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# UNIVERSITY OF WISCONSIN SYSTEM



2021 Benefits Summary

**University Staff Employees**

*(expectation of continued employment – Project & Temporary)*

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# EMPLOYEE BENEFITS SUMMARY

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## ABOUT THIS BENEFITS SUMMARY

This summary is an overview of the benefits available to UW System employees. It is not intended to be a complete description of coverage. Every effort has been made to ensure the information in this summary is accurate. If there is a discrepancy between this summary and the plan documents, the plan documents shall be considered accurate. For more information, visit the UW System Employee Benefits website at [www.wisconsin.edu/ohrwd/benefits](http://www.wisconsin.edu/ohrwd/benefits).

### Your Needs. Your Benefits. Prepare. Decide. Act.

The UW System offers an excellent benefits package to meet the diverse needs of its employees. Your total rewards package includes three main components: your wages, your health insurance and the employer contribution towards your retirement account. By understanding your options, you will get the most out of your benefit plans. Your spouse and child(ren) are eligible for the plans that offer coverage to dependents. To calculate the estimated value of your total compensation, use the [Health & Retirement Contributions Estimator](#).

## ALEX: YOUR PERSONALIZED BENEFITS COUNSELOR

### Meet ALEX

Use [ALEX](#), your personalized benefits counselor, to help determine which benefit plans will meet your needs. ALEX explains your benefit plan options in plain English and may be accessed anywhere you have an internet connection! **Note:** ALEX will review the health insurance **plan design options**. You should use the [Health Plan Search](#) to determine which **health insurance carrier** will best suit your needs.

[www.wisconsin.edu/ohrwd/benefits/download/univstaff21.pdf](http://www.wisconsin.edu/ohrwd/benefits/download/univstaff21.pdf)

11/2020



## BENEFITS EFFECTIVE DATES AND ENROLLMENT

Most benefits are **effective** the first of the month on or following your benefits eligibility date and will remain in place for the entire calendar year. Your human resources office may provide you with an enrollment deadline worksheet. The worksheet specifies your effective date for each plan and your **30-day enrollment period** in which your elections must be made.

Over the course of your employment, you may have a **qualifying life event** such as marriage, birth, adoption, loss of other coverage, employment change and/or termination of employment. These qualifying life events may change your benefit plan needs. You generally have a 30-day enrollment period from your qualifying life event date to make changes to your benefits.

Go to the **MyUW portal** at <https://my.wisconsin.edu> to make your benefit plan elections **through Self Service**. The MyUW portal contains payroll, benefits, paid time off and personal information. If you have prior State service, you may need to enroll using paper forms. Contact your [human resources office](#) if this applies to you.

## PAYROLL INFORMATION

Most employees, except most students, have FICA taxes withheld from their paychecks. **Social Security:** You and the UW System each pay 6.2% on covered compensation up to \$142,800. **Medicare:** You pay 1.45% on covered compensation up to \$200,000 and 2.35% on covered compensation thereafter. The UW System pays 1.45% on all covered compensation up to \$200,000. Review the [pay schedule](#) to determine when you will be paid.

## PAID LEAVE

University Staff permanent and project employees are eligible to earn paid leave; University Staff Temporary **are not** eligible. Hours are pro-rated based on appointment percentage for less than 100% time employees. Paid leave is allocated on a calendar year basis.

Years of Service	Annual Vacation Earning Schedule		Vacation Banking Schedule		Cashing Out Vacation
	FLSA Non-Exempt	FLSA Exempt	FLSA Non-Exempt	FLSA Exempt	
0-5	104	120	0	0	*You will be eligible to cash out up to 40 hours of your banked leave. Cash outs occur at the end of the calendar year.
5-10	144	160	0	40	
10-15	160	176	40	40	
15-20	184	200	40	80*	
20-25	200	216	80*	120*	
25+	216	216	120*	120*	

