



**State of Wisconsin**  
**Department of Administration**

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**ICI Annual Update Job Aid (2024)**

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# Background

## Policy Information and Documents

See the [December 4, 2023 ETF Employer News](#) Item for information about the Annual ICI Update and Deferred Enrollment Period. [Chapter 404 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.

## 2024 ICI Premiums

2024 ICI premiums. ([2024 ICI Premiums](#))

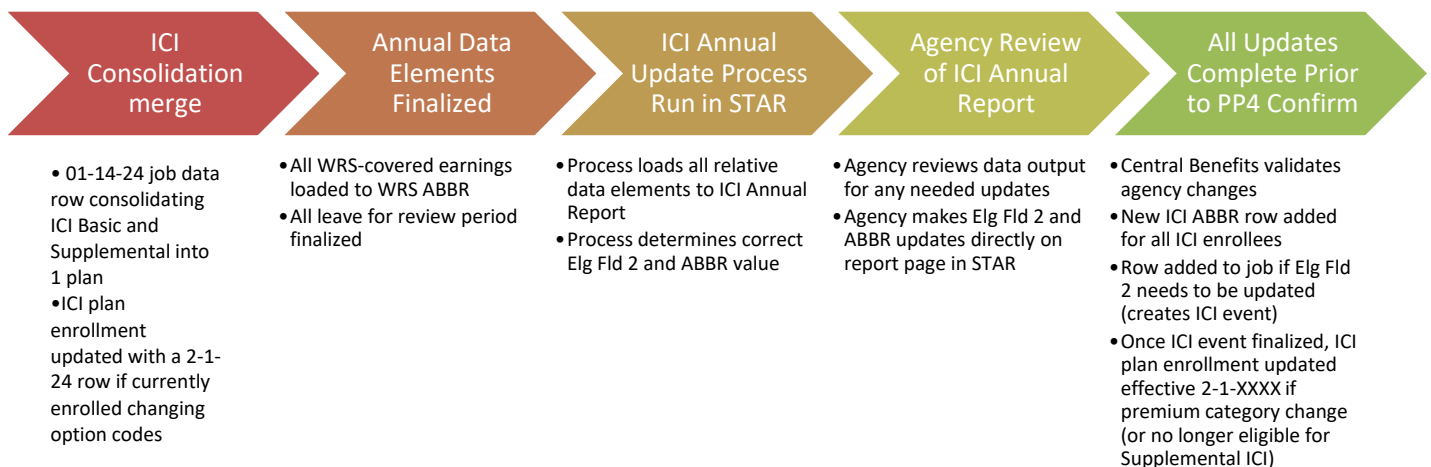
## Timeline for ICI Annual Update and Deferred Enrollment Period

- **January 14<sup>th</sup>** – 12-31-23 WRS ABBR added with 2023 WRS earnings
- **January 14<sup>th</sup>** – ICI Annual Information loaded to agency review table
- **January 17<sup>th</sup>** – ICI Annual and Deferred Training + Agency review period for ICI Annual Update report begins
  - Deferred Enrollment report not available until all Annual Update processes complete
- **January 22<sup>nd</sup> at 4pm - Legislature ONLY:** End of ICI Annual Report review period. All Elg Fld 2 and ABBR updates must be entered on ICI Annual report page. All job, ICI ABBR and ICI enrollment updates will be made the evening of 1-20-23.
- **January 24<sup>th</sup>** – announcement on self-service landing page regarding ICI Annual Update Period
- **January 24<sup>th</sup> at 4pm** – All Elg Fld 2 and ABBR updates must be entered on ICI Annual Report page **without exception**
- **January 26<sup>th</sup>** – based on agency updates to the ICI Annual Report, the following updates will occur:
  - If there is a change to Elg Config Fld 2, a row on job data will be inserted effective 1-14-24 (Action = Data Change, Reason = ICI Category Change) and Elg Fld 2 will be updated to new value.
    - Elg Fld 2 will be updated to reflect the employee's ICI enrollment in Plan Type 30.
    - **For LEG Employees Only** – the effective date on job will be 1-2-24 and this process will occur on 1-22-24
  - ICI ABBR will be updated effective 1-14-24 (the 1st day of the pay period in which the first half of the February ICI deduction is taken)
    - For LEG employees: ABBR effective date will be the same for LEG employees
  - 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 2-1-24
- **January 29<sup>th</sup>** – agency review period of ICI Deferred Enrollment Period will begin (all updates associated with the ICI Annual Update must be complete before this process is run)
- **February 1<sup>st</sup>** – last day employees can submit an ICI application to cancel coverage effective 2-1-24 (use 2-1-24 CAN event to cancel coverage)
- **February 1<sup>st</sup>** – PP3 confirmation
  - ICI premiums based on new ABBR and ICI category

- **For LEG Employees Only** – all ICI Annual Updates reflected on 2-1-24 paycheck
- **February 7<sup>th</sup>**– end of ICI Deferred Enrollment Agency review period - All Elg Fld 2 and ABBR updates must be entered on ICI Deferred Enrollment pages without exception
- **February 9<sup>th</sup> (evening)**
  - 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 = 3-2-24 for all except LEG (3-1-24 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 = 1-14-24
- **February 12<sup>th</sup>**
  - DEF event opens for entry
  - Employees notified of eligibility via Employee Messaging
- **March 1<sup>st</sup> 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 1<sup>st</sup>** – 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
- **April 1<sup>st</sup>** – Coverage effective date of all ICI deferred enrollments
- **March 28<sup>th</sup>** – PP7 Confirmation (1<sup>st</sup> premiums taken associated with deferred enrollments)
- **April 4<sup>th</sup>** – 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.



