



State of Wisconsin
Department of Administration

ICI Annual Update Job Aid (2025)

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Background

Policy Information and Documents

See the [December 5, 2024 ETF Employer News Item](#) for information about the Annual ICI Update and Deferred Enrollment Period. [Chapter 403 of the ICI Administrative Manual](#) also outlines additional information about this period.

See [Appendix A of the ICI Employer Manual](#) for detailed information about when an employee's ICI ABBR should be updated during the year.

2025 ICI Premiums

[2025 ICI premiums.](#)

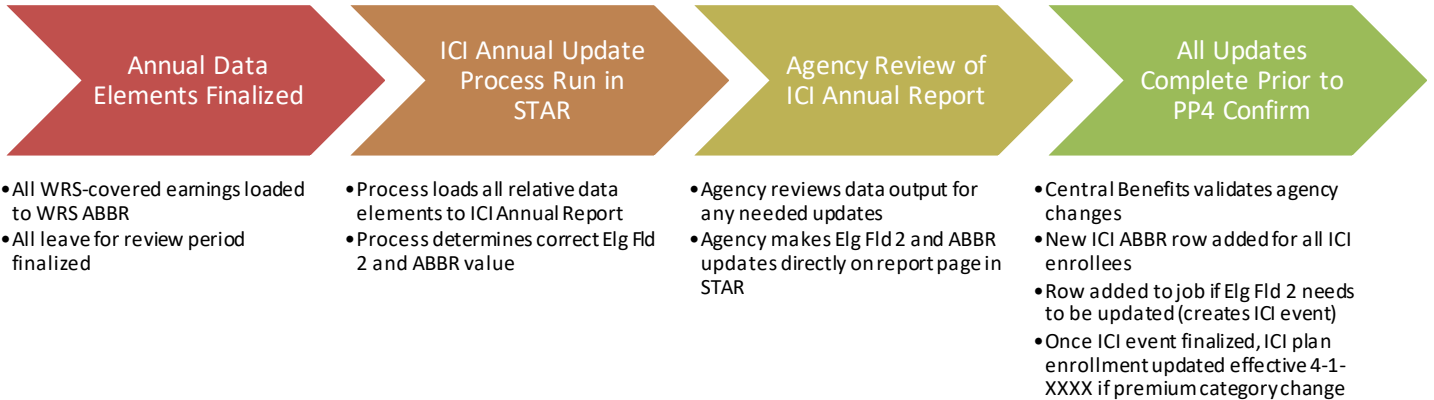
Timeline for ICI Annual Update and Deferred Enrollment Period

- **January 25^h** – 12-31-24 WRS ABBR added with 2024 WRS earnings
- **January 27th** – ICI Annual and Deferred Information loaded to agency review table
- **January 31st** – ICI Annual and Deferred Training
- **February 1st**- last day employees can submit an ICI application to cancel coverage effective 2-1-25 (use 2-1-25 CAN event to cancel coverage)
- **February 3rd**- Agency review period of ICI Annual and Deferred Enrollment Period will begin (we'll be completing both reviews at the same time this year).
- **February 10th** – announcement on self-service landing page regarding ICI Annual Update Period
- **February 10th at 3pm**- End of ICI Annual and Deferred Enrollment Agency review period - All Elg Fld 2 and ABBR updates must be entered on ICI Annual & Deferred Enrollment pages **without exception**
- **February 11th – February 13th**- Central Benefits will review the ICI Annual Data changes made by agencies
- **February 14th (morning)**
 - Run Process to add a row to Job for all ICI category changes (update Elg Fld 2)
 - Action/Reason = Data Change/ICI Category Change
 - Effective Date = 3-9-25 for all except LEG (3-1-25 for LEG)
 - Run process to load ICI ABBR for all newly eligible
 - Effective Date = 3-9-25
 - ICI ABBR will be updated effective 3-9-25 (the 1st day of the pay period in which the first half of the April ICI deduction is taken)
 - For LEG employees: ABBR effective date will be the same
 - If there is an ICI category change, the ICI event created by the job update will be used to move the employee to the correct ICI plan effective 4-1-25
 - ICI premiums based on new ABBR and ICI category