<b>Vacation</b>	Earned based on status under the Fair Labor Standards Act (FLSA) and years of service. You may use vacation before it's earned within the same calendar year. It can be carried over for one calendar year then it will expire.
<b>Bank Unused Vacation</b>	You may bank unused vacation into a banked leave account once you meet the years of service requirement per the above table. If you have at least 520 hours of sick leave, you will be eligible to bank 40 hours of unused vacation into banked leave. Banked leave never expires and can be accessed at any time.
<b>Sick Leave</b>	5 hours of sick leave are earned per paycheck (based on 80 hours of pay) for a total of 130 hours per year. Sick leave accumulates without limit and does not expire. It cannot be used before it's earned.
<b>Personal Holidays</b>	36 hours of personal holiday are granted per calendar year. Unused hours expire at the end of the calendar year.
<b>Legal Holidays</b>	9 legal holidays are paid during the year: New Year's Day, Martin Luther King Jr. Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day and New Year's Eve.

<b>Family Medical Leave (W/FMLA)</b>	Employees who meet the eligibility requirements of 1,250 hours of state employment in the preceding 12 months (FMLA) or 1,000 hours of state employment in the preceding year (WFMLA) are eligible for up to 12 weeks of unpaid, job-protected leave each calendar year for specified family and medical reasons.
<b>Military Leave</b>	Employees are eligible for job-protected leave for active duty or required field training. This allows employees to receive differential pay for up to 30 days per calendar year for duty or training lasting 3 days or more. Eligible employees may also receive up to 4 years of differential pay and eligible benefits if on active duty.
<b>Jury Duty</b>	You will receive paid leave when summoned as a witness for the employer or impaneled as a jurist.
<b>Voting</b>	If you cannot vote outside of work hours, you may receive paid leave to vote.
<b>Bone Marrow or Human Organ Donation</b>	If you request to serve as a bone marrow donor, you may receive up to 5 days off with pay. If you request to serve as a human organ donor, you may receive up to 30 days off with pay.
<b>Catastrophic Leave Program</b>	Helps support employees who need an extended, unpaid leave of absence due to illness/injury that incapacitates the employee or an immediate family member. Allows employees to donate certain types of paid leave to other employees granted an unpaid leave due to a catastrophic need.

## STATE GROUP HEALTH INSURANCE

You are **eligible** for State Group Health Insurance if you are eligible for the Wisconsin Retirement System (WRS). You are eligible for the employer contribution to your health insurance premium once you have 2 months of state WRS service. Uniform Dental may be added to your health insurance premium for a minimal cost. Review page 6 for information on the Uniform Dental Benefits.

The State Group Health Insurance Program is administered by the Department of Employee Trust Funds (ETF) and offers the following **plan designs**:

- Health Plan and High Deductible Health Plan (HDHP): Offer various health insurance carriers that provide coverage mainly in Wisconsin (some offer coverage in surrounding states).
- Access Health Plan and Access HDHP: Provide nationwide coverage through WEA Trust.

The HDHP and Access HDHP have additional eligibility requirements due to the required Health Savings Account (HSA). Review page 9 to ensure you meet the HSA eligibility requirements. All plan designs offer hospital, surgical, medical and prescription coverage. For a detailed comparison of your plan design options, review the [Comparison of Health and Pharmacy Benefits](#).

You may enroll in coverage within **30 days** from your date of hire **or** within **30 days** from becoming eligible for the employer contribution towards your premium. You may choose when you would like your coverage effective:

- First of the month after your WRS eligibility date (usually your date of hire): If you choose this effective date, you will pay the total premium until you have 2 months of state WRS service.
- After 2 months of state WRS service: If you choose this effective date, you will be eligible for the employer contribution immediately upon your effective date of coverage.

You have a **30-day enrollment period** from your benefit eligibility date (usually date of hire). Your spouse and/or eligible dependent child(ren) may also be enrolled at this time. If you do not need health insurance, you may be eligible to receive up to a \$2,000 [Opt-Out Incentive](#).

Monthly Pre-tax Employee Premiums (without Uniform Dental)	Health Plan		High Deductible Health Plan (HDHP)	
	Employee Only	Family	Employee Only	Family
Health Plan and HDHP (excluding Access)	\$92	\$229	\$32	\$80
Access plans (if required to work in Wisconsin)	\$251	\$623	\$191	\$474

Employees working less than 50% must pay 50% of the [total premium](#) for their health plan.

