

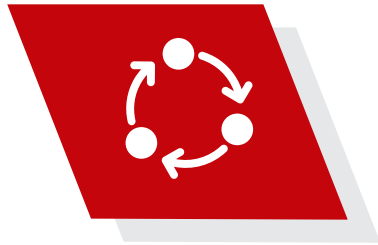
2025 Summer Prepay and Short Work Break

Madison Benefit Services



Office of Human Resources
UNIVERSITY OF WISCONSIN-MADISON

Objectives



Review the annual HRS processes of summer prepays and short work breaks



Learn how to complete the manual prepay process



Understand unique situations that impact employee benefits, and learn what to do if they occur



Appointment Types



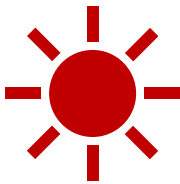
Academic Basis (C-Basis)

- Directly tied to the academic calendar
- Typically work 9-months of the year



Annual Basis (A-Basis)

- For the fiscal year and non-academic calendar
- Typically work year-round



Summer Basis (SV and SS Basis)

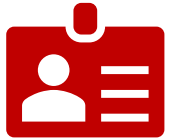
- For the periods between the end of one academic year and the beginning of the next
- Typically work during the summer months (June, July, August)
 - This includes both Summer Service and Summer Session appointments

HRS Coding and Definitions



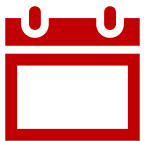
Unpaid Leave of Absence (LOA)

- Leave of absence without pay
- This action removes the employee from all payroll, absence, and benefits processing



Short Work Break (SWB)

- A period when an employee is not working in their primary appointment but is still considered an active employee for benefits purposes



Seasonal Short Work Break (SWB)

- Used for employees with a recurring work schedule (e.g., 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

Automatic Processes: Summer Prepays and Short Work Break

- What are the automatic processes?
- Who is included in the automatic processes?
- How do these processes work together?





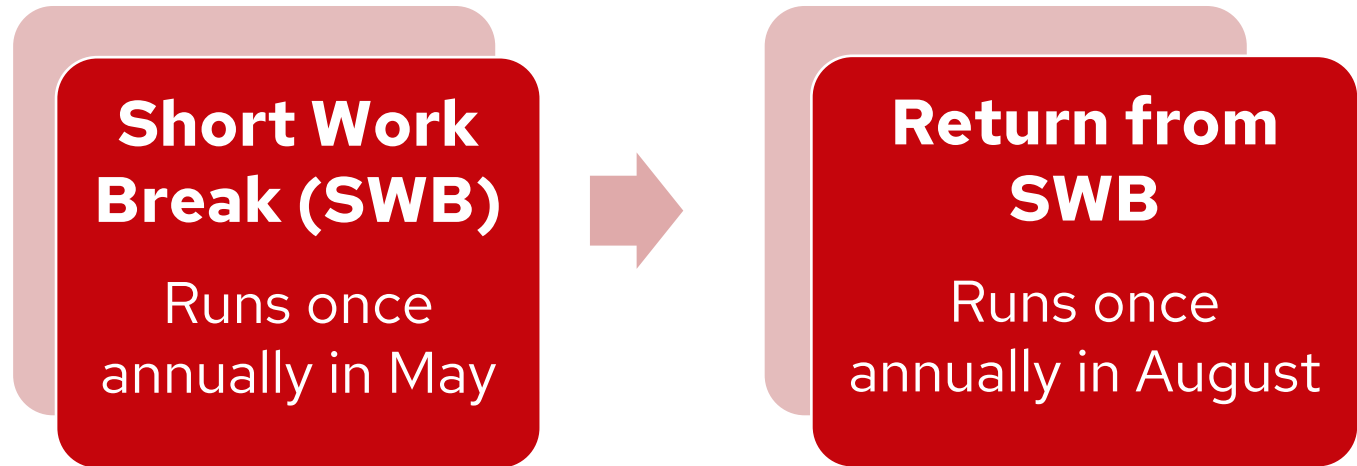
Automatic Annual Processes in HRS

Summer Prepays is the process to take additional insurance premium deductions to pay for insurance coverage during the summer months.



Short Work Break is the term for contracted leave during the summer months.

- The process runs to place Academic Basis employees on leave after the Academic Year and returns employees before the start of the next Academic Year.





SWB Automatic Annual Process \\ Who is Included?

FAASLI (Faculty, Academic Staff, Limited Appointments) Appointees, Student Assistants, and Employees-in-Training who have:

- An Academic contract (C-Basis employees) that
 - Are expected back to work in the fall **or**
 - Are working a summer appointment with no expectation to return in the fall



SWB Automatic Annual Process \\ Who is Not Included?

