

UWHR/ISC Administrators' Forum



UNIVERSITY *of* WASHINGTON

INTEGRATED SERVICE CENTER



Agenda

- > Legislative Update.....Marisa Graudins
- > Update on Open Enrollment.....Ginny Montgomery
- > Prepare for Calendar Year End.....Shawna Litterski
- > Avoiding Payroll Errors.....Shawna Litterski
- > Leave Of Absence Holiday Wish List.....Erin Rice
- > The Whole U: New Year's ChallengeMatthew Leib
- > NSC and Training Update.....Kanani Donaldson
- > Compensation Updates.....Randy West



Legislative Update



Marisa Graudins

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Paid Family & Medical Leave



Paid Family and Medical Leave

Starting in 2020, Washington becomes 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).



Entitlement

Beginning in 2020, employees will be able to use this new benefit which generally allows up to 12 weeks of paid leave per year for:

- Bonding after the birth or placement of a child who is under the age of 18;
- A family member's serious health condition; or
- Certain military assignments
- Own serious health conditions, as defined in the federal Family Medical Leave Act (FMLA)



Premiums

- > The initial premium rate is set at 0.4 percent of gross wages up to the social security cap (\$128,400 in 2018) beginning on Jan. 1, 2019.
- > UW employees will contribute approximately 63% of the premium
- > UW will contribute the other 37% through the fringe benefits load rate



Cost Example

If an employee earns \$50,000 annually, the total annual premium is \$200, of which \$126.67 is paid for by the employee and \$73.33 is paid by the employer.

The employee per paycheck cost is \$5.27.

[Paid Leave Premium Calculator](#)



Timing

- > Employee payroll deductions begin January 1, 2019 and will be reflected on the January 25, 2019 paycheck, for all employees, except for those covered by collective bargaining agreements (CBAs) that expire on June 30, 2019.
- > For employees covered by the CBAs that expire June 30, 2019, contributions will begin on July 1, 2019 and the first deductions will be reflected on the July 25, 2019 paycheck.



Benefit Eligibility

- > Workers are eligible after working for at least 820 hours during the qualifying period.
- > Employees will need to file claims for benefits, agree to disclose certain information, notify their employer, and meet documentation requirements, depending on the type of claim.



Paid Benefit

Benefits will be a percentage of the individual's average weekly wage during the two highest quarters in the qualifying period.

The maximum weekly benefit amount is \$1,000—adjusted annually. The minimum weekly benefit will not be less than \$100 per week.



Key Dates



Premium assessment begins on Jan. 1, 2019.

Benefits will be available on Jan. 1, 2020.



Implementation Status

- > Employment Security Department's (ESD) rulemaking process is ongoing.
- > As we approach January, more information will be shared directly with employees through email, alerts in the *UW Insider*, and information on the ISC website.
- > UW is configuring Workday to take employee deductions on 1/1/19 and developing reports for remittance to ESD.



Learn More

[Employment Security Department](#)



HB 2669 Part-Time Civil Service



Proposed Changes

- > On August 17, as a result of House Bill 2669 passed during the 2018 legislative session, State HR proposed *informal* draft rules redefining staff temporary hourly employees as follows:
 - Limit temporary appointments to 1,500 hours total (removing the 1050-hour rule)
 - Require a six month break between temporary appointments once 1500 hours are reached
 - Remove the exception rule so that an appointment cannot be beyond the 1,500 hours



Status

- > As a result of rule comments, OFM confirmed that no rule changes will take effect January 1, 2019 and that the rule-making process will be lengthy.
- > At OFM's request, UW completed a fiscal analysis of the impact of the proposed changes to the definition of temporary.



Why?

Adding part-time employees to state civil service



Definitions

Full-Time = 40 hours per week (2,080 hours in a year)

Part-Time = Less than full-time

Temporary = Less than 1,050 hours in a 12-month period



Definitions

Full-Time = 40 hours per week (2,080 hours in a year)

Part-Time = Less than full-time (*no less than 1,040 hours*)

Temporary = Less than 1,050 hours in a 12-month period
(*UW institutional policy of 950-hours*)