## STATE GROUP HEALTH INSURANCE – PLAN DESIGN COMPARISON

When services are received, in most cases you pay a deductible first. Then, you will usually pay a copayment (flat dollar amount) or coinsurance (percentage). You continue to pay a copayment or coinsurance until you meet the annual out-of-pocket limit. The chart below reflects in-network coverage. Emergent and urgent care services are the only out-of-network services covered by the Health Plan and the HDHP. Review the following Certificates for detailed information: [Health Plan & HDHP](#) or [Access Plan](#) or [Access HDHP](#).

	Health Plan / Access Plan	HDHP / Access HDHP
<b>Annual Deductible<sup>1</sup></b>	\$250/individual \$500/family	\$1,500/single \$3,000/family
<b>Coinsurance<sup>2</sup></b>	After deductible: You pay 10%	After deductible: You pay 10%
<b>Annual Out-of-Pocket Limit<sup>3</sup></b>	\$1,250/individual \$2,500/family	\$2,500/single \$5,000/family
<b>Routine Preventive Services</b>	Plan pays 100%	Plan pays 100%
<b>Telehealth or Virtual Visit</b>	Plan pays 100%	Plan pays 100%
<b>Primary Care Office Visit</b>	\$15 copay <sup>4</sup> per visit (does not apply to deductible)	After deductible: \$15 copay <sup>4</sup> per visit
<b>Specialist Office Visit and Urgent Care Visit</b>	\$25 copay per visit (does not apply to deductible)	After deductible: \$25 copay per visit
<b>Vision Exam</b>	\$25 copay (does not apply to deductible). You pay nothing for children under 5.	After deductible: \$25 copay. You pay nothing for children under 5.
<b>Hospital and Ambulance</b>	After deductible: You pay 10%	After deductible: You pay 10%
<b>Emergency Room</b>	\$75 copay per visit then deductible and 10% coinsurance	After deductible: \$75 copay per visit then 10% coinsurance
<b>Physical, Speech and Occupational Therapy</b>	You pay 10% (up to 50 visits/year, plan may approve additional visits if necessary)	After deductible: You pay 10% (up to 50 visits/year, plan may approve additional visits if necessary)
<b>Prescription Copays (30-day supply)</b>	Level 1 - \$5 Level 2 - 20% (\$50 max) Level 3 - 40% (\$150 max) <sup>5</sup>	After deductible: Level 1 - \$5 Level 2 - 20% (\$50 max) Level 3 - 40% (\$150 max)
<b>Specialty Drug Copays (30-day supply)</b>	Level 4 - \$50 (must fill at a specialty pharmacy)	After deductible: Level 4 - \$50 (must fill at a specialty pharmacy)
<b>Prescription Annual Out-of-Pocket Limit<sup>3</sup></b>	Level 1 & 2 - \$600/individual, \$1,200/family Level 3 - Federal Maximum Level 4 - \$1,200/individual, \$2,400/family	Prescription costs apply to the annual out-of-pocket limit.

<sup>1</sup> *Annual Deductible – Amount you pay before the plan begins to pay. The deductible is counted towards your annual out-of-pocket limit. Family coverage: HDHP/Access HDHP benefits are not payable by the plan until the family deductible is met (except preventive and telehealth services). Health Plan/Access Plan, the plan begins to pay for a family member after they meet their individual deductible.*

<sup>2</sup> *Coinsurance – Percentage you pay of the cost of the covered service.*

<sup>3</sup> *Out-of-Pocket Limit – The most you pay out-of-pocket for covered services in a calendar year. Then, the plan pays 100%. For the family HDHP/Access HDHP, an individual will continue to pay until the family out-of-pocket limit is met.*

<sup>4</sup> *Copay – Fixed dollar amount you pay upfront for each service or prescription.*

<sup>5</sup> *Level 3 Prescription Drug Coinsurance for Health Plan and Access Health Plan – You are responsible for the coinsurance beyond the out-of-pocket limit up to the federal maximum out-of-pocket of \$6,850 for single and \$13,700 for family.*