- Academic / C-Basis Employees hired after the mass SWB process in May
- Annual / A-Basis Employees
- University Staff Employees
- Student Help



Annual Process \\ Short Work Break (SWB)

- Runs once annually in May
- Employees are automatically loaded into HRS at the end of the academic year
- Impacts all active appointments (Empl Records) with an academic pay basis

Effective Date **MAY**

Effective Sequence 0

HR Status Active

Payroll Status Leave of Absence

Action Short Work Break

Reason End of Academic Year

Job Indicator Primary Job



Annual Process \\ Return from SWB

- Runs once annually in the fall
- Impacts all appointments (Empl Records) that:
 - Have an active status in HRS
 - Had a SWB action in Job Data with the reason code End of Academic Year

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



Annual Process \\ Return from SWB

Changes in Job Data in HRS will cause the Return from SWB to load **incorrectly**

- E.g. Transfers, New Hires, updated Position Numbers, etc.
- To correct, job data must be entered manually (Return-SWB entry)



Maintaining Benefit Eligibility

To maintain benefits, the employee's Academic year (C-Basis) Empl record must be:

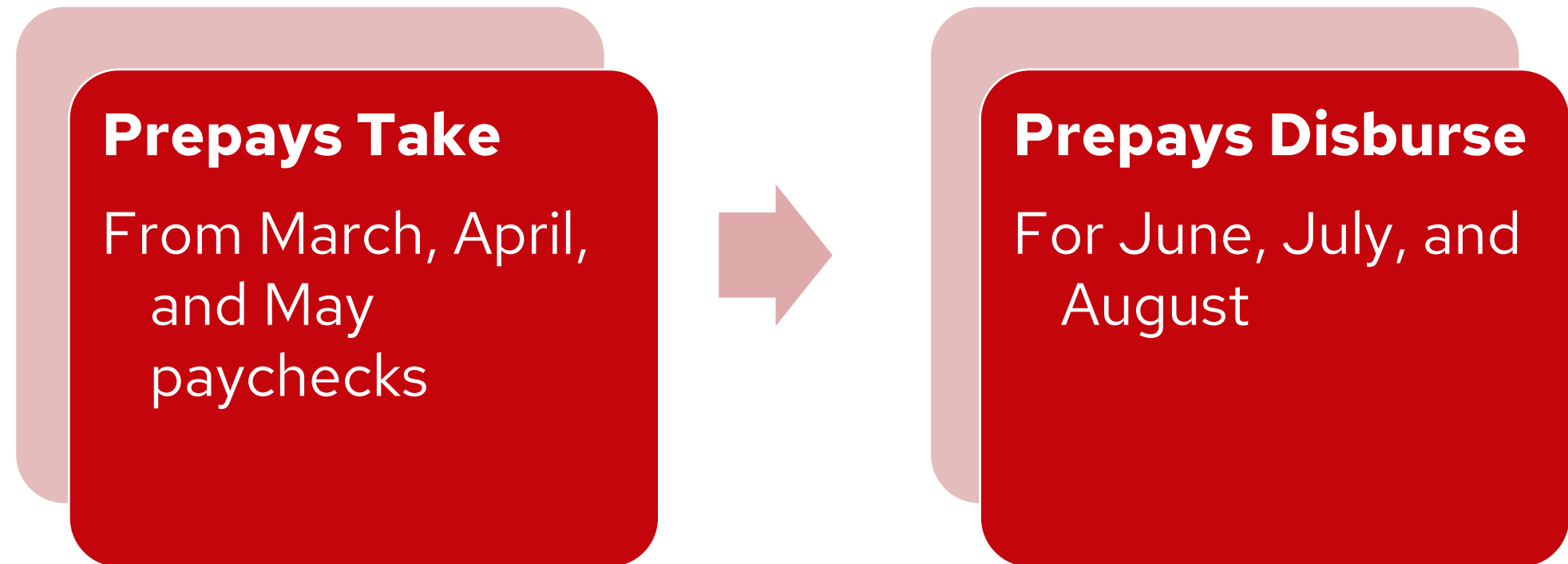
- HR Status in HRS is ACTIVE
- Primary benefit appointment must be on a SWB
 - The SWB reason code is essential for Deduction Prepay balances to disperse during summer

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		



Summer Prepay Annual Process \\ Automatic in HRS

Summer Prepays are multiple insurance deductions from the spring semester payroll so employees can maintain insurance coverage for one or more summer months.





Summer Prepay Annual Process \\ Who is Included?

