AGENDA

- Report Adoption Update, changes to ‘Reports I Can Run’
- Payroll Calendar and Year End Deadlines, New W-4 Forms
- Tips and Tricks for Postdocs
- Updates/Changes to FLSA
- Paid Family Medical Leave
- Open Questions and Answers
WHERE’S THAT REPORT?
RAP UPDATED
KAREN MATHESON
REPORTING ADOPTION PRIME DIRECTIVE

“Increase Unit Administrator and HR/Payroll coordinator Workday adoption, customer satisfaction, and user capabilities through a targeted campaign focused on improvement and educational efforts surrounding Workday reporting.”
WORKDAY REPORT DISLIKES

75 Responses (86%)

Information Overload (31 or 41%)
> Too many columns, duplicate rows (20)
> Difficulty finding right report (16)
> Too many reports (7)
> Lack of consistency (9)

“too many reports, don't know which one will return the data I need”

“It can be tricky to widdle down the data to pull out what is needed and there does not seem to be consistency across reports.”
How many “campus facing” HR/Payroll Reports in Workday?

a) 50-100
b) 101-350
c) 351 – 500
d) 501 – 800
e) Over 800
How many “campus facing” HR/Payroll Reports in Workday?

Over 800
How many of the ~800 reports have been run more than 10 times in the past 6 months?

a) 50-100
b) 101-350
c) 351 – 500
d) 501 – 800
e) Over 800
UW ENTERPRISE WORKDAY HR/PAYROLL REPORTS

How many of the ~800 reports have been run more than 10 times in the past 6 months?

b) 322 reports
### TIMELINE

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RAP STATUS REPORT

All Systems Go!

> Staff Hired
> Initial Focus Groups Met and Report Categories Determined
> First Working Groups Meet in Dec
> 200 Standard Reports Retired
> System Health Tasks Begun
REPORT WORKING GROUP CATEGORIES

- HR/Academic/Management
- Costing
- Payroll
- Time & Absence (and Leave)
- Compensation
REPORTS I CAN RUN

• Report Name
• Brief Description
• Custom or Workday Delivered?
• Report Tags (UW Determined)
• Category (Workday Determined)
QUESTIONS?
How are Workday categories determined?
- Reports are built off of data sources. These are set by Workday. If a report looks at a payroll data source, for instance, it will categorize it as payroll.

Could a data source ever be in multiple categories?
- No.

In Reports I Can Run, how would you filter the results to search for a report that shows home addresses, for instance?
- You can apply a filter in the Report column and search for address or home address.
2020 CHANGE TO FORM W-4

CINDY GREGOVICH

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER
FORM W-4 AND INCOME TAX WITHHOLDING

> Form W-4 changed to comply with the Tax Cut and Job Act
  - This form was last updated in 1986

> The word “allowance” has been removed from the form

> The time employees need to complete the form will increase
  - The IRS recommends employees use the IRS withholding calculator for assistance
NOTABLE CHANGES IN FORM W-4

The W-4 Form contains five steps for employees to complete:

- Steps 1 and 5 are required:
  1. Enter personal information;
  2. Account for multiple jobs;
  3. Claim dependents;
  4. Make other adjustments (optional) and
  5. Sign and date under penalties of perjury.

- Steps 2 through 4 apply to an employee’s personal/financial situation.
- The IRS feels these steps will more accurately match an employee’s tax liability.
NOTABLE CHANGES IN FORM W-4 (CONT’D.)

> Multiple Jobs:
  – The IRS instructs employees in households with multiple jobs to use either the IRS withholding estimator or the Multiple Jobs Worksheet.

> No more withholding allowances
  – The form no longer uses the concept of withholding allowances but includes lines to be used to calculate the withholding amount.
  – The Tax Cut and Job Act removed personal exemptions, on which withholding allowance were based.
NOTABLE CHANGES IN FORM W-4 (CONT’D.)

> Form W-4 2020 is still in draft form:
  - The new W-4 Form will not to be in effect until 2020
  - Continue to use 2019 Form W-4 until approved

> Beginning in 2020
  - New employees that fail to submit a W-4 will be treated as a single filer with no adjustments under the new W-4 form.
  - Current employees making adjustments in 2020 to their withholding must use the redesigned form.
NOTABLE CHANGES IN FORM W-4 (CONT’D.)