Definitions

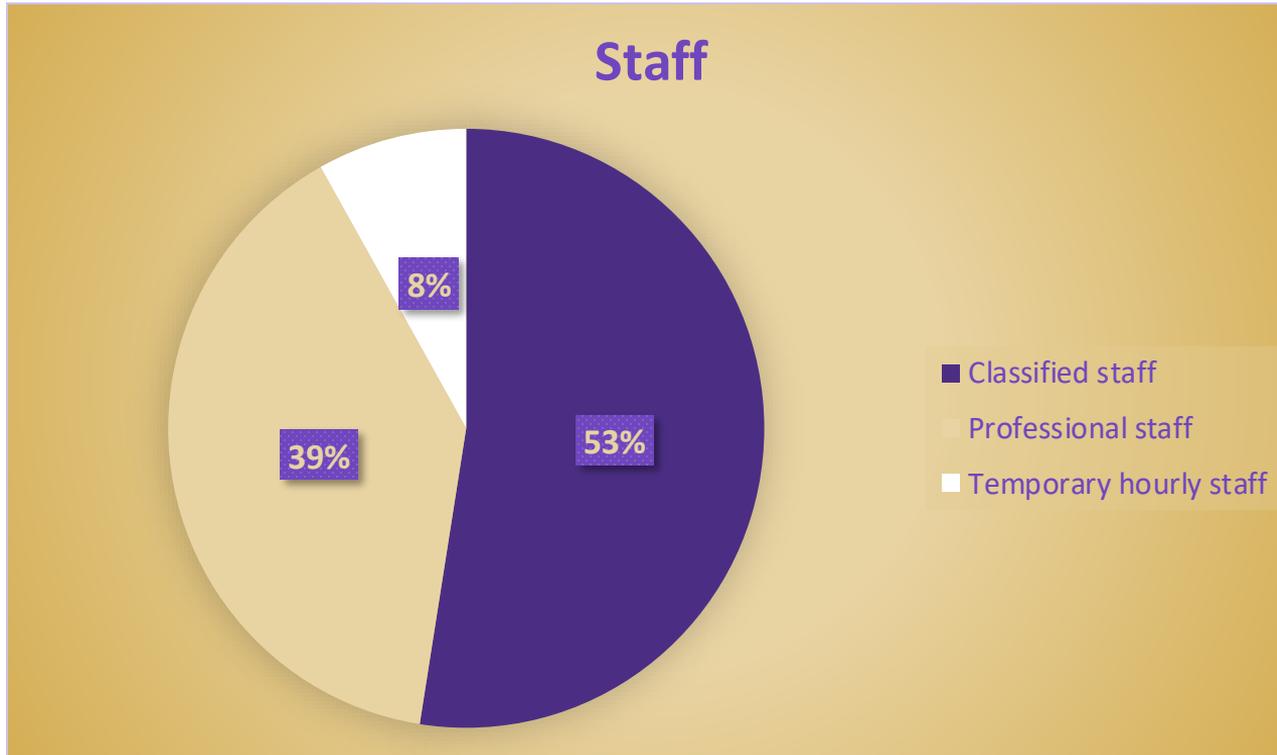
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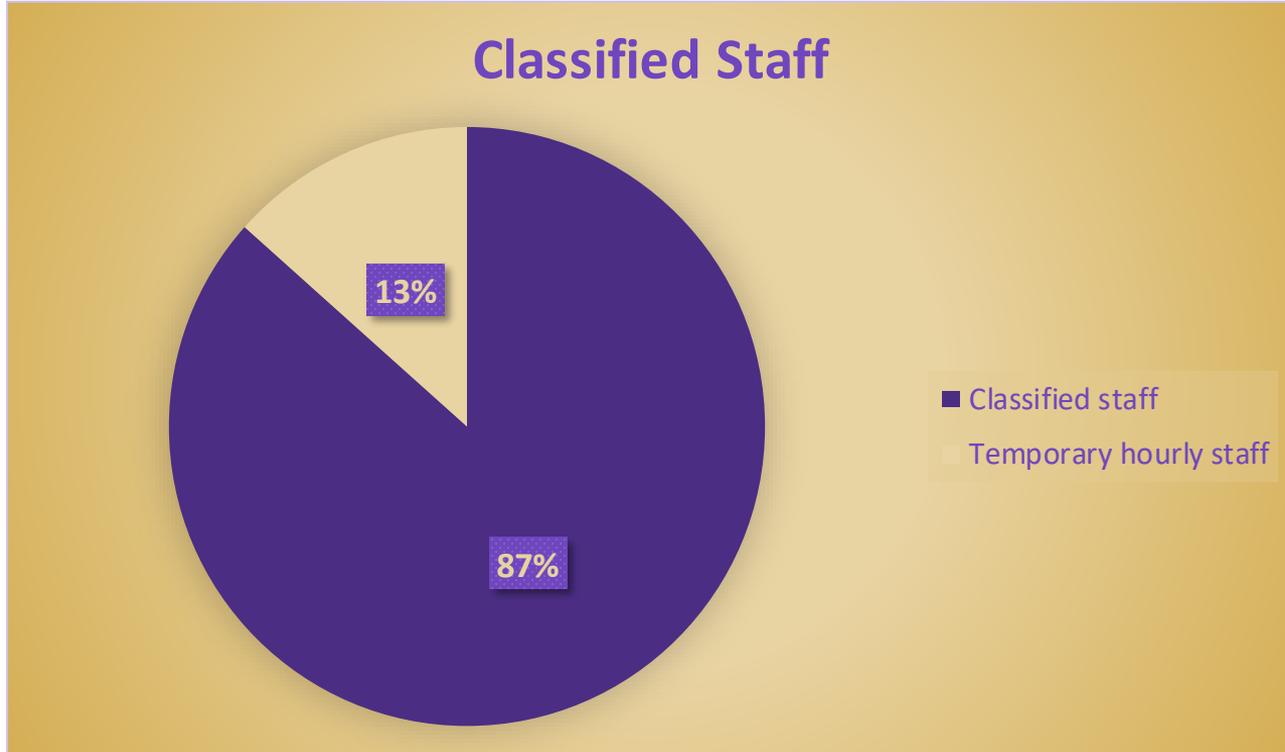
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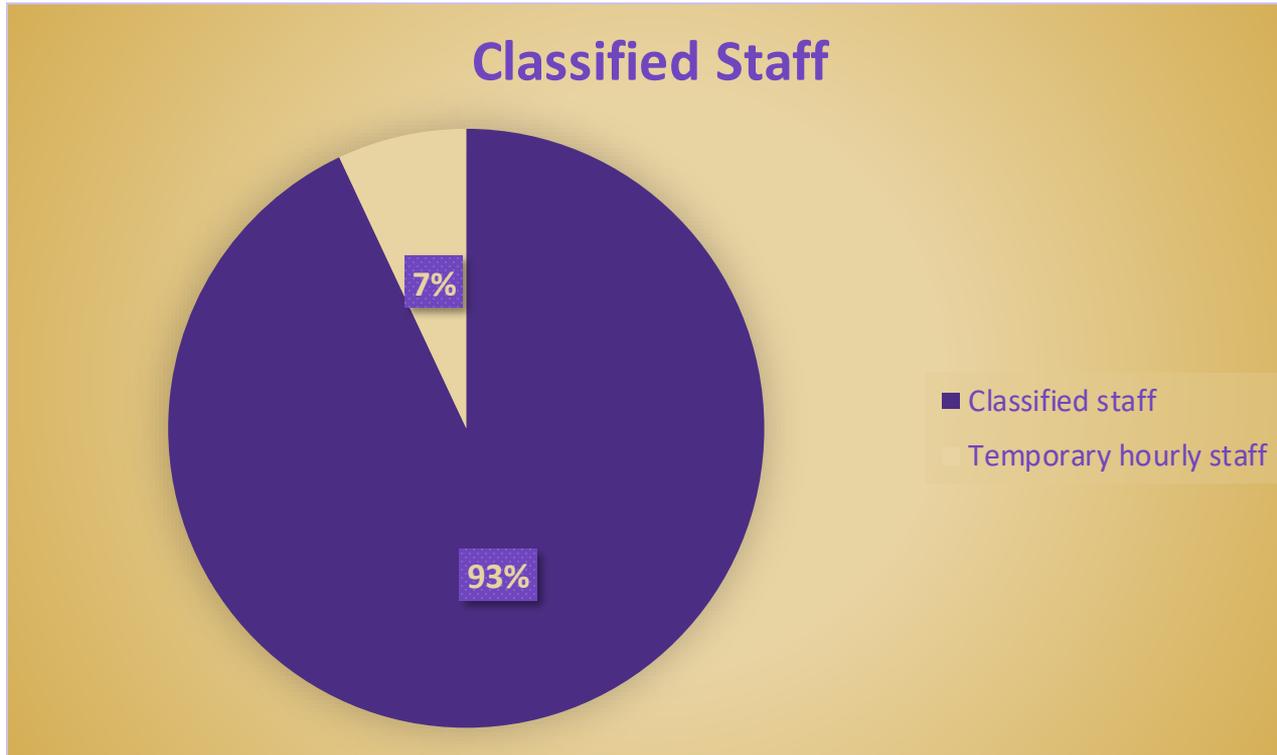
Population – All Staff