FAASLI (Faculty, Academic Staff, Limited Appointments) Appointees, Student Assistants, and Employees-in-Training who have:

- An Academic contract (C-Basis employees) **and**
 - Are enrolled in benefits
 - Are expected back to work in the fall **OR**
 - Are working a summer appointment with no expectation to return in the Fall



Summer Prepay Annual Process \\ Who is Not Included?

- Academic / C-Basis Employees hired after the mass prepay process in February
- Annual / A-Basis Employees
- University Staff Employees

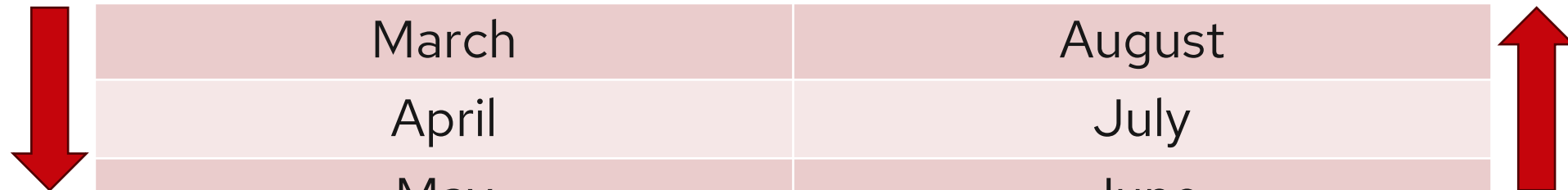


Timing of Premium Deductions

Prepays will be deducted from the first two paychecks from March, April, and May payrolls.

- Used to cover premiums for June, July, and August
- Allows employees to maintain insurance coverage for June, July, and August

Prepay Deducted:	Covers Premium For:
March	August
April	July
May	June





Summer Prepay Reconciliation Process

- If an employee is terminated because of:
 - Their May EJED in HRS (automatic termination), or
 - A manual termination,
- Then the SWB Reconciliation Process will **refund premiums** (if available) on those appointments.



Terminated Employees

If an employee is terminated before the SWB runs:

- The automatic SWB process will **not** run for that employee
- Summer prepays will not be generated
- Benefits terminate at the end of the month in which the appointment ends
 - E.g., If the employee terminates on 5/20, their benefits end 5/31

Reminder:

- Do not terminate employees who are on a SWB due to a summer appointment and/or are coming back in the fall



Workday Impacts

Workday will impact how Summer Prepays and Short Work Breaks are processed.

What will stay the same:

- Prepays will still load in the Spring
- Prepays will still start to disperse through HRS

What may change:

- The manual process of adding prepays after Workday goes live
- The Return from Short Work Break will take place in Workday
- An additional prepay will take from the third paycheck in May (2025BW05C)



Action Items \\ Automatic SWB and Summer Prepays

1. Continue to work the EJED report until the SWB process loads in May
2. When you become aware that employees are not returning in the fall, continue to enter those terminations
3. Use both the EJED and prepay load reports to manually enter termination dates for employees that are:
 - **Not** returning in the fall **and will not** work a summer appointment, and
 - **Not** returning in the fall **and are** expected to work a summer appointment
 - Termination date would be the end of the summer appointment
4. Complete the manual process for employees who were not included in the automatic short work break /summer prepay processes and need prepays taken

Manual Process: Short Work Break and Summer Prepays

- Which employees need to have these manually processed in HRS?
- Which benefit deductions can be taken for summer prepays?
- How do you load these in HRS?
- How do you confirm prepay deductions and disbursement?



Manual Process \ \ Required for Which Employees?



- Academic (C-Basis) employees who were not automatically loaded during the SWB/prepay process in May (e.g., employee hired after SWB automatic process in May)
- Employees (C-Basis, A-Basis, University Staff) preparing for a LOA (e.g., educational or professional)
 - For Annual (A-Basis) Employees, they must be:
 - Expected to return to their benefits eligible job on or before the fall semester
 - University Staff who will be on summer leave
 - Expected to return to their benefits eligible job on or before the fall semester
 - Reason code (SWB/seasonal)
- Employees on a Seasonal SWB
 - Employees other than the Academic (C-Basis) on summer break
 - For benefits purposes, these employees are treated the same as those on LOA
- Employees enrolling in the Income Continuation Insurance (ICI) Program in April through the ICI Deferred



Included Plans \\ Summer Benefit Deductions

Summer Benefit Deductions are taken for:

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



Omitted Plans \\ Summer Benefit Deductions

Summer Benefit Deductions 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 and Transit Accounts



Manual Prepay Entry Process – [KB 37856](#)

Navigate to the Deduction Prepay Review Page and Enter Employee's Information:

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

Deduction Prepay - Review

Find an Existing Value | Add a New Value

Business Unit: UWMSN

Department: A999999

PrePay Source: Leave of Absence

Empl ID: 99999999

Name: Doe, John

Pay Run ID: 2017UNC03

Add

Find an Existing Value | Add a New Value

See the Job Aid from UW Shared Services for additional guidance:
[Adding and Changing Deduction Prepays](#)



Manual Prepay Entry Process – [KB 37856](#)

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

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 prepays are deducted.

