

Welcome

Payroll Change Project Single Payroll Town Hall Meeting

Town Hall Meeting starts at 12:00 pm



Payroll Change Project Single Payroll Town Hall Meeting

March 3, 2021

Caption service:

https://www.streamtext.net/player?event=UW_UWSystemPayrollChangeTownHall_030321_1200to100

Sign language interpretation service:

<https://uwmadison.zoom.us/j/94049442625>

Payroll Change Project Single Payroll

Today's Town Hall for employees impacted by payroll moving from a monthly to a biweekly payroll schedule

<https://uwservice.wisconsin.edu/split-benefits-deductions>

No questions from HRS administrators today

2021PayrollChanges@uwss.wisconsin.edu

Payroll Change Project Single Payroll

All mics are muted

You can enter questions in Chat

Questions will be answered after the presentation

Presentation will be recorded

Presentation and slides will be posted on the project website

Today's Presenters



Dan Chanen

Interim Associate Vice President and
Chief Human Resource Officer

UW System Administration



Jenny Hanewall

Interim Asst. Director of Customer
Support and Service Delivery

UW Shared Services

Today's Agenda



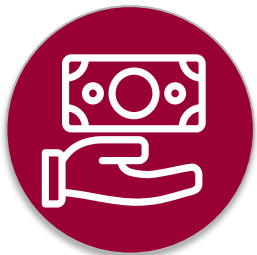
What is the project



How this benefits you



When change will occur



How the change affects
your paychecks in 2021



What you need to do



Questions from Chat



What is the project

Standardize UW System payroll with two components:

1. Evenly split most benefit deductions over the biweekly paychecks (April 2021)
2. **Move all employees to the biweekly payroll schedule**



Why are we doing this project?

- Simplify and standardize institutional payroll processes
- Simplify communications about payroll procedures
- Aligns with UW System Operational Excellence goal of *2020FWD Strategic Framework*



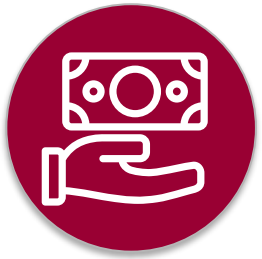
How this will benefit you

- Biweekly payroll is more frequent and consistent
- Receive your pay the same day each pay period (Thursday)
- Most benefit deductions will be split over two checks



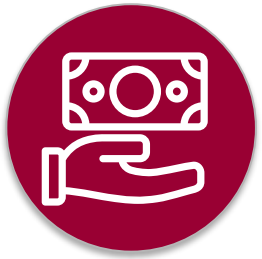
When change will occur

- Beginning July 2021 payroll will transition from monthly to biweekly
- Annual year (12-month) contract employees will receive their first biweekly paycheck 08/12/2021
- Summer contract employees will receive their first biweekly paycheck 08/12/2021 (depending on contract specifics)
- Academic year (9-month) contract employees with a start date between August 15 and August 28, 2021, will receive their first biweekly paycheck 9/9/2021
- Academic year (9-month) contract employees with a start date of August 29, 2021, or later will receive their first biweekly paycheck 9/23/2021 (UW-Oshkosh & UW-La Crosse)



Items under construction

- Leave reporting
- Charitable contributions
 - SECC
 - Foundations
- General deductions
 - Parking
 - Recreation

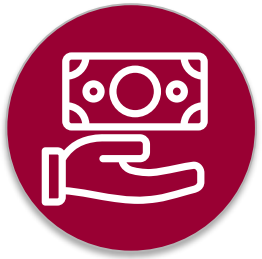


How benefits deductions are taken

Most benefits deductions (insurances) will be split evenly across two paychecks each month

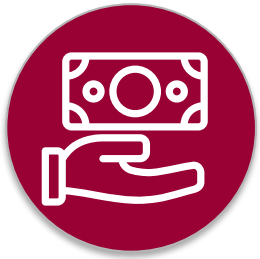
Some examples of deductions include:

