

# Welcome

## Payroll Change Project Town Hall Meeting **Information for 9-month and summer contract employees**

May 4, 2021

**Town Hall Meeting starts at 8:00 am**

# Payroll Change Project Single Payroll

This session is open to employees who are on 9-month and summer contracts to explain the new pay period and payroll schedule, describe how benefits deductions will be made, and answer your questions about the change.

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

# Upcoming Town Halls

**Town Hall - For 12-month contract employees**

Thursday, May 13, 2021, 4:00-5:00 PM

**Town Hall - Open session for all employees paid monthly**

Monday, May 17, 2021, 1:00-2:00 PM

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

# 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



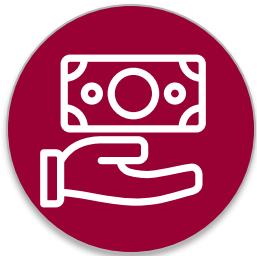
What is the project



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



# 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
- Receive your pay the same day each pay period (Thursday)
- First academic year paycheck date is in September instead of October
- Administrative simplification supports ongoing efficiencies



# Considerations

- Currently you are paid at the end of the month for the month you just worked.
- When we move to the biweekly pay schedule, you will be paid every other Thursday for the two-week period that ended 12 days before each pay date.
- You will get fully paid for the entire length of your employment based on the biweekly payroll calendar.



# June Monthly – No changes

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			



# July Transition Month

Summer session/service contract dates vary by institution so proration for the monthly paycheck paid on July 30, 2021 may differ based on days worked through July 17.\*

**Note:** Days worked from July 18 – 31 will be paid August 12, rather than July 30.

Benefits deductions (insurances) will be deducted from prepay balances.

UW Tax-Sheltered Annuity (TSA) 403(b), Wisconsin Deferred Compensation (WDC) 457, Health Savings Plan (HSA) and Flexible Spending Account (FSA) will not 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

\*Contact your local HR office for summer calendar dates and pay impacts.



# First Biweekly Paycheck

First biweekly paycheck will be on August 12, 2021 (for contract dates from July 18 - July 31) \*Summer session/service contract dates vary by institution.

Benefits deductions (insurances), HSA and FSA will **not be** deducted from this check (prepay balances will not be impacted).

TSA and WDC contributions will be deducted from all biweekly paychecks, including summer paychecks.

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

AUGUST						
SUN	MON	TUE	WED	THUR	FRI	SAT
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

\*Contact your local HR office for summer calendar dates and pay impacts.



# Next Biweekly Paycheck

The next biweekly paycheck will be on August 26, 2021 (for work from August 1–August 14) based on contract specifics.\*

Benefits deductions (insurances) will be deducted from prepay balances.

HSA and FSA will begin on the biweekly cycle with this check.

TSA and WDC contributions will be deducted from all biweekly paychecks, including summer paychecks.

AUGUST						
SUN	MON	TUE	WED	THUR	FRI	SAT
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22	23	24	25	26	27	28
29	30	31				

\*Contact your local HR office for summer calendar dates and pay impacts.



# Academic Year

Academic year (9-month) contract employees with a start date between August 15 and August 28, 2021, will receive their first biweekly paycheck September 9, 2021.\*

Benefits deductions (insurances) will be deducted from prepay balances.

TSA and WDC contributions will be deducted from this check.

AUGUST						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER						
SUN	MON	TUE	WED	THUR	FRI	SAT
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

\*Academic Year (AY) calendar dates vary by institution. Consult with your local HR office for AY calendar dates and pay impacts.



# Academic Year

For UW-Oshkosh & UW-La Crosse:  
Academic year (9-month) contract  
employees with a start date of  
August 29, 2021, or later will  
receive their first biweekly  
paycheck September 23, 2021.\*

Benefits deductions (insurances)  
will be deducted from this check.

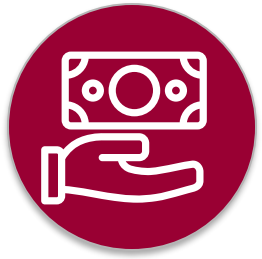
TSA and WDC contributions will be  
deducted from this check.

AUGUST						
SUN	MON	TUE	WED	THUR	FRI	SAT
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\*Academic Year (AY) calendar dates vary by institution. Consult with your  
local HR office for AY calendar dates and pay impacts.



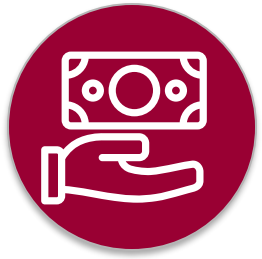


# How benefits deductions are taken

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

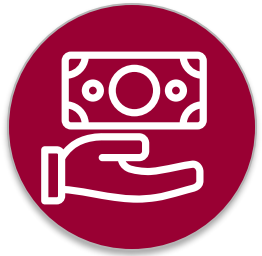
Some examples of deductions include:

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



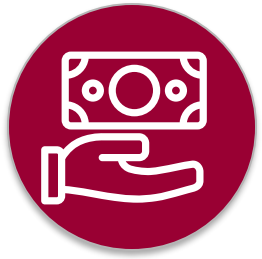
# Contributions

- Contributions are deducted from all biweekly paychecks beginning August 12, including summer paychecks.
  - Wisconsin Retirement System (WRS), including additional contributions
  - UW Tax-Sheltered Annuity (TSA) 403(b) Program
  - Wisconsin Deferred Compensation (WDC) 457 Program
- If you have contributions that are flat dollar amounts, you may wish to adjust the amount to deduct over the new biweekly schedule.



