

# Layoff: Benefits Administrator Checklist

This document is intended as a tool for institutions to use to help track the layoff steps. Maintain all documentation about benefits at layoff in the employee's benefit file.

<b>Date (Mo/Day/Yr)</b>	<b>Anticipated Date Layoff Status Begins (Mo/Day/Yr)</b>
<b>Employee Name (Last, First, Middle)</b>	<b>Employee ID</b>

Information on layoffs can be accessed in:

- [UW System Administrative Policy 1232 \(formerly GEN 13\) Layoff for Reasons of Budget or Program \(University Staff\)](#)
- [Wisconsin Administrative Code Chapter UWS 5 Layoff and Termination for Reasons of Financial Emergency \(Faculty\)](#)
- [Wisconsin Administrative Code Chapter UWS 12 Layoff of Academic Staff for Reasons of Budget of Program \(Academic Staff\)](#)

### **Initial Notice:**

Prepare [initial contact letter](#) based on the type of layoff.

- Full layoff
- Partial layoff, FTE drops below 50%
- Partial layoff, FTE remains above 50%

Attach appropriate documents with employee's letter, available on [UW System Employee Benefits website](#):

- [How Layoff Impacts Your Benefits \(if not eligible to retire\) \(UWS 41\)](#)
- [How Layoff Impacts Your Benefits \(if eligible to retire\) \(UWS 42\)](#)
- [Benefit Impacts-Less than Full-Time – Faculty, Academic Staff and Limited Appointees \(UWS 43U\)](#)
- [Benefit Impacts-Less than Full-Time – University Staff \(UWS 43C\)](#)

If employee is enrolled in State Group Health insurance, complete and attach a [Health Insurance Premium Payment at Layoff form \(UWS 40\)](#)

Prepare a [Basic Sick Leave Estimate](#)

- Save the file for finalization after last pay period.
- Print one (1) to give to the employee during counseling.
- Review the [Sick Leave Credit Conversion Program](#) information and the [Sick Leave Credit Conversion Program Guidelines \(UW 1048\)](#).

### **At Layoff-Institution:**

Contact the department coordinator to confirm the layoff.

Date Contacted: \_\_\_\_\_

Confirmed Date of the layoff: \_\_\_\_\_

Last Date on Payroll: \_\_\_\_\_

Follow-up with the employee and schedule an individual counseling session AND (if applicable) have employee complete the [Health Insurance Premium Payment at Layoff form \(UWS40\)](#) to elect how to pay for health insurance.

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Individual counseling session scheduled for: \_\_\_\_\_

During counseling:

- Explain how the COBRA (continuation/conversion) process will work.
- Have the employee complete the *Health Insurance Premium Payment at Layoff* form (UWS40), if you do not already have it.

Date Health Insurance Premium Payment at Layoff form (UWS40) returned: \_\_\_\_\_

Update the [Basic Sick Leave Estimate](#) for the employee after the final payroll has confirmed (information for this will come from the original Basic Sick Leave Estimate, Review Absence Balances, Enroll in Benefits/health insurance).

Email the completed *Health Insurance Premium Payment at Layoff* form (UWS-40) and the Basic Sick Leave Estimate to the UW Service Center to create a ticket for the employee; use this ticket number for all correspondence regarding layoff for this employee.

If the employee elects to use their converted sick leave to pay health insurance premiums (either from start or after employer contribution to premium ends), send the employee a [Confirmation of Health Insurance – Layoff form \(UWS 45\)](#) once the employee’s final sick leave balance is confirmed (after last paycheck confirms).

The *Confirmation of Health Insurance – Layoff* form (UWS 45) notifies the employee of his or her final sick leave balance, the value of sick leave credits and when the employer contribution ends. Use Basic Sick Leave Estimate to determine if employee is eligible for Supplemental sick leave hours and attach copy to the *Confirmation of Health Insurance – Layoff* form (UWS 45).

If employee elects NOT to use converted sick leave to pay health insurance premiums (either from start or after employer contribution to premium ends).

If employee has 20 years of WRS creditable Service and elects **not** to use sick leave to pay for health insurance at this time, the institution should certify the sick leave using the [ETF One System](#).

If employee is planning to retire;

**NOTE:** Employee is entitled to three months of the employer premium towards health insurance.

1. Determine the Retirement Date: \_\_\_\_\_ *{This can be the day after layoff}*
  - a. Check HRS to verify that the Termination Reason is listed as “*Retirement in Lieu of Layoff*”, correct if needed.
  - b. If employee is retiring, determine how the employee share will be handled:

*Converted Sick Leave - Payroll Deduction - Cash/Check payment through Benefits Billing*

2. Payout any remaining earned hours on the final paycheck.
3. If the employee elects to use the additional 3 months of employer paid coverage, certify the sick leave using the [ETF One System](#) at the end of the 3 months.

## At Layoff – UW Service Center:

1. Generate a ticket that the Service Center and the institution will consistently use for all transactions for this employee while on layoff.

Change in Appointment Percentage – Faculty, Academic Staff and Limited Appointees (UWS 43U)

2. Adjust health insurance termination dates to coincide with sick leave amounts or retirement status.
3. Make adjustments to HRS to prevent refunds or to collect additional deductions for health and State Group Life insurances.
4. Enter the sick leave balance into Benefits Billing.
5. Benefits Billing will have Absence Management remove the sick leave from HRS after it is entered into Benefits Billing.

## AFTER Layoff – UW Service Center:

1. If laid off employee elected to use converted sick leave credits to health insurance premiums:
  - The UW Service Center will send the employee a **semi-monthly statement** with notice of the remaining sick leave balance on the [Certification of Continued Eligibility form \(UWS 46\)](#)
    - The employee returns the *Certification of Continued Eligibility form (UWS 46)* form to the UW Service Center for processing. After the UW Service Center has completed processing, the *Certification of Continued Eligibility form (UWS46)* will be returned to the institution to retain in the employee's benefit file.
  - If the form indicates the employee is planning to continue using sick leave, the UW Service Center will continue to monitor their Sick Leave Credit usage in Benefits Billing.
  - If the form indicates they have obtained other employment and are eligible for comparable health insurance the UW Service Center will:
    - stop the Benefits Billing process,
    - reinstate any remaining sick leave hours,
    - update the institution with this information,
    - send State Group Health Insurance COBRA forms to employee and covered dependents,
    - Close the ticket.
2. When the employee's sick leave account is approaching exhaustion (when the remaining sick leave will only partially cover total premium), the UW Service Center will notify the employee of their options on the [Sick Leave Depletion Notification form \(UWS 47\)](#).
  - The UW Service Center will mail the *Sick Leave Depletion Notification form (UWS 47)* along with a COBRA Continuation-Conversion (ET-2311) form to the employee, highlighting the Coverage end date section, and send a copy to the Institution for their file.
  - Laid off employee has option to pay balance to reach total premium by personal check. This will extend coverage one final month, then he/she may continue coverage through COBRA.

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- If laid off employee elects not to pay the balance, then coverage ends one month earlier and they can apply for coverage through COBRA. The UW Service Center will:
  - stop the Benefits Billing process,
  - reinstate any remaining sick leave hours,
  - update the institution with this information,
  - Close the ticket.

### **AFTER Layoff - Institution:**

File any additional information/forms in the employee's benefit file.

### **ADDITIONAL Information:**

Employees on layoff will receive a letter from UW System HR notifying them of the Annual Benefits Enrollment period and how to make changes.