- **February 16th (afternoon)**
 - Run process to add a row to Job for all newly eligible (update Elg Fld 2 and 4)
 - Action/Reason = Data Change/ICI Deferred Enrollment
 - Effective Date = 3-9-25 for all except LEG (3-1-25 for LEG)
 - Run process to add a row to job for all employees eligible for Supplemental ICI (update Elg Fld 2)
 - Run process to load ICI ABBR for all newly eligible
 - Effective Date = 3-9-25
- **February 17th**
 - DEF event opens for entry
 - Employees notified of eligibility via Employee Messaging
- **March 3rd at 5pm** – End of Deferred Enrollment Period
 - eBenefits will close at 5pm
 - All agency entry of paper applications received must be done by 5pm
- **After March 3rd** – agency will have to create a ticket to enter any paper applications
 - **Ticket Subject Line** = ICI Deferred Entry, Employee Name, Empl ID
 - Attach ICI application-Entry must be done by Central Benefits to preserve application receipt date
- **March 27th** – PP7 Confirmation (1st premiums taken associated with Annual and Deferred enrollments)
 - ICI premiums based on new ABBR, ICI category, or Deferred enrollment
- **April 1st** – Coverage effective date of all ICI Annual category changes and Deferred enrollments
 - **For LEG Employees Only** – all ICI Annual Updates reflected on 4-1-25 paycheck
- **April 3rd** – PP7 Check Date

Overview of ICI Annual Update Process

The ICI Annual Update Process evaluates an employee’s prior year sick leave accrual/usage and WRS earnings to determine the employee’s ICI premium category and coverage level for the year.



Output of ICI Annual Process

1. All current ICI enrollees receive a 3-9-25 ICI ABBR

Annual Benefit Base Rates						
*Annual Benefits Base Rate Type <input type="text" value="ICI"/> WI Income Continuation Ins						
Annual Benefit Base Rates						
	*Effective Date↓	Annual Benefits Base Rate	Currency Code	Date of last update		
1	03/09/2025	70000.00	USD	02/12/2025	+	-
2	01/14/2024	67000.00	USD	01/27/2024	+	-
3	01/15/2023	64000.00	USD	01/31/2023	+	-

2. All employees with an Elg Fld 2 change receive a 3-9-25 effective-dated job row that updates Elg Fld 2

- Action Reason = Date Change/ICI Category Change. This will create an ICI event that will be used to automatically move the employee to the correct ICI plan.
- LEG employees** – effective date of job row is 3-1-25

Employee		Empl ID	
Empl Record			
Work Location Details			
*Effective Date	03/09/2025	Go To Row	
Effective Sequence	1	*Action	Data Change
HR Status	Active	Reason	ICI Category Change
Payroll Status	Active	*Job Indicator	Primary Job

Benefits Administration Eligibility ?

BAS Group ID

Open Enrollment

Elig Fld 1

Elig Fld 2

Elig Fld 4

Elig Fld 5

3. All employees with a premium category change will receive a new ICI enrollment row (Plan Type 30) effective 4-1-25.

Employee ID Benefit Record Number 0

Plan Type ICI Standard

Coverage | 1 of 3 |

*Coverage Begin Date

*Deduction Begin Date

Coverage Election

Elect Waive Terminate

*Election Date App Received Date

Benefit Program WRS Eligible Non-LTE Employees

Benefit Plan ICI Category 4 Option Code 17

Ben Admin xref

Sched ID Currency

Event ID

Payroll Status Active

ICI Data Elements

ICI Enrollment Values

Benefit Plan	Description
ICI1	ICI Category 1
ICI2	ICI Category 2
ICI3	ICI Category 3
ICI4	ICI Category 4
ICI5	ICI Category 5
ICI6	ICI Category 6

If enrolled in the ICI premium waiver plan, the plan enrollment = ICIPRW.

WRS Annual Benefits Base Rate (ABBR)

The WRS ABBR accumulates all WRS-reportable earnings for a year for an employee. The effective date of the WRS ABBR will always be 12-31-XXXX. This is not a data element that an agency will ever populate or create –

it's used for the ICI reports only. The ICI ABBR is based on this amount (if the ICI ABBR is based on prior year WRS earnings).

