall appointment
 - **The duration attribute of the two appointments can be combined** to determine benefits eligibility under the Graduate Assistant/Short-Term Academic Benefits Package
 - **FTE cannot be combined**
 - If benefit eligibility requirements are met, benefit eligibility begins the first day of the summer appointment
 - Expectation change such as an employee secures a non-WRS benefit eligible appointment while working summer appointment
 - Benefit eligibility begins when the expectation changes
 - Premiums collected via pay lines from summer appointment or benefit billing



Benefits Impact – Non-WRS New Hire

New employee with a summer contract *prior* to a **Non-WRS** fall appointment

- If there is a break equal to or greater than 30 days between summer and fall appointment
 - Each appointment must be reviewed individually to determine eligibility under the Graduate Benefit Program/Short-Term Academic benefit package
 - If benefit eligibility requirements are NOT met by the summer appointment, then benefit eligibility should be re-evaluated at the start of the fall appointment
 - Expectation change - not applicable if more than 30-day break
 - Non-WRS appointment
- Premiums collected via pay lines from summer appointment or benefit billing



Benefits Impact – New Employee

- Questions on benefits start date
- Benefit enrollment period
- Less than 30- day break in employment
- Expectation changes

Reach out to: Madison Benefit Services at

benefits@ohr.wisc.edu



Benefits Impact – Premiums

Premiums for summer months are deducted:

- When prepays are dispersed
- Through Summer appointments
 - If no prepays were entered
 - Prepay disperse prematurely
 - Had insufficient earnings on March, April or May payrolls
- Benefits Billing – Post Tax Deduction
 - If employee has no summer appointment



Benefits Impact – Terminations due to non-payment

If prepays were not set up appropriately then a benefit billing statement will be sent to the employee's home/ mailing address.

If the employee is on an extended vacation and isn't checking their mail or email for the benefit billing statement, then benefits will terminate due to non-payment of premium and they would not have a re-enrollment opportunity upon their return to work.

NOTE: Employee returning to work in the fall is **NOT** a qualifying event to re-enroll in benefits as there has not been a break in employment.



Benefits Impact – Premiums

If benefits are cancelled/terminated due to non-payment of premiums:

- Not eligible for COBRA
- Not eligible to re-enroll until the annual fall open enrollment period
 - Coverage effective January 1 of the following year
- May apply at any time, through evidence of insurability (will be approved/denied based on medical underwriting):
 - Income Continuation Insurance
 - Life Insurances - State Group Life, and Individual & Family Life
 - May enroll in some benefits mid-year **only** if they experience a [qualifying life event](#) (marriage, birth of a child, loss of other coverage)



Benefits Impact – Terminations

Termination of Employment

- All insurances terminate at the end of the month
- Benefits will be terminated prospectively.
 - The date the employer is notified of the employment termination
 - Resignation letter/email
 - Date employee finishes working in a summer appointment
 - Remaining prospective premiums will be refunded via the pre-pay reconciliation process
- COBRA Continuation Information will be mailed after termination is processed via HRS over night process



Benefits Impact – Life Events

Life events: birth, marriages, gaining/losing other coverage, etc.

- Madison Benefit Services will process the life event application forms
- UW-Shared Services:
 - Prepay premium adjusted
 - Benefit billing for difference in premium owed



Benefits Impact – Late Notification of Appointment

If notice of a summer or fall appointment is received:

- Within 30 days of the termination date **OR within 30 days of** the date the COBRA Notice was sent (whichever is later):
 - Employee is eligible for continuous coverage over the summer
 - Rehire the employee to rescind termination
 - Place employee on SWB
 - Benefits must be reinstated to reflect continuous coverage
- Prepay process has ended, premiums will need to be collected
 - Benefit billing
 - Summer appointment, if applicable



Benefits Impact – Late Notification of Appointment

If notice of a summer or fall appointment is received:

- More than 30 days **AFTER** the termination date **OR more than** 30-days after the COBRA Notice is sent (whichever is later):
 - This is a valid break in employment
 - Employee is **NOT** eligible for continuous coverage over the summer months
 - Termination date will remain in HRS
 - New appointment (summer or fall) will be evaluated on its own for benefit eligibility based on HRS entry

Reminder: Appointments MUST be terminated **prospectively.**



Questions?

General and Individual Employee Questions:

- Contact: Madison Benefit Services at benefits@ohr.wisc.edu
- Subject: Benefit Prepay
- Include: Empl ID, Record #, Pay Run ID



Resources

- Annual Short Work Break Process
kb.uwss.wisconsin.edu/page.php?id=90488
- Expected Job End Date Query
kb.uwss.wisconsin.edu/page.php?id=19326
- Summer Prepay Quick Reference Guide
wisconsin.edu/ohrwd/admin/download/summerprepay/Summer-Prepay--Summer-Session-Benefits-Policy-Quick-Reference.pdf
- Summer Prepay Insurance Premiums
<https://www.wisconsin.edu/ohrwd/benefits/summer-prepay-deductions/>
- HRS Project Readiness
<https://uwservice.wisconsin.edu/hrs/project-readiness>
- Manual Set-up of Deduction Prepays
kb.uwss.wisconsin.edu/page.php?id=37856



Resources

- Administration/Policies

[wisconsin.edu/uw-policies/uw-system-administrative-policies/summer-prepay-deductions-and-summer-session-benefits-eligibility/](https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/summer-prepay-deductions-and-summer-session-benefits-eligibility/)

- Summer Prepay Deductions

[wisconsin.edu/ohrwd/benefits/summer-prepay-deductions/](https://www.wisconsin.edu/ohrwd/benefits/summer-prepay-deductions/)

- Madison Benefit Services

benefits@ohr.wisc.edu

- UW System Human Resources Policy and Related Resources- Job Aids

- Run the EJED Query
- Placing Employee on Short Work Break
- Review Deductions Prepay Records
- Prepay Scenarios

<https://uwservice.wisconsin.edu/administration/prepay/#resources-tab>

- 2024- Pay Schedules

<https://uwservice.wisconsin.edu/docs/s/pay-bw-calendar-2024-full.pdf>

THANK YOU