## DENTAL INSURANCE – UNIFORM, PREVENTIVE AND SUPPLEMENTAL

If you are eligible for State Group Health Insurance, you are eligible for dental insurance. Some dental plans allow you to use dentists in the Delta Dental Premier or PPO networks; see the chart below for the appropriate network for each plan. Visit the [Delta Dental website](#) to determine if your dentist is in the PPO and/or Premier network. Remember, your out-of-pocket cost will be less if you use an in-network dentist. For a detailed comparison of your options, review the [Dental Comparison Chart](#).

	Uniform Dental ( <b>with</b> State Group Health) or Preventive Dental ( <b>without</b> State Group Health)	Select Plan	Select Plus Plan
<b>Provider Network (no out-of-network coverage)</b>	Delta Dental PPO and Delta Dental Premier	Delta Dental PPO	Delta Dental PPO and Delta Dental Premier
<b>Annual Deductible (calendar year)</b>	None	\$100 / person	\$25 / person
<b>Annual Maximum (calendar year)</b>	\$1,000 / person	\$1,000 / person	\$2,500 / person
<b>Routine evaluations, cleanings, sealants, X-rays, fluoride treatments, pulp vitality tests, fillings, periodontal maintenance</b>	100%	Not covered	Not covered
<b>Crowns, bridges, dentures, implants</b>	Not covered	50%	60%
<b>Surgical extraction, root canal (endodontics), periodontics (except maintenance), oral surgery</b>	Not covered	50%	80%
<b>Non-surgical extractions (above gumline)</b>	90%	Not covered	Not covered
<b>Orthodontia (lifetime maximum)</b>	50% up to \$1,500 (children under 19 only)	Not covered	50% up to \$1,500 (includes adult ortho)

Once enrolled, you must remain enrolled for the entire calendar year. The monthly employee premiums are:

Monthly Pre-tax Employee Premiums	Uniform Dental	Preventive Dental	Select Plan	Select Plus Plan
Employee	\$4.00	\$30.20	\$9.28	\$16.82
Employee + Spouse	\$9.00	\$75.50	\$18.56	\$33.64
Employee + Child(ren)	\$9.00	\$75.50	\$12.52	\$31.12
Family	\$9.00	\$75.50	\$22.28	\$51.30



## VISION INSURANCE

If you are eligible for State Group Health Insurance, you are eligible for [vision insurance](#). A vision exam is covered by the State Group Health Insurance plan (see page 5). The vision insurance, administered by DeltaVision/EyeMed, provides coverage for materials (e.g. glasses or contacts). Click [here](#) to locate an in-network vision provider (EyeMed Insight Network).

	In-Network	Out-of-Network Reimbursement
Exam with Dilation (as necessary)	\$15 copay, plan pays balance	\$45
Contact Lens Fit and Follow-up	Standard: Up to \$40 copay Premium: 10% discount off retail	NA
Frames Benefit	\$150 allowance then 20% off balance	\$70
Plastic Lenses: Single Vision	\$25 copay, plan pays balance	\$30
Plastic Lenses: Bifocal	\$25 copay, plan pays balance	\$50
Plastic Lenses: Trifocal	\$25 copay, plan pays balance	\$65
Plastic Lenses: Progressive	Standard: \$25 copay Premium: You pay \$95 - \$200	\$50
Contacts (in lieu of glasses)	Conventional: \$150 allowance then 15% off Disposable: \$150 allowance Medically Necessary: Paid in full by plan	\$105 \$105 \$210

Once enrolled, you must remain enrolled for the entire calendar year. The monthly employee premiums are:

Monthly Pre-tax Employee Premiums	Employee	Employee + Spouse	Employee + Child(ren)	Family
Vision Insurance	\$5.72	\$11.42	\$12.88	\$20.58

## LIFE, ACCIDENTAL DEATH & DISMEMBERMENT (AD&D) AND ACCIDENT INSURANCE PLANS

You may enroll in multiple [life insurance plans](#) (if eligible). Coverage is guaranteed without proof of good health (when first eligible). If you do not enroll when first eligible, you may be able to enroll with proof of good health (evidence of insurability). Whether you are single, in your 20's, married with kids or close to retirement, life insurance allows you to help with your family's future finances (e.g. pay off debt or funeral expenses). Use the [Life Insurance Needs Calculator](#) to determine how much life insurance you need.

