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Below, please find a listing of all new and revised UW System Administrative policies approved between May 12 and June 6, 2025. There were three (3) new and five (5) revised UW System Administrative Policies, as well as one (1) new and one (1) revised UW System Administrative Procedure and one (1) new UW System Guidelines Document.

I. New UW System Administrative Policies

- [SYS 216. Academic Basis Pay Deferral Policy](#) (approved May 22, 2025; effective July 1, 2025)
 - Summary of Policy
 - This policy creates a new short term pay deferral program for Academic year ("C" Basis) employees that allows them to spread their 9-month compensation out over a period of 12 months. It also articulates how benefit contributions will be spread out over the year, and specifies those circumstances in which a participating employee could receive an accelerated payout under the program. Also included are the rules related to beginning and terminating one's participation in the program. This new policy is set to take effect upon the implementation of Workday on July 1, 2025.
 - University Comments and Concerns
 - A professor from UW-La Crosse requested that faculty members on sabbatical be permitted to participate (excluded under current language).
 - This change was declined. Sabbaticals are often partially funded with outside grant money. Some grants do not permit deferred compensation. Complexity of assessing every grant to determine if eligible for compensation deferral would be administratively infeasible.
 - A professor from UW-La Crosse requested that, if faculty on sabbatical not permitted to participate, that the re-election requirements for faculty be clarified in the policy.
 - Change accepted. Added language that faculty returning from sabbatical must re-enroll in 9/12 program.
 - A professor from La-Crosse identified a typographical error.
 - Error corrected.
- [SYS 352. U.S. Bank Shared Liability Card Policy](#) (approved June 5, 2025; effective July 1, 2025)
 - Summary of Policy and Policy Revisions
 - This new policy establishes the framework for implementing and managing a successful Shared Liability Card program for the Universities of Wisconsin. This policy aligns the program with the new processes in Workday. This policy replaces the current [U.S. Bank Corporate Travel Card Policies and Procedures](#) listed on the UW System Finance Administration page. This policy also replaces the UW Madison Policy [UW-3014 My Corporate Card Policy](#).
 - Proposed changes to the existing program are as follows:
 - Throughout the policies, replaced Corporate Card with Shared Liability Card, which will be the new terminology going forward with Workday.
 - Standardized the two policies into one UW System Administrative policy for all institutions.
 - Clarified that this UW Card product offering will be available to all employees from any of our Universities.

- Clarified that all transactions will be visible in Workday and will either need to be reconciled in Workday or marked as personal and the employee then would need to pay that personal portion directly to U.S. Bank.
 - University Comments and Concerns
 - There were no comments received during the University distribution period.
- [SYS 655, Digital Accessibility in Web Content and Mobile Applications](#) (approved May 13, 2025; effective April 1, 2026)
 - Summary of Policy
 - This is a new policy that implements the requirements of the United States Department of Justice's April 24, 2024 rule created under the Americans with Disabilities Act regarding accessibility of web content and mobile apps, in alignment with [Regent Policy Document 14-10, Nondiscrimination on Basis of Disability](#). It upholds the Universities of Wisconsin commitment to fostering a culture of inclusion for people with disabilities by ensuring that web content and mobile applications (apps) associated with administration, instruction, departmental programs, and University-sponsored activities are accessible for independent and equal use.
 - University Comments and Concerns
 - Please see the [SYS 655 Policy & Guidelines University Comments and Concerns page](#) for a summary of the feedback and how it was addressed.

