Bi-weekly Payroll Transition

- Annual employees (12-month)
  - 7/30/2021 paycheck for 7/1/2021 - 7/17/2021
    - Last check under the monthly payroll logic
    - Will have full benefit deductions and contributions taken (coverage month of August)
  - 8/12/2021 paycheck for 7/18/2021 - 7/30/2021
    - First check under the bi-weekly payroll logic
    - No benefit deductions taken from this check
    - Benefit contributions (TSA/WDC/WRS addl) will take from this check
- 26 total paychecks in a year
Bi-weekly Payroll Transition

- **Academic year employees (9-month)**
  - 9/23/21 - first check of the AY
    - For work between 9/1/21 and 9/11/21 (8 working days) **partial bi-weekly check**
  - 10/7/21 - second check of the AY
    - For work between 9/12/21 - 9/25/21 (10 working days) **first full bi-weekly check**
    - Full bi-weekly checks continue through 6/2/2022 pay date (18 full checks)
    - Final bi-weekly check of the academic year paid on 6/16/2022 for work between 5/22/22 and 5/31/22 (7 working days)
  - 20 total paychecks/deposits, 19.5 total bi-weekly payments
How to calculate bi-weekly pay rate:

- Calculator located on system page -
  https://uwservice.wisconsin.edu/docs/calculators/paycheck-estimator.xlsx

Academic year employee pay distribution model:

- Coming soon to the UW System Single Payroll page.
Bi-weekly Payroll Transition

- **Flat Dollar Deductions**
  - TSA, WDC, WRS Addl, Direct Deposit, and Addl Tax Withholdings
  - **Annual employees**: updates to these amounts need to be made by end of day **today, July 14th** in order for the update to be reflected on the July 30th paycheck
  - **Academic year employees with summer payments**: first check affected is the August 26th paycheck – updates need to be made by August 18th
  - **Academic year contracts/payments**: first check affected is on September 23rd – updates need to be made by **September 15th**
- **How to find if you flat dollar deductions and where to make changes** - [https://uwosh.edu/hr/wp-content/uploads/sites/90/2021/05/Where-to-find-flat-dollar-deductions-and-update.pdf](https://uwosh.edu/hr/wp-content/uploads/sites/90/2021/05/Where-to-find-flat-dollar-deductions-and-update.pdf)
Bi-weekly Payroll Transition

- Benefit Deductions
  - Most benefit deductions will be split evenly across two paychecks each month (health, dental, vision, life)
  - Deductions are taken 24 of the 26 paychecks in a calendar year
    - Paycheck on 8/12/21 is one of the two that will not have deductions taken
  - Benefit contributions are taken from all 26 paychecks in a year
    - WRS, TSA/403(b), WDC
    - If you have payroll contributions that are flat dollar amounts, you will want to adjust the amount to deduct over 26 paychecks (annual), 20 paychecks (academic)
    - If you are an academic year employee, these contributions will also be taken from summer payments so adjustments to contributions may need to be made at more than one point throughout the year
Bi-weekly Payroll Transition

- Benefit Deductions for Faculty, Academic Staff, Limited Only

- **Health Savings Account and Health Opt-Out Incentive**
  - HSA employer contribution and health opt-out will not be paid on 07/30/2021 and 08/12/2021 checks
  - Already had the payments on the 06/30/2021 check for the coverage month of July
  - First biweekly HSA employer contribution and health opt-out will be paid on 08/26/2021 check for the first payment of August coverage
Bi-weekly Payroll Transition

- Absence Management for FASLI employees
  - Absences should be entered as they are taken or prior
  - Continue reporting summer leave once per summer job (9-mo)
  - Projected leave balances (FY22) will be available **July 23** but employees can continue to enter leave usage
  - Vacation earnings for 12-month AS/LI will be 6.743 hrs/biweekly pay period to equal 176 hrs/fiscal yr (pro-rated for FTE)
  - Sick leave earnings (pro-rated for FTE)
    - 9-mo FASLI = 4.923 hrs/biweekly pay period
    - 12-mo FASLI = 3.678 hrs/biweekly pay period
    - to equal 96 hrs/fiscal year for both 9-mo and 12-mo
Vacation Banking Change
Academic Staff / Limited Appointees Only

- Employees eligible to bank vacation hours must make elections by September 30, 2021
  - Previously had until November 30 of each year

- Employees eligible received email from UW System Shared Services

- Questions? Email payroll@uwss.wisconsin.edu
Ensure that all fiscal year 2021 leave reports are submitted

Navigate to your UW System Portal, click on "Launch Full App" of the Time and Absence tile, and then on "Leave Reports"

All reports for FY21 due by September 30, 2021
Bi-weekly Payroll Transition

Questions?
“Stigma is one of the main reasons why people with mental-health problems don't seek treatment or take their medication.