- 1) **State Group Life Insurance** offers term life insurance, to cover you up to five times your annual salary, your spouse up to \$20,000 and your eligible child(ren) up to \$10,000. To be eligible, you must be eligible for the WRS and under age 70 when first enrolled. Continues into retirement at group policy rates. Eligible retirees over age 65 can continue coverage at a reduced coverage level for life, without cost. The UW System pays a portion of the premium.
- 2) **Individual & Family Life Insurance** offers term life insurance to initially cover you up to \$20,000, your spouse/domestic partner (up to \$10,000 initially) and/or your child(ren) (up to \$5,000 initially). Each fall, you may increase your coverage levels by amounts ranging from \$5,000-\$20,000 without proof of good health. Coverage maximums are \$300,000 for yourself, \$150,000 for your spouse/domestic partner and \$25,000 for your child(ren).
- 3) **UW Employees, Inc. Life Insurance** offers decreasing term life insurance for employees only. Coverage is based on age and ranges from \$7,000 - \$33,000.
- 4) **Accidental Death & Dismemberment Insurance (AD&D)** offers accidental death and dismemberment insurance for you, your spouse/domestic partner and/or eligible child(ren). Includes Travel Assist coverage, Identity Theft Protection, Critical Burn and Rehabilitation benefits. Continuation coverage available at retirement.
- 5) **Accident Insurance** provides cash payment to help cover out-of-pocket expenses in the event of an accident. Includes an AD&D component. You may enroll in both plans (AD&D Insurance and Accident Insurance).

## INCOME CONTINUATION INSURANCE (ICI)

If you are eligible for the WRS and under age 70, you are eligible for the [Income Continuation Insurance \(ICI\)](#). ICI covers up to 75% of your monthly salary (up to a maximum annual salary of \$120,000) if you become ill or disabled and are unable to work. This plan is administered by ETF and claims are processed by The Hartford. Claims may be payable after you meet a 30-day elimination period or until you exhaust your sick leave (up to 1040 hours), whichever is longer. ICI has two levels of coverage based on earnings:

- **Standard ICI** covers the first \$64,000 of eligible earnings.
- **Supplemental ICI** covers earnings between \$64,001 and \$120,000. You will only be given an opportunity to enroll in supplemental ICI if your annual salary is greater than \$64,000.

You may enroll in coverage within 30 days from your date of hire. Coverage will be effective the first of the month following your date of hire.



## FLEXIBLE SPENDING ACCOUNTS (FSA)

University Staff permanent and project employees are eligible for the Flexible Spending Accounts (FSAs). University Staff Temporary employees **are not** eligible. FSAs offer you the opportunity to pay certain health care, dependent day care and work-related parking and/or transit expenses with tax-free dollars. You decide how much to contribute from each paycheck before Federal, State and FICA taxes are calculated. For all account types except Parking & Transit, you may only change your annual election amount if you have a qualifying life event (e.g. marriage, divorce, birth) and you contact your human resources office within 30 days of your life event. The [Flexible Spending Account \(FSA\)](#) types are:



- **Health Care FSA** - Used to help pay for eligible medical, dental, vision and/or prescription expenses that are not covered by insurance. Expenses can be incurred by you, your spouse, child or other qualifying tax dependent. You are not eligible for a Health Care FSA if you are enrolled in a High Deductible Health Plan (HDHP); however, you are eligible for the Limited Purpose FSA. Annual contribution limit: \$2,750.
- **Limited Purpose FSA** - Only available to employees enrolled in a High Deductible Health Plan (HDHP). Used to help pay for eligible dental, vision and/or **post-deductible** medical/prescription expenses that are not covered by insurance. Expenses can be incurred by you, your spouse, child or other qualifying tax dependent. Annual contribution limit: \$2,750.
- **Dependent Day Care Account** - Used to help pay for eligible dependent care expenses such as after-school care, babysitting fees, adult or child day care and/or preschool. Eligible dependents include a spouse, child or other qualifying tax dependent. Annual contribution limit: Up to \$5,000 (depends on tax filing status).
- **Parking & Transit Accounts** – Allows you to set-aside pre-tax income for work-related parking expenses (e.g. parking ramps, park-and-rides) and/or transit expenses (e.g. bus passes). The monthly contribution limit is \$270 for the parking account and \$270 for the transit account.