The screenshot shows a web interface titled "Deduction Prepay - Review". At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". Below these are several input fields: "Business Unit" (with a callout box containing "UWMSN"), "Department", "PrePay Source" (a dropdown menu), "Empl ID", "Name", and "Pay Run ID". Each field has a magnifying glass icon for search. At the bottom left, there is an "Add" button. At the bottom right, there are links for "Find an Existing Value" and "Add a New Value".



Manual Prepay Entry Process – [KB 37856](#)

Prepay Source options are:

- Leave of Absence
- Short Work Break

Deduction Prepay - Review

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

Business Unit

Department

PrePay Source

- Delayed Processing Prepay
- Leave of Absence**
- Short Work Break

Empl ID

Name

Pay Run ID

[Add](#)

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



Manual Prepay Entry Process – [KB 37856](#)

Do:

- Add the Empl ID

Do Not:

- Add the employee's name

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 Process – [KB 37856](#)

Pay Run ID – The payroll that the Deduction Prepay will be taken from

- Click the magnifying glass to see the available remaining payrolls of the calendar year
- Select the correct payroll to have prepays deducted from

Deduction Prepay - Review

Business Unit

Department

PrePay Source

Empl ID

Name

Pay Run ID

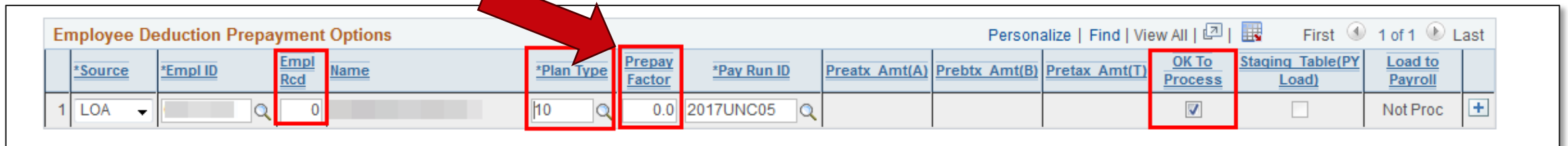
2025BW02B	2025 Biweekly Feb B
2025BW03A	2025 Biweekly Mar A
2025BW03B	2025 Biweekly Mar B
2025BW04A	2025 Biweekly Apr A
2025BW04B	2025 Biweekly Apr B
2025BW05A	2025 Biweekly May A
2025BW05B	2025 Biweekly May B

|



Prepay Factor \\ Manual Prepay Entry Process

The **Prepay Factor** is the number of **additional deductions** to be taken for the employee. It is automatically set at 0 (i.e., no additional deductions will be taken).



Employee Deduction Prepayment Options													Personalize Find View All [?] []			First	1 of 1	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	0.0	2017UNC05				<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Proc					

- A Prepay Factor of **0.5** will have deductions align with the split benefits deduction (bi-weekly deduction amounts).
- A 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 SWB or LOA to prevent the system from disbursing the prepay money too early.



Manual Prepay Entry Process – [KB 37856](#)

Employee Prepay Deduction Options

- Add a new line for every individual benefit (Plan Type) **and** for every Pay Run ID the prepays will be taken from

Employee Deduction Prepayment Options													Personalize Find View All [Print] [Refresh]		First	1-12 of 12	Last
	*Source	*Empl ID	Empl Rcd	Name	*Plan Type	Prepay Factor	*Pay Run ID	Pretax Amt(A)	Prebtx Amt(B)	Pretax Amt(T)	OK To Process	Staging Table(PY Load)	Load to Payroll				
1	LOA		0		10	0.5	2025BW02B				<input checked="" type="checkbox"/>		Not Proc	+			
2	LOA		0		14	0.5	2025BW02B						Not Proc	+			
3	LOA		0		10	0.5	2025BW03A						Not Proc	+			
4	LOA		0		14	0.5	2025BW03A						Not Proc	+			
5	LOA		0		10	0.5	2025BW03B				<input checked="" type="checkbox"/>		Not Proc	+			
6	LOA		0		14	0.5	2025BW03B				<input checked="" type="checkbox"/>		Not Proc	+			
7	LOA		0		10	0.5	2025BW04A						Not Proc	+			
8	LOA		0		14	0.5	2025BW04A						Not Proc	+			
9	LOA		0		10	0.5	2025BW04B						Not Proc	+			
10	LOA		0		14	0.5	2025BW04B						Not Proc	+			
11	LOA		0		10	0.5	2025BW05A						Not Proc	+			
12	LOA		0		14	0.5	2025BW05A				<input checked="" type="checkbox"/>		Not Proc	+			

