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
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
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

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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
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.

<table>
<thead>
<tr>
<th>HOURS AND EARNINGS</th>
<th>Current Monthly Paycheck</th>
<th>Biweekly Paycheck (22 month employee)</th>
<th>Biweekly Paycheck (24 month Employee)</th>
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<th>BEFORE TAX BENEFIT DEDUCTIONS</th>
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<tbody>
<tr>
<td>Health Insurance</td>
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<tr>
<td>State Group Health + Dental Insurance</td>
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<tr>
<td>Dental Insurance</td>
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<td>PPO Select</td>
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<tr>
<td>Dental Insurance</td>
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<td>PPO Plus Premier Select Plus</td>
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<tr>
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<td>DeluxeVision</td>
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<td>Dental Insurance</td>
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<td>Preventive Dental</td>
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<td>State Group Life Insurance</td>
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<td>SGL Basic</td>
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<td>State Group Life Insurance</td>
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<td>Wisconsin Retirement System</td>
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Website: [https://uwservice.wisconsin.edu/single-payroll](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

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Topic</th>
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<tbody>
<tr>
<td>Tuesday, May 4, 2021</td>
<td>8:00-9:00 am</td>
<td>Information for 9-month and summer contract employees</td>
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<tr>
<td>Thursday, May 13, 2021</td>
<td>4:00-5:00 pm</td>
<td>Information for 12-month contract employees</td>
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<tr>
<td>Monday, May 17, 2021</td>
<td>1:00-2:00 pm</td>
<td>Open session for all employees paid monthly</td>
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### Registration Information:

[https://uwservice.wisconsin.edu/single-payroll](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
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