The **plan year** for all accounts is January 1<sup>st</sup> – December 31<sup>st</sup>. Remaining money in your Health Care or Limited Purpose FSA on December 31<sup>st</sup>, will automatically **carry over** to the new plan year (up to the carryover limit). Anything greater than the carryover limit will be lost. All remaining money in your Parking and/or Transit Account will carry over from year-to-year. There is **no** carryover for the Dependent Day Care Account. You must re-enroll in each of these accounts each year during the Annual Benefits Enrollment (ABE) period to participate the following plan year.



## HEALTH SAVINGS ACCOUNT (HSA)

A [Health Savings Account \(HSA\)](#) is a pre-tax savings account that you are required to enroll in if you enroll in the HDHP or Access HDHP. The HSA may be used to help pay for qualified medical, dental, vision, and/or prescription out-of-pocket expenses. The UW System provides an employer contribution (per paycheck) based on coverage level (e.g. single or family). You may also contribute (per paycheck) to your HSA on a pre-tax basis. Note: For the months with three paychecks, the contributions will only occur on the first two. Your per paycheck contribution may be changed at any time. Once contributions are made, they belong to you!

HDHP or Access HDHP	2021 Employer Contribution (if enrolled for entire calendar year)	2021 Maximum Contribution Limit* (employee + employer)
Single	Up to \$750 per year	\$3,600
Family	Up to \$1,500 per year	\$7,200

*\*If 55+ years of age, you may contribute an additional \$1,000.*

**HSA Features:** The money rolls over from year to year and earns interest. Eligible expenses can be incurred by you, your spouse and/or your qualifying child(ren). There may be tax consequences if you are less than age 65 and you use the HSA for non-eligible expenses. At age 65, you may use the account for other expenses (amount withdrawn will be taxable income but not subject to penalties). There are additional HSA eligibility requirements:

- Must be covered only by an HSA-qualified health plan. The HDHP and Access HDHP are HSA-qualified plans. Other health plans, such as Medicare, TRICARE or other traditional health plan will disqualify you; and
- Cannot have a Health Care FSA (including through a spouse); and
- Cannot be claimed as a dependent on someone else's tax return (other than your spouse).

It is your responsibility to ensure you meet these requirements. Tax consequences may apply if eligibility is not maintained while contributions are made to your HSA. If you have questions related to the tax consequences, consult your tax advisor.



The [Wisconsin Retirement System \(WRS\)](#) provides retirement (pension) benefits to UW System employees and to most public employees in the state of Wisconsin. The WRS is administered by ETF and investments are managed by the [State of Wisconsin Investment Board \(SWIB\)](#).

**Eligibility:** You are eligible for the WRS if you are expected to work at least one year and at least 1,200 hours (58% appointment). If you first became a WRS participating employee prior to July 1, 2011, you are eligible for the WRS if you are expected to work at least one year\* and at least 600 hours (29% appointment). Enrollment is mandatory and automatic. If you do not meet the eligibility requirements when you are hired, you will be enrolled automatically once you meet or are expected to meet the requirements.

	WRS participating employee <i>on or after</i> July 1, 2011 (2/3 of full time for 1 year)		WRS participating employee <i>prior to</i> July 1, 2011 (1/3 of full time for 1 year)	
University Staff employee	1,200 hours	58%	600 hours	29%

**Contributions:** You contribute 6.75% of your eligible earnings and the UW System contributes 6.75% to your WRS account. If you are in the Protective WRS category, you contribute 6.75% of your eligible earnings and the UW System contributes 11.75% to your WRS account. WRS contributions are subject to IRS limits.

