



HR HAPPENINGS

November 21, 2024

Topics



Workday



Benefits Appeal



Worker's Compensation



University Staff Leave Allocation



1% Pay Increase



Pay Plan Budget Request



FLSA



More Updates



Workday

ATP Cutover Timeline



FEB 14th – Last day to request recruitment

MARCH 31st – Last Day to request Appt Changes

APRIL 15th – Last Day to submit Rehires

MAY 30th - Last Day to submit COS/new hires

JUNE 1 – Last day ESS changes

JUNE 26th – Last Day employee time entry

JUNE 28th – JULY 7th – No HRS Availability



Benefits Appeal

- Annual Benefits Enrollment (ABE) ended October 25th.
- You can view your election confirmation through your Portal (My UW System). Employees can initiate an appeal to their benefit plan election **electronically** by following the steps provided in the [ABE Appeals Tip sheet](#).
- The deadlines for 2025 Annual Benefits Enrollment appeals are listed below. It is recommended that employees submit their appeal election as soon as an issue is discovered. Employees should not wait until the deadlines.
 - Flexible Spending Accounts (Health Care and Dependent Day Care): January 31, 2025
 - Supplemental Insurance Plans (Dental, Vision, Accident): February 28, 2025
 - State Group Health Insurance (Uniform Dental, Health Opt-Out Incentive, Health Savings Account): April 15, 2025
- Employees may appeal only if they were actively employed with the Universities of Wisconsin during the ABE period.
- Based on the volume of appeals received, a final decision on an appeal can take up to 60 days from the date the appeal is received in good order. Employee will be notified by UW-Shared Services, Service Operations directly when their appeal has been approved or denied. Any questions, please contact Shared Services at 888-298-0141 or via email at serviceoperations@uwss.wisconsin.edu.



Worker's Compensation



With the winter weather upon us, we would like to remind you to please report any slip/falls, etc. to the following sites:



- **Employee**: Click here to submit an accident report <https://www.wisconsin.edu/workers-compensation/employees/>



- **Supervisor**: Click here to submit an accident report <https://www.wisconsin.edu/workers-compensation/supervisors/after-injury/>





University Staff Leave Allocation

- University Staff, Craft Workers and Trades Employees will begin to receive vacation and personal holiday on a fiscal year schedule
- There is an interim leave schedule from January 1, 2025 to June 30, 2025 where employees will receive half of their accrued vacation and 18 hours of personal holiday
- In addition, they will see 3 days of legal holiday accrued, New Year's Day, Martin Luther King Day and Memorial Day
- Beginning July 1, 2025 employees will receive their full allocation of leave
- Carryover from January 2025 allocation must be used by June 30, 2026



University Staff Leave Allocation



University Staff Leave Schedule Change Calendar Year to Fiscal Year

Period	Vacation	Vacation Carryover	Vacation Banking or Cash Payout	Personal Holiday	Legal Holidays
Calendar Year 2024 (January 1, 2024 – December 31, 2024)	Full vacation hours allocated (prorated if part-time).	Unused vacation hours earned in calendar year 2023 must be used by December 31, 2024. Unused vacation hours earned in calendar year 2024 must be used by June 30, 2026.	If eligible, vacation banking or cash payout is December 1, 2024 – December 31, 2024.	Full personal holiday hours allocated (36 hours, prorated if part-time). Must be used by December 31, 2024.	All legal holidays during calendar year 2024 allocated. Must be used by December 31, 2024.
Transition Period (January 1, 2025 – June 30, 2025)	Half of vacation hours allocated (prorated if part-time).	Unused vacation hours earned in the transition period must be used by June 30, 2026.	If eligible, vacation banking or cash payout is July 1, 2025 – September 30, 2025.	Half of personal holiday hours allocated (18 hours, prorated if part-time). Must be used by June 30, 2025.	New Year's Day, Martin Luther King Day, and Memorial Day allocated. Must be used by June 30, 2025.
Fiscal Year 2026 (July 1, 2025 – June 30, 2026)	Full vacation hours allocated (prorated if part-time).	Unused vacation hours earned in fiscal year 2026 must be used by June 30, 2027.	If eligible, vacation banking or cash payout is July 1, 2026 – September 30, 2026.	Full personal holiday hours allocated (36 hours, prorated if part-time). Must be used by June 30, 2026.	All legal holidays during fiscal year 2026 allocated. Must be used by June 30, 2026.

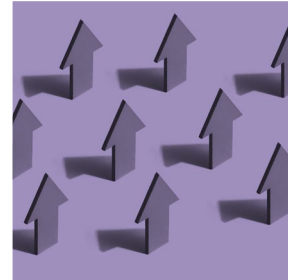
<https://www.wisconsin.edu/ohrwd/benefits/download/US-LeaveChange-CYtoFY-Matrix.pdf>



1% Pay Increase



As part of our Strategic Plan, the Chancellor has authorized this 1% increase for those who have been in their position for 10 or more years.



Current position for 10 years or greater will get 1% increase



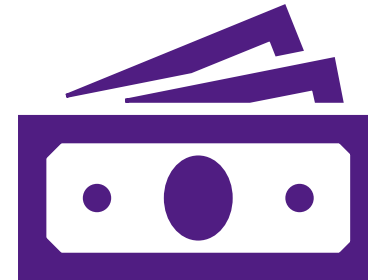
As of December 31, 2024



Pay Plan Budget Request



5% and 3%

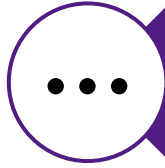


Same requirements as other pay plans (e.g. up to date on trainings, etc.)



FLSA

- FLSA (Fair Labor Standards Act) regulations vacated by a Federal Judge
- Pausing the work on the implementation
- Not going to reverse any salaries that were increased in July 2024
- Review reversing exemption changes



More Updates

- HR Newsletter – Your source for all things HR!
- January Workshops – Check out the Events calendar
- Chancellor's Seasonal Celebration
 - December 9 from 1-3pm
 - Canned Food Drive
 - Photo Booth
 - Chancellor Program at 2pm

