

Melissa Amos-Landgraf

From: Danielle Wolfgang
Sent: Thursday, May 10, 2018 2:38 PM
To: soe-administrators@lists.wisc.edu
Cc: Melissa Amos-Landgraf
Subject: Admin Forum Topics: May 17 Meeting Cancelled



School of Education Administrative Forum May 2018 Topics (May Meeting Cancelled)

ANNOUNCEMENTS

- WiFi Upgrade Continues in Education Building through early July

SNAPSHOT

- June Admin Forum: Education Academic Services, Student Diversity, Career Center
- July Admin Forum: Theatre & Drama

AGENDA

HR and Payroll – Gautam, Sarah & Teri

- Affordable Care Act (ACA) & Summer Reminder/Information
 - Students working for a time period of greater than 89 days must average below 30/week. They may work 40 hours one week and 20 hours the next, provided the average is less than 30.
 - Work study hours are excluded under ACA
 - Students cannot work over 1560 hours per year.
 - The hours restriction pertains to all hours worked at UW-Madison jobs or any combination of jobs within the UW System (*please ask us if you'd like for us to check on other jobs a student may have either on campus or UW Sys*)
 - Considerations as your hiring student summer workers

- Will they be working more than 89 days? (monitor and manage hours to keep at average of 30 hours per week)
 - Work study? Great, their hours don't fall under ACA
 - If the position or work that needs to be completed will be more than 30 hours, consider hiring more than 1 student to complete the work needed
- Security Awareness Course: If you have yet to complete the HRS Security Awareness Course, do so ASAP! Please do not let this lapse and then have to go through re-instatement!
 - Paycheck Check Up: As a result of the Federal Tax Reform bill passed in December of 2017, many UW-Madison employees had a change in their federal income tax withholding beginning with the February 1st, 2018 paycheck. This is a good time to check your tax withholding and the updated tax tables from the IRS. Doing a "paycheck checkup" can help prevent you from having too little or too much tax withheld. The IRS offers an online Withholding Calculator to help you determine the right amount of tax withholding for your situation. Find the IRS Withholding Calculator at [irs.gov/individuals/irs-withholding-calculator](https://www.irs.gov/individuals/irs-withholding-calculator). Taxpayers can also use the long form W-4 worksheet to determine the appropriate withholding status and number of allowances: <https://www.irs.gov/pub/irs-pdf/fw4.pdf>.
 - Distinguished Prefix Packets are due to me no later than July 27th (so that I can finalize them and approve them to campus by the August 1, 2018 deadline). If you have a staff member that would be in this promotion category please contact teri soon so we can talk through what is needed. Please note that a 5-10% pay adjustment is needed for this, if it is approved.
 - Join a number of us in the Business Office for **Bucky's Workout** on 5/23 at Camp Randall! We will leave the Education Building near the Red Doors at 11:30am to walk over to Camp Randall, it's fun, there's swag and snacks! J Let teri know if you'll be joining us! You can register here: <https://www.talent.wisc.edu/Catalog/Default.aspx?CK=57747>
 - The May Fun Event: is Celebrating Chocolate Chip Day (bring anything & enjoy things with chocolate chips!) on Tuesday May 15th from 11:00am – 2:00pm! Yummm!

Financial Management – Toby

- Fiscal Year Deadlines
<http://www.bussvc.wisc.edu/acct/2018-Year-end-Timetable-1.pdf>

Next Meeting – June 21

- SOE Olympics

If there are any topics that you would like us to cover, or if you have suggestions for special guests or training opportunities that you would like to see at future forums, please let us know.

SUBMIT A NOMINATION FOR THE BUCKY AWARD!

(Business Office U-Rah-Rah Congratulations & Kudos to You!)

- Melissa Amos-Landgraf, Associate Dean for Administration, (608) 262-4474
- Kweku Brewoo, Financial Specialist Senior, (608) 890-2514
- teri engelke, Assistant Dean for Human Resources, (608) 262-6139
- Mary Frat, Financial Specialist Senior, (608) 262-6138

- Sarah Gomez Rendon, Human Resources Assistant Advanced, (608) 262-4079
- Lindsey Honeyager, Assistant Dean for Facilities, (608) 265-2832
- Gautam Jayanthi, Human Resources Specialist, (608) 262-9149
- Toby Schellhase, Accountant - Journey, (608) 262-1765
- Beth Walsh, Assistant Dean - Gifts, Grants & Contracts, (608) 263-5559
- Danielle Wolfgang - Business Office Manager, (608) 262-6138

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