

# A LITTLE BIT OF BENEFITS

What You May Not Know You Knew About	Consultations and Outreach
<ul style="list-style-type: none"><li>• Income Continuation Insurance (ICI)</li><li>• State Group Life (SGL) Insurance</li><li>• FMLA / LOA</li><li>• Return to Work Process</li><li>• WRS Retirement Fun Facts</li><li>• Additional Retirement Savings Options</li></ul>	<ul style="list-style-type: none"><li>• Benefits Education Moments</li><li>• America Saves Week</li><li>• Who to Ask</li></ul>

## WHAT'S UP WITH INCOME CONTINUATION INSURANCE - ICI?

- Must contribute to WRS retirement to be eligible to enroll
- Disability insurance that provides up to 75% of gross base wages as replacement income if you are unable to work due to own illness or disability
- **Do I currently have ICI?**
  - If you are currently enrolled in ICI it will show as 'income continuation' in the after-tax deductions section on your earnings statement

## WHAT'S UP WITH INCOME CONTINUATION INSURANCE - ICI?

### How do you become eligible to claim on ICI?

1. You must be off work for the length of your wait period
  - University staff – 30 *calendar days*
  - Faculty/academic staff/limited appointees – 30, 90, 125, 180 *calendar days*

### OR

2. Exhaust all of your sick leave, whichever is longer, up to the maximum sick leave usage of 130 days (1040 hours)
  - Note that when using sick leave you are only recording hours based on scheduled *working days*
  - May surpass your wait period depending on how much sick leave you have accrued
3. And be approved by ICI provider, the Hartford

## WHAT'S UP WITH INCOME CONTINUATION INSURANCE - ICI?

### How do I decrease my ICI premium? Or can I even?

#### **Faculty / academic staff / limited appointees**

- Premium is based on annual salary and wait period you choose
- Longer wait period = lower monthly premium
- Can increase your wait period at anytime
- If wish to *decrease* wait period you must go through medical evidence of insurability; acceptance not guaranteed

## WHAT'S UP WITH INCOME CONTINUATION INSURANCE - ICI?

### How do I decrease my ICI premium? Or can I even?

#### University staff

- Premium based on annual salary and amount of sick leave accrued
- More sick leave in bucket = lower premium
- Start out at higher premium rate because less sick leave accrued, as accrue more sick leave the premium will automatically go down
- Special Category – Category 3
  - If you do not use more than 50 hours of sick leave in a *calendar year*, no matter your overall balance, you will pop into this lower premium category automatically the following year
  - You can pop out of category 3 if you use more than 50 hours of sick leave and have not reached premium category 4

## WHAT'S UP WITH INCOME CONTINUATION INSURANCE - ICI?

### Am I able to enroll now if I did not when I was originally eligible?

#### Faculty / academic staff / limited appointees

- Deferred enrollment in January after accrue 1,040 hours of sick leave
- Will receive an email from UW System anytime you become eligible for deferred enrollment
- Medical evidence of insurability at any time during the year (acceptance not guaranteed)

## WHAT'S UP WITH INCOME CONTINUATION INSURANCE - ICI?

**Am I able to enroll now if I did not when I was originally eligible?**

### **University staff**

- Deferred enrollment in January first time eligible for premium category 3, 4, and/or 5
- Deferred enrollment in January any year eligible for premium category 6
- Will receive an email from UW System anytime you become eligible for deferred enrollment
- Medical evidence of insurability at any time during the year (acceptance not guaranteed)

## STATE GROUP LIFE – SGL – AT RETIREMENT BENEFIT

**Can I continue SGL insurance coverage when I retire?**

Yes **IF**

- You have been covered by the plan in five calendar years beginning January 1, 1990; **and**
- You qualify under one of the following situations:
  - You are receiving an immediate WRS annuity or meet all of the requirements for receiving an immediate WRS annuity except the filing of an application; **or**
  - The sum of the years of your creditable service in the WRS on January 1, 1990 plus your years of group life insurance coverage after 1989 equals 20 years; **or**
  - You have 20 years of service on payroll with your last employer

### **STATE GROUP LIFE – SGL – AT RETIREMENT BENEFIT**

#### **What happens to the SGL premium and coverage when I retire?**

- If you **begin a WRS annuity within 31 days** after your coverage terminates, your insurance will be continued for you automatically
  - Premiums will be automatically deducted from your annuity
- If you **do not begin an annuity**, you must file a continuation application (ET-2154) with ETF within 31 days of the date coverage terminates
  - Securitan Financial will bill you directly for your premiums

#### ***Premiums taken up to age 65 – after 65 no premium***

- Before age 65 – basic coverage continued at 100%
- While age 65 – basic coverage continued at 75%
- While age 66 and after – basic coverage continued at 50%