II. Revised UW System Administrative Policies

- [SYS 312, Official Functions](#) (approved May 30, 2025; effective July 1, 2025)
 - Summary of Policy and Policy Revisions
 - The purpose of this policy is to establish the general parameters for holding and funding UW System official functions. The following revisions have been made:
 - In Section 3, added language to clarify that all institutions must adhere to this policy.
 - In Section 5, expanded the definition of Approving Authority to also include Chief Businesses Officers or Expense Operations leads.
 - In the first paragraph of Section 6, added language to clarify that an Approving Authority may make reasonable and moderate expenditures (excluding alcoholic beverages **unless paid with Foundation funds**). Also updated the formal authorization process for expenditures to align with the new process in Workday.
 - In the second paragraph of Section 6, clarified that the source of funds for expenses related to official functions cannot be general purpose revenue **or grant funds**.
 - University Comments and Concerns
 - Reviewer suggests that other titles/Workday roles should be considered as an approving authority.
 - No change made. Universities have mapped the Expense Operation Lead role, which is an added Approving Authority under the revision, differently. Changing this at this point would create challenges for other universities. Possibly additional positions could be mapped to the Expense Operation Lead role to address concerns. As with other decisions related to Workday implementation, the practical impact should be tracked and changes could be considered for future revision.
 - Reviewer suggests that removing the word "preponderance" from the policy, since it both limits the number of staff and students who could attend events regarding the opening of new facilities and presents and administrative burden to track.
 - No change made. Considering ways to include staff and students has merit. However, eliminating these parameters could create a circumstance in which university funds would be used for what could be considered "pure social functions" inconsistent with the

- policy (e.g., if attendees are largely staff and students).
 - Reviewers identified that descriptive words were missing in certain areas.
 - Missing words were added.
- [SYS 328, Memberships](#) (approved May 28, 2025)
 - Summary of Policy and Policy Revisions
 - The purpose of this policy is to establish parameters for purchasing institutional or organizational memberships to professional associations, societies or organizations with UW System funds.
 - SYS 328, *Memberships* was identified for policy owner review because of the scheduled review date in January 2025.
 - The policy owner reviewed this policy and determined that no revisions were needed at this time.
 - Following this review, the scheduled review date of this policy has been extended to May 2030.
 - University Comments and Concerns
 - As these were technical policy revisions, they were not distributed to the universities for comment. The Finance and General Administrative Policy Committee did not have any feedback from their review.
- [SYS 351, Purchasing Card Compliance Policy](#) (approved June 5, 2025; effective July 1, 2025)
 - Summary of Policy and Policy Revisions
 - This policy establishes the framework for implementing and managing a successful purchasing card (PCard) program for the Universities of Wisconsin. These policy revisions align the program with the new processes in Workday. Proposed revisions are as follows:
 - Throughout the policy, replaced “institutions” with “universities.”
 - In Section 1, added additional details about the purchasing card program.
 - In Section 3, revised language to reflect that under Workday processes the UW-Madison Department of Business Services will administer the program for UW-Madison and that UW-Shared Services will support all other universities. Added new roles and their responsibilities that will be utilized in Workday.
 - In Section 5, removed obsolete definitions.
 - In Section 6, reorganized the content by program aspect rather than by program role. Substantially revised content to reflect how the program will function in Workday.
 - In Section 7, added SYS 304.A, *Fiscal Misconduct: Reporting and Review Process*.
 - University Comments and Concerns
 - Please see the [SYS 351 & 351.A University Comments and Concerns](#) page for a summary of the feedback and how it was addressed.
- [SYS 1212, Sick Leave](#) (approved May 30, 2025)
 - Summary of Policy and Policy Revisions
 - The purpose of this policy is to establish parameters for the administration of sick leave for all UW System employees. It covers sick leave eligibility, accrual, usage, and reporting.
 - This technical revision codifies the existing practice amongst benefit staff that was never explicitly spelled out in policy. The conversion to Workday called attention to this omission and this technical amendment has been created to address the omission. The revision is as follows:
 - Add Section 6.A.IV.3, stating, “For purposes of determining sick leave eligibility, if an employee has multiple concurrent appointments, the appointments shall be aggregated and treated as a single appointment.”
 - This revision was also made to the version of this policy approved on March 6, 2025 with the

future effective date of July 1, 2025.