The UW System contributes 1.10% of your eligible earnings to fund the Sick Leave Credit Conversion Program (see page 11).

Contributions are on a pre-tax basis for federal and state income tax purposes and set annually by ETF.

**Vesting:** If you were first enrolled in the WRS *on or after* July 1, 2011, you are fully vested after completing five years of WRS-creditable service. If you had WRS service *prior to* July 1, 2011, you are immediately vested. Once vested, you are eligible to receive a retirement benefit. A full year of creditable service is for university staff employees is 1,904 hours from 1/1 – 12/31. You may only earn 1.0 year of creditable service in a 12-month period. You may earn a partial year of creditable service.

**Core vs. Variable Fund:** Contributions are automatically invested in the Core Fund, a balanced fund that is fully diversified with a mixture of holdings (e.g. stocks, bonds, real estate). You may elect to have 50% of your contributions invested in the [Variable Fund](#), a fund invested solely in stocks.

**Retirement:** Your monthly annuity will be based on a calculation using your years of service and your three highest years of earnings or the cash value of your account, whichever is greater. You may retire with full benefits (if vested) as follows:

WRS Category	Age* and Years of Service Requirement
General/Teacher	Age 65 OR Age 57 with 30 years of service
Protective	Age 54 OR Age 53 with 25 years of service

*\*You may retire at age 55 with **reduced** benefits (age 50 for Protective WRS category)*

**Termination of Employment:** If you terminate employment before minimum retirement age or before you are vested, you may take a separation benefit. A separation benefit includes your employee contributions and interest on those contributions. If you take a separation benefit, the employer contributions and your years of service are forfeited. If you terminate employment and you are vested, you may take a separation benefit or leave the money in your WRS account. If you leave the money in your WRS account, you may take a retirement benefit when you reach the minimum retirement age.

**WRS Death or Disability Benefits:** The WRS also contains death and disability benefits.

## SUPPLEMENTAL RETIREMENT SAVINGS PROGRAMS

All University Staff employees are eligible for both supplemental retirement savings programs. Enrollment, changes and/or cancellation in either of the programs may be done at any time. Enroll with the provider of your choice and start saving today! Contributions may be made on a pre-tax basis, an after-tax basis (Roth) or a combination of both. These programs are voluntary. You make the entire contribution; there is no employer contribution. The 2020 maximum annual contribution limits and fees are:

2021 Contribution Limits	TSA	WDC
Contribution Limit: Under Age 50*	\$19,500	\$19,500
Contribution Limit: Age 50 or Over*	\$26,000	\$26,000
Annual Fee	None	Up to \$198 depending on the value of the account

*\*You may contribute the annual maximum to both the TSA and WDC plans. Catch-up contributions may be available.*

**Tax-Sheltered Annuity (TSA) 403(b) Program:** Regulated by Section 403(b) of the Internal Revenue Code and administered by the University. You may contribute a minimum of \$8 per paycheck. Program investment options include a wide array of mutual funds and fixed and variable annuities. All funds are no load and most funds have lower-than-average expenses. Many have low-cost institutional share classes available as well as lifecycle and index fund options.

**Wisconsin Deferred Compensation (WDC) 457 Program:** Regulated by Section 457 of the Internal Revenue Code and administered by ETF, through a third-party administrator, Empower Retirement. There is no minimum monthly contribution. WDC offers 23 investment options: 6 Target Date funds, 15 actively managed or index mutual fund, collective investment trust or commingled trust options, 1 stable value option and 1 FDIC-insured bank option. The WDC Program also has a managed-account and a self-directed brokerage account option.



## SICK LEAVE CREDIT CONVERSION PROGRAM

You are eligible to convert your unused sick leave hours into a dollar amount to pay your State Group Health Insurance premiums upon retirement; layoff; or termination if you have 20+ years of WRS service. This dollar amount is calculated by multiplying your unused sick leave balance by your highest hourly rate of pay then converted to tax-free credits. You may also be eligible for supplemental sick leave credits **if you have 15+ years** of continuous service when you convert your sick leave credits. In the event of your death, the survivors covered on your health insurance plan will be able to use your sick leave credits to help pay for their continuation of the State Group Health Insurance plan.