### **STATE GROUP LIFE – SGL – AT RETIREMENT BENEFIT**

#### **Do I currently have SGL insurance?**

- If you are currently enrolled in SGL it will show on your earnings statement as follows:
  - Under before-tax deductions section:
    - SGL basic
    - SGL supplemental
  - Under after-tax deductions section:
    - SGL additional
    - SGL spouse DP

#### **Am I able to enroll now if I did not when I was originally eligible?**

- Medical evidence of insurability at any time during the year (acceptance not guaranteed)

### FMLA/LOA BASICS

The Federal **Family and Medical Leave Act** (FMLA) and the Wisconsin family and medical leave act (WFMLA) provide eligible employees with the right to take job-protected leave with continued medical benefits when they need time off from work to care for themselves or a family member who is seriously ill, to care for a newborn or newly adopted child, or to attend to the affairs of a family member who is called to active duty in the military

Up to 12 weeks for federal FMLA, up to 6 weeks for Wisconsin FMLA

#### Eligibility requirements:

- WI FMLA – worked for the state for at least 52 consecutive weeks and worked at least 1,000 hours in that time period
- Federal FMLA – worked for the state for at least 12 months (within the past 7 years) and worked at least 1,250 hours in the past 12 months
  - If eligible for both WI/federal, leaves run concurrently
- Approval determined by HR/medical provider

### FMLA/LOA BASICS

#### **Leave of Absence (LOA)**

- Time off if an employee needs to be away from work for a period of time but FMLA does not apply or the employee is not eligible for FMLA protections
- Approval is determined by the department

### FMLA LEAVE REQUEST PROCESS

- Employee requests FMLA and has their health care provider complete a certification for the medical leave reason as soon as leave is foreseeable
- Once HR learns of an employee's request for FMLA or learns of an employee who may need FMLA, we will send the employee a notice of their eligibility and rights under FMLA along with other pertinent paperwork
- After all necessary paperwork is received (request form, medical certification), HR will send the designation notice to the employee informing them of their approval (or denial)

### FMLA LEAVE REQUEST PROCESS

- HR then communicates the time off request to the employee's supervisor
- The employee is required to enter their leave (paid or unpaid) and indicate "FMLA" in the requestor comments section of the absence request for tracking purposes
- Forms can be found at: <https://uwosh.edu/hr/forms/>
- Steps can be found by clicking on your employee type under the "current employees" tab on the HR homepage, and then by clicking "benefits"

### RETURN TO WORK INSTRUCTIONS

- If an employee was out for their own serious health condition they are **REQUIRED** to provide HR and their supervisor with a return to work slip from their health care provider, preferably 2 days before the return date. No work can be done until this is received.
- An evaluation of the restrictions, if any, is required to determine if modifications to the employees duties is possible
- If returning to work for reasons other than an illness/injury of your own, a return slip is not needed and details regarding your return may be discussed with your supervisor.

### WRS RETIREMENT FUN FACTS

If eligible for WRS retirement,

- You contribute 6.55% towards retirement
- UW system matches that at 6.55% *plus* contributes an additional 1.1%
- **Why does UW System contribute more?**
  - Retiree health insurance credit program
- **Am I eligible for the Retiree Health Insurance Credit Program?**
  - Only for employees eligible to earn sick leave and are fully vested in the WRS retirement



### WRS RETIREMENT FUN FACTS

#### What is the retiree health insurance credit program?

- If vested when *retire* from UW System eligible to convert unused sick leave hours into a dollar amount to pay state group health insurance premiums
- Unused sick leave balance is multiplied by highest hourly pay rate and converted to tax-free credits
- If have 15 or more years of continuous service when you convert sick leave credits, may be eligible for supplemental sick leave credits added to balance; *Craftworkers not eligible for supplement*
- Must have state group health insurance plan to use sick leave credits
- In event of death any survivors listed on health insurance coverage at time of death will be able to use sick leave credits to help pay for continuation of state group health plan

### WRS RETIREMENT FUN FACTS

#### WRS Retirement Survivor Benefits

Active Employees	Inactive Employees (non-retired)
<ul style="list-style-type: none"><li>• Your contribution</li><li>• Employer match</li><li>• Plus interest</li></ul>	<ul style="list-style-type: none"><li>• Your contribution</li><li>• Plus interest</li></ul>

- Paid according to most recent beneficiary designation on file with ETF
- If you are over age 55 your beneficiary would be able to select retirement option
- Not paid according to your will
- Statutory standard sequence applies if no beneficiary designation form on file

## WRS RETIREMENT FUN FACTS

### WRS Retirement Survivor benefits

#### Standard sequence – in this order

- Surviving Spouse
- Children (natural or adopted)
- Parent(s)
- Brother(s) and Sister(s)
- Estate