A new line is needed for:
-every individual benefit, and
-every Pay Run ID

Example:
This line shows the prepay taken
from the April A Payroll for the State
Group Health premium

Plan Type Codes

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 and Dependent
2Q	Individual and Family Life - Employee
2R	Individual and Family Life - Spouse/DP
2S	Individual and Family Life - Child(ren)
2V	AD&D
3Y	Income Continuation Insurance - Early
3Z	Income Continuation Insurance





Confirming Prepay Deductions

- Check Payroll → Review Paycheck

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	<input type="checkbox"/> Cashed	Deductions	51.00
					Net Pay	1,253.24
▼ Deductions					Personalize Find View All [Print] [Calendar] First ◀ 1-3 of 3 ▶ Last	
Deduction Details 1		Deduction Details 2		Deduction Details 3 [Menu]		
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			



Confirming Prepay Disbursement

- Check Payroll → Review Paycheck

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					Personalize	Find	View All	First	1-3 of 3	Last
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							

Summer Benefit Deductions

- What happens with the plans that cannot have prepays taken?





Summer Benefit Deductions \\ Omitted Plans

For 9-month employees, the following benefit deductions **are not** taken during the summer (even if the employee is enrolled in them):

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



Omitted Plans \ \ 9-Month Appointments

If a 9-month employee **will work** a summer appointment, what happens to their enrollments in these plans?

Plan	From which paychecks are contributions taken?	When can an employee change the election amount?
FSA	1 st and 2 nd paychecks of the summer months	During the year if the employee experiences a Qualifying Life Event
HSA	No contributions are taken during the summer months	At any time during the year
SRP (403b)	1 st and 2 nd paychecks of the summer months	At any time during the year
WDC (457b)	1 st and 2 nd paychecks of the summer months	At any time during the year



Summer Benefit Deductions \\

Health Opt-Out Incentive Program

9-month employees will have the SWB loaded to their Job Data and automatically set up for summer prepays.

Health Opt-Out Incentive payments will continue to be distributed throughout the summer

- 18 incentive payments will be processed on the 1st and 2nd paychecks during the academic year (9-month contract)
- Incentive payments are also paid during the summer

Action by Campus HR:

- If the Opt-Out incentive payment is sufficient to cover premium(s), **consider unchecking prepays.**
- If the Opt-Out incentive payment is **not** sufficient to cover premium(s), **consider reducing the prepay factor.**

Benefit Impacts

- What happens if something impacts the employee's summer prepays or short work break?





Overview \\ Benefit Impacts

The following situations may require you to take additional actions:

- Non-Payment of Premiums
- Termination of Benefits
- New Employees
 - WRS Eligible Appointment
 - Non-WRS Eligible Appointment
- Life Events
- Late Notification of Appointment



