FREQUENTLY ASKED QUESTIONS

Use the find feature to locate the key words in your question by pressing Ctrl + F

How do I update my address?

You can update your address through your portal or by visiting my.wisconsin.edu → then click Personal Information → then click Update my Personal Information. This updates your information in our payroll and HR processing system. (note, you will need to submit a health application/change form to update your address with your healthcare provider)

Can I work a flex schedule?

Yes, upon approval you may be able to work outside of the standard work week. Please review the Alternative Work Patterns Policy and complete the standard work week exception form: https://www.uwsuper.edu/hr/policies/index.cfm

Which form do I use?

Use a Personnel Action form for a change in salary, FTE, or Funding

Use an overload form to authorize payments for work performed in excess of primary contract wages by 100% FTE employees. Annual/12 month pay employees working 100% FTE will use this form year round while Academic/9 month pay employees will use this form during the academic year.

Use a Stipend form for employees contracted at less than 100% FTE

All the above forms can be found here: http://www.uwsuper.edu/hr/forms/index.cfm

July 4th is on a Saturday. Is the University closed on Friday?

No. When a legal holiday falls on Saturday, employees are given a floating legal holiday. Floating legal holidays can be used like any other paid leave and must be used by the end of the year in which they are earned (calendar year for classified employees; fiscal year for unclassified employees). When a legal holiday falls on Sunday, the University closes on the following Monday.
What do I do if my log in isn’t working?

If you are a new employee, you can check with HR to make sure we have activated your account. If you are a current employee or are having persistent problems, please call the Help Desk at x8300.

Does your Office have a notary?

Yes! Laura Dahl is a notary. If she isn’t available, try the other notaries around campus:

- Trish Hegstrom-Olson, Parking Services
- Carolyn Keister, ‘Jacket Book and Supply

Student Employment

Student employment is handled in the Financial Aid Office. You may reach the Student Employment Coordinator at 715.394.8202.

What’s a working title, when is it used?

A working title is used to help define the position.

For example: A Student Services Coordinator in Department X could have the working title X Coordinator so that it adds clarity to what the position is. Working titles are not used for payroll or contractual purposes.

Do I REALLY have to do the EO#54/ Sexual Harassment training?

We are unable to substitute certificates and/or experiences from other agencies for these trainings.

EO#54 (Child Abuse and Neglect) is mandated by the Governor of WI, we are requiring this training to ensure all employees are aware of their responsibilities surrounding this Executive Order. You are only required to complete this once - at the time of hire.

Sexual Harassment Prevention Training must be completed at the time of hire and then annually moving forward. You will be sent an email every fall reminding you to complete the training.

What is UPS?

University Personnel System. Beginning July 1, 2015 the UW-System has been given the authority to branch away from the Office of State Employee Relations (OSER) and operate under a new personnel system called UPS. Please see the UPS FAQ here:

https://www.wisconsin.edu/personnelsystems/faq/
Do I have to do anything if I’m bringing in a volunteer?

Yes! In order to promote a safe environment for the campus community, we ask that all volunteers have a volunteer agreement on file in HR, complete a Criminal Background Check as well as our EO#54 and Sexual Harassment Prevention Training. There is a volunteer onboarding guide available for your convenience. You may find that on our forms page:
http://www.uwsuper.edu/hr/forms/index.cfm

I slipped on the ice and fell, do I need to report it?

Yes, please report all injuries as soon as possible. The employee and supervisor will need to fill out a report, please visit: http://www.uwsuper.edu/hr/policies/workers-compensation.cfm

I am planning to quit, whom do I notify?

Submit your resignation letter to your direct supervisor. They will forward a copy of your letter to Human Resources and Payroll & Benefits. Please contact your Benefits Administrator personally as soon as you know you will be separating employment.
Payroll and Benefits

Forms for WRS and all insurance plans are available on the Human Resources website or from HR

I want to change how much is going to my 403b, when can I do that and what needs to be filled out?

Employees can change 403b contributions anytime. There is no limit on the number of changes allowed per year. To change the amount of your payroll deduction, you must submit a new Salary Reduction Agreement form to Human Resources.

I’m not sure who I have listed as my beneficiary. What should I do?

Please contact, ETF or Minnesota Life Insurance to find out if you have a designation form on file or simply complete a new Beneficiary Designation Form to ensure you have your most current intention on file.

How do I change my direct deposit/W4?

You will be able to find both of these forms on our forms page: http://www.uwsuper.edu/hr/forms/index.cfm

Please call us if the changes are time sensitive. We will let you know when they will take effect.

When does the ETF annual statement of account come out?

By the end of April

How long can I keep my child on my health insurance?

Until the end of the month in which they turn age 26.

When can I change my health plan Provider?

Within 30 days of a movement outside of the provider service area. You must file an application with your Benefits Administrator. If this situation does not apply, you must wait until Open Enrollment in the fall to change your Health Plan effective January 1 of the following year.

I didn’t enroll in ICI when I was hired. Can I enroll now?

If you do not enroll with in the initial eligibility period, the only opportunity to enroll in the future is via Evidence of Insurability or if you qualify for a deferred enrollment opportunity.

March 2015
based on sick leave accumulation. Please contact your Benefits Administrator for more information.