The WRS ABBR is available with all other ABBRs: **Main Menu – Benefits – Benefit Enrollments- Event Processing – Review ABBRs**

Employee ID Empl Record 0 Name

As Of Date 01/30/2025 [Refresh Search](#)

Review Annual Benefit Base Rates

 < < 1-5 of 5 > >

Base Rate Type↑	Effective Date	Annual Benefits Base Rate	Currency Code↑	Date of last update
ADD	11/11/2018	43,492.800		11/26/2018
ICI	01/14/2024	67,000.000	USD	01/27/2024
LIFE	02/11/2024	67,000.000	USD	02/16/2024
PRIM	06/30/2024		USD	06/30/2024
WRS	12/31/2024	69,841.600	USD	01/25/2025

Coverage Level/Annual Benefits Base Rate (ABBR) Update

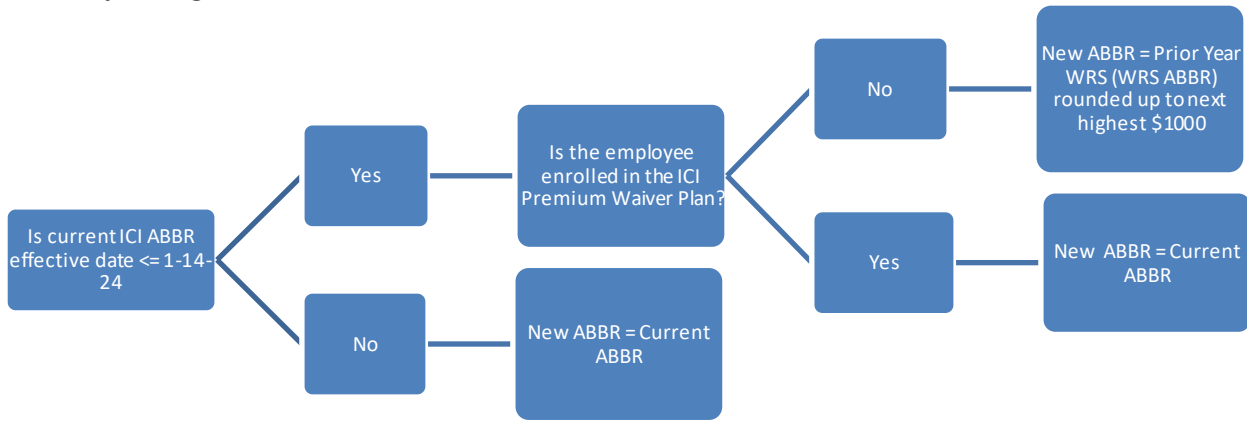
All employees currently enrolled in ICI will receive a 3-09-25 ICI ABBR as part of this process.

For most employees, the ICI coverage level (ICI Annual Benefits Base Rate or ABBR) is based on last year's WRS reportable earnings, rounded up to the next highest \$1000. The following people are an exception to this rule :

- Employee was hired last year and does not have an entire year of WRS reportable earnings
- Employee had a permanent FTE change and does not have an entire year of WRS reportable earnings associated with the new FTE
- Employee was on an authorized unpaid leave of absence last year (ABBR and Category should remain the same)
- Employee is currently enrolled in the ICI Premium Waiver Plan

For the above employees, the ABBR should remain at the current level. If earnings > \$120,000, ICI ABBR = \$120,000.

ABBR Report Logic



Note: If prior year WRS earnings = \$0, the current ICI ABBR = new ABBR

How ICI Premium Category is Determined

The ICI premium category is based on the employee’s accumulated sick leave balance as of the prior year’s last complete payroll. For the 2025 ICI Annual Update, the report is looking at leave usage and accruals from 12-31-2023 through

12-28-24. Legislature employees use/accrue leave on a true calendar-year basis so the leave review period for the Legislature is 1-1-24 through 12-31-24.