Population – Classified Titles



Population – Potential Future



Update: Open Enrollment



Ginny Montgomery

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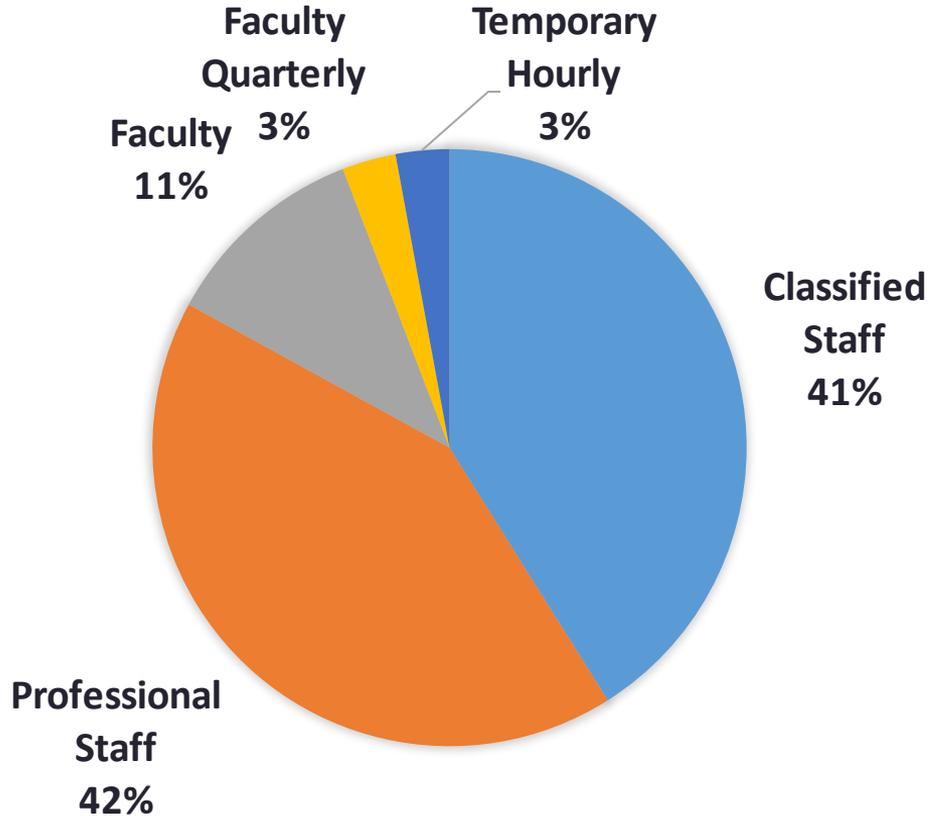


Open Enrollment Update

- > As of this morning...
 - 19.6% of eligible employees (6,501) have completed their open enrollment
 - 220 are in progress



Submissions by Employee Type



Overall Trends

- > Reduction in calls and tickets from November 2017
 - Average hold time for calls to the ISC for the month of November so far is less than a minute and a half.
- > Increase in website views and resource use
 - Thanks for your help pointing people in the right direction!



