HR ADMIN FORUM

November 16th, 2017

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER
WELCOME

Erin Rice

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER
AGENDA

• Welcome  – Erin Rice
• Campus Engagement Update  – Nancy Jagger
• Pregnancy Accommodation  – Ian Campbell
• Shared Leave Pools  – Marisa Graudins
• I-1433 - Paid Sick Leave  – Marisa Graudins
• Faculty Retention Salary Adjustments  – Anne Winkelman
• Open Enrollment Update  – Juliette Mirsepasy and Adam Gathman
• Calendar Year End  – Shawna Litterski
• Data Integrity Reminder: SSN, Legal Name & Address  – Shawna Litterski
• Campus Representative: Best Practice Share  – Aileen Trilles
OUR EVOLVING RELATIONSHIP

• Readiness Leads are transitioning into Unit Change Leaders
• We continue to value your partnership, and will come to you to:
  – Serve as liaison to the Integrated Service Center, including attending or viewing the bi-monthly meetings
  – Select and update your unit’s Named Support Contacts
  – Collect and share constructive feedback regarding your unit’s overall experience with Workday
  – Partner with the ISC to review service trends and implement changes based on feedback
  – And more!
• We also want to use this meeting space to spotlight some of the work that you are doing
NEW PARTNER INVESTMENTS

• Campus Engagement will be focusing on more ways to engage our Named Support Contacts in order to:
  – Provide them with quick access to knowledge and resources
  – Invest in building their expertise and encouraging the development of peer support networks
  – Seek guidance and advice on new initiatives

• Upcoming initiatives
  – New tool/training pilots
  – Surveys and focus groups
NEW PARTNER INVESTMENT

• Consider your NSCs
  – With these various avenues for input, make sure you have the right people as your Named Support Contacts

• Other suggestions? Email ischelp@uw.edu with the subject line “Named Support Contact Suggestion” to provide your feedback
REASONABLE ACCOMMODATIONS FOR PREGNANT WORKERS: HEALTHY STARTS ACT

Ian Campbell
DISABILITY ACCOMMODATION AS A REFERENCE POINT

• To Review – disability accommodation process:
  – Employee makes a disability accommodation request
  – Analysis – medical necessity within business needs
  – Implementation of requested accommodation(s) or most appropriate alternative accommodation

• Prior to the state mandate, there has been an informal accommodation process for pregnant employees
HEALTHY STARTS ACT

• Effective date: July 23, 2017
• SB 5835 codified under RCW 43.10.005
• Employers with 15 or more employees are required to provide accommodations to pregnant employees, beyond those accommodations required under WLAD and ADAAA.
• Act now requires accommodation regardless of whether the pregnancy has complications that meet the definition of disability.
LEGISLATIVE FINDINGS - PURPOSE

• Provide children with a healthy start by promoting healthy pregnancies.
• Prenatal care is critical to positive birth outcomes, as women need flexibility in their work schedule for pregnancy related doctor visits.
• Promote healthy outcomes for pregnant women and infants without placing an undue hardship on employers.
• Women should not have to choose between their livelihoods and their health.
PREGNANCY DEFINED AS:

• Employee’s pregnancy and pregnancy-related health conditions.
ACCOMMODATIONS EMPLOYERS MUST PROVIDE WITHOUT MEDICAL DOCUMENTATION OR REGARD FOR HARDSHIP

1. Bathroom breaks (more frequent, longer, flexible)
2. Breaks for increased water intake or food (modification or exemption from food/drink policy)
3. Allow employee to sit more frequently or provide seating
4. Limit lifting to 17 pounds or more.

Employers may not ask for certification from HCP in accommodations dealing with #1-4.
Employer may not claim hardship for accommodations #1-4.
Pregnant employees may have the right to other accommodations, as long as there is no significant difficulty or expense to the employer. These are:

- Job restructuring, including: modifying a work schedule, job reassignment, changing a work station, or providing equipment
- Temporary transfers to less strenuous hazardous work
- Scheduling flexibility for prenatal visits
- Further accommodations as needed

Employers may request written certification from a health care professional regarding the need for the accommodations above, or for restrictions on lifting less than 17 pounds.
LAW PROHIBITS AN EMPLOYER FROM:

