

Transfer via Employee Choice Form 2025

As of payroll		
Name		
Empl ID/Position Number		
Business Unit		
Home Department (Sup Org)		

Appointment Information	University Staff	
Job Profile		
Employee and Contract Type	Regular – Ongoing	
Contract Notification Cycle	N/A	N/A
FTE		

Salary Information	University Staff	
Compensation Amount		
Paycheck Frequency	Bi-weekly	Bi-weekly
Compensation Basis		
Pay Rate Type		

Benefits	University Staff	
WRS Contribution	No Change	No Change
WRS Year	Fiscal Year (July 1-June 30)	Fiscal Year (July 1- June 30)
WRS Category	General	Teacher
WRS Creditable Service	Must be paid for 1904 hrs to earn 1 yr of WRS creditable service per fiscal yr	Must be paid for 1320 hrs to earn 1 yr of WRS creditable service per fiscal yr
State Group Health	\$ withheld on a biweekly basis	
Supplemental Dental	\$ withheld on a biweekly basis	
Supplemental Vision	\$ withheld on a biweekly basis	
FSA- Medical	\$ withheld on a biweekly basis	
FSA – Dependent Care		
Health Saving Account (HSA)		
AD&D		
State Group Life	\$ withheld on a biweekly basis	
Individual & Family Life		
UW Employees Inc. Life		
Accident Plan		
University Insurance Association Life Insurance	N/A	Coverage will be automatic (no enrollment application needed) on January 1st following your voluntary reassignment date, provided you meet the annual salary requirements of the plan. Annual premium of \$24.00.
Income Continuation Insurance	\$ withheld on a biweekly basis	If currently enrolled - must fill out ICI application within 30 days of change to enroll in Faculty, Academic Staff, and Limited plan. If not currently enrolled - may have enrollment opportunity.

Paid Leave	University Staff	
Continuous Service Date		
Vacation Entitlement	hrs on 7/1	176 hrs* on 7/1

	(based on current FTE)	
Leave Reporting System	Absence entry via Workday	Absence entry via Workday
Amounts of Leave to Report	<u>Part-time:</u> Any amount taken; report hour for hour. <u>Full-time:</u> Time Used <2 hours; report 0 hours Time Used 2-6 hours; report 4 hours Time Used 6+ hours; report 8 hours	<u>Part-time:</u> Any amount taken; report hour for hour. <u>Full-time:</u> Time Used <2 hours; report 0 hours Time Used 2-6 hours; report 4 hours Time Used 6+ hours; report 8 hours
Vacation Carryover	Can carry unused vacation over for one fiscal year	Can carry unused vacation over for one fiscal year
Banking Vacation	Sabbatical- After 5 yrs of service: bank up to 40 hrs After 15 yrs of service: bank up to 80 hrs After 20 yrs of service: bank up to 120 hrs *May bank up to 40 hrs if you have less than 5 yrs of service but have at least 520 hrs of sick leave	ALRA- After 10 yrs of service, bank up to 40 hours in Annual Leave Reserve Account (ALRA). After 25 years, up to 80 hours of vacation may be banked per year.
Vacation Cash Payout	May cash out up to 40 hours of unused vacation beginning with your 15 th year of service	N/A
Sick Leave*	Earn 5 hours per pay period, or 130 hours per fiscal year.	Have initial entitlement of 176 hours (22 days) that covers first 18 months of employment.* Sick leave accrual will be frozen for these 18 months. After initial entitlement period, earn 8 hrs per month or 96 hrs per fiscal year.
Paid Legal Holiday	9 per fiscal year	9 per fiscal year
Personal Holiday*	36 hrs of personal holiday per fiscal year, prorated for part-time	36 hrs of personal holiday per fiscal year

* Assumes 100% FTE. These values are pro-rated for part-time.

* If retire within 18 months of reassignment, only the amount of sick leave considered "earned" will be certified.

- ☐ I have read and understand the information detailed above and voluntarily reassign as described above.
- ☐ I understand that I no longer have any rights back to University Staff.
- ☐ I understand that the effective date of this voluntary reassignment is dependent on when I sign this document. The effective date will be the following pay period after receipt as designated in the "Processing Dates for Movement to Academic Staff via Employee Choice" document.

Employee Signature

Date

Completed form can be sent to the Compensation Center of Excellence (CCoE) at compensation@ohr.wisc.edu.

OFFICE USE ONLY	
Employee:	Printed on:
Received by:	Voluntary Reassignment Date:
Date:	