Ensuring OE Goes Smoothly

- > Please encourage employees in your unit to check their email during Open Enrollment as they may be contacted.
 - The ISC sends targeted communications to employees who need to take special action such as spousal re-attestation.
 - The ISC will email employees who made mistakes in their submissions to ensure they are corrected before the deadline



Most Common Employee Questions

> ***Which Benefit Plan Should I Choose?***

- Health Care Authority's (HCA's) [Compare Medical Plans](#) webpage and the newly released [Choosing the Best Medical Plan](#) video
- UWHR's [Health and Dental Plan Options](#) webpage
- PEBB's [For Your Benefit](#) (PDF) October newsletter
- HCA's [Contact the Plans](#) webpage – provides a list of phone numbers so that employees can call plan providers directly with any remaining questions



Most Common Employee Questions

- > ***Re-attestation for spousal premium surcharge***
 - Employees seeking clarity on the re-attestation process can refer to the "Attest to..." section of the user guide



Resources

- > Friday Digest – status updates and most common employee questions on a week to week basis
- > [Open Enrollment Info on Admin's Corner](#)
- > [Open Enrollment 2019 Info Page](#)



Preparing for Tax Year End



Shawna Litterski

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PREPARE FOR CALENDAR YEAR END

> Annual Review checklist for employees

- Encourage ALL employees to review their current withholding elections
- Use the IRS Withholding Calculator to help determine the best withholding allowances for you and your family:
<https://www.irs.gov/individuals/irs-withholding-calculator>.
- Encourage employees to verify their primary address and designate a mailing usage



Data Integrity for Tax Year End

- > Ensure data entered in Workday is valid and accurate
 - Legal Name
 - Social Security Number
 - Personal Information for Foreign Nationals

- > Calendar Year End checklist for administrators
 - Review summary list of important payroll deadlines
 - > Impacting the preparation of tax forms
 - > Impacting the 2019 paychecks



YEAR END

- > Opt-out of paper tax forms
 - Online W-2 is more secure than paper
 - Employees will receive an individual email notification when their form is available
- > Paper tax forms
 - Mailed to address on file
 - Mailed for all terminated employees
 - Mailed out at end of January



Year End

- > Stats for tax year 2017
 - 60,619 W-2 tax forms generated
 - > 20,343 employees opted out of paper tax forms
 - \$2.5 billion dollars of federal taxable wages reported to IRS
 - \$772 million dollars of taxes reported to IRS and SSA
- > Stats for tax year 2018 (as of November 5, 2018)
 - 57,904 W-2 forms generated
 - > 17,545 opt outs
 - \$2.2 billion federal taxable wages
 - \$640 million dollars of taxes withheld and reported



Avoiding Payroll Errors



Shawna Litterski

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OVERPAYMENTS

> What it is

- An employee is paid for hours they did not work and/or
- An employee is paid at an incorrect rate/amount of pay

> Main Causes

- Leave of Absence (late or absent entry)
- Late termination
- FTE errors (late reduction or wrong FTE)
- Compensation (end date incorrect, wrong comp plan)
- Position errors (subtype, duplicates, start date error, etc.)



OVERPAYMENT

- > Fiscal year July 2016-June 2017
 - 1,429 overpayments identified
 - \$1,769,909.75 in gross earnings overpaid

- > Fiscal year July 2017-June 2018
 - 1,510 overpayments identified
 - \$3,445,451.04 gross earnings overpaid



OVERPAYMENT REFRESHER

- > The policies and procedures for processing overpayments have not changed
 - Get paperwork to the ISC asap – send in a ticket and Payroll will help you if you have questions about the paperwork
 - Repayment options should be chosen by the employee not the department
 - Delays in repayments impact departmental budgets or negative financial tax impact to employee



REVERSALS AND ADJUSTMENTS

- > What it is
 - Payroll requests a reversal of funds from the bank to pull back the amount of the direct deposit
- > Benefits to a reversal
 - More efficient & effective way to recover overpaid funds
 - Departmental budgets are credited promptly. Otherwise, an overpayment repayment plan can take several months before resolution
 - No overpayment paperwork is required!



REVERSALS AND ADJUSTMENTS

- > Recovery stats for reversals
 - 735 checks reversed
 - \$2.5 million dollars recovered!