- Failing or refusing to make reasonable accommodation for an employee for pregnancy, absent an undue hardship;
- Taking adverse action against an employee who requests, declines, or uses an accommodation;
- Denying employment opportunities to an otherwise qualified employee because of the qualified individual’s need for a reasonable accommodation required by the Healthy Start Act; or
- Requiring an employee to take leave if another reasonable accommodation can be provided for the employee’s pregnancy.
GRIEVANCE PROCESS

• Complaints under the Healthy Start Act are investigated and enforced by the Attorney General’s Office – Civil Rights Unit.
UNIVERSITY RESPONSE

• A new website will be posted to inform employees of their rights: http://hr.uw.edu/policies/pregnancy-accommodation/

• Creation of a new process, including forms to request pregnancy related accommodations and provide related medical documentation.
SHARED LEAVE POOLS

Marisa Graudins

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OVERVIEW

Bills passed during the 2017 legislative session establish:
• Veterans’ In-Service Shared Leave Pool (VISSLP)
• Foster Parent Shared Leave Program (FPSLP)
  – Like the existing Uniformed Services Shared Leave Pool, both create statewide shared leave pools to which employees can donate or receive time off.
  – Additional min/max requirements vary by program
NEXT STEPS

• State HR rules were finalized two weeks ago. UWHR is looking to develop policy around these two new programs and request associated systems changes.

• Questions? Ask your Leave Specialist.
I-1433
PAID SICK LEAVE

Marisa Graudins

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OUTLINE

• Overview
• Minimum Requirements
• Timeline
• Next Steps
• Outstanding Issues
OVERVIEW

• Initiative 1433 passed by the people of the State of Washington:
  – modified WA State Minimum Wage Act (MWA)
  – increased the minimum wage for all covered workers
  – required employers to provide paid sick time off to those covered by the MWA (generally speaking, nonexempt workers) who do not currently earn at least the minimum amount of sick time off guaranteed by law
• Effective January 1, 2018 for hours worked on and after that date
TEMPORARY AND STUDENT HOURLIES

- **Eligible Population** -- Generally speaking, all 11K temp and student hourly workers
- **Accrual** – 1 hour for every 40 hours worked (0.025 per hour), accrued at end of month and available for use the following month
- **Balance** – Annual carryover is still TBD
- **Payment at Termination** – Not required
- **Funding Restrictions** – Federal work study funds may not be used to pay for sick time off
NONEXEMPT CLASSIFIED AND PROFESSIONAL STAFF

• Normal full time accrual of 8 hours/month (prorated) typically exceeds the maximum

• Applies minimum “1 hour for 40 worked” accrual in the following circumstances when they would have received nothing even if they had worked:
  – more than 10 days of unpaid time off in a month
  – new hire starts on/after the 16th of the month
  – worker terminates on/before the 15th of the month
ADDITIONAL ENTITLEMENTS

• New covered purposes (e.g., for an employee’s workplace being closed due to a health-related reason)
• Broader definition of family member (e.g., de facto parent)
• Employee to give “reasonable” notice as early as possible, but cannot require notice more than 14 calendar days in advance
NEW RESTRICTIONS

• Can only require verification for absences exceeding 3 consecutive scheduled work days
• Units with attendance policies may not count paid sick leave covered absences against employees (e.g., “patterns”)
HOW WE GOT HERE

NOVEMBER 2016
I-1433 passed by WA State voters

JANUARY 1, 2017
Minimum wage increases

EARLY AND MID 2017
Rule-making process through L&I, including feedback period

OCTOBER 2017
Final L&I draft rules submitted; State HR rules feedback (CNU)

DECEMBER 2017
L&I and State HR Rules Finalized

JANUARY 1, 2018
Sick time off provisions take effect
APPLICATION OF RULES

I-1433 (now RCW 49.46)
Impacts all covered by MWA – “nonexempt”

WAC 296 L&I Rules
Applies to all covered by MWA
(temp/student hourly)

Professional Staff Program
Applies to all Professional Staff

Collective Bargaining Agreement
Applies to all contract classified workers, including represented temporary and student hourlies (SEIU 925, WFSE, UAW, per diem nurses in SEIU 1199)

WAC 357 State HR
Applies to all CNU workers
NEXT STEPS

• **State HR** – Finalizes rules for CNU
• **Labor Impacts** – Review of collective bargaining agreements and associated negotiation with unions
• **Workday** – Configuration of new “1 hour for 40 worked” accrual, required notification of entitlements at hire, and Kronos integration.
• **Policy** - Develop UW policy to address new requirements; review and update existing time off and attendance policies to be in compliance
OPEN ISSUES