How to Determine ICI Premium Category

ICI Category	Sick Leave Balance as of 12/28/2024	Earned during Reporting Year
1	<184 hours (and not currently in Category 4 – 6)	N/A
2	184 hrs to < 520 hours (and not currently in Category 4-6)	N/A
3	N/A – based on leave usage and not currently in Category 4-6	80 hrs or greater (prorated by FTE)
4	Initial Eligibility: 520 to < 728 hrs Permanent Plateau – once enrolled in Cat 4, can never drop to lower category (regardless of sick leave balance or usage)	N/A
5	Initial Eligibility: 728 to < 1040 hrs Permanent Plateau – once enrolled in Cat 5, can never drop to lower category (regardless of sick leave balance or usage)	N/A
6	Initial Eligibility: 1040 hrs and up Permanent Plateau – once enrolled in Cat 6, can never drop to lower category (regardless of sick leave balance or usage)	N/A

How Elg Fld 2 is Determined

An employee’s ICI eligibility is in Elg Fld 2 on the Benefits Program Participation Page in Job Data.

BAS Group ID	<input type="text" value="IYC"/>	Open Enrollment	
Elig Fld 1	<input type="text" value="30_GENERAL"/>	Elig Fld 2	<input type="text" value="ICICATGRY2"/>
Elig Fld 4	<input type="text"/>	Elig Fld 5	<input type="text"/>
Elig Fld 7	<input type="text"/>	Elig Fld 8	<input type="text"/>

The process will update Elg Fld 2 to reflect the employee’s new premium category in Plan Type 30.

How ICI Enrollment is Determined

Once Elg Fld 2 is determined, the report will assign the employee to the correct ICI plans(s) based on the following logic:

How Plan Type 30 Enrollment Updated

If New Elg Fld 2 is...	Plan Type 30 enrollment is:
ICICATGRY1	ICI1 (ICI Category 1)
ICICATGRY2	ICI2 (ICI Category 2)
ICICATGRY3	ICI3 (ICI Category 3)
ICICATGRY4	ICI4 (ICI Category 4)
ICICATGRY5	ICI5 (ICI Category 5)
ICICATGRY6	ICI6 (ICI Category 6)

Premium Waiver Note: If currently enrolled in the ICI Premium Waiver Plan, the employee’s Elg Fld 2 will NOT be updated, and the employee will remain in the ICI Premium Waiver Plan.

ICI Annual Update Report

Central Benefits Data Validations

In advance of the agency review of the information, Central Benefits performs 20+ validations of the data. If updates are made by Central Benefits, the agency will see the update, when it was updated and applicable comments. Agencies should review all updates entered. Validations include:

- Employees not currently enrolled in ICI Premium Waiver Plan but were enrolled at some point during 2024 as identified on the following query: CEN_BN_ICI_WAIVER_ENROLL. The ABBR and Category should not change for these employees.

- There are several people on the report whose prior year WRS earnings is either a round number or within \$1 of an earnings threshold. The ABBR for this group of people is not rounding correctly. Central Benefits has reviewed and updated the ABBR on the review page.
- Review of any \$0 ABBRs
- Initial review of Category 3 assignments

Agency Data Validations

It is recommended that agencies validate at minimum, the following areas of the ICI Report:

- Validate the New ABBR
- Review employees whose new ICI enrollment is Category 3 but the change in sick leave value is > 130 hours
- Review employees with recent sick leave adjustments
- Review employees currently in Category 3 but are projected to drop to Category 1 or 2
- Review employees whose current ICI enrollment is ICIPRW

Agencies may perform any other additional validations deemed necessary.

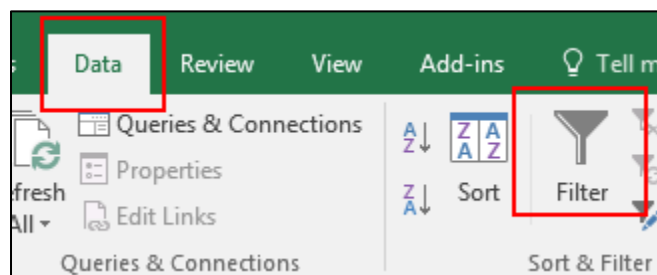
Using Excel Filters

The fastest way to do initial agency validation is using filters in Excel.