People of color, particularly African-Americans, feel the stigma more keenly. In a race-conscious society, some don't want to be perceived as having yet another deficit.”

-Bebe Moore Campbell

#NotAlone  nami.org/minoritymentalhealth

UWO Wellness: https://uwosh.edu/hr/workplace-wellness/

Minority Mental Health Awareness

Mental Health Support
https://uwosh.edu/hr/mental-health-support/
Connect Your Care Change

- Now part of Optum Financial (effective July 1)
- Connect Your Care sent targeted email to participants
- Need to create new username and password through HealthSafe ID to access account
- Continue to use CYC payment card until it expires
Titan Tour de Trails at Nordic Mountain

Try out Mountain Biking at Nordic Mountain
- All employees and their family welcome
- Hike, bike, relax, mix it up – bring picnic lunch

Saturday, August 14 – 10:00am-1:00pm
Meet at Willow Creek Park Parking Lot
  (first right into parking lot)

Bikes - SRWC to supply mountain bikes or bring own

Questions or Want to Join? Contact Stacey Skoning (skonings@uwosh.edu) for more details

Come relax in the woods with our cycling family
Telecommuting Updates

- What does telecommuting look like in the post-pandemic workplace?
- What are your department/division expectations around telecommuting?
- What has been learned over the past ~16 months?
- What are the policy/compliance/risk/technology/etc. considerations? ([Administrative Policy 1228](#) - May 2021)
Telecommuting – Who is Eligible?

✓ Job duties can be fulfilled from a remote location
✓ Have the ability to monitor or measure the work product produced by the employee
✓ Have all tools required for their job available to them at the remote location (space, insurance, utilities, and other services provided at employee’s expense)
✓ Safety of workplace is reviewed
Establishes 3 types of telecommuting:

1. **Intermittent**: No longer than 10 consecutive business days, unplanned (does not require form approval)

2. **Short-term**: Part or full-time telecommuting lasting no longer than 3 months (requires form approval)

3. **Long-term**: Part or full-time telecommuting that must be reviewed at least annually (requires form approval)
Telecommuting - Policy Considerations

- In-person attendance may still be required
- Employees work their normal, approved schedule and must be reachable during this time
- FLSA non-exempt (hourly) employees must still report hours, OT/night differential/wknd differential need advance approval (add’l pay not available if scheduled for the employee’s convenience)
Telecommuting - Policy Considerations

- Subject to the same notification, approval, and reporting requirements for sick leave or other paid time off as if the employee were working onsite
- Property insurance required (homeowner/renter)
- Telecommuting is not an alternative to daycare and appropriate arrangement must be made for children/dependents
Telecommuting – Out of State Requests

- Some circumstances may warrant approval of out-of-state requests
- Approval of VC required, in addition to consultation with System Legal and HR
- States vary on taxes, worker’s comp, employment law, unemployment insurance, etc.
Telecommuting - Technology

- Employees must use university-owned equipment
- Only IT staff can perform maintenance on equipment
- Employees must provide internet and must be able to control access to technology and workspace
Telecommuting – Process for Requests

- Employees that will continue to telecommute into the 21-22 AY must complete the new form (refer to this tipsheet for assistance)

- Direct supervisors can approve, deny or approve with modifications (refer to this tipsheet for assistance approving requests and the UWO Telecommuting Guidelines for Supervisors guide for additional info)
Telecommuting - Approvals

- Supervisors should be communicating approved requests upward
- Agreements can be discontinued with a 30-day notice for any reason by either party
- Agreements can be modified at the discretion of the supervisor with reasonable notice
Telecommuting

Questions?