• **Eligible Population** – Hourly academic personnel

• **How Balances are Treated** –
  – at job change (e.g., movement from Reg → Temp, and vice versa)
  – for interagency transfers
  – for reinstatement purposes at rehire

• **Impact on Exempt Staff** - based on CNU rule changes, labor negotiations, institutional decisions
Faculty Retention
Salary Adjustments

Fall 2017
Anne Winkelman
Changes to Retention Salary Adjustments effective November 1, 2017

• Competitive offer and pre-emptive retention requests must reflect a minimum increase of 7.5%
• All requests will route through Workday to Academic Human Resources for review and approval
• Requests submitted through Workday as of October 31, 2017 will be considered under the previous version of the policy
• On or after November 1, 2017, requests under 7.5% will be sent back for revision
Workday Retention Reason Codes

- The ISC is working to update reason codes. Until new reason codes are available, initiates should use “>10%” for all retention increases to ensure proper routing.
• Retention requests must be prospective. Retroactive retentions will not be considered.
• Units should plan far enough ahead to allow the request time to reach AHR at least a week in advance of the effective date.
Resources

Related Policies:
- Faculty Code, Sec. 24-71-B3
- Executive Order No. 64

Questions?
- Anne Winkelman
  acwink@uw.edu
- Peg Stuart
  mjstuart@uw.edu
OPEN ENROLLMENT UPDATE

Juliette Mirsepasy and Adam Gathman

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OPEN ENROLLMENT IN WORKDAY

• Open Enrollment in Workday – November 1 – 30, with coverage effective January 1, 2018
• For the first time, all changes will be made in Workday
• If happy with plans, no changes required
  – “Passive” enrollment, all benefit eligible sent WD notice
  – Must re-enroll for FSA and DCAP to continue
  – If covering a spouse, may need to re-attest each year
WORKDAY TIPS

• Other updates in Workday
  – Confirm/correct home address (drives medical plan offerings)
  – HSA – update your contribution election any time; consider your 2018 contributions
  – Tobacco attestation – update whenever tobacco status changes, including during November

• Quick tips:
  – Don’t forget to attach files in Workday!
  – Did you hit submit?
Current Status: Employee Support

ISC Representatives have handled increased traffic related to Open Enrollment and so far have responded to:

• 410 email inquiries
• 41 walk-ins
• Rise in call volume
  – 65% increase since September
  – 31% increase since October
Current Status: Employee Support

ISC Call Volume September through November

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<thead>
<tr>
<th>Date</th>
<th>Calls</th>
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<tbody>
<tr>
<td>9/1-9/14</td>
<td>2,407</td>
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<tr>
<td>10/1-10/14</td>
<td>3,039</td>
</tr>
<tr>
<td>11/1-11/14</td>
<td>3,988</td>
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</table>
Open Enrollment 2018 – Workday PEBB

Eligible Status

- Submitted: 23%
- In Progress: 11%
- Not Started: 65%
- Other: 1%

Data as of: 11/15/2017 00:03

*Reminder, Open Enrollment is a passive event – high volume is not expected*
Open Enrollment 2018 - Workday PEBB Eligible Submitted

Data as of 11/15/2017 00:03
### OPEN ENROLLMENT 2018 – WORKDAY STATS

**Open Enrollment 2018 - Workday PEBB Eligible Status by Group**

<table>
<thead>
<tr>
<th>Group</th>
<th>Not Started</th>
<th>Total</th>
<th>Submitted</th>
<th>In Progress</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classified Staff</td>
<td>8,845</td>
<td>13,738</td>
<td>3,193</td>
<td>1,550</td>
<td>150</td>
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<tr>
<td>Faculty</td>
<td>3,664</td>
<td>4,810</td>
<td>813</td>
<td>298</td>
<td>35</td>
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<tr>
<td>Faculty Quarterly</td>
<td>916</td>
<td>1,262</td>
<td>245</td>
<td>71</td>
<td>30</td>
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<tr>
<td>Professional Staff</td>
<td>7,748</td>
<td>12,613</td>
<td>3,269</td>
<td>1,454</td>
<td>142</td>
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<tr>
<td>Temporary Hourly</td>
<td>611</td>
<td>903</td>
<td>151</td>
<td>90</td>
<td>51</td>
</tr>
</tbody>
</table>