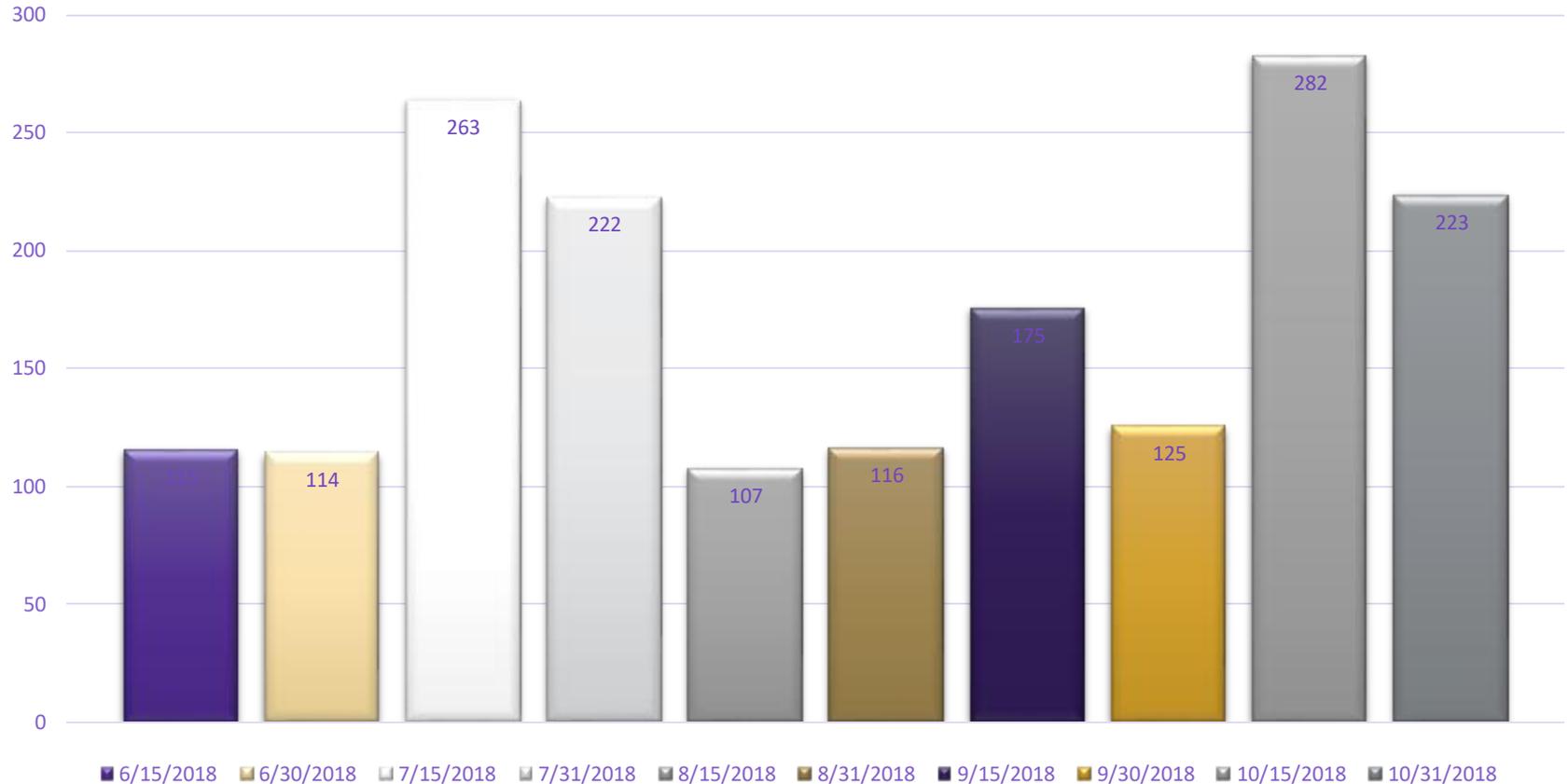


ON DEMAND CHECK REQUESTS

- > What is it
 - A department requests an off-cycle check for an employee who has not been paid or has been underpaid
- > Primary Causes
 - Hours not submitted by employee
 - Hours not approved by supervisor/manager
 - Late FTE increases
 - Position extensions not processed in a timely manner
 - New hires or positions entered late



On-Demand Checks by Pay Period



ON DEMAND CHECK REQUESTS

- > Impact to employee
 - Potential delays and inconveniences for employees receiving their pay
 - Can create financial hardship
- > Impact to department and the ISC
 - Significant manual work and coordination required for the department and the ISC
 - Increased error potential



ON DEMAND CHECK REFRESHER

- > Policies, procedures, and criteria for requesting checks is available:
 - <https://isc.uw.edu/your-pay-taxes/payroll-processes/>
 - Policies have not changed
- > Create a UWConnect ticket for each check request.
 - One employee check request per ticket.
- > Errors and missing entries in Workday must be fixed before payroll can generate any on demand payment



PREVENTING ERRORS

- > Use payroll reports to identify issues make corrections prior to pay calculations
- > Set individual departmental policies and procedures for meeting payroll deadlines
- > Make sure you have back ups/delegations in place
- > Hold Time and Absence approvers accountable for meeting payroll deadlines
- > Hold business process approvers accountable for meeting payroll deadlines



Notice: Updated 2019 Payroll Calendar

- > Due to biennium close, an update was made to the payroll deadlines in June 2019
- > Please make sure to replace your calendars with the new version:
 - [Updated Payroll Calendar](#)



Leave of Absence Holiday Wish List

Erin Rice

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Leave of Absence (LOA) in Workday – Applying Time Offs

- > When an employee's LOA is approved, a "ribbon" appears on their Workday absence calendar with a green check
- > LOA approval has *no payroll effect*
- > For each day of absence, accrued time off or unpaid time off must be entered



Preventing LOA Audit and Overpayment Issues - Pay

- > Ensure communication flow between employee, manager, and Time & Absence Initiate/HR Partner
- > Run R0032 Workers on Leave (LOA) Audit: Tracking, Paid, or Unpaid Time Off regularly (HR Partners and Time and Absence Initiates)



Leave of Absence (LOA) in Workday – Applying FMLA Tracking Time Offs

- > Just as the LOA approval ribbon has no payroll effect, it does not count down FMLA entitlement
- > For each day of absence, a FMLA tracking time off must be entered
- > If tracking time offs are not applied:
 - The FMLA balance visible to employee does not go down, creating confusion
 - Employee may be entitled to additional leave
 - FMLA recordkeeping out of compliance
 - UW reporting data is not accurate



Enhanced Service from Campus HR Operations

- > Beginning December 1, for continuous FMLA LOAs, leave specialists will apply the FMLA tracking time offs when the leave is approved
- > Departments remain responsible for entering intermittent FMLA tracking time offs



Leave Tracking

Preventing LOA Audit issues

- > Ensure communication flow between employee, manager and Time & Absence Initiate/HR Partner
- > Educate employees – importance of using comment field for intermittent FMLA absence requests
- > Run R0032 regularly

Leaving University Employment

- > In the termination business process, the HCM Initiate 2 or HR Partner fills out the Local Termination Reason—UW Required
- > The choices are:
 - “Moving to another Washington State Agency”
 - “Leaving Washington State Service”
- > Tells ISC whether to cash out vacation or not



Leaving University Employment

- > Employees moving to other state agencies/colleges want their vacation balance to move with them
- > Requires communication between employee, manager and HCM Initiate 2/HR Partner



Holiday Taken Time Off

- > Holiday taken time off must be entered for employees who do not work on a holiday
- > If the Holiday Taken Time Off is not entered, Holiday Credit will accrue
- > Audit problems and overpayment occur when employees use holiday credit they were not entitled to



Holiday Taken Time Off

Preventing Audit and Overpayment Issues

- > Ensure employees are educated
- > Enter holidays ahead of time
- > Run R0332 and R0335 after every holiday
- > R0012 Audit Unpaid Holiday – catch instances where employee not entitled to paid holiday

Have a happy holiday season!