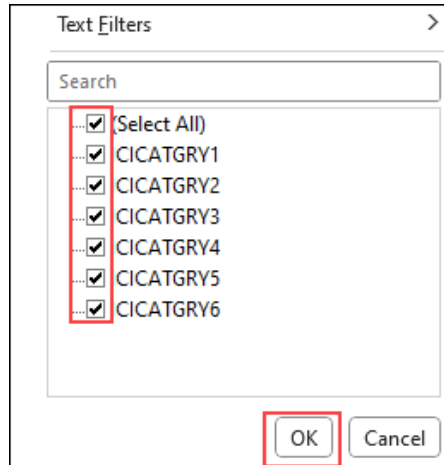
1. Download the report to Excel
2. Highlight row 9 (the header) of the report

8	Co = WIS					
9	Business Unit	Department	EMPLID	Empl Rcd	Benefit Rcd	Last Na
10	50500	505V400000	100000000	0	0	0 Link

3. Click on the Filter button on the Data Tab at the top of the page



4. Once you click the filter, arrows will appear in the header row
5. Click on the arrow to select data items that you either want to see or don't want to see. Click Ok when you're done.



6. To turn off filters, just click on the Filter button on the top of page again.

New ABBR Validation

The ABBR should be correct for most employees if initial entry was correct and/or the ABBR was updated correctly last year. Agencies should review the new ABBR for accuracy for the following people:

There is a large change in the ABBR – either positive or negative

- Was the employee on an unpaid LOA last year? If yes, the ABBR should remain at its current level
- Is the current ABBR > \$120,000? The ABBR should be capped at \$120,000 so the large change is likely bringing the ABBR down to \$120,000.
- Did the employee have an FTE change last year but the ABBR was not updated to reflect the change?
 - If yes, the ABBR should be updated to reflect projected earnings based on the new FTE
- Did the employee have a significant salary change last year?
 - If yes, the ABBR should be based on last year's WRS earnings if there was no FTE change or LOA.
- Did the employee terminate last year but was then rehired later in the year?
 - The ABBR should be based on the projected earnings of the new job – agency will have to correct

The ABBR effective date is in January of 2024 but just after 1-14-24

- The ABBR will not be updated if the effective date of the ABBR is after 1-14-24
- Should the employee have had a 1-14-24 ABBR effective date? Did the employee have a full year of earnings in 2024?
 - If yes, the new ABBR should be based on last year's WRS earnings. Agency will need to correct.

The ABBR effective date is after 1-14-24 but the employee worked all year, didn't have an FTE change, and was never on an unpaid LOA.

- ABBR should be based on prior year's WRS earnings – agency will have to correct
- **ABBR effective date is 1-14-24 or earlier but the employee did not go under the WRS until AFTER 1-14-24**
 - Employee should be on projected earnings as of WRS start date – agency will have to correct ABBR
- **Employee is currently enrolled in the ICI Premium Waiver plan**
 - Confirm that the effective date of the ICI Premium waiver is in 2024 or before.
 - If premium waiver effective in 2024, review ABBR - new updates to Report 1 is keeping the ICI ABBR the same as their current ABBR.

Ongoing ABBR Effective Date Tips

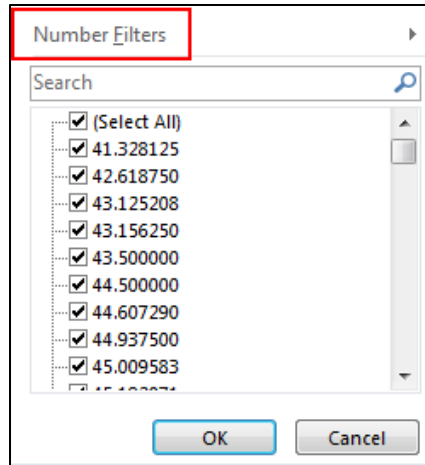
To make the ABBR review process more efficient in the future, please see the following:

- If an employee is going on an unpaid LOA, enter a new effective dated ICI ABBR row with the same ABBR amount and an effective date of the first day of the unpaid LOA.
 - This will allow you to easily identify employees who were on an unpaid LOA and the system will NOT update their ABBR the following year.
- Never enter an ABBR for an employee who is not under the WRS
- If an employee has a minimum 30-day break in employment, enter a new ABBR based on the employee's new projected salary
- Always update the ABBR if there is a permanent FTE change
- The ABBR should **NOT** be updated if there is a salary change or if the employee moves from one STAR agency to another.

