2025 Summer Prepay and Short Work Break Job Aid

Updated \\ January 28, 2025

Summer Prepay and Short Work Break \\ Automatic Processes

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Overview

Summer Prepay Deductions are multiple insurance deductions from the spring semester payroll to allow employees to maintain insurance coverage for one or more summer months (deductions are taken from the first two paychecks of the month in March, April, and May).

The Automatic Short Work Break Process runs once annually in May for eligible employees, and the Return from Short Work Break runs once annually in the fall for eligible employees. These processes run to place Academic Basis employees on leave after the academic year and returns employees before the start of the next academic year.

For employees who are not included in the automatic processes and will need prepays taken, HR Administrators must complete the Manual Entry Process.

General Timeline:

Date	Action
February 10	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	Madison Benefit Services will run the prepay load report and will share it with campus
March, April, May	Prepays will be deducted from the following checks payable: • March 6, March 20, April 3, April 17, May 1, May 15 and May 29
May	The annual Short Work Break will be loaded into HRS
June, July, August	Prepays will disperse to pay for insurance coverage
August	The annual Return from Short Work Break will be loaded into HRS

Action Item:

HR Administrators must ensure that the Expected Job End Date (EJED) report is up to date until the Short Work Break process loads in May so that employees are included in the Automatic Process.

Summary Prepays \\ Manual Entry Process

Overview:

The Manual Prepay Entry Process is required for employees who:

- Were not automatically loaded during the automatic Short Work Break (SWB) process
- Are preparing for an unpaid Leave of Absence (LOA) (e.g., medical or professional)
- Are Annual (A-Basis) employees
- Are on a Seasonal SWB
  - Employees other than the Academic (C-Basis) summer break
- Are enrolling in the Income Continuation Insurance (ICI) Program in April through the ICI Deferred

Deadlines for Prepay Changes in HRS:

Deadlines for HR Administrators to make prepay changes in HRS are the **Monday before** the final calc date. If changes are needed and it is **after that deadline**, reach out to Madison Benefits Services by the deadlines listed below.

Deduction Schedule	Deadline for making prepay changes in HRS	Prepay changes after the deadline will require you to reach out to Madison Benefits Services
	Complete by **4:30pm the Monday** before the final calc date	Complete by **12:00pm the Wednesday** before the final calc date
March 1	2/24/2025	2/26/2025
March 2	3/10/2025	3/12/2025
April 1	3/24/2025	3/26/2025
April 2	4/07/2025	4/09/2025
May 1	4/21/2025	4/23/2025
May 2	5/05/2025	5/07/2025
May 3	05/19/2025	5/21/2025

How-to \\ Manual Prepay Entry Process

Preparing to Manually Process the Employee's Summer Prepays:

1. Obtain the employee's information from Job Data: Unit, Division, Department, Subdepartment (UDDS)
   a. The employee information needs to be the job you want prepays taken from (if the employee has two active appointments)
2. Determine which benefits the employee is enrolled in and will need prepays taken for
   a. See below: Plan Type Codes in Additional Resources

3. Identify: Payrolls that the employee will miss during the LOA/SWB (the payrolls on which the prepays will be disbursed)
    a. The pay periods between the start and end date of the LOA are used to make this determination
4. Identify: Payrolls remaining before the LOA/SWB starts (the payrolls from which prepays can be taken from)
    a. The pay periods between the LOA start date and notification date ("today's date") are used to make this determination
5. Determine the prepay factor to use – How many months' worth of premiums is needed to cover deductions for the duration of the LOA/SWB.
    a. 0.5 prepay factor is one bi-weekly's worth of premium
        i. Using 0.5 will spread the prepays over more payrolls and minimally impact the employee's net pay.
    b. 1.0 prepay factor is one month's worth of premiums
        i. Using 1.0, the employee will notice a more significant reduction in their net pay
        ii. **Note:** Consider the employee's Net Pay to help you determine whether you should add prepay using 0.5 or 1.0.
            1. Remember, when adding prepays to a payroll, the employee's normal scheduled deductions are also included on that check.

Use the following table to assist you in preparing the employee's prepays:

Payrolls that the employee will miss during the LOA/SWB	Payrolls remaining before the LOA/SWB starts	Prepay factor to get to total prepays needed (0.5)	Prepay factor to get to total prepays needed (1.0)
Total payrolls employee will miss (above)	**Months' worth of premiums needed**	**Prepay factor total (above)**	**Prepay factor total (above)**

Processing Summer Prepays in HRS:

6. Navigate to the Deduction Prepay Review Page in HRS
    a. Benefits → Manage Automated Enrollment → Events → Deductions Prepay → Deduction Prepay Review Page
    b. Select tab: "Add a New Value"
7. Enter the employee's information obtained from Job Data in the order listed
    a. Add the Business Unit
    b. Add the Department

c. PrePay Source: Select "Leave of Absence" or "Short Work Break," whichever aligns with the purpose of creating the prepays

d. Add the Empl ID

e. You may leave the Name blank

f. Pay Run ID: **Select the first Pay Run ID** that will be used for the employee's Leave of Absence or Short Work Break

g. Click "Add"

8. Fill out the Employee Deductions Prepayment Options Page

a. Add the number of lines you will need for every individual benefit **and** every Pay Run ID the prepays will be taken from.