The Whole U: New Year's Challenge



Matthew Leib

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The Whole U: By UW, for UW

THE WHOLE U
UNIVERSITY of WASHINGTON

HOME

TOPICS ▾

DISCOUNTS

ACTIVITIES ▾

EVENTS ▾

VIDEOS

ABOUT ▾



Welcome to The Whole U!

Focused on creating connections, holistic wellness, and engaging your interests, The Whole U is for UW, by UW. Have a question? Ask us at wholeu@uw.edu.

Shake up your workout routine with a Rueda de Casino (Salsa in a Circle) class on **May 15** with La Clave Cubana—no partner necessary!

Get the skinny on skin cancer prevention from vitamin A to Zinc (oxide) at a **May 18** seminar with Jennifer Gardner, assistant professor of Dermatology at UW School of Medicine.

Fuse outer fitness with inner peace at a **May 31** Buddha Bootcamp designed to target the entire body in an uptempo, supportive environment.



Fostering connections, holistic wellness, and a shared sense of community across the University of Washington.

Event Structures



Signature Events

1,000+
participants



Signature Programs

1,000+
participants



Virtual Training

1,000+
online
participants



Seminars

80-500
participants



Small Activities

20-50
participants

UW Fitness Day

“This was tremendously fun, a good workout, and a real lift to the week. I’ve participated in many of the Whole U events and have always come away grateful to be part of the UW community. Thank you for another great Whole U adventure—I can’t wait for the next one!”

“This is an event I am seeing make an impact on people.”



March Potluck Competition

74 departments and over 750 UW staff members joined the fun!

“Healthy competition, community building, spending time together outside of the office, and tasting the talent from across the department!”

“Having a gathering of great people and great food to help usher in the new, warmer season.”



Take our Kids to Work Day

“LOVED the information shared by Eric Chudler; my 2nd grader took notes during the presentation, and used the info to write up his own presentation to share with his class the next day.”

“Thank you for your work to make the campus a welcoming place for our family.”



Whole U Speaker Series: Learning Happiness

“Outstanding presentation delivered in a very appealing way. I liked the exercises and the practical approach as to how to enhance your happiness”

“I shared with my coworker and my family what I learned from this workshop. Extremely helpful”



Architecture Walking Tour

"This was super informative. I loved the lecture before the tour. It was fun to see all the hidden gems (sculptures and other artwork) around campus during the tour.. Thank you!"

"What a great program. The speaker was knowledgeable and organized--the pre-tour lecture was excellent, as were the handouts. The walking tour was very helpful. I was able to see things with "fresh" eyes--I had looked before and had not really seen. Terrific!"



Sweeten Valentine's Day for UW Medical Center Patients

"This is a favorite Whole U activity that I do with my co-workers every year! Makes you feel good and team building all in one."

"Thank you so much to the Whole U team for fostering a creative environment and providing a great opportunity for the UW community to deliver a caring message to patients at the UW Medical Center on Valentine's day"



Discount Network

Tickets and Events *gifts &*
Dining *merchandise*
SPORTS **TRAVEL**
BOOKS &
MULTIMEDIA **wellness**