> Current Employees may, but are not required to complete a new Form W-4.
> Withholding will continue based on a valid form W-4 previously submitted in Workday.
> Claiming exempt from withholding has changed.

> Foreign Nationals will still receive an adjustment on the calculation of their federal tax withholding
  – However, the IRS has not yet published the changes
New 2020 W-4 Form

- 2020 W-4 Form is not available to preview in Workday at this time.
- Workday is prepared to meet requirement with the new form as soon as the form is no longer in “draft” status.
PERCENTAGE METHOD TABLES
PERCENTAGE METHOD TABLES

IRS Links

> Form W-4 – Internal Revenue Service:

> FAQs on the draft 2020 Form W-4:

> Tax Withholding Estimator:
2020 HCM AND PAYROLL CALENDAR

CINDY GREGOVICH
# 2020 HCM AND PAYROLL CALENDAR

## BANK/UW HOLIDAYS AND PAYDAY

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**Workday Processing Legend**

- **Bank/UW Holidays**
- **HCM Transaction Unit Approval deadline**
- **Payday**
# 2020 HCM AND PAYROLL CALENDAR

> **HCM TRANSACTION UNIT APPROVAL DEADLINES**

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**Workday Processing Legend**

- Bank/UW Holidays
- HCM Transaction Unit Approval deadline
- Payday
# 2020 HCM AND PAYROLL CALENDAR

## > 2020 CUTOFF (GREY DAY)

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**Workday Processing Legend**
- Bank/UW Holidays
- HCM Transaction Unit Approval deadline
- Costing Allocations Deadline (9:00 AM), Payroll Processing - Final Pay Calculation (ISC only)
- Payday
QUESTIONS?
NEW FORM W-4/PAYROLL QUESTIONS AND ANSWERS

For employees who also have a practice plan in addition to a general salary plan, will they have to calculate as multiple jobs?

– In this scenario, since a portion of their compensation is coming from another company in addition to their UW salary plan, this would be considered multiple jobs. You may want to let these employees know to use the tax estimator based on multiple jobs.

Is there a plan to implement some type of timeline for the ISC to approve our transactions that are submitted by purple day?

– The ISC works to ensure that transactions that are submitted for approval by the purple or light blue day on the master calendar are approved in time for payroll cutoff. There may be scenarios where the transactions are sent back for changes/corrections or waiting for approvals by the department or another center business office, but every effort will be made to ensure those transactions are approved in time.
TOPICS

> Compensation Minimums
> Anniversary Date Increases
> Discretionary Increases
> Job Profile Changes
When adding compensation or making compensation changes for Postdoctoral Scholars, make sure the monthly salary rate meets or exceeds the minimum annual salary rate.

Monthly rate (multiplied by 12) must meet or exceed the minimum for the experience level as outlined in the UAW Postdoctoral Scholars Contract.
## COMPENSATION MINIMUMS

### UW Postdoctoral Scholar Experience-Based Salary Scale
(Section 32.2 – UAW Postdoctoral Scholars Contract)

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<td>4 (48 – 59 months)</td>
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<td>5 (60-71 months)*</td>
<td>$ 55,208*</td>
<td>$ 4,600.67*</td>
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*by exception
ANNIVERSARY DATE INCREASES

> Compensation increases of no less than 2% must occur on a Postdoctoral Scholar’s anniversary date.
> Some Postdoctoral Scholars have an anniversary date which differs from their reappointment date.
> You can find the anniversary date in Workday in the “Job” section under “Additional Data”
ANNIVERSARY DATE INCREASES

> Run R0613 to identify people who need compensation increase.
> When doing off-cycle compensation changes, the new compensation plan end date should be the date before the anniversary date. This will ensure anniversary date increases do not get overlooked.
> Compensation plans should not have end dates more than one year in duration.
ANNIVERSARY DATE INCREASES

Example of off-cycle compensation change:

– Dr. Jon Osterman’s Anniversary Date is 7/17
– Current appointment duration is 12/1/19 – 11/30/20
– Unit wants to do a compensation change effective 12/1/2019
– When updating the compensation plan, what should the unit make the end date on the compensation plan?

7/16/2020
DISCRETIONARY INCREASES

> For a limited time, AHR will consider off-cycle increases for postdoctoral scholars. These increases may be requested through 12/31/2019 with an effective date between November 1 and December 31.

> These increases are considered above and beyond the 2% increase mandated by the CBA and do not impact the anniversary date.