- Health Insurance
- Dental insurance
- Vision Insurance
- Life insurance



Benefits Deductions

- Benefits deductions (insurances) are taken from 24 of the 26 paychecks in a calendar year
 - Two paychecks in a calendar year do not have benefits deductions
 - 8/12/2021 is one of the two paychecks in 2021 that will have no benefits deductions
- Benefits contributions are taken from all 26 paychecks
 - Wisconsin Retirement System (WRS), UW Tax-Sheltered Annuity (TSA) 403(b), and Wisconsin Deferred Compensation (WDC) 457 Program
 - If you have payroll contributions that are flat dollar amounts, you will want to adjust the amount to deduct over 26 paychecks



Paycheck Transition

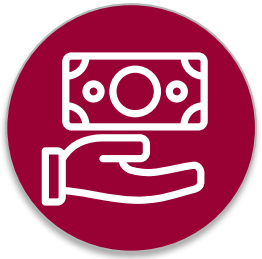
Annual 12-month employees will receive a full monthly paycheck on 6/30/2021 (for work during the entire month of June)

Summer session/service contract dates vary so proration for the monthly paycheck on 6/30/2021 will differ based on days worked

Full benefits deductions (insurances) will be deducted from this check

Full benefits contributions (TSA, WDC, etc.) will be deducted from this check

JUNE						
SUN	MON	TUE	WED	THUR	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



Paycheck Transition

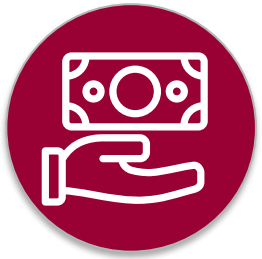
Annual year 12- month employees will receive a partial monthly paycheck on 7/30/2021 (for work from July 1–July 17)

Summer session/service contract dates vary so proration for the monthly paycheck on 7/30/2021 will differ based on days worked

Full benefits deductions (insurances) will be deducted from this check

Full benefits contributions (TSA, WDC, etc.) will be deducted from this check

JULY						
SUN	MON	TUE	WED	THUR	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



Paycheck Transition

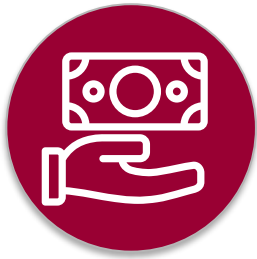
First biweekly paycheck will be on 8/12/2021 (for work from July 18–July 31)

No benefits deductions (insurances) will be deducted from this check

Full benefits contributions (TSA, WDC, etc.) will be deducted from this check

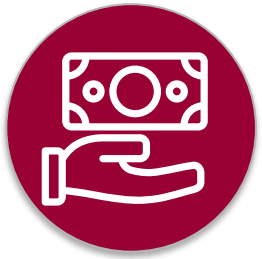
JULY						
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				1	2	3
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11	12	13	14	15	16	17
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25	26	27	28	29	30	31

AUGUST						
SUN	MON	TUE	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



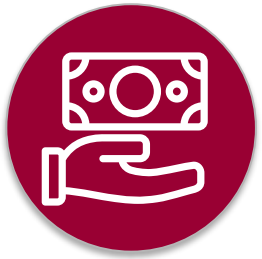
Benefits Deduction Schedule

- Next biweekly paycheck paid on 8/26/2021 (pay for 8/1 - 8/14). Half of the benefits deductions will be taken from this check (1st half of Sept deductions).
- Next biweekly paycheck paid on 9/9/2021 (pay for 8/15 - 8/28). Remaining half of the benefits deductions will be taken from this check (2nd half of Sept deductions).



What's not changing

- Total amount of benefits deductions (insurances)
- Annual leave accrual amounts
- Timing of annual leave allocation
 - Monthly employees - fiscal year basis



What's not changing

- Fair Labor Standards Act (FLSA) designation will not change
- Tax withholdings and garnishments will not change
 - Tax withholding on a biweekly paycheck is smaller than on a monthly paycheck, but total tax deductions ultimately equal the same amount
 - If you take an additional flat amount out for taxes, you will want to adjust the amount to deduct over 26 paychecks
 - Garnishments will automatically be adjusted for a biweekly payroll. Agencies will be informed of the frequency change and what deduction amounts or calculations will be affected



What you need to do

- If you have automatic payments set up (for example, mortgage, car loan, utilities, etc.), review and adjust your monthly budget and automatic payments
- Work with your financial entities to adjust your payments to match your new biweekly paycheck amounts



Paycheck Estimator



The paycheck estimator is provided to assist employees with budget planning associated with the changeover from a monthly paycheck to a biweekly paycheck. The estimator provides an estimate only. Your actual paycheck will not exactly match the numbers provided in the estimator.