**When do I get paid?**

You can find a payroll calendar here: [https://uwservice.wisc.edu/calendars-schedules/](https://uwservice.wisc.edu/calendars-schedules/)

Contact us if you have questions regarding payment for work done outside of your regularly paid duties (i.e. stipends, overloads).

**How do I read my paycheck balances?**

[View guide](#)

**I want to retire. What do I need to do?**

The department of Employee Trust Funds (ETF) has member education materials geared towards employees within 3 years of retirement. You can review their information here: [http://www.etf.wi.gov/videos/wrs_benefits.htm](http://www.etf.wi.gov/videos/wrs_benefits.htm)

Be sure to keep your eye open for ETF’s webinar offerings, you can view their schedule here: [http://www.etf.wi.gov/member_education.htm#tab3](http://www.etf.wi.gov/member_education.htm#tab3)

The next step is to contact your Benefits Administrator to discuss your options and outline a plan for retirement.

**Is there a limit on the amount of vacation I can carry over?**

No

**When do I begin earning more vacation?**

Annual pay basis unclassified employees whose expected duration of employment is a year or more accrue a paid vacation entitlement of 22 work days (176 hours) per fiscal year of full-time employment upon meeting the initial sick leave eligibility requirements of UWS 19.02 (1), Wis. Adm. Code. Employees with a less than full-time appointment accrue vacation based on their percentage of appointment.

Classified staff begin earning vacation the day work begins; however, vacation cannot be granted until the original probationary period has been completed (generally 6 months). An employee on less than full-time appointment will have his/her vacation prorated according to years of service and hours in pay status during the calendar year.
Can I carry over unused vacation?

Classified staff’s vacation may be carried over through the end of the following calendar year.

Unclassified staff’s unused vacation may be carried over to the next fiscal year for up to one year after the year in which it accrues.

When will W-2s be available?

By January 31. Hard copies are mailed to your home, and you can find a copy of your W-2s in your UW Employee Portal.

If you didn’t receive a paper copy in the mail, please make sure your contact information is current and we have the most up to date address on file for you. You can update your address through your portal or by visiting my.wisconsin.edu → then click Personal Information → then click Update my Personal Information. This updates your information in our payroll and HR processing system. (note, you will need to submit a health application/change form to update your address with your healthcare provider)

What do these numbers mean on the W4?

The IRS has developed a tool to help you determine what allowances may be best for your situation: http://apps.irs.gov/app/withholdingcalculator Remember, you may submit an updated W4 form to us at any time throughout the year

What do the numbers mean on my W2 and why might they not match my gross income?

The numbers on your W2 will not match your gross income because gross income is reduced by pre-tax deductions such as Wisconsin Retirement System, insurance premiums, tax-sheltered annuities, flex spending accounts, etc. See the following link to explain what each box means on your W2: https://uwservice.wisc.edu/docs/publications/tax-w2-explanation.pdf

Classified

Can I carry over unused comp time?

Comp time can be carried over until April 30th of the ensuing calendar year. If carried over comp time is not used by April 30th, it will be paid.
Is there a limit on the amount of comp time that carries over?
No.

*Classified-Employee Self Service*

I worked overtime, and I want comp time. How do I indicate that on my timesheet?

On the timesheet, scroll to the right to the column labeled “Rule Element 1.” Choose any day during the week in which overtime occurs, and click on the spyglass in the Rule Element 1 column and enter the word “COMP.” This will generate comp time for all overtime worked during that week. If you have overtime during both weeks during the pay period, you must enter the “COMP” notation on one day during each week. If it is not entered on both weeks, you will receive comp time during the week where COMP is entered, and you will receive overtime pay during the other week.

How do I record comp time off on my timesheet?

On the timesheet, on the day you wish to use comp time, click the drop down arrow in the Time Reporting Code column. Choose “CTUSE-Comp Time Taken.” Scroll right to the “Quantity” column and enter the number of comp hours you wish to use.

I made a mistake on my timesheet and already submitted it, how do I get it back?

If you made an error entering the hours you worked, your can correct the hours and re-submit. Scroll to the far right and click the minus sign to delete the row containing the incorrect information. Then re-enter the correct hours of work and submit the timesheet. If the error is in an absence request, ask your supervisor to “Push Back” the absence request so you can edit your request. If your supervisor has already approved your absence request, you will have to ask the Payroll Coordinator to push the request back to you.

I’m trying to approve my employee’s timesheet and I can’t find them when I pull up my group?

This means there is no payable time ready for approval. Check for exceptions. Other possible reasons: The employee may not have entered any hours into the timesheet, or the time may already be approved, or the employee may have just recently entered the hours into the timesheet but the timesheet has not processed through time administration yet and payable time hasn’t been created. Time Administration runs 4 times during the day and twice during the overnight hours. You can review the timesheet to see if anything has been entered, or contact the Payroll Coordinator for help.
Am I missing any leave reports?

Please check the Missing Leave Report link in your Portal at any time to see if you are missing leave reports. This can be found under the Time and Absence section in the Portal.

My leave report isn’t in my portal. What do I do?

You can print a blank Leave report from this link: http://uwservice.wisc.edu/docs/forms/am-unclassified-leave-report.pdf. If this continues for more than one month please contact your Benefits Administrator.