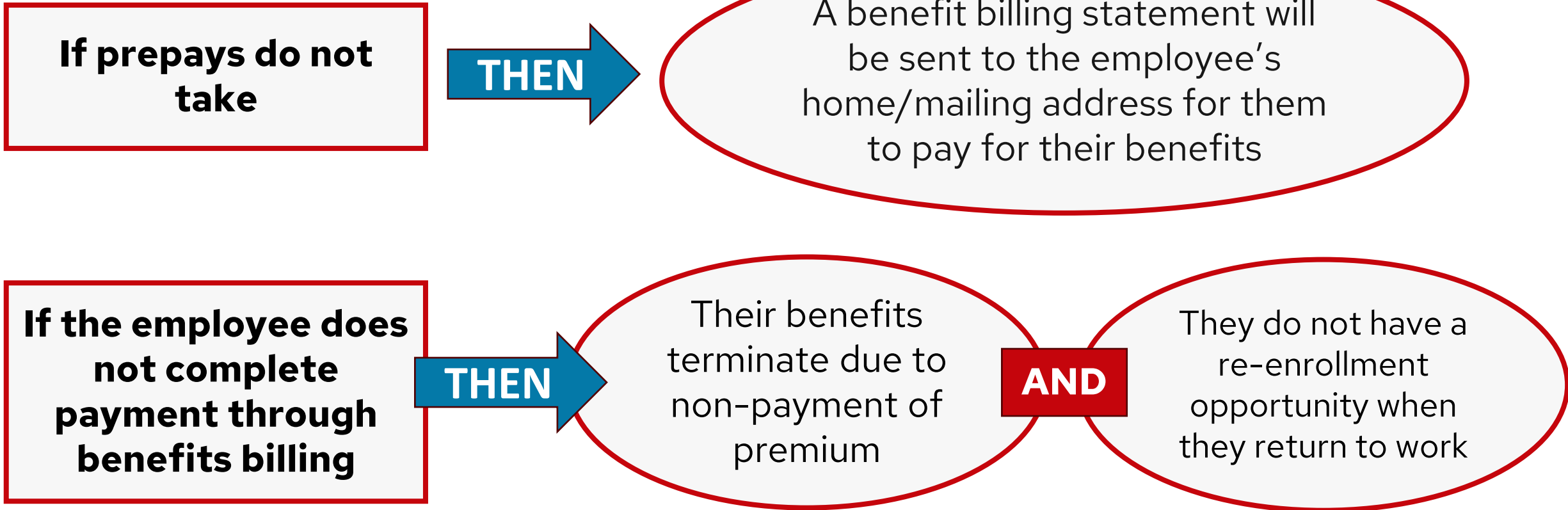
Benefit Impacts \\ Collecting Premiums

How benefits premiums are collected during the summer months:

1. When prepays disperse
2. From summer appointment
 - If no prepays were entered, or
 - If prepays disperse prematurely, or
 - If insufficient earnings on March, April, or May payrolls
3. Benefits Billing – Post Tax Deduction
 - If employee has no summer appointment



Benefit Impacts \\ Termination of Benefits Due to Non-Payment



Note: An 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.



Benefit Impacts \\ Termination of Benefits Due to Non-Payment

If the employee's benefits are cancelled/terminated due to non-payment of premiums, then they:

- Are not eligible for COBRA,
- Are not eligible to re-enroll until the annual fall open enrollment period (coverage effective January 1 of following year),
- May apply for benefits at any time through evidence of insurability (will be approved or denied based on medical underwriting):
 - Income Continuation Insurance
 - Life Insurances – State Group Life and Individual and 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)
 - See [Qualifying Life Event: Eligible Family Changes](#)

Automated Process \\ UW System Premium Collection



UW-Shared Services (UWSS):

- Runs a report **during** the pay period of the 2nd paycheck of the month to determine if enough funds are available to pay the employee insurance premiums.
- If the employee **will not have sufficient earnings** to cover the insurance premiums on the 2nd paycheck of the month:
 - Paylines will be added to the 1st paycheck paid in the month to double employee insurance premiums
 - Payline overrides will be added to the 2nd paycheck paid in the month to stop employee insurance premiums from being deducted

Campus HR - Ensures employees are picked up on the report ran by UWSS

- You must update the EJED dates by the Thursday before the pay calc week
 - The report will run the Friday before the pay calc week of the 1st paycheck paid in the month.



Benefit Impacts \\ New Employee Questions

- Benefits start date
- Benefit enrollment period
- Less than 30-day break in employment
- Expectation changes

Reach out to Madison Benefit Services with questions about
New Employees and Short Work Breaks:

benefits@ohr.wisc.edu

Benefit Impacts \\ New Employees (WRS)



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

- WRS and benefit eligibility begins the 1st day of the **summer appointment**
- Eligible for all benefits and should enroll through the summer appointment
 - The start of the fall appointment will not give a new enrollment opportunity

Action by Campus HR:

- Hire the employee into **Two Empl Records**
 - Enter the fall appointment on Rcd 0
 - A SWB and Return from SWB must be manually entered
 - Summer appointment is hired into Rcd 1
 - Premiums are collected via paylines from summer appointment or benefits billing
- Email benefits@ohr.wisc.edu if HRS updates are needed to ensure the fall and summer appointment start dates are the same
 - Both fall and summer appointments need to have the same starts dates



New Employee (Non-WRS) \ \ Fewer Than 30 Days

New employees with a summer contract prior to a Non-WRS fall appointment.

If:	Then:
Benefit eligibility requirements are met	Eligibility begins the 1 st day of summer appointment.
Benefit eligibility requirements are not met	Combine the two (fall and summer) appointments' durations (the length of the appointments) to meet benefit eligibility requirements. <ul style="list-style-type: none">• Do not combine the FTE from the summer and fall hires to make the employee benefit eligible
There is an expectation change	Eligibility begins when the expectation changes. <ul style="list-style-type: none">• Madison Benefits Services will help to determine their eligibility date

Premiums are collected via paylines from summer appointment or through benefits billing



New Employee (Non-WRS) \\ Equal to or Greater Than 30 Days

Each appointment must be reviewed to determine eligibility under the Graduate Benefit Program/Short-Term Academic benefit program.