Enter values from your current Earning Statement in the fields below to create an estimate, see the instructions tab for additional help and information.

	Current Monthly Paycheck	Enter current figures	Biweekly Paycheck (12 month employee)	Biweekly Paycheck (9 month Employee)
HOURS AND EARNINGS				
	Gross Monthly Wages	<input type="text"/>	\$0.00	\$0.00
TAXES				
Taxes	Fed OASDI/EE	<input type="text"/>	\$0.00	\$0.00
Taxes	Fed OASDI/ER*	<input type="text"/>	\$0.00	\$0.00
Taxes	Fed MED/EE	<input type="text"/>	\$0.00	\$0.00
Taxes	Fed Withholding	<input type="text"/>	\$0.00	\$0.00
Taxes	Fed Med/ER*	<input type="text"/>	\$0.00	\$0.00
Taxes	State Withholding	<input type="text"/>	\$0.00	\$0.00
BEFORE-TAX BENEFIT DEDUCTIONS				
Health Insurance	State Group Health + Dental Insurance	<input type="text"/>	\$0.00	\$0.00
Dental Insurance	PPO Select	<input type="text"/>	\$0.00	\$0.00
Dental Insurance	PPO plus Premier Select Plus	<input type="text"/>	\$0.00	\$0.00
Vision Insurance	DeltaVision	<input type="text"/>	\$0.00	\$0.00
Dental Insurance	Preventive Dental	<input type="text"/>	\$0.00	\$0.00
State Group Life Insurance	SGL Basic	<input type="text"/>	\$0.00	\$0.00
State Group Life Insurance	SGL Supplemental	<input type="text"/>	\$0.00	\$0.00
Wisconsin Retirement System (WRS)	Wisconsin Retirement System	<input type="text"/>	\$0.00	\$0.00

Website: <https://uwservice.wisconsin.edu/single-payroll>





What you need to do

- If you have payroll contributions that are flat dollar amounts (e.g., Tax-Sheltered Annuity (TSA), Wisconsin Deferred Compensation (WDC), additional tax deductions, additional WRS deductions, direct deposits into multiple accounts, etc.), you will want to adjust the amount to deduct over 26 paychecks
- We will contact you with next steps and timing for adjusting flat dollar amounts



What you need to do

Spending and Savings Plan Workshops

- Wednesday, March 24, 2021, 5:00 PM
- Tuesday, April 27, 2021, 12:00 PM
- Wednesday, May 12, 2021, 8:00 AM
- Tuesday, June 22, 2021, 5:00 PM

Website:

<https://uwservice.wisconsin.edu/single-payroll>



What you need to do

Additional Town Hall Meetings

Tuesday, May 4, 2021, 8:00-9:00 am	Information for 9-month and summer contract employees
Thursday, May 13, 2021, 4:00-5:00 pm	Information for 12-month contract employees
Monday, May 17, 2021, 1:00-2:00 pm	Open session for all employees paid monthly

Registration Information:

<https://uwservice.wisconsin.edu/single-payroll>



Single payroll support

UW-Madison Support

Phone: (608)265-2257

Email Questions:

2021PayrollChanges@ohr.wisc.edu

UW System Support

Phone: (888)298-0141 or (608)262-0600

Email Questions:

2021PayrollChanges@uwss.wisconsin.edu

Website:

<https://uwservice.wisconsin.edu/single-payroll>



Questions

Enter your questions in Chat

Thank You for Attending and Participating

A link to the video and the slides of today's presentation will
be posted on the Project Website:

<https://uwservice.wisconsin.edu/split-benefits-deductions>