

Summer Prepay Deduction Setup:

Automatic Identification for Processing	Manual Set-up/Processing by Institution
<ul style="list-style-type: none"> • Employees in Spring Semester Academic Year (9-month) C-Basis jobs that are marked as the Benefit Primary Job are loaded into the deduction prepay report in HRS. • Institutions must verify that employee is expected to return or work through the summer session & take action to modify or stop the prepays if appropriate. 	<ul style="list-style-type: none"> • Annual (12-Month) “A” basis positions with scheduled contract breaks. • Employees who move from an “A” to “C” basis position (or vice versa). • Extended employment due to working summer service/summer session. • New employees hired on summer contracts with a fall appointment (WRS or Non-WRS). • Termination/Rehires or expectation changes following termination processing. • Late notices of termination. • Benefits Billing
<p>HR/Benefit/Payroll coordination is vital.</p> <ul style="list-style-type: none"> • Premiums deducted as follows: <ul style="list-style-type: none"> • March prepay deductions are for the coverage month of July. • April prepay deductions are for the coverage month of August. • May prepay deductions are for the coverage month of September. • Benefit premiums can be deducted from Summer Service or Summer Session payrolls. <ul style="list-style-type: none"> • If benefit premiums are unable to be collected through payroll via the summer prepay deduction process (i.e., insufficient earnings on March, April, May payrolls), and the employee has a summer appointment, employee paid deductions will be taken from summer appointment earnings. If the employee does not have a summer appointment or does not have sufficient earnings from the summer appoint, the benefits billing process must be used to collect premiums from eligible employees. Once placed on benefits billing, the employee must remit direct payment in a timely manner to continue coverage. 	

Late Notification of Fall Appointment:

Employment Terminated/Summer Prepay Deductions Not Taken or Refunded (Applies to "A" and "C" basis/WRS and Non-WRS Employees)	
Notification ≤ 30 Days of Termination/COBRA Notice	Notification >30 Days of Termination/COBRA Notice
<p>Notice must be received within 30 Days of termination date (or within 30 days of COBRA notice) to be considered a termination in error.</p> <p>When identified:</p> <ul style="list-style-type: none"> • Rescind Termination and place employee on a Short Work Break. • Reinstate benefits to reflect previous elections. • Set employee up in Benefits Billing until premium deductions can be resumed through payroll. <ul style="list-style-type: none"> • Employee must pay premiums for coverage through benefits billing. • Coverage terminated if payment not received. • May not delay collection until return to payroll in the fall. 	<p>Notice received more than 30 days after Termination Date (or more than 30 days after COBRA notice) is considered a <u>valid break in employment</u>.</p> <ul style="list-style-type: none"> • The employment termination date would remain as entered in the HRS and the employee would not be benefits eligible while off payroll. Insurance coverage will end per the plan contracts based on the termination of employment. • Re-evaluate benefit eligibility at the start of future appointments. • If eligible for benefits upon rehire it is considered a new enrollment opportunity {new benefit applications are required}.

New Summer hires with Fall Appointment (Applies to both “A” and “C” Basis):

WRS-Eligible Fall Appointment	
<ul style="list-style-type: none"> WRS/Benefit eligibility begin the first day of summer appointment or when expectations change, regardless of break between appointments. 	
Non-WRS Eligible Fall Appointment	
Break Between Summer and Fall Appointments < 30-Days	Break Between Summer and Fall Appointments ≥ 30-Days
<ul style="list-style-type: none"> Duration attribute of the two appointments are combined to determine benefits eligibility (FTE should not be combined). If benefits eligible, benefit enrollment period begins as of the first day of the summer appointment / expectation change. Set employee up in Benefits Billing until premium deductions can taken through payroll. <ul style="list-style-type: none"> Employee must pay premiums for coverage through benefits billing. Coverage terminated if payment not received. May not delay collection until return to payroll in the fall UNLESS benefit coverage period is contained solely within the month of September (must set up payline for September payroll). Review for any arrear balances (KB 34241). 	<ul style="list-style-type: none"> Appointments must individually meet benefit eligibility requirements.

Summer Prepay Policy Questions:

Email: uwshr@uwsa.edu

UW System Human Resources Policy and Related Resources available at:
www.wisconsin.edu/ohrwd/admin/summerprepay/

UW-Shared Services, Service Operations Processing Resources available at:
uwservice.wisconsin.edu/administration/prepay/