## ICI Consolidation Merge

1. Effective 2-1-24 the ICI plans Basic and Supplemental will be consolidated into a single coverage level.
  - a. The ICI program will cover earnings up to \$120,000 automatically. There will be no optional supplemental coverage.
2. A 1-14-24 job date row Action/Reason: Data Change/ICI Plan Merge was inserted for all eligible employees.

Employee: 025878, Empl ID: 025878, Empl Record: 0

**Work Location Details**

\*Effective Date: 01/14/2024

Effective Sequence: 0

HR Status: Active

Payroll Status: Active

\*Action: Data Change

Reason: ICI Plan Merge

\*Job Indicator: Primary Job

Position Number: 025878, PAYROLL BEN SYSTEMS COOR-SEN

Position Entry Date: 11/12/2017

Regulatory Region: USA, United States

Company: WRS, State of Wisconsin

Business Unit: 50500, Administration

Department: 505P1A0000, Bur Human Resources Info Sys

Department Entry Date: 06/24/2018

Location: MADEW0017, 505 ADMINISTRATION BLDG

Date Created: 01/13/2024

3. The job data row also created a new 2-1-24 row on the ICI coverage on Base Benefits to change the option code to the new plans.

Employee: 025878, ID: 025878, Benefit Record Number: 0

**Disability Benefits**

Plan Type: 30, ICI Standard

Coverage Begin Date: 02/01/2024

Deduction Begin Date: 01/14/2024

Coverage Election: Elect (selected), Waive, Terminate

\*Election Date: 01/13/2024

Benefit Program: FTB, WRS Eligible Non-LTE Employees

Benefit Plan: ICI6, ICI Category 6

Option Code: 19

Payroll Status: Active

Sched ID: EM2017, Event ID: 22, Currency: USD

4. The ICI Supplemental coverage on Base Benefits has been terminated for any employee whose Elig Field 2 value showed supplemental coverage or eligibility.

Employee: 025878, ID: 025878, Benefit Record Number: 0

**Plan Type**

Plan Type: 31, ICI Supplemental

Coverage Begin Date: 02/01/2024

Deduction Begin Date: 01/14/2024

Coverage Election: Elect, Waive, Terminate (selected)

\*Election Date: 01/13/2024

Benefit Program: FTB, WRS Eligible Non-LTE Employees

Benefit Plan: ICI6, ICI Category 6

Option Code: 19

Payroll Status: Active

Sched ID: EM2017, Event ID: 22, Currency: USD

## Output of ICI Annual Process

1. All current ICI enrollees receive a 1-14-24 ICI ABBR

Annual Benefit Base Rates					
*Annual Benefits Base Rate Type ICI WI Income Continuation Ins					
Annual Benefit Base Rates					
	*Effective Date↓	Annual Benefits Base Rate	Currency Code	Date of last update	
1	01/14/2024	73000.00	USD	01/26/2024	+ -
2	01/15/2023	69000.00	USD	01/31/2023	+ -
3	01/16/2022	63000.00	USD	01/27/2022	+ -

2. All employees with an Elg Fld 2 change receive a 1-14-24 effective-dated job row that updates Elg Fld 2
  - a. 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(s).
  - b. **LEG employees** – effective date of job row is 1-2-24

Employee Empl ID  
Empl Record 0

Work Location Details

\*Effective Date 01/14/2024

Effective Sequence 1

HR Status Active

Payroll Status Active

\*Action Data Change

Reason ICI Category Change

\*Job Indicator Primary Job

Go To Row

Benefits Administration Eligibility

BAS Group ID

Elig Fld 1 30\_GENERAL

Elig Fld 4

Open Enrollment

Elig Fld 2 ICIBASSUP5

Elig Fld 5

3. All employees with a premium category change will receive a new Standard ICI enrollment row (Plan Type 30) effective 2-1-24.

Plan Type

Plan Type 30 ICI Standard

Coverage

\*Coverage Begin Date 02/01/2024

\*Deduction Begin Date 01/14/2024

Coverage Election

Elect  Waive  Terminate

\*Election Date 01/13/2024

App Received Date

Benefit Program FTB WRS Eligible Non-LTE Employees

Benefit Plan IC16 ICI Category 6

Option Code 19

Ben Admin xref

Sched ID EM2017

Event ID 22

Currency USD

Payroll Status Active

## ICI Data Elements

### ICI Enrollment Values

Benefit Plan	Description
ICI1	ICI Standard Coverage Category 1
ICI2	ICI Standard Coverage Category 2
ICI3	ICI Standard Coverage Category 3
ICI4	ICI Standard Coverage Category 4
ICI5	ICI Standard Coverage Category 5
ICI6	ICI Standard Coverage 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 – Employee/Dependent Information – Review ABBRs**

Employee ID      Empl Record      Name

As Of Date: 01/14/2024      Refresh Search

**Review Annual Benefit Base Rates**

Base Rate Type↑	Effective Date	Annual Benefits Base Rate	Currency Code↑	Date of last update
ADD	12/09/2018	49,566.400	USD	09/28/2018
ICI	01/14/2024	57,000.000	USD	01/03/2024
LIFE	02/12/2023	60,000.000	USD	02/17/2023
PRIM	01/14/2024		USD	01/14/2024
WRS	12/31/2023	56,710.500	USD	12/21/2023

### Coverage Level/Annual Benefits Base Rate (ABBR) Update

