



HR INFORMATION

Administrative Forum

January 19 2017

W-2 TAX FORM

Have been loaded to MyWisc Portal or
will be mailed by 1/31/17

STUDENT EMPLOYMENT JOB FAIR

- Housing is hosting a Student Employment Job Fair
 - Tuesday, March 7, 2017
 - 12:00n – 4:00pm
 - Gordon Dining & Event Center: Overture & Concerto Rooms
- If you are interested in attending as an employer please let Teri know (she'll send you the info to register. Registration must be complete by 1/30/17.
- Free!

FLOATING HOLIDAYS (REMINDERS)

- **University Staff**

- 2 floating holidays in 2017: 12/24 & 12/31
- Must be used by 12/31/2017

- **Academic Staff**

- 2 floating holidays in 2016-2017: 12/24 & 12/31
- Must be used by 6/30/2017

eBenefits for New Hires

New hires with NO prior service (ETF) will sign up for benefits through eBenefits starting in February 2017.

Employee's may Log-in to their *MyUW Portal* to complete their enrollments: www.my.wisc.edu

New hires with prior (ETF) service will still need to sign up via paper.
(this will hopefully, in the future, will have all go to eBenefits sign up)

This means...

Because employees have only 30 days to enroll through eBenefits portal there can be:

NO LATE Job Data Entries, every day that we are not able to get this entered is a day less they have to make their benefit elections!

- **Example:**

- Hire Date: 08/24/2016
- Job Data Entry: 09/10/2016

**Employee will now only have access to their MyUW eBenefits Portal for 20 days rather than 30 days.*

New Hire eBenefits Notification

- Benefits 101 Worksheet
- Hire Letters – updated
- Department Admins (help your new employees!)
 - Once they've completed their elections, you *should* get a confirmation statement in your Cypress Reports

eBenefits – Do's

Employees will be eligible to enroll through eBenefits in the following categories:

- Health Insurance Plan Enrollment
- High Deductible Health Plan (HDHP)
- Dental Wisconsin Plans
- VSP Vision
- EPIC Benefits+ Plans
- State Group Life Insurance
- Individual & Family Life Insurance
- UW Employees, Inc. Life Insurance
- Accidental Death & Dismemberment
- Income Continuation Insurance
- TASC Elections – Including Flexible Spending Account (FSA) – Medical & Dependent Care, Health Savings Account (HSA) and Limited Purpose Flexible Spending Account (LPFSA)

***Note:** The eBenefits Portal will only list the eligible benefits per the employee's job classification.

eBenefits – Don't

There are a few opportunities that are not available at this time through 2017
It's Your Choice eBenefits as listed below:

- **Health Opt – Out Incentive**
- **Qualifying Events** – Including Marriage/Domestic Partnership, Birth/Adoption/Legal Ward, Divorce/Termination of Domestic Partnership, Loss of Coverage, Gaining Other Coverage, Removing a Dependent (Age 26/Death)
 - **Single Male enrolling child(ren) for the first time** – Paternity Documentation Required
 - **Domestic Partnership** – ETF Acknowledgement Letter & Tax Status Verification Form Required
- **Life Insurance Changes** – Including reducing the level of coverage, removing a dependent and/or cancelling coverage.
- **Job Classification Changes** – Including GRAD to WRS, University Staff to Academic Staff (vice versa), Change in FTE (Less than ½ time), Less than ½ Time to Full Time
- **TASC Parking / Transit**

Tips & Tricks (to share)

- Advise employees to read the text at the top of each page.
- Have the employee confirm that email address listed in MyUW Portal is accurate/preferred
- Assist your employee in utilizing the filter feature (*ex: with or without Dental, HDHP or non-HDHP*)
- All spouse/dependent information should be in CAPITOL letters
- Ensure your employee's have completed the Personal Information update within the eBenefits Portal
- **Click 'SUBMIT, SUBMIT'**
- Tell your employee to PRINT their confirmation statement for their records

Personal Information Screen

Required by ETF in 2017

All enrollees must update from “*Unknown*” to YES or NO.

Coordination of Benefits
KENOBI, OBI WAN

Existing Selection

My spouse/domestic partner is also a State of WI employee:

*I have other health insurance: Yes

Insurance Company Name: 2

Other Insurance Policy Number: 2

Other Insurance Group Number: 2

New Value(s)

My spouse/domestic partner is also a State of WI employee:

I have other health insurance: Unknown

Other Insurance Company Name:

Other Insurance Policy Number:

Other Insurance Group Number:

[Return to Personal Information](#)

The employee should update this under “NEW VALUE” only.

If YES, they must indicate the Insurance Company information and policy information.

**Other insurance should reflect Other Credible Health Insurance – Not a supplemental plan such as EPIC, AFLAC, etc.*

We (Christy, Sarah, and I) can help by:

- If there are problems with the coordination of benefits/Personal Information we can do that
- Requesting previous service checks
- Monitor report for those new hires that are to use eBenefits if they've not yet completed
- Answer questions, guide folks through resources, etc.
- Help with confirmation forms (if Cypress isn't work right!)
- Tell you a (appropriate joke) if you're having a bad day ;)

eBenefits Website

Direct your employees to our eBenefits website for additional assistance and FAQ information.

<http://www.ohr.wisc.edu/ebenefits>

Website Includes:

- **Do's / Don't Chart**
- **Quick Start Guide**
- **Additional Resources**