> For these increases, use the reason code of

   Base Pay Change > Academic Personnel - Retention - Preemptive Offer
JOB PROFILE CHANGES

> Any job profile change for a postdoctoral scholar needs to use the following reason code:

  Change Job > Transfer > 02 – Moving to New Position/Job
  (Academic Only – Transfer)

> Any other reason code will be sent back to correct

> This commonly occurs when moving between
  Postdoctoral Scholar and Postdoctoral Scholar - Fellow
JOB PROFILE CHANGES

Postdoctoral Scholar to Postdoctoral Scholar-Fellow

- End compensation before initiating transfer
- If adding PAP, add *after* transfer is completed
- Compensation needs to start on first day of the pay period (1st or 16th)
JOB PROFILE CHANGES

> Postdoctoral Scholar-Fellow to Postdoctoral Scholar Scholar
  – PAP must end prior to initiating transfer
  – PAP must end on day before the start of first pay period as Postdoctoral Scholar
    > E.g., Postdoctoral Scholar job starts on October 8, PAP must end on September 30, and general salary plan must start on October 1.
QUESTIONS?
POSTDOC QUESTIONS AND ANSWERS

> Does an off-cycle comp change also change the anniversary date?
  - No, it does not. You will still need to give a 2% increase on their anniversary date.

> Is the 2% increase done by the department or the ISC?
  - The increase is done manually at the department level.

> Is there a report that will show anniversary dates for Postdocs?
  - R0613. This report should be ran frequently in the department. Please keep in mind that for Postdoctoral Scholar – Fellows that are paid via Period Activity Pay (PAP), the PAP has an end date. When the end date is reached, their pay will stop. Running R0613 regularly will help the department identify Fellows that need their increase, as well as the end date of the PAP adjusted.
POSTDOC QUESTIONS AND ANSWERS

> Can a Scholar or Fellow position be reused when it is vacated?
  – Yes. Remember, when creating positions for Scholars and/or Fellows that you can enter multiple job profiles (i.e., Postdoctoral Scholar, Postdoctoral Scholar Conditional, Interim Postdoctoral Scholar). This can be useful for departments, especially when reusing a vacated position.

> Is there a way to see how PAP was set up for the Fellow before they were changed to a Postdoctoral Scholar – Fellow?
  – This information can be viewed in the Worker History by Category, then select Compensation. Within the Period Activity History section you will be able to see previous Period Activity Pay for that employee.
Since Postdoctoral Scholar – Fellows are paid via PAP, how do we track when they are taking paid sick leave?
  – This would still be tracked in the Absence Calendar in Workday.

Is there anyone outside of the department verifying whether a department has entered a 2% increase for their Postdocs?
  – AHR can work with departments to determine if it has been done.

What if we missed a Postdocs anniversary date? Can we go back in and enter it?
  – This is necessary. It is encouraged for departments to run R0613 on a regular basis to avoid missing an anniversary date. This is particularly important for Postdoctoral Scholar – Fellows, as they are paid via PAP. PAP has an end date and when that date arrives, their pay will be shut off.
FAIR LABOR STANDARDS ACT (FLSA) UPDATE

RANDY WEST – EXECUTIVE DIRECTOR, HR COMPENSATION
FEDERAL CHANGES

Sept 24, 2019: DOL published final version of new FLSA regulations
- Salary basis to go up from $455 to $684 per week
- No changes to duties tests
- Not pro-rated for part-time positions
- 168 positions impacted, most are part-time

### FLSA Salary Basis Level

<table>
<thead>
<tr>
<th></th>
<th>Full-time, 100% FTE</th>
<th>Half-time, 50% FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Effective Date</strong></td>
<td>January 1, 2020</td>
<td></td>
</tr>
<tr>
<td><strong>Weekly Threshold</strong></td>
<td>$684</td>
<td>$1,368</td>
</tr>
<tr>
<td><strong>Monthly Threshold</strong></td>
<td>$2,964</td>
<td>$5,918</td>
</tr>
<tr>
<td><strong>Annualized</strong></td>
<td>$35,568</td>
<td>$71,136</td>
</tr>
</tbody>
</table>
COMMUNICATIONS TIMELINE

> Oct 2019
  – Compensation sent Admin Council members a list of employees below the new salary basis level as of October 9 and major orgs responded with plans for affected employees