Standard Sequence  
does *not* include step  
children or step grand  
children

#### What if I don't know who is listed as my beneficiary?

- Complete a new form and submit to ETF directly
- <https://www.wisconsin.edu/ohrwd/benefits/formspubs>
- Recommend updating for all life insurances as well

## WRS RETIREMENT FUN FACTS

### Adding years of WRS reported service

#### Military Service/USERRA

- Work for WRS employer, leave for active duty, and return
- Within 180 days released from active duty can have that time reported as continuous service

#### Military Service (active before 1/1/1974)

- One year of military service for each 5 years of WRS; max of 4 years added
- Submit form DD214 with military service affidavit

#### Buying back forfeited service

- Applies if terminated and withdrew WRS funds

#### Buying back *other* government service

- Worked for different state; federal government
  - Fund entire amount on your own
- Reference [etf.wi.gov](http://etf.wi.gov) publications for more details

## ADDITIONAL RETIREMENT SAVING OPTIONS

### Adding additional contributions to WRS retirement fund

- Voluntary, after-tax, additional contributions
- Payroll deduction or direct contributions (check)
- Deposited as your funds are set up (core or core/variable)
- Maximum contribution changes each year (\$55,000 for 2018)
- More information: [etf.wi.gov](http://etf.wi.gov) – ETF brochure ET-2123

## ADDITIONAL RETIREMENT SAVING OPTIONS

### Tax-Sheltered Annuity (TSA) 403(b) Program

- Invest pre-tax, roth after-tax or a combination of both; Participation is voluntary
- You make the entire contribution; there is no employer match
- Maximum contribution limits for 2019: if under age 50 - \$19,000
  - If age 50 or older at any time during year - \$25,000
- Change your contributions at any time via my UW system portal
- For more information visit the TSA program website at [www.wisconsin.edu/ohrwd/benefits/ret/tsa/](http://www.wisconsin.edu/ohrwd/benefits/ret/tsa/)

### Wisconsin Deferred Compensation (WDC) Program

- Invest pre-tax, roth after-tax or a combination of both; Participation is voluntary
- You make the entire contribution; there is no employer match
- Maximum contribution limits for 2019: if under age 50 - \$19,000
  - If age 50 or older at any time during year - \$25,000
- Change your contributions at any time by contacting WDC directly
- For more information, go to: [www.wisconsin.edu/ohrwd/benefits/ret/wdc/](http://www.wisconsin.edu/ohrwd/benefits/ret/wdc/)

## **BENEFIT EDUCATION MOMENT**

### **Newly Hired Benefits Orientation**

- Forgot what you learned about benefit from when you were first hired?  
Want to hear the scoop again?
- New hire orientation sessions are open to everyone!
- No reservation necessary – just drop in

### **When?**

- Every other Tuesday from 10:30am – 12noon
- Held on Oshkosh campus only
- Check the events calendar on the HR website: [www.uwosh.edu/hr](http://www.uwosh.edu/hr)

## **WATCH YOUR EMAIL FOR UPCOMING BENEFIT EDUCATION MOMENTS**

### **One-On-One Insurance Review Session**

#### **When?**

- Watch email for announcement in late February/early March
- One-on-one sessions will be available in March/April
- Sign up for a session online from email announcement

#### **What to expect:**

- A complete review of insurances you currently have from health to life
- *General* counsel on your current and potential coverages

## **WATCH YOUR EMAIL FOR UPCOMING BENEFIT EDUCATION MOMENTS**

### **All About Retirement Group Presentation**

- Presented by campus benefits specialist

#### **When?**

- March
- No reservation necessary
- Watch email for announcement

## **AMERICA SAVES WEEK**

**February 25 – March 1, 2019**

### **Live webinars**

- Get real
- Create a budget, ditch your debt, and start saving for the future
- Ready to buy a car or home?
- Identify & prioritize your savings goals
- Three investing basics seminar
- And more!
- **On-site at Oshkosh campus**
  - Seminar for financial crimes: fraud awareness & prevention
  - Credit checkups by UW Credit Union
- **Watch your email for details!**

**BENEFIT QUESTIONS OR CONCERNS?**

**Contact the Benefit Specialist Team:**

<b>Katelyn Fenner</b>	<b>Jodi Anthony</b>
<a href="mailto:fennerk@uwosh.edu">fennerk@uwosh.edu</a> 920.424.3008	<a href="mailto:anthonyj@uwosh.edu">anthonyj@uwosh.edu</a> 920.424.2070
<u>Expertise</u> Family Medical Leave (W/FMLA) Leave of Absence Return to Work Restrictions Wellness Initiatives	<u>Expertise</u> New Hire Orientations Retirement Consultations Specialized Outreach
<b>Unsure who to ask?</b> Email: <a href="mailto:benefits@uwosh.edu">benefits@uwosh.edu</a> HR Main Desk will direct you: 920.424.1166	