> Avoiding and Correcting Payroll Errors..........................Cindy Gregovich
> Open Enrollment..............................................................................Alana Miller
> Compensation Updates............................................................................Randy West
> Paid Family Leave..................................................................................Lisa Hanna
> HB 2669: Temporary Employees Rule Change..................................................Joe Dacca and Jed Bradley
> Merit Update..........................................................................................Paula Ross
> Fall Quarter Transaction Tips .............................................................Kanani Donaldson
> Spotlight- Improving the Create Position process............Alex Grothe
AVOIDING AND CORRECTING PAYROLL ERRORS

Cindy Gregovich

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER
Avoiding and Correcting Payroll Error

> Overpayment – Negative Balance
  – Late leave initiated
  – Added Time Off to weekends or used wrong FTE to record Time Off

> Zero FTE
  – Reduced FTE to zero instead of placing a faculty member on “unpaid leave”
  – Position not ended, zero FTE with no compensation plan
  – Completing a lateral move; prior position zero FTE
Avoiding and Correcting Payroll Errors

> Timesheet Errors
  – Position and compensation plan ended
  – New position created, old position was not ended, hours recorded on the old position

> Extended Position End Date
  – Position end date is ended without extending the compensation plan end date
OPEN ENROLLMENT

Alana Miller

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER
Open Enrollment for 2019

> November 1-30
> Elections effective January 1
> Employees may complete Open Enrollment in Workday
Open Enrollment for 2019

> Refer to the Open Enrollment resources page on the ISC and Total Benefits sites for helpful details and guides:

• HCA: PEBB Program’s Annual Open Enrollment
• Total Benefits: Open Enrollment
• ISC: Open Enrollment
• ISC: Open Enrollment for 2019 (Coming Soon)
Open Enrollment for 2019

> Who needs to complete Open Enrollment?
  – Enroll or re-enroll in FSA/DCAP
  – Re-attest for the spousal surcharge attestation
    > In late October, HCA will contact employees required to re-attest
  – Change your medical plan or dental plan
  – Waive or enroll in medical
  – Enroll or remove eligible dependents

> Employees who do not meet any of the above conditions do not need to make any updates!
Open Enrollment for 2019

What if an employee does not complete OE?

– Medical, dental and, if applicable, HSA will continue into 2019
– Currently enrolled dependents will stay enrolled
– Spousal surcharge attestation will stay the same, unless you were required to re-attest
– FSA/DCAP enrollment will be waived
Open Enrollment for 2019

How can employees prepare?

- Ensure you have a valid home address in Workday
- If planning to enroll a dependent, make sure you have valid HCA-accepted dependent verification ready to attach in Workday
- If planning to make enrollment changes, contact the plan directly with questions about networks, benefit details, coverage information
Open Enrollment for 2019

> How can employees prepare?
  – Review correspondence sent by the University of Washington and the Health Care Authority – letters may contain important deadlines, plan changes, and other helpful information
COMPENSATION
UPDATES

Randy West

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER
2% Increase for All Classified Staff

> Effective January 1, 2019 (appearing on 1/25/19 check)
  – All classified staff pay tables will be increased by 2%.
  – Monthly paid classified staff (including fixed duration appointments) will receive 2% pay increases.
  – Hourly paid classified staff whose rate falls below the new range minimum will be brought up to the new minimum.
  – Redlined” employees whose salary is frozen above the top of the range will be moved onto a regular step if the top of the range passes their salary
## Relation of current minimum steps to 1/1/19 min wage and min step

<table>
<thead>
<tr>
<th></th>
<th>As of 7/1/18</th>
<th>Seattle Min Wage as of 1/1/19*</th>
<th>Minimum Step as of 1/1/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly</td>
<td>2,722</td>
<td>2,758</td>
<td>2,776</td>
</tr>
<tr>
<td>Annualized</td>
<td>32,664</td>
<td>33,093</td>
<td>33,312</td>
</tr>
<tr>
<td>Hourly</td>
<td>15.70</td>
<td>15.91</td>
<td>16.02</td>
</tr>
</tbody>
</table>

Up ~3.3% per Seattle CPI-U

2% increase per contract

*$15.91 is unofficial; the official 1/1/19 City of Seattle minimum wage will be announced by City of Seattle Office of Labor Standards by September 30, 2018.
Minimum Wage Increase (except 10888)

> City of Seattle, City of Tacoma and Washington state minimum wages go up on January 1, 2019
  - City of Seattle: $15.91 (unofficial)
  - City of Tacoma: $12.40 (unofficial)
  - State minimum wage (except where there are higher city minimum wages): $12.00 per hour
  - Federal: $7.25
Minimum Wage Increases Impact on Employees