DARE TO

PAUSE

MOVE

FUEL

IMPROVE

GIVE

ACCEPT

REDUCE

DO



THE WHOLE U | 2019

Week 1

DARE TO PAUSE



Week 2
DARE TO MOVE



Week 3

DARE TO FUEL

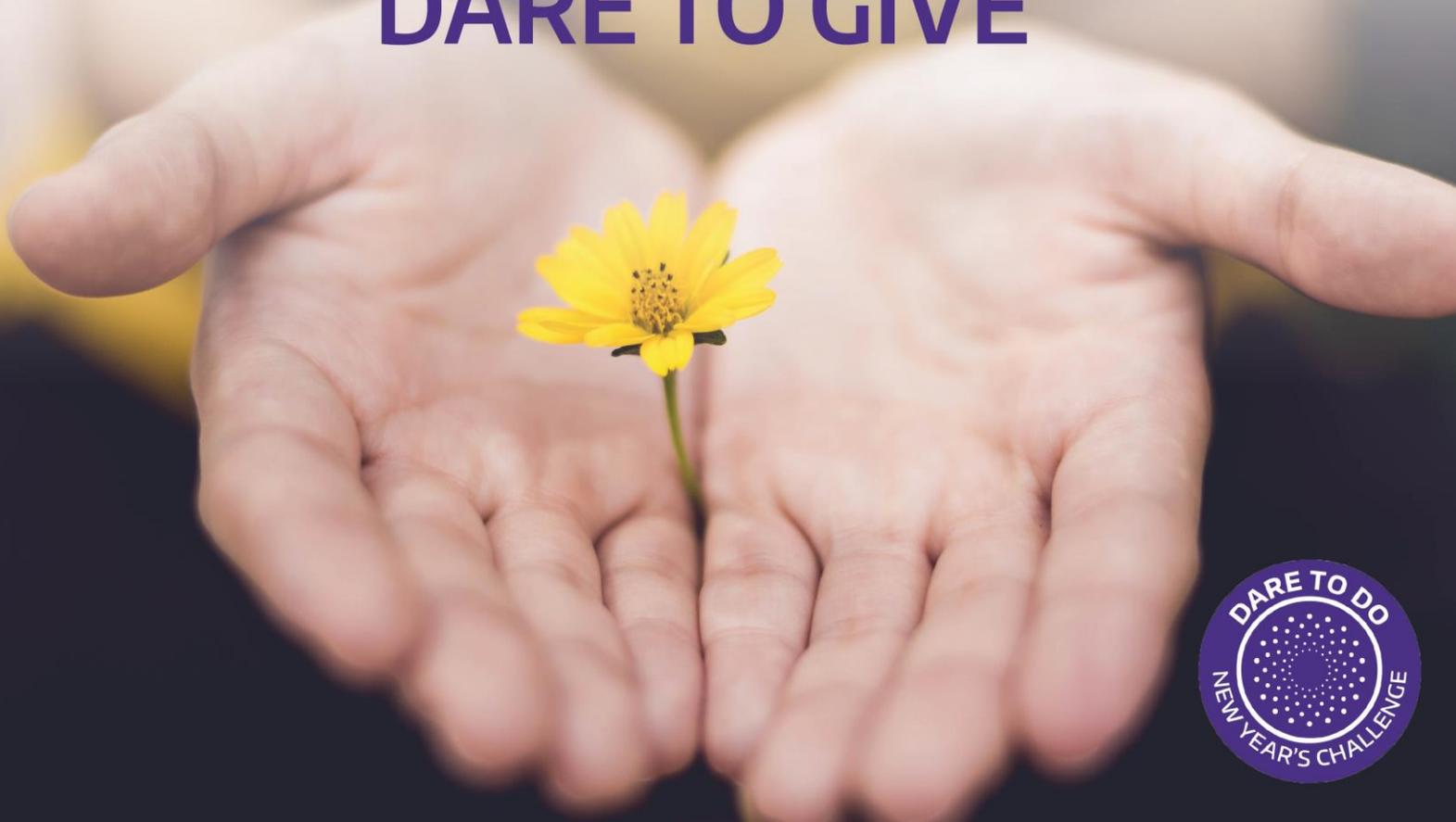


Week 4

DARE TO IMPROVE



Week 5
DARE TO GIVE



Week 6

DARE TO ACCEPT



Week 7

DARE TO REDUCE



Week 8

DARE TO DO



Training and NSC Update



Kanani Donaldson

UNIVERSITY *of* WASHINGTON

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MULTIPLE TRAINING LOCATIONS

- > Roosevelt Commons East - Training Room
 - 18 person capacity
 - Decrease frequency of wait lists
- > Tower - ISC Training Room
 - 12 person capacity
 - Smaller classes
- > Began using Roosevelt Commons East in October



NEW TRAINING FORMAT

- > Starting February 2019, we will be transitioning to POPULATION based training
 - Workday Fundamentals: Supporting Students training will be ALL self-paced, online training (no in-person training needed)
 - > Staff and Academic Personnel training will continue to be instructor-led
 - Workday Fundamentals: Supporting Staff will be 2 sessions, 3 hours per session
 - Workday Fundamentals: Supporting Academic Personnel will be 2 sessions, 3 hours per session
- > Content will be more in-depth and comprehensive for populations



COMPENSATION UPDATES



Randy West

UNIVERSITY *of* WASHINGTON

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FLSA Update



IS THE FLSA CHANGING?

- > 2015: FLSA is changing ...
 - > 2016 (Dec.): no, it is not ...
 - > 2017-18: maybe, maybe not
 - > 2019: yes, it is
- (and the WA state version, too)



FLSA CHANGES TO BE ANNOUNCED

- > March 2019 US Dept. of Labor plans to issue a Notice of Proposed Rulemaking (NPRM)
- > This date will begin a comment period. How long: TBD
- > Implementation date: TBD



FLSA - What will change?

- > Salary threshold likely to increase from \$455/week to higher rate
- > \$970/week was proposed in 2016, thought too high by many
- > Hopeful 2019 rate proposed will be lower than \$970 (\$50,440/year)
- > Duties tests? Not clear.



WA State Minimum Wage Act

“EAP” Threshold

- > Washington State Minimum Wage Act (WMWA) includes version of FLSA threshold
- > If more favorable to employee, state trumps federal
- > Current state levels not updated since 1970s
- > WA State Dept. of Labor & Industries (L&I) has a rulemaking process under way



WA State Minimum Wage Act

“EAP” Threshold

- > So far issued draft concepts (many)
- > Narrowed to pre-draft (~three)
- > 1.5x, 2x or 3x WA State min. wage
- > L&I working on economic impact analysis
- > Draft rules (form CR-102) will contain actual proposal



January 1, 2019 Pay Changes



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

	As of 7/1/18	Seattle Min Wage	Minimum Step As of 1/1/19
Monthly	\$2,722	\$2,774	\$2,776
Annualized	\$32,664	\$33,280	\$33,312
Hourly	\$15.70	\$16.00	\$16.02
		up 3.6%	2% increase
		Per Seattle CPI-U	Per Contract



January 1, 2019 Minimum Wage Increase Seattle, Bothell and Tacoma (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) \$16.00 (official)
 - City of Tacoma: \$12.40 (unofficial) \$12.35 (official)
 - State minimum wage (except where there are higher city minimum wages): \$12.00 per hour
 - Federal: \$7.25



Impact on Employees

Seattle Min Wage	Hourlies from \$15.45 to \$16.00 (adjust to minimum): <ul style="list-style-type: none">• Student Assistants, Nursing Techs, Temp Staff Helpers• ASE hourlies (Readers/Graders/Tutors) in UAW, adjust from \$15.76 to \$16.00• Applies on Seattle, Bothell and Tacoma campuses
Tacoma Min Wage	Student Assistant-UWT hourlies in job code 10888 adjust from \$12.00 to \$12.35. All other jobs at UW Tacoma follow Seattle min wage
WA State Min Wage	State minimum increases from \$11.50 to \$12.00, but no impact since all UW employees are already higher
Federal Min Wage	\$7.25. Not changing. No impact.