b. For each line, complete the following:

    i. Enter the Plan Type codes (see Resource below)

    ii. Enter the Prepay Factor (0.5 or 1.0)

    iii. Enter the Pay Run IDs

    iv. Check the box "OK To Process" to tell the system to load the deduction to the employee's payroll check during the payroll processing

c. Review information and click "Save"

Employee Deduction Prepayment Options — Personalize | Find | View All | First 1-12 of 12 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	2025BW02B				✓	☐	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				✓	☐	Not Proc	+
6	LOA		0		14	0.5	2025BW03B				✓	☐	Not Proc	+
7	LOA		0		10	0.5	2025BW04A						roc	+
8	LOA		0		14	0.5	2025BW04A						roc	+
9	LOA		0		10	0.5	2025BW04B						roc	+
10	LOA		0		14	0.5	2025BW04B						roc	+
11	LOA		0		10	0.5	2025BW05A						roc	+
12	LOA		0		14	0.5	2025BW05A				✓	☐	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

Save | Notify — Add | Update/Display | Include History | Correct History

Reviewing and Confirming:

9. After payroll processes – to confirm your submission entered properly:
   a. Navigate to the Deduction Prepay Review Page
   b. Select tab: "Find an Existing Value"
   c. Enter the employee's information and the first Pay Run ID used
      i. The system breaks the view out by Pay Run (shows only one Pay Run at a time), so click the forward or backward arrows to see other Pay Runs.

	*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	2024BW02B			56.00	☑	☑	Loaded	+

Employee Deduction Prepayment Options — Personalize | Find | View All | 🔲 | First ◀ 1 of 1 ▶ Last

10. After payroll processes and prepays are distributed – to confirm the prepays are taken and disbursed:
    a. Navigate to the Review Paycheck Page
    b. Enter the employee's information
    c. Select the paycheck end date that the prepays are deducted from / distributed to
    d. Open the Paycheck Deduction tab
    e. To review the prepays, scroll down until you see the "Prepaid After-Tax" and "Prepaid Before-Tax"

Prepays Deducted From

| Paycheck Earnings | Paycheck Taxes | **Paycheck Deductions** |

Empl ID   **Name**

Review/ Track Adjustm

Company UWS   **Pay Group** BCR   **Pay Period End**   **Page** 181   **Line** 13

Paycheck Information   **Paycheck Totals**

Paycheck Status Confirmed   **Paycheck Option** Advice   Earnings
                                                                Taxes
Issue Date   **Paycheck Number**   Deductions
☐ Off Cycle   ☐ Reprint   ☐ Adjustment   ☐ Direct Retro   ☐ Cashed   Net Pay

▼ **Deductions**   Personalize | Find | View 8 | 🔲 | First ◀ 1-1⁹

| Deduction Details 1 | Deduction Details 2 | Deduction Details 3 | |

Deduction Code	Description	Class	Amount
PREATX	Prepaid After-Tax	After-Tax	1.36
PREBTX	Prepaid Before-Tax	Before-Tax	157.51

Prepays Distributed To

Additional Resources

Plan Type Codes

Use when setting up an employee's prepays in the Deduction Prepay Review Page in HRS.

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

Automatic Set-Up for C-Basis Prepay Schedule

- March 2025: ½ on March 6 paycheck and ½ on March 20 paycheck for all insurance plans
  - March 6: Pay Run ID is 2025BW02B
  - March 20: Pay Run ID is 2025BW03A
- April 2025: ½ on April 3 paycheck and ½ on April 17 paycheck for all insurance plans
  - April 3: Pay Run ID is 2025BW03B
  - April 17: Pay Run ID is 2025BW04A
- May 2025: ½ on May 1 paycheck and ½ on May 15 paycheck for all insurance plans
  - May 1: Pay Run ID is 2025BW04B
  - May 15: Pay Run ID is 2025BW05A
- Employees with an Annual (A-basis) contract manually setup for prepays would follow the same as above

Example of Completed Employee Deduction Prepayment Options Page in HRS

The image below shows what a Deduction Prepayment Options Page would look like if the employee had State Group Health and Vision Insurance, and were going on a Leave of Absence for June, July, and August:

	*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	2025BW02B				☑	☐	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				☑	☐	Not Proc	+
6	LOA		0		14	0.5	2025BW03B				☑	☐	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				☑	☐	Not Proc	+

Employee Deduction Prepayment Options — Personalize | Find | View All | | First 1-12 of 12 Last

Save | Notify — Add | Update/Display | Include History | Correct History

Sample Email for Divisional/Departmental Use

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

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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 (prepays) for summer coverage. These will be taken from your March, April, and May payrolls.

To determine if you are eligible to maintain insurance coverage through the summer months, **please respond to this email selecting one of the below options on or before [date]:**

- o I am currently **not** enrolled in benefits
- o I am graduating and **will not return** to any other UW-Madison or University of Wisconsin System campuses (e.g., UW-Milwaukee, Whitewater)
- o I am **actively seeking or have secured a fall semester appointment** with UW-Madison or University of Wisconsin System campuses and will need my benefits prepaid.
- o I have secured a summer session appointment and **will not** be back in the fall
  - ▪ **The last day of my summer session appointment will be: _____**
- o I have secured a summer session appointment and **will** be back in the fall
  - ▪ **The last day of my summer session appointment will be: _____**
- o I am unsure how to respond and need someone to follow up with me regarding prepays for summer coverage through benefits deductions

International Students: All international students and visa dependents are required to have UW-Madison approved health insurance coverage. For additional information, please visit: 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 (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