- If benefit eligibility requirements are **not** met by the summer appointment,
 - Then benefit eligibility begins the 1st day of the fall appointment
- Expectation changes – not applicable if more than 30-day break
- Premiums are collected via pay lines from summer appointment or through benefits billing



Example \ Equal to or Greater Than 30 Days

Example

If:

Academic staff hired at 30% from June 15 to July 10

On September 1, the employee secures a new appointment

Then:

This appointment is not long enough for benefits eligibility.

- The employee is not eligible for summer benefits
- The **break** between the summer and fall appointments is **more than 30 days** (7/10 term to 09/01 hire).
 - Too long to be considered a continuous employee.

The employee would not have been eligible for pay lines and benefit billings for Summer (no eligible appt) **until** the Fall, and the employee would have 30-days from 09/01 to submit applications.

Expectation change - not applicable because of the more than 30-day break.



Benefits Impacts \\ New Employee Questions

Reach out to Madison Benefit Services with questions about
New Employees and Short Work Breaks:

benefits@ohr.wisc.edu

- Benefits start date
- Benefit enrollment period
- Less than 30-day break in employment
- Expectation changes



Benefit Impacts \\ Termination of Employment

- All benefits terminate at the end of the month in which:
 - The employee terminates
 - The unit receives notice the employee will or has terminated
 - Resignation letter/email
 - Date employee finishes working in a summer appointment
- COBRA continuation information is mailed by the UW Service Center after the termination is processed in HRS

Note: Do **not** retroactively terminate employees



Benefit Impacts \\ Life Events

If an employee experiences a life event (birth, marriage, gaining/losing other coverage, etc.) during the SWB period:

- Madison Benefit Services will process the life event application forms
- Depending on when the Life Event occurs, UW-Shared Services will:
 - Adjust the prepay premiums
 - Send a benefit billing statement for difference in premium owed
 - Collect the difference in premiums when employee returns to work

Benefit Impacts \\ Late Notification of Appointment within 30 Days



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):

- Then the employee is eligible for continuous coverage over the summer

Action by Campus HR

- Rehire the employee to rescind the termination
- Place employee on SWB through the manual process
- Notify Madison Benefits Services to have benefits reinstated

Action by Madison Benefits Services

- Benefits must be reinstated to reflect continuous coverage
- If the prepay process has ended,
- Then premiums will need to be collected via benefit billing or summer appointment (if applicable)

Example \\ Late Notification of Appointment within 30 Days



Scenario:

1. Employee's appointment terminated in May due to EJED
 - Benefits terminated at the end of May
 - COBRA was timely mailed out in May
2. On June 15, the employee is hired into a qualifying summer and/or fall appointment
 - Benefits would be reinstated.
 - Employee is eligible for continuous coverage over the summer

Actions:

- Rehire the employee to rescind termination
- Place benefit eligible appointment on SWB
- Benefits must be reinstated to reflect continuous coverage
- Must reach out to Madison Benefit Services to have benefits reinstated
 - This is **not** an automatic process
- Because the prepay process has ended, premiums will need to be collected from
 - Benefit billing, or
 - Summer appointment, if applicable

Benefit Impacts \\ Late Notification of Appointment More Than 30 Days



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 date the COBRA notice was sent (whichever is later):

- Then this is a valid break in employment, and
- The employee is **not** eligible for continuous coverage over the summer.
- The termination date will remain in HRS
- The new appointment (summer or fall) will be evaluated on its own for benefit eligibility based on HRS entry

Note: Do **not** retroactively terminate employees



Example \ \ Late Notification of Appointment More Than 30 Days

Example	
If:	Then:
Appointment terminated in May due to EJED	<ul style="list-style-type: none">• Benefits terminate at the end of May• COBRA was mailed out timely in May
Employee is hired into a qualifying appointment on July 1 (for summer) or September 1 (for fall):	<ul style="list-style-type: none">• The termination in May was a valid break in employment (more than 30-days)• 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



Degree Conferral \ Payroll End Dates

Students who graduate may continue to be employed as a Student Assistants through the degree conferral date (May 11, 2025) for that academic term

- 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:
 - grad.wisc.edu/documents/degree-conferral-payroll-end-dates

Next Steps





Your Next Steps

1. Determine who will return in the fall and will need prepay deductions
2. Work the EJED report and Prepay Load report
3. Manually enter Summer Prepays for employees who were not included in the automatic process
 - Manually update Job Data to reflect the employee's Leave of Absence/Short Work Break
4. Review the 2025 Summer Prepay and Short Work Break Job Aid



You Next Steps \\ Who is returning in the fall?

Determine who will return in the fall and will need prepay deductions.