Increase Implementation

- > After the January 10 pay date:
 - Hourly job minimums will be increased approximately 3.6% from \$15.45/hour to \$16.00/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



Increase Implementation (continued)

After the January 10 pay date:

- > ISC staff will make changes centrally to:
 - Hourly employees;
 - Pay ranges; and
 - Step placement of salaried classified employees



2019 Minimum Wage Adjustments – Tacoma Implementation

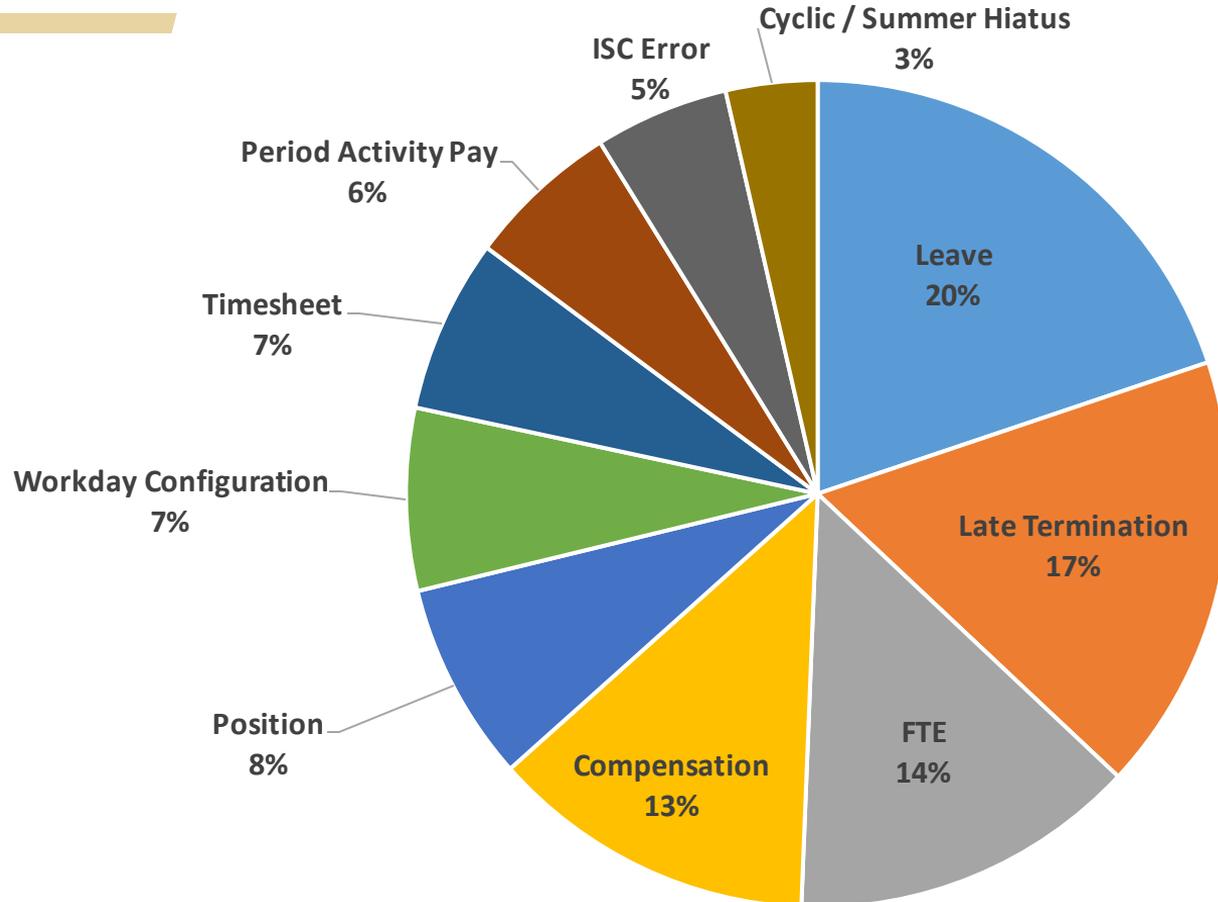
- > Student Assistant-UWT (in Tacoma) will be changed from \$12.00 per hour to a new rate based on the rate of inflation (consumer price index for urban wage earners (CPI-W) as calculated on September 30, 2018.
- > Based on year-over-year inflation most recently reported by the Bureau of Labor Statistics at 3.3%, the new rate is predicted to be \$12.35 per hour.
- > The new City of Tacoma minimum wage will become effective January 1, 2019.



Appendix



Overpayment Reasons Detailed View



DATA INTEGRITY – SSN, LEGAL NAME, ADDRESS

> SSN mismatch

– Incorrect number can have the following impacts:

- > Tax impacts on paychecks for OASDI, Medicare, Federal Tax Withholding
- > Retirement eligibility
- > Benefits eligibility
- > Unemployment eligibility
- > Incorrect reporting to IRS and SSA on year-end tax documents

> Only SSN/ITIN should be entered in national ID field, do not populate with documents from a different country



DATA INTEGRITY – SSN, LEGAL NAME, ADDRESS

> Legal Name

- Under IRS rules, must match exactly to Social Security card
- Incorrect legal name will have the following impacts
 - > Potential flag and delay in processing IRS tax returns/refunds
 - > Delay in receiving Social Security benefits because earnings are not posted to the employee's permanent earnings record

> Address

- Verify primary home address is correct
- There must be a mailing designation assigned to an address
- Incorrect/out of date information can put your pay, taxes, retirement contributions and benefit options at risk



QUESTIONS?

Contact the ISC Services Support Team