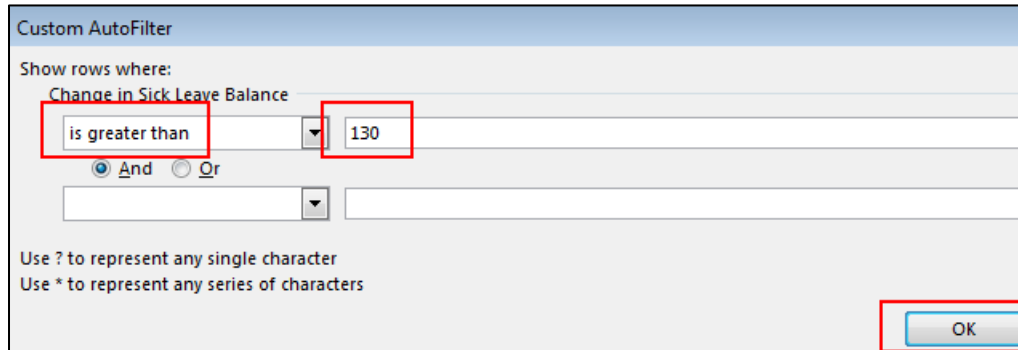
Review Employees Who Are Eligible for Category 3 & earned > 130 Hours of Sick Leave

Given leave adjustments, this report will never 100% accurately assign someone to premium category 3 – this is often true of employees who transfer in from other payroll centers or have large positive leave adjustments for whatever reason. To find this group for review, please do the following.

1. In the **New ICI Basic Enrollment** column, filter for **ICIB3C**
2. In the **Change in Sick Leave Balance** column, filter for values > 130
 - a. Turn on filters
 - b. Click on Number Filters



- c. Click on Greater Than and the following box will pop up. Enter 130. Click Ok.



3. Now only people who earned > 130 hours will remain
4. Use the following data elements to determine the employee's correct ICI premium category
 - a. Look at the **Pr Yr Beginning Sick Leave Bal** column. If this is 0, typically this is a transfer from another payroll center
 - b. Look at the **Pr Yr Sick Leave Adjustment** column to see if the person had a large positive adjustment. This is also typically a transfer from another payroll center.
 - c. Subtract the Sick Leave Used from the Sick Leave Earned to see if the employee accumulated at least 80 hours of sick leave (prorated if part-time)

Note: There is a group of DOT employees that can earn up to 156 hours/year of sick leave, so they will likely appear on DOT's report.

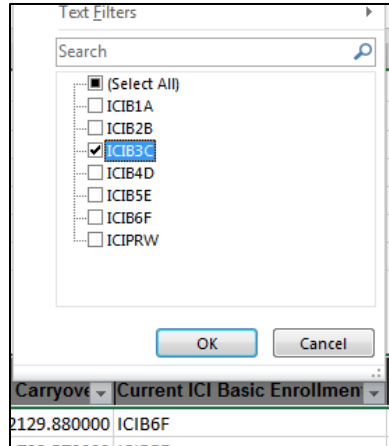
Review Employees with Recent Sick Leave Balance Adjustments

Review any employees who had any sick leave adjustments after the ICI Annual Report was created (on 01-27-2025). These adjustments will NOT be included in the report, and you may need to correct the Elg Fld 2 value if the absence correction affects eligibility for a premium category.

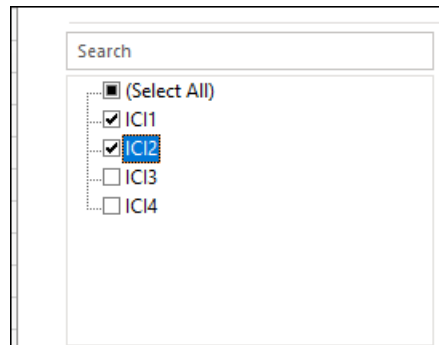
Review Employees Who Drop from Category 3 to Category 1 or 2

Review employees who are currently enrolled in Category 3 but dropped to Category 1 or 2.