## OTHER BENEFITS

**Well-being Resources:** Everyone has a reason to get healthier. Maybe the reason is to coach your child's sports team, hike with your friends or reach a personal goal. Whatever or whoever your reason, be ready for it by taking steps now to a healthier you. UW System supports our employees in choosing well, doing well, and living well by providing the following:

- **Employee Assistance Program (EAP)\*:** Provides you and your immediate family members (members of your household) free and confidential resources to address personal and/or work-related concerns (i.e. counseling). The EAP may also assist with legal services, financial services and/or help with work-life services. This program allows up to six in-person sessions per issue per year.  
*\*Grads are not eligible; however, similar services may be available through your institution's student health services.*
- **Mental Health Resource:** SilverCloud is an online, anonymous, self-guided, interactive resource that provides UW System students, faculty, and staff no-cost, confidential help with mental health well-being and stress management.
- **Well Wisconsin Program:** The uniform well-being program offered as part of the State Group Health Insurance Program. Available to active employees, retirees and eligible spouses enrolled in State Group Health Insurance. Designed to help make you more aware of your current and future health risks, saving you money in the long run. You are eligible to earn a \$150 incentive (taxable) by completing a health assessment, health check and one of StayWell's Well-Being activities. All three items must be completed by early October.



**529 College Savings Plan:** Allows you to save for K-12 education expenses and post-high school education (for yourself, child, parent, friend, literally anyone's education). Funds can cover tuition, books, room and board, computers, tablets and many other expenses. This may be funds for universities, colleges, professional schools, technical colleges, graduate programs across the country (and some institutions abroad). Offers low fees, a minimum contribution of \$15 per pay period and tax deductions for Wisconsin residents (limitations apply). You may set-up direct deposit for this plan from your payroll. For more information or to set-up an account, visit the [Edvest website](#).

**LifeStyle Program:** This program provides the below services, is free of charge and no enrollment is necessary.

- **Travel Assistance:** Available to active employees, spouses and dependent children. Provides 24/7/365 travel assistance services when traveling 100 or more miles away from home (e.g. medical professional locator services, interpretation services and resolving lost luggage situations).
- **Beneficiary Financial Counseling:** Available to beneficiaries who receive at least \$25,000 in State Group Life claim benefits. Counseling is designed to help families make sound financial decisions at a difficult time.
- **Legal Services:** Available to active and retired employees, spouses and dependent children. Provides access to over 22,000 attorneys nationwide for consultation on simple wills and estate planning. If an attorney is retained, there is a 25% discount on services.
- **Legacy Planning Services:** Available to active and retired employees, spouses and dependent children. Provides online resources to help with end-of-life issues with the loss of a loved one or for your own passing.

**Long-Term Care (LTC) Insurance:** If you are eligible for the WRS, you, your spouse, parents and spouse's parents are eligible. Typically provides coverage for assisted living, adult day care, hospice care, nursing homes, Alzheimer's facilities and/or home modification to accommodate disabilities. Each policy is individually underwritten with premiums based on age, gender and the participants individual health at the time of application. Premiums are also based on the length of your selected waiting period, policy limits and other components of your customized plan. You may enroll at any time through Mutual of Omaha by contacting HealthChoice directly (the designated agent for State employees). Note: Participants must reside in Wisconsin.

## REMINDER: NEXT STEPS – PREPARE. DECIDE. ACT.

**Prepare:** Additional information may be found on the [UW System Employee Benefits website](#). **Decide:** Use ALEX, your personal benefits counselor. **Act:** Most benefit plans have a **30-day enrollment period** from your benefit eligibility date (usually your date of hire). Complete your enrollments online using Self Service. If you have prior State service, you may need to enroll with paper applications. Contact your [human resources office](#) if this applies to you. Otherwise, go to the **MyUW portal** at <https://my.wisconsin.edu> to make your elections through Self Service without delay!

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