> Nov 2019
  – Compensation updated FLSA info on their website and provided additional resources online and via email to HR Partners, including FAQs and job code walk-across
  – Departments should have submitted requested actions to preserve OT exempt status by November 18

> Dec 2019
  – Departments should notify affected employees who are to become OT eligible by or before December 6
  – ISC will bulk upload job code changes for employees not meeting the new salary basis threshold and changing to OT eligible no later than December 27
  – Employees moved to OT eligible job codes begin entering all time worked starting Monday, December 30
UPDATES TO HR COMPENSATION WEBSITE

FLSA overtime eligibility and exemption

FLSA requirements

The Fair Labor Standards Act (FLSA) requires that most workers receive a minimum overtime pay of 1.5 times the employee's regular pay rate for all hours worked over 40 hours in a seven-day workweek. The UW calls positions that are covered by FLSA overtime regulations “overtime eligible.” All hourly paid temporary and student workers are, by definition, overtime eligible. Only positions that meet certain narrowly defined criteria are exempt from the FLSA’s overtime requirements. Compensation is responsible for determining the overtime status for all staff positions.

Changes to the Salary Basis Level effective January 1, 2020

Effective January 1, 2020, the minimum actual gross salary a position can be paid and still remain overtime exempt will increase, from $455 per week to $684 per week. As a result, many professional staff and classified overtime positions that have been overtime exempt will be changed to overtime eligible because they do not meet the new, higher weekly salary threshold. This is particularly true of part-time positions, since the $684 per week threshold applies regardless of whether a position is part-time or full-time. For example, a professional staff employee with a full-time equivalent salary of $70,000 who works half time, would have a weekly salary below $684 per week and would need to be in an overtime eligible job code.

Related documents
Walk-across document
FLSA Frequently Asked Questions
PAID FAMILY MEDICAL LEAVE (PFML)

MARISA GRAUDINS/ERIN RICE

UNIVERSITY of WASHINGTON
INTEGRATED SERVICE CENTER
PROGRAM OVERVIEW

Starting January 1, 2020, family and medical leave are available and benefits payable to qualified workers.

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

- Minimum claim duration
  - Eight (8) consecutive hours of leave

- Maximum claim duration
  - Up to twelve (12) weeks of paid family or medical leave
  - Up to sixteen (16) weeks when family and medical used in combination
  - An additional 2 weeks of leave available as a result of pregnancy complications
RETURN FROM LEAVE RIGHTS

Employees are restored to their position they held before the leave was taken or to an equivalent position with all of the same benefits as before.

- Employee must have been employed for twelve (12) months or more and has worked for at least 1250 hours during the twelve (12) months prior to the leave being taken.
REQUESTING LEAVE

> The employee must notify the employer at least 30 days ahead of taking leave in the event of expected birth or placement or for an employee’s personal or family serious health condition.
  
  – If the date takes place before 30 days, then as much notice as practicable shall be given
  
  – The employee should make a reasonable effort to schedule the treatment as to not disrupt the employer in the case of a serious medical condition.
SUPPLEMENTAL BENEFITS
As initially drafted, PFML prohibited employers from allowing employees to top off PFML with existing employer-provided paid time off.

When benefits start in 2020, employers can, but are not required to, allow employees to use “supplemental benefit payments” in addition to PFML.
SUPPLEMENTAL BENEFITS – UW DECISION

> Staff may choose to use their accrued paid time off to supplement the partial wage replacement they receive from ESD during an approved PFML leave.

> When using paid time off while also claiming PFML wage replacement, the paid time off is called a “supplemental benefit.”
SUPPLEMENTAL BENEFITS – ADDITIONAL RULES

Once an employee has notified the UW of a PFML absence, they:

– Can choose whether or not to use supplemental benefits
– Can choose whether to use paid time off before unpaid time off
– Are not required to use their paid time off in any particular order
SUPPLEMENTAL BENEFITS – TIME OFFS

The following time offs can be used as a supplemental benefit when used during a PFML absence:

– Sick time off
– Vacation time off
– Personal holiday time off
– Holiday credit time off
– Holiday taken time off
– Compensatory time off
– Discretionary time off
SUPPLEMENTAL BENEFITS – TIME OFFS

> SICK TIME OFF DURING PARENTAL LEAVE

– Effective January 1, 2020, monthly-paid staff will no longer be limited to using 30 days of sick time off during a parental leave of absence; the new maximum for using sick time off during parental leave is 18 weeks (720 hours).
SUPPLEMENTAL BENEFITS

CLASSIFIED NON-UNION EMPLOYEES

Supplemental benefits for classified non-union employees will be determined by the State of Washington Office of Financial Management State Human Resources (OFM HR) department, who has not yet announced their implementation decisions.
IMPACT OF SUPPLEMENTAL BENEFITS

> “Use paid time off before LWOP” cannot be enforced as soon as notice has been given about PFML and during a PFML absence.