Data as of 1/15/2017 00:03
TARGETED POPULATIONS

Employees with required changes received special communications alerting them to take action

– Employees with required spousal attestations
  ▪ 11/9 and 11/20 - reminders from the ISC via Workday
  ▪ 10/26 – reminder from the HCA

– Employees with FSA/DCAP elections
  ▪ 11/6 – reenrollment reminder from Navia
NEW RESOURCES

- User Guide
- Videos
- Decision Tree

OPEN ENROLLMENT 101
A GUIDE TO UNDERSTANDING OPEN ENROLLMENT
NOVEMBER 1-30

INTRODUCTION
Open Enrollment is upon us! Nov 1–30, all UW employees who qualify for PEBB benefits can:
- Change medical or dental coverage
- Enroll/re-enroll in FSA/DCAP program(s)
- Add/drop a spouse, partner, and/or qualified dependent to your medical and/or dental coverage
- Re-attest/change your spousal surcharge attestation, if required

WHAT DO I NEED TO DO?
The decision tree below will help you understand whether or not you'll need to do anything during the Open Enrollment period. If you do, it'll help you figure out what is needed.

BEGIN
Are you making changes to any of your current plan elections (see the intro on the left) for 2018?

Yes
I want to change one or more of those things.

No
I don't think so... are there special circumstances I should be aware of?
CALENDAR YEAR END

• Opt-Out of Paper Tax Forms
  – Under Workday Payroll worklet choose My Tax Documents
  – DUO access is required
  – 24 hour security delay is removed

• Paper Tax Forms will be mailed to address on file
  – Employees need to update their mailing address

• Terminated Employees (separated since 2014)
  – Will automatically receive paper tax forms, under IRS rules.
  – Will be able to access Workday Payroll worklet
  – Must have DUO access
DATA INTEGRITY REMINDER: SSN, LEGAL NAME & ADDRESS

Shawna Litterski
DATA INTEGRITY REMINDER: SSN, LEGAL NAME & ADDRESS

• Social Security Number in Workday
  – Incorrect number can have the following impacts to the employee:
    ▪ Tax impacts on paychecks for OASDI, Medicare and Federal Withholding
    ▪ Retirement Eligibility
    ▪ Benefits Eligibility
    ▪ Unemployment eligibility
    ▪ Incorrect reporting to the IRS & SSA on year-end tax documents
  – The University can be subject to penalties of $50 for each form with incorrect name or number on tax documents
  – Number updates are initiated by the HCM initiate 2, and then routed back to the employee for approval. Payroll is notified for verification purposes.
  – Payroll can also directly update SSN information, if a copy of the SSN is provided by the employee.
DATA INTEGRITY REMINDER: SSN, LEGAL NAME & ADDRESS

• Legal Name in Workday
  – Under IRS rules, the legal name in Workday must \emph{exactly} match the name on the employee’s Social Security Card
  – Incorrect legal name will have the following impacts to the employee
    ▪ Mismatch of information sent to IRS for tax filing purposes
      o Potential flag & delay in processing tax return/refund
    ▪ Mismatch of information sent to SSA for retirement purposes
      o Delay in receiving Social Security benefits because earnings are not posted to their permanent earnings record
  – Foreign characters are not allowed!
    ▪ Banks do not recognize foreign characters, resulting in rejected direct deposit payments
    ▪ Paychecks do not print for anyone
    ▪ Integrations to UW systems – i.e.: Finance and Student database fail
    ▪ Integrations to outside vendors – i.e.: Fidelity & the State of Washington fail
CAMPUS REPRESENTATIVE: BEST PRACTICE SHARE

Aileen Trilles: College of Engineering
THE COLLEGE OF ENGINEERING’S APPROACH:

• Build on Existing Structure
• Peer Support
• Train up
• Reflect and Strategize
BUILD ON EXISTING STRUCTURE
PEER SUPPORT
TRAIN UP. TRAIN UP. TRAIN UP.
The Wisdom of Yoda

DO.
DO NOT.
TRY.
REFLECT AND STRATEGIZE
WOULD YOU LIKE TO PARTNER WITH US?
THANK YOU FOR YOUR DEDICATION AND COMMITMENT!

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