> Seattle Min Wage

  Hourlies from $15.45 to ~$15.91* (adjust to minimum):
  – Student Assistants, Nursing Techs, Temp Staff Helpers
  – ASE hourlies (Readers/Graders/Tutors) in UAW, adjust from $15.76 to ~$15.91*
  – Applies on Seattle, Bothell and Tacoma campuses
# January 1, 2019 Minimum Wage Increases Impact on Employees

<table>
<thead>
<tr>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seattle Min Wage</td>
<td>Hourlies from $15.45 to ~$15.91* (adjust to minimum):</td>
</tr>
<tr>
<td></td>
<td>• Student Assistants, Nursing Techs, Temp Staff Helpers</td>
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<tr>
<td></td>
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</tr>
<tr>
<td></td>
<td>• Applies on Seattle, Bothell and Tacoma campuses</td>
</tr>
<tr>
<td>Tacoma Min Wage</td>
<td>Student Assistant-UWT hourlies in job code 10888 adjust from $12.00 to ~$12.40. All other jobs at UW Tacoma follow Seattle min wage</td>
</tr>
<tr>
<td>WA State Min Wage</td>
<td>State minimum increases from $11.50 to $12.00, but no impact since all UW employees are already higher</td>
</tr>
</tbody>
</table>

*$15.91 is unofficial; the official 1/1/19 City of Seattle minimum wage will be announced by City of Seattle Office of Labor Standards by September 30, 2018.
Minimum Wage Increase Implementation

After the January 10 pay date:

– Hourly job minimums will be increased approximately 3.3% from $15.45/hour to approximately $15.91/hour (~$16/hour)
– Steps below the monthly equivalent of the new rate (or its monthly equivalent) will be inactivated in Workday
– Classified employees on steps below the new minimum monthly rate will be moved to the next higher step above the new rate
Minimum Wage Increase Implementation (continued)

ISC staff will make changes centrally to:

- Hourly employees;
- Pay ranges; and
- Step placement of salaried classified employees
2019 Minimum Wage Adjustments – Tacoma Implementation

- Student Assistant-UWT (in Tacoma) will be changed from $12.00 per hour to a new rate based on the rate of inflation (consumer price index for urban wage earners (CPI-W) as calculated on September 30, 2018.

- Based on year-over-year inflation most recently reported by the Bureau of Labor Statistics at 3.3%, the new rate is predicted to be approximately $12.40 per hour.

- The new City of Tacoma minimum wage will become effective January 1, 2019.
PAID FAMILY LEAVE

Lisa Hanna

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER
Paid Family and Medical Leave

Starting in 2020, Washington will be the 5th state in the nation to offer paid family and medical leave benefits in the form of partial wage replacement to workers.

Paid Family and Medical Leave is a statewide insurance program and will be funded by premiums paid by both employees and employers and will be administered by the Employment Security Department (ESD).
Key Dates

The first premium deductions begin on Jan. 1, 2019.*

Benefits will be available on Jan. 1, 2020.

*The timing of and amount of the splits will be finalized in early October and communicated accordingly.
The initial premium rate is set at 0.4 percent of wages up to the social security cap beginning on Jan. 1, 2019.

Employers may deduct from the employees' wages:
- 100% of the premiums due for the family leave
- Up to 45% of the premiums due for the medical leave portion.

The employee is responsible for approximately 63% of the premium; the employer 37%.
Paid Family Leave – Implementation Status

> Leadership is finalizing employee/employer split determinations
> Employment Security Dept (ESD) released Phase 3 (benefit eligibility) rules last week.
> This is a statewide program, so functionality is expected to be delivered by Workday late this year
> We are determining requirements for ESD reporting
> Communications will begin in October
Learn More

Email:
> Marisa Graudins marihoug@uw.edu
> Becka Johnson Poppe jbecka@uw.edu
 (both enjoying vacation time off)

Employment Security Department
> Paid Family Medical Leave
HB 2669: TEMPORARY EMPLOYEE RULE CHANGE

Joe Dacca and Jed Bradley

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER
Proposed Temporary Employee Rule Changes

On August 17, State HR proposed informal draft rules redefining staff temporary employees as follows:

> Limits temporary appointments to 1,500 hours total
> Requires a six month break between temporary appointments once 1,500 hours are reached
> Removes the exception rule so that an appointment cannot be beyond the 1,500 hours
# Temporary Employee Rule Change