> When supplemental benefits are used during a PFML leave, the supplemental benefits are not considered wages for PFML, so the PFML deduction is not taken on those wages.

> Supplemental benefits are not reported to ESD
# SUPPLEMENTAL BENEFITS – UW DECISION

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UW Weekly Report</strong></td>
<td>8 sick</td>
<td>8 sick</td>
<td>8 sick</td>
<td>8 sick</td>
<td>8 sick</td>
<td>40 hours pay from UW</td>
</tr>
<tr>
<td><strong>Weekly PFML claim</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Full benefit from ESD</td>
</tr>
</tbody>
</table>
IMPACT OF SUPPLEMENTAL BENEFITS

> If employees use paid time off during a PFML leave, they may receive more than 100% of their wages – $$ from ESD + their wages from UW

> Allowing use of paid time off at the same time as PFML may encourage employees to run their leave entitlements concurrently, not save and stack
PARENTAL LEAVE SCENARIO TODAY

FMLA
3 months

Temporary Pregnancy Disability
1.5 - 2 months

Parental Leave
4 – 6 months

Pay Plan
Paid Time Off/Leave without Pay

Pay Plan
Paid Time Off/Interspersal
PARENTAL LEAVE SCENARIO TODAY

FMLA
3 months

Temporary Leave
1.5 - 2 months

Absent a total of
5.5 – 8 months

Pay Plan
Paid Time Off/Leave without Pay

Pay Plan
Paid Time Off/Interspersal
## PARENTAL LEAVE SCENARIO WITH PFML

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>FMLA</td>
<td>3 months</td>
</tr>
<tr>
<td>Temporary Pregnancy Disability</td>
<td>1.5 - 2 months</td>
</tr>
<tr>
<td>Parental Leave</td>
<td>4 – 6 months</td>
</tr>
<tr>
<td>PFML</td>
<td>4 – 4.5 months (16-18 weeks)</td>
</tr>
</tbody>
</table>

### PAY PLAN
- **FMLA**: Paid Time Off/Leave without Pay
- **PFML**: Paid Time Off/Interspersal
**PARENTAL LEAVE SCENARIO WITH PFML**

<table>
<thead>
<tr>
<th>FMLA</th>
<th>3 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Leave</td>
<td>1.5 - 2 months</td>
</tr>
<tr>
<td>PFML</td>
<td>4 – 4.5 months</td>
</tr>
</tbody>
</table>

**PAY PLAN**
- Paid Time Off/Leave without Pay
- Paid Time Off/Interspersal

Absent a total of 5.5 – 8 months
PARENTAL LEAVE SCENARIO #2 WITH PFML

FMLA
3 months

Temporary Pregnancy Disability
1.5 - 2 months

Parental Leave
4 – 6 months

PFML
3 months (12 weeks)

PAY PLAN
Paid Time Off/LWOP

Paid Time Off/Interspersal

PAY PLAN
Paid Time Off/LWOP
PARENTAL LEAVE SCENARIO #2 WITH PFML

FMLA
3 months

Temporary Pregnancy Disability
1.5 - 2 months

PAY PLAN
Paid Time Off/LWOP

Absent a total of 8.5 – 11 months

PFML
3 months (12 weeks)

PAY PLAN
Paid Time Off/Interspensal

PAY PLAN
Paid Time Off/LWOP
OTHER POLICY CHANGES
SICK TIME OFF DURING PARENTAL LEAVE

> Effective January 1, 2020, monthly-paid staff will no longer be limited to using 30 days of sick time off during a parental leave of absence.