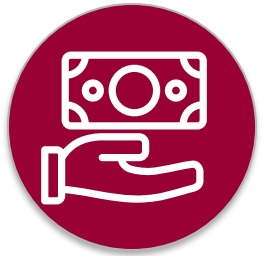
# Benefits Deductions - HSA

- Health Savings Account (HSA) employee contributions will automatically recalculate for the remaining pay periods of 2021. No employee action is needed.
- HSA employer contributions will transition to align with the biweekly payroll schedule.
  - Employees who are currently paid monthly will receive the HSA Employer contribution on their June 30, 2021 paycheck.
  - HSA Employer contribution will not be paid on your July 30, 2021 or August 12, 2021 paychecks.
  - The first biweekly HSA employer contribution will be paid on your August 26, 2021 paycheck even if there are no earnings.
- Employees who elected the HSA for the entire plan year will receive the full \$1,500 for family coverage / \$750 for single coverage in 2021 (employees hired mid-year or who make changes due to a life event receive a pro-rated share of the HSA employer contribution).



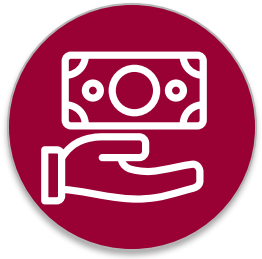
# Health Opt-Out Incentive Payments

- Health Opt-Out Incentive payments will transition to align with the biweekly payroll schedule.
  - Employees who are currently paid monthly will receive the Health Opt-Out Incentive on their June 30, 2021 paycheck.
  - Health Opt-Out Incentive will not be paid on the July 30, 2021 or August 12, 2021 paychecks.
  - The first biweekly Health Opt-Out Incentive payment will be paid on the August 26, 2021 paycheck even if there are no earnings.
- Employees who elected the Health Opt-Out Incentive for the entire plan year will receive the full \$2,000 payment in 2021 (employees hired mid-year or who make changes due to a life event receive a pro-rated share of the Health Opt-Out Incentive).



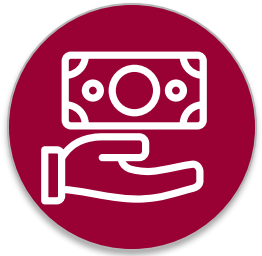
# Tax Withholding and Garnishments

- Tax withholding on a biweekly paycheck is smaller than on a monthly paycheck, but total tax deductions ultimately equal the same amount. (Use the paycheck estimator on our landing page to estimate pay)
- If you take an additional flat amount out for taxes, you will want to adjust the amount to deduct over paychecks you will receive during the academic year (based on institution academic calendar) and summer.
- Garnishments, child support and tax levies 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.



# General Deductions

- Most active general deduction (Charitable – SECC, United Way, Foundation, parking, meal plans, sports activity, etc.) monthly amounts will be converted to the biweekly payroll schedule.
- There are a few general deductions that will take on one paycheck per month.
  - Example: UW-Green Bay, UW-Parkside, and UW-Stout all have parking deducted from one biweekly check per month



# Leave Reporting

- Leave time is to be reported when leave is used
- Summer Leave Reporting will continue to be reported on a once per summer basis using summer leave functionality available in the portal
- If leave time is not used during a month, the No Leave Taken entry will continue to be reported on a monthly basis
  - Simplified monthly No Leave Taken reporting process is being developed and instructions will be provided in August



## 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 to match your new biweekly paycheck amounts.
- Work with your financial entities to adjust your automatic payments.





# 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)
<b>HOURS AND EARNINGS</b>				
	Gross Monthly Wages	<input type="text"/>	\$0.00	\$0.00
<b>TAXES</b>				
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
<b>BEFORE-TAX BENEFIT DEDUCTIONS</b>				
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>





# Flat dollar contributions

- If you have payroll contributions that are flat dollar amounts (for example, Tax-Sheltered Annuity (TSA), Wisconsin Deferred Compensation (WDC), additional tax deductions, additional WRS deductions, direct deposits into multiple accounts, etc.), review your contributions in relation to the biweekly payroll schedule.
- For TSA and WDC, you may consider electing a contribution that is a percentage of pay that will automatically adjust as your pay adjusts.



# Flat dollar contributions

- If you elect a flat dollar amount contribution, you will want to elect an amount that you are comfortable having deducted from your biweekly paychecks.
  - Watch for an email this week that will provide reminders and information on contributions and withholdings that may be affected by the new biweekly schedule.
- The paycheck estimator on the Single Payroll landing web page can help you see how these contributions affect your biweekly pay.
- For each of the contributions and/or withholdings you have, use the [Update Contribution and Withholding](#) resource to help you plan and make updates.



## What you need to do

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

### Website:

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



# What you need to do

## **Saving & Spending Plan (Budget) Workshops**

- Wednesday, May 12, 2021, 8:00 AM
- Tuesday, June 22, 2021, 5:00 PM

### **Website:**

<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>**