

HR Weekly Update

Carri O'Melia <comelia@uwilax.edu>

Tue 12/8/2020 8:23 AM

To: Alyssa Balboa <abalboa@uwilax.edu>; Shannon Miller <smiller4@uwilax.edu>; John Acardo <jacardo@uwilax.edu>

Colleagues,

As we approach the end of the Fall term and the calendar year, I wanted to take this time to provide you an update to several items and make you aware of others. There is a lot happening this month with end of the calendar year reminder from UWL and UW System – so I wanted to make sure you were included to help support your employees.

In this update:

- COVID-19 Leave
- Updates Coming from UW System
 - Unsubstantiated FSA Claims
 - University Staff Leave Banking
 - New Employee Assistance Program (EAP) provider
- Reminder on University Staff Leave Carryover
- ePerformance Updates
- ICYMI (in case you missed it) from last week

COVID-19 Leave

As you recall, in March, when the pandemic set in, UW System created an interim policy for COVID-19 leave, providing paid leave, pro-rated by the employee's work schedule, to use in the event they were unable to telecommute, had contracted the disease or had to take care of a family member that had the disease, or for childcare related obligations due to school/day care closures. This leave bank, along with the emergency Family Medical Leave are all set to expire on 12/31/2020.

As of today, there has been conversations at the UW System level about what COVID-19 leave may look like into 2021, however, no decisions have been made or plans communicated to the HR group. If the policy is modified, HR will communicate to campus the results.

Updates Coming from UW System

December is a busy month for wrapping up benefits.

Unsubstantiated Claims

First up, any benefit eligible employee who had elected a Flexible Spending Account through Connect Your Care may be messaged directly by Connect Your Care regarding [unsubstantiated claims](#). These are claims that must be 'substantiated' with a receipt or other documentation for the reimbursement to be justified. Failure to justify or 'substantiate' these claims may result in payroll deductions to collect the unsubstantiated claim.

University Staff Leave Banking

Also in December, certain, eligible, University Staff can expect communications from UW System regarding their options to ['bank leave'](#), similar to the Faculty, Limited, Academic Staff "ALRA" banking that occurs in July.

New EAP Provider

Later in December, UW System will be announcing changes and new contact information for the State's new Employee Assistance Program, (EAP) provider. These changes will occur on 1/1/2021. Details to follow.

Reminder on University Staff Leave Carryover

Each UW institution may adopt policies as it relates to the permissibility of "Vacation Leave Carryover". University Staff, who earn vacation leave on a calendar year basis, (unlike Academic Staff), may be eligible to rollover unused vacation time into their "Vacation Carryover" bank.

For 2020 only, all unused vacation will carryover without restriction. This is a deviation from normal policy, where any leave over 40 hours carried over must be approved.

ePerformance Updates

As a reminder, Department Chairs will continue to receive [notifications](#) regarding the designation of meritorious or not meritorious for the faculty at UWL. These [emails](#) can be disregarded.

Additional trainings will be offered in January and the Limited, Academic Staff, and University Staff evaluations begin to send reminders on or about 1/15 for the final processing of the FY21 evaluations, due 6/30/2021. [Read more about training, timelines, and updates at the Performance Management page.](#)

ICYMI (in case you missed it) from last week

- [UWL HR Operational Change with PeopleAdmin Contacts](#)

Next Updates:

- Employee Self-Service Updates – Manage Direct Deposit Accounts
- 12B Payroll Approval dates modified due to holiday
- Title and Total Compensation Project Updates
- Reminders on updating tax information
- Reminders on end of year updates to personal information

As always, let me know if you have any questions.

**Carri O'Melia, MPA**

Human Resources Partner, Snr, Human Resources | [UW-La Crosse](#)
comelia@uwlax.edu | [608.785.6495](tel:608.785.6495) | 144 Graff Main Hall