- University Comments and Concerns
 - As these were technical policy revisions, they were not distributed to the universities for comment. The Finance and General Administrative Policy Committee did not have any feedback from their review.
- [SYS 1238, *Crafts Workers*](#) (approved May 30, 2025)
 - Summary of Policy and Policy Revisions
 - This policy provides compensation structures and benefits information for crafts workers employees working at a UW System institution. This revision is intended to further clarify how the additional pay for supervisors is currently interpreted and operationalized, and will align the policy language with that used by the State and by UW-Madison. The revision is as follows:
 - In Section 6.B, amending the first sentence of the note at the bottom of the section to add the bolded language, "The additional pay for supervisors listed above will always be based on the rate paid crafts workers as adjusted **for the 100 hours of annual leave.**"
 - This revision will also be made to the version of this policy approved on March 6, 2025 with the future effective date of July 1, 2025.
 - University Comments and Concerns
 - As these were technical policy revisions, they were not distributed to the universities for comment. The Finance and General Administrative Policy Committee did not have any feedback from their review.

III. New UW System Administrative Procedure

- [SYS 351.A, *University Card Procedures*](#) (approved June 5, 2025; effective July 1, 2025)
 - Summary of Procedure
 - To support the revised policy SYS 351, *Purchasing Card Compliance Policy*, and the new policy SYS 352, *U.S. Bank Shared Liability Card Policy*, the current procedures will be replaced with SYS 351.A, *University Card Procedures*. These procedures outline the specific allowances and requirements for processing specific types of transactions.
 - University Comments and Concerns
 - Please see the [SYS 351 & 351.A University Comments and Concerns](#) page for a summary of the feedback and how it was addressed.

IV. Revised UW System Administrative Procedure

- [SYS 324.A, *Procedures for Interinstitutional Financial Transactions*](#) (approved May 28, 2025; effective July 1, 2025)
 - Summary of Procedure and Procedure Revisions
 - This procedure defines how University of Wisconsin (UW) System employees are to account for interinstitutional financial transactions and/or when making payments for personal services involving an individual who holds a concurrent appointment at another UW institution.
 - The following technical amendments have been made in preparation for the implementation of Workday:
 - Throughout the procedure, ledger account codes have been updated.
 - Throughout the procedure, references to SYS 320, *Internal Service Entities/Chargebacks* have been updated to reflect a title change.
 - In Section 4.B a bullet point has been added to require the creation of a Supplier Contract for Subawards and Shared Grant job aid in the instance of the transfer of extramural

- The following amendments have been made to Attachment B:
 - In Employee Information and Proposed Overload, the section “Department ID” has been replaced with “Cost Center/Driver.”
- The following amendments have been made to Attachment C:
 - “Fringe Benefit Account Coding by Institution” has been replaced with “Composite Fringe Benefit Rates.”
- The following amendments have been made to Attachment D:
 - Ledger account codes have been updated for Payments/Transfer to Subrecipient.
- University Comments and Concerns
 - As these were technical policy revisions, they were not distributed to the universities for comment. The Finance and General Administrative Policy Committee did not have any feedback from their review.

V. New UW System Administrative Guidelines

- [SYS 655 Guidelines: Accessibility of Web Content and Mobile Applications Guidance](#) (approved May 9, 2025; effective April 1, 2026)
 - Summary of Guidelines
 - These guidelines support the new policy SYS 655, Digital Accessibility in Web Content and Mobile Applications. They assist with implementation and set the floor for compliance.
 - University Comments and Concerns
 - Please see the [SYS 655 Policy & Guidelines University Comments and Concerns page](#) for a summary of the feedback and how it was addressed.

VI. Policies in the Final Stages of Revision

- SYS 1xx, *Institutional Statements*
- SYS 232, *Benefit Prepay Deductions and Short Work Break Benefits Eligibility*
- SYS 405, *Universities of Wisconsin Travel and Expense Policy*
- SYS 435, *Universities of Wisconsin Business Meals and Events*
- SYS 400 Series Policy Rescissions
- SYS 910, *Leasing*
- SYS 910.A, *Leasing Process; Board of Regents as Lessee*
- SYS 910.B, *Leasing Process; Board of Regents as Lessor*
- SYS 999.A, *Acquisition of Real Property Process*
- SYS 999.B, *Sale of Real Property Process*
- SYS 1275, *Recruitment Policies*
- SYS 1290 Guidance: (Code of Ethics) *Nepotism and Consensual Relationships*
- SYS 1315, *Patents and Inventions*