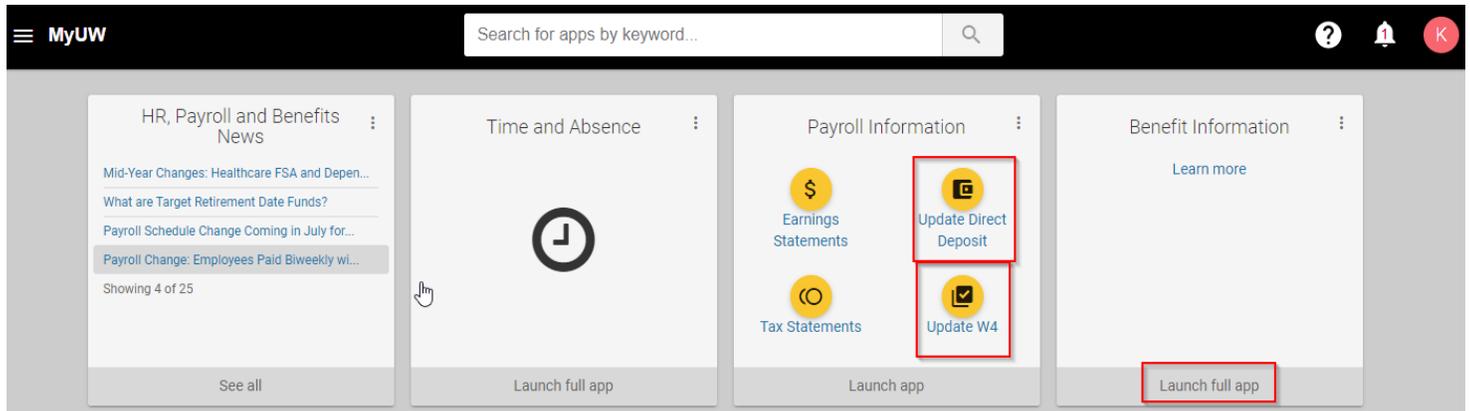


Timeline and deadline dates for changes can be found here: <https://uwservice.wisconsin.edu/single-payroll>

Navigate to the UW System Portal: my.wisconsin.edu and sign in with Net ID and Password



Direct Deposit:

If you have a distinct dollar amount allocated to bank account, you will want to consider updating that to match the bi-weekly pay schedule. Under “Amount/Percent” it would list a dollar amount instead of “Remaining Balance”.

Example: If I had \$500 per monthly pay period allocated to a separate account, I may consider updating that to \$250 per pay bi-weekly pay period to account for the changes to the payroll schedule

Tipsheet for making updates: <https://uwservice.wisconsin.edu/docs/publications/dd-edit-delete.pdf>

The screenshot shows the 'Direct Deposit' page. At the top, there is a header with the UW logo and the title 'Direct Deposit'. Below the header is a table of accounts. The table has columns for 'Order', 'Payment Method', 'Routing Number', 'Account Number', 'Account Type', and 'Amount/ Percent'. The 'Amount/ Percent' column shows 'Remaining Balance'. Below the table is a 'Read statement carefully' section and a note.

Order	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
Last	Direct Deposit	██████████	██████████	Checking	Remaining Balance >

Read statement carefully: I authorize the University of Wisconsin to direct deposit funds to my account in the financial institution listed above. If funds to which I am **not** entitled are deposited in my account, I authorize the University to initiate a correcting (debit) entry. I **understand that the authorization may be rejected or discontinued by the University at any time.** If any of the above information changes, I will promptly update this authorization agreement.

**NOTE:* If the direct deposit is not stopped before closing an account, funds payable to you will be returned to the University for distribution. This will delay your check.

W4 Withholding:

The best place to see if you have additional tax withheld is by looking at your most recent pay stub under “Tax Data”:

TAX DATA:	Federal	WI State
Marital Status:	Single	Single
Allowances:	0	0
Addl. Percent:		
Addl. Amount:		

If you have anything in these fields, you may want to consider updating the amounts to match the biweekly schedule

Example: If I had \$200 of additional Federal withholdings on my monthly payrolls, I would consider updating this amount to \$100 to reflect the new bi-weekly schedule

Tipsheet for making updates: <https://uwservice.wisconsin.edu/docs/publications/pay-update-federal-state-w4.pdf>

TSA (403b) Contributions:

Click on “Launch Full App” of the Benefits Information tile then on “Update TSA Deductions” on the bottom right of the screen.

Update TSA Deductions

Clicking on that will allow you to see your election and click to update the amount:

Savings Summary

KATELYN FENRICH

To view your benefits as of another date, enter the date and select Go.

05/20/2021

Go

Benefits Summary

Type of Benefit	Plan Description	Coverage or Participation
403(b) TIAA-CREF	TIAA-CREF SRA	2% Before Tax

IMPORTANT: This Benefit Summary is intended for informational purposes only and is not a legal document. The applicable legal documents, policies, and/or certificates determine the actual benefits for a given plan.

Contact your Benefits Administrator for additional information.

If you have a dollar amount listed under “Coverage or Participation”, you may want to consider updating that amount to reflect a bi-weekly pay cycle.

Example: If I have \$100 contributed monthly to my TSA, I may consider updating it to \$50 bi-weekly to match the new payroll cycle.

Keep in mind that there are 26 bi-weekly payrolls in a year for annual employees, 19.5 payrolls in a year for academic year employees so that also can be used to help you determine the amount you want to contribute per bi-weekly payroll.

Tipsheet for making updates: <https://uwservice.wisconsin.edu/docs/publications/ben-view-benefit-savings-summary.pdf>

Wisconsin Deferred Compensation (WDC) Contributions:

The best place to see whether or not you contribute a flat dollar amount to WDC is to review your paycheck under the “Before Tax Deductions” and the “After Tax Deductions”:

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS		
Description	Current	YTD	Description	Current	YTD
HDHP Network Health & Dental	87.00	174.00	Individual & Family Employee	77.52	174.24
Vision Service Plan (VSP)	22.98	45.96	Individual & Family Spouse DP	30.78	68.04
SGL Basic	32.20	64.40	Income Continuation	42.34	84.68
SGL Supplemental	32.20	64.40	UW Employees Inc Life	0.00	2.85
Wis Deferred Compensation	2,777.77	5,555.54	Fidelity Roth	0.00	2,677.77
Fidelity	2,787.00	2,787.00			
TIAA-CREF SRA	100.00	200.00			

If what is listed under “Current” is a flat dollar amount, you may want to consider updating that amount to match the new bi-weekly payroll cycle.

For updates to WDC, you will want to contact them directly at 1-877-457-9327.