1. In the **Current ICI Basic Enrollment** column, filter for ICIB3C. This will bring up everyone currently enrolled in Category 3.



2. In the **New ICI Basic Enrollment** column, filter for ICIB1A, ICIB2B



3. Now only employees who dropped out of Category 3 into Category 1 and 2 will appear – review for accuracy

Review Employees Currently Enrolled in the Disability Premium Waiver Plan

- Filter for ICIPRW in the **New ICI Basic Enrollment** column
- Validate the effective date of the enrollment in the ICI Premium Waiver plan (Go to Workforce Administrator Homepage – Benefits Administration Tile – Benefit Enrollments Tile – Review Employee Benefits Folder - Disability Benefits) and the dates the employee was on an unpaid LOA.
- If the employee was on an unpaid LOA last year, the report should correctly assess these people – the employee's ABBR and category will NOT be updated during this year's annual update process
- If the unpaid leave of absence did not begin until this year, the report is NOT assessing the person correctly (the report assumes the leave occurred last year). You will need to determine the correct ABBR and Elg Fld 2 value and enter updates on the report.

Agency Due Date to Submit Changes

WHEN: Agency review must be completed and entered on the ICI Annual Report page by **Monday, February 10th at 3:00pm WITHOUT EXCEPTION.**

WHY: All updates must be loaded to the system ahead of the creation of the DEF events. All updates and data will be reviewed by Central Benefits prior to upload.

WHO: If you have questions along the way, contact Central Benefits.

HOW TO CANCEL ICI COVERAGE

If employees want to cancel coverage, follow the steps below:

- Employee must submit a [paper application](#) to cancel coverage
- Cancellation is effective on the 1st of the month on or following receipt of the application
- Enter a **CAN event** on the BAS Activity Table (Main Menu – Benefits – Manage Automated Enrollment – Events – Review BAS Activity) with an **event date = 1st of the month coverage should be canceled**
 - **CAN events must ALWAYS be the 1st of a month**
 - Ex. Application received on 1-31-25, enter a 2-1-25 CAN event on BAS Activity Table
- Once the CAN event is open for entry, go to Perform Election Entry (Main Menu – Benefits – Manage Automated Enrollment – Participant Enrollment – Perform Election Entry) and enter a W (Waive) in Standard ICI (Plan Type 30).
 - Reminder: Schedule ID = EM2017
- If cancellation is effective AFTER premiums have already been deducted, retro benefits will refund any premiums paid in error.
- If someone cancels coverage:
 - DO NOT update the ABBR
 - DO NOT update Elg Fld 2 or Elg Fld 4 (if populated)
- Employee will only be able to re-enroll in ICI if they become eligible through Deferred Enrollment or apply through Evidence of Insurability.

ICI ANNUAL UPDATE AGENCY CHECKLIST

- Run ICI Annual Report on 2-03-25 and download to Excel
 - State of Wisconsin (STAR) – Benefits Administration – Reports – ICI Eligibility Verification
- Validate ABBR for the following people and correct as necessary:
 - Large ABBR change
 - On unpaid LOA last year
 - Have ABBR effective date just after 1-14-24
 - Had a minimum of 30-day break in employment last year
 - Had an FTE change last year

- Currently on ICI Premium Waiver
- ☐ Validate new Elg Fld 2 value for employees:
 - Whose new ICI enrollment is Category 3 but the change in sick leave balance is > 130 hours
 - Who had very recent sick leave adjustments?
- ☐ Review employees dropping from Category 3 to Category 1 or 2
- ☐ Make any corrections to the new ABBR and Elg Fld 2 on the ICI Annual Report Page by February 10th at 3pm
- ☐ Contact employees regarding ICI enrollment/premium changes as you determine appropriate
- ☐ Enter any ICI cancelations
 - CAN event date = 1st of month coverage no longer in effect