Communicate with:

- Supervisors
- Principal Investigators
- Divisions
- Departments
- **The Employee** (most importantly)

Watch for Departmental/Institutional transfers.

- The UW is considered **one employer**, and the spring appointment is responsible for the Summer Prepays.



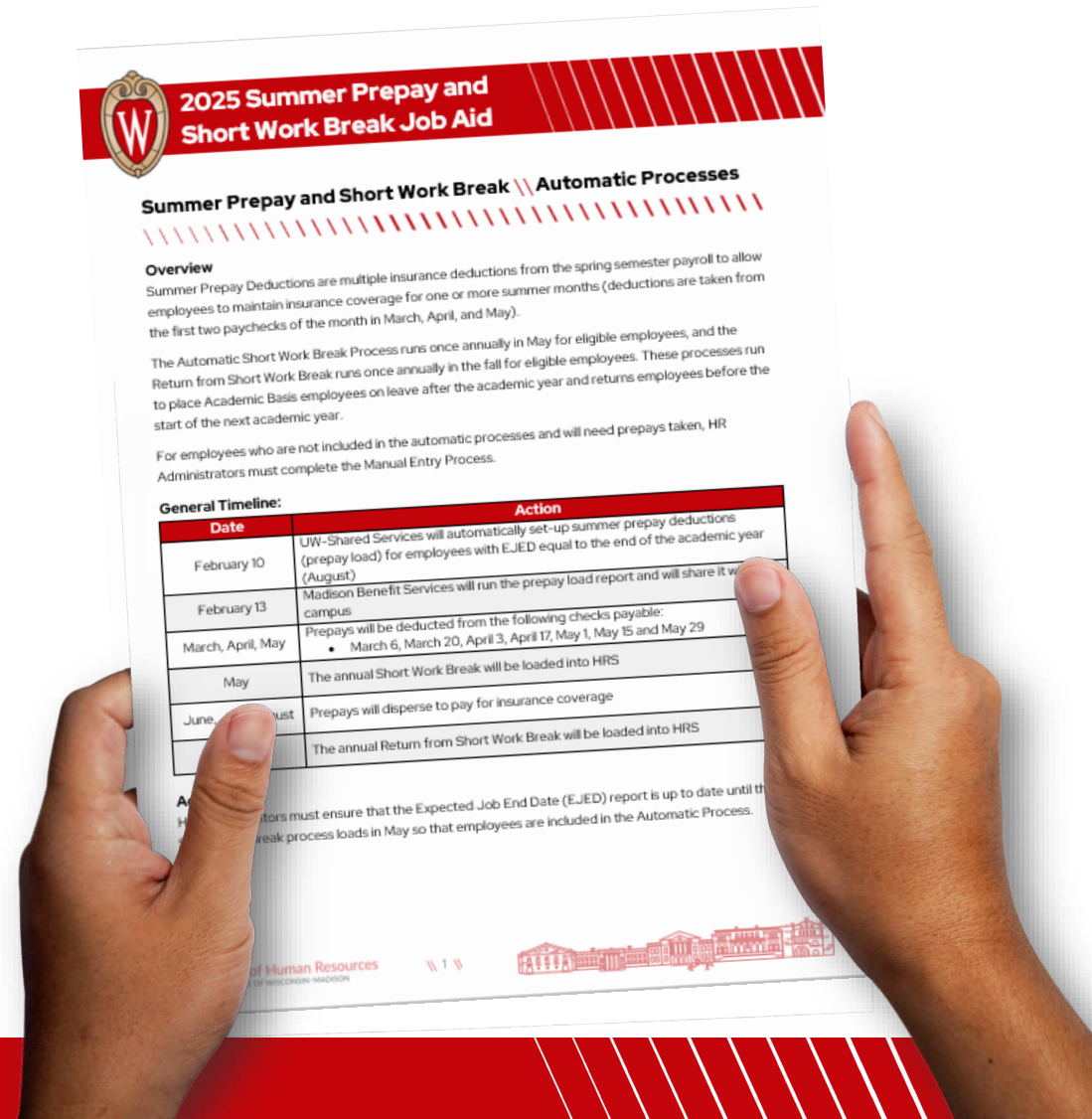
Your Next Steps

1. Determine who will be coming back in the fall and will need prepay deductions
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Your Next Steps \\ Use the 2025 Summer Prepay and Short Work Break Job Aid

- 2025 deduction prepay load deadlines
- Steps of the manual prepay process
- Pay schedule and pay run IDs
- Plan type codes of impacted benefits
- Sample emails for divisional/departmental use





**Questions?
Contact us!**

benefits@ohr.wisc.edu

Subject: Benefit Prepay

Include: Empl ID, Record #,
Pay Run ID