> The new maximum for using sick time off during parental leave is 18 weeks (720 hours).
THINGS WE’VE LEARNED
BENEFITS COVERAGE DURING PFML

> During PFML, employers must maintain health insurance coverage if the employee would have qualified under FMLA, even if the employee has exhausted their FMLA entitlement.
OUTSTANDING ISSUES AND NEXT STEPS
OUTSTANDING ISSUES

Rule-Making
> Civil service rule changes for CNU employees for supplemental benefits and definition of single employer for job protection

Bargaining
> PFML language
> Modifying “exhaustion” rules
> Expansion of sick time off use during parental
> Impact to time off and leave entry for ASEs and Medical Residents
NEXT STPES

> Systems Changes - Workday
  - Track PFML time offs
  - Reporting
  - Process for maintenance of employer portion of health insurance
  - Stop PFML deduction on supplemental benefits

> Communications to employees
  - New webpages
  - Parental leave scenarios
KEY POINTS

> It is up to the employee to choose whether and when to file a PFML claim
> Employers may not require employees to take accrued time off before, in place of, or concurrently with PFML benefits.
> Employees may be able to stack leaves of absence
> Employees may be immediately eligible on January 1, 2020
OPERATIONAL PROCESSES
PROCESSES AS WE KNOW IT TODAY

1. Employee gives notice 30 days in advance
2. UW provides ESD standard notification
3. Employee files online at paidleave.wa.gov
4. ESD informs UW of claim filing
5. UWHR confirms employee is on leave
6. ESD informs UW and employee of eligibility status (i.e., wages/hours)
7. UW confirms accuracy of hours
8. Employee files weekly claims with ESD... by phone... does not report supplemental benefits
LEARN MORE

> Employment Security Department
  https://paidleave.wa.gov

> Campus leave specialists
  hrleaves@uw.edu
QUESTIONS?
PFML QUESTIONS AND ANSWERS

> Are there any changes to paid sick leave for faculty non-birth mothers? Is it still restricted to medically necessitated leave?
  
  - AHR is reviewing their current policies but as of now, there is no change for academic personnel for paid sick leave.

> With PFML, do employees still need to intersperse 8 hours of paid time a month to maintain benefits?
  
  - Health benefits are maintained (no need to intersperse) during a PFML leave if the employee has worked for UW for 12 months and 1250 hours prior to taking PFML.
PFML QUESTIONS AND ANSWERS

> How will UW be notified that the PFML has been approved by ESD?
  – ESD will inform UW at the time the employee opens a claim and at the time a decision is made. UW will have an opportunity to confirm notice and wages/hours.

> Is the employee notice to take PFML going to be a separate process/notification from them submitting any leave paperwork? Or is that included?
  – This is a process layered on top of what UWHR already does. The UW will need to know the employee is on a leave and know if/how the employee wants supplemental benefits. This will be tracked in Workday to distinguish PFML time off types.
PFML QUESTIONS AND ANSWERS

> If I have an elderly parent, for example, who needs care that started in November 2019, can I file a PFML claim in January 2020?
  – Assuming they still need care, yes, if otherwise eligible.

> Does PFML for staff work the same way for librarians?
  – Librarians will be getting a communication soon regarding PFML.

> If an employee had a baby in 2019, can they start taking PFML benefits in 2020?
  – PFML can be used within 12 months of the event, so depending on when the employee had the baby in 2019, they may be eligible for PFML in 2020 they will likely have some PFML availability in 2020, if otherwise eligible.

> Can PFML be donated?
  – No. It is an insurance type program so it is based on the individual.
PFML QUESTIONS AND ANSWERS

> Can a department ask if the employee is going to be stacking/taking PFML?
  > The more appropriate question would be asking the employee how long they anticipate being out. There is no specific law prohibiting asking, but the employer cannot discourage PFML use.

> With PFML, does the employee need to notify the UW that they are submitting a PFML claim?
  > UW Leave Of Absence procedures have not changed. If an employee needs to go on leave, they still need to submit paperwork. If an employee is also going to ESD to file a claim, ESD will require them to provide supporting information and documentation.
PFML QUESTIONS AND ANSWERS

> If an employee has shared leave, are they eligible for PFML while they are on shared leave?
  – No. Shared leave is not a supplemental benefit.
  – If an employee uses shared leave and also claims PFML for the same days, ESD will see that you were paid your full wages by shared leave. There will be nothing to write that ESD check on.
  – Much like bereavement, shared leave is not something you earn/accrue. That was the rationale that UW used for determining that PFML is not a supplemental benefit.

> Is the 30 day notice required at the beginning of their leave, or any time during their leave?
  – UW needs 30 days notice prior to claiming PFML if the leave is planned, as soon as it’s practical, if not planned.