<table>
<thead>
<tr>
<th>Current Temporary Rules</th>
<th>Proposed Temporary Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Must work less than 1,050 hours in a 12-month period from the anniversary of the original temporary employment date</strong></td>
<td><strong>Must work less than 1,500 hours from 1/1/19 or their most recent date of hire without a “reset”</strong></td>
</tr>
<tr>
<td>Each individual temporary appointment may not exceed 12-months. A temporary appointment may be extended past the current end date by up to 12 months.</td>
<td>After 1,500 hours are reached, a 6-month break is required before an individual can be appointed to another temporary job.</td>
</tr>
<tr>
<td>UW holds an exemption to the 1,050 hour limit for its per diem registered nurses and mariners on oceangoing research vessels</td>
<td>Removes the ability to work past any hours threshold by special request</td>
</tr>
</tbody>
</table>
What We’ve Done

> Legislative Session – UW-HR coordination with State Relations.

> Impact Assessment – Obtained feedback from departments.

> Rule Comments – Provided rule feedback about impact, costs, degree of operational change.

> Implementation – Preparing to change practice should rules not change. Developing impact mitigation strategies.
Timeline

> **September 17** – Rule comments due to OFM
> **Before October 3** – OFM State HR evaluates rule feedback and determines changes to the draft rules
> **October 3** – Formal draft rules filed (CR 102)
> **January 1, 2019** – Rules take effect
> **January 1, 2019 + 1500 hours** – First impact to employees
Merit Update

Paula Ross

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER
Regular merit-eligible population:
- No changes: Loaded and paid on upcoming 9/25/18 paycheck.
- Requests for corrections (as defined on page 8 of the Merit and Faculty Unit Adjustment Process Guide) have been completed in Workday.
> Regular merit-eligible population:
   - Special Handling Cases: Position/job change or a pay change between 8/9-9/12 must be reviewed prior to loading. AHR and Compensation Office are reviewing each of these cases before they are approved to be entered by the ISC.
   - Changes: Academic population only and are being reviewed for approval by Academic Personnel for approval and sent on to the ISC for processing in Workday as they are received.
> Zero Compensation population:
  – Academic employees submitted in mid-September to AP for merit processing are still under review.
  – Once approved ISC will load as long as compensation is no longer zero as of merit effective date for current academic appointment..
  – Units that still have zero compensation employees should take action on these employees to either terminate them, or extend them with the last FT monthly rate they were paid before merit as appropriate to avoid underpayments. DO NOT INCLUDE 2% MERIT INCREASE.
Merit Update

> Zero Compensation population:
  
  – Units that still have zero compensation employees should take action on these employees to either terminate them, or extend them with the last FT monthly rate they were paid before merit as appropriate to avoid underpayments. DO NOT INCLUDE 2% MERIT INCREASE.
FALL QUARTER TRANSACTION TIPS

Kanani Donaldson

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER
FALL QUARTER TIMELINE

Merit

> September 20 – 28
  – Units enter transactions that were held for merit, effective 9/16

> Restricted Action Matrix
Summer Hiatus

> **Sept. 18 – 28** – units verify individual FTE and positions for all Academic Personnel

> **Sept. 28** – all necessary changes must be made in Workday **prior to 5:00 p.m.**

> [Academic Summer Hiatus user guide](#)

> [HCM & Payroll Calendar](#)
FALL QUARTER TIMELINE (continued)

Graduate Student Appointments

> September 24
  – Automatic waivers will disburse by this date

> October 3
  – GAIP coverage cut-off date

> Questions regarding tuition waivers
  – gradappt@uw.edu / 206.543.7152
Changes/Improvements

> Your Tasks this Month
  – Located in Admin’s Corner
  – Tips and reminders, specific to the academic and payroll calendars, to help prepare for a successful month
Changes/Improvements

> New Method for submitting Sup Org Change Requests
  – New web form intended to streamline routing and speed up processing
  – Still will require filling out the same spreadsheets
SPOTLIGHT - HOW UNITS ARE IMPROVING THE CREATE POSITION PROCESS

Alex Grothe

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER
Lean Process: Create Position

Update from Compensation:
- Professional Staff Position Description form
- Edit functions are now included i.e. spell check
Lean Process: Create Position

Engineering’s goals after the lean process

- Increase our ability to write a job description
- Expand our partnership with our compensation consultant
- Provide training opportunities to our hiring managers
- Cut down on the amount of send backs and overall process time
Lean Process: Create Position

In order to meet our goals, we are doing the following:

- Created process documentation on the create position and create requisition process
- Partnering with compensation to provide a training for our department administrators and hiring managers
- Incorporating materials into our Employee Life Cycle Training
- Partnering with HR Managers/units on campus to jointly tackle common pain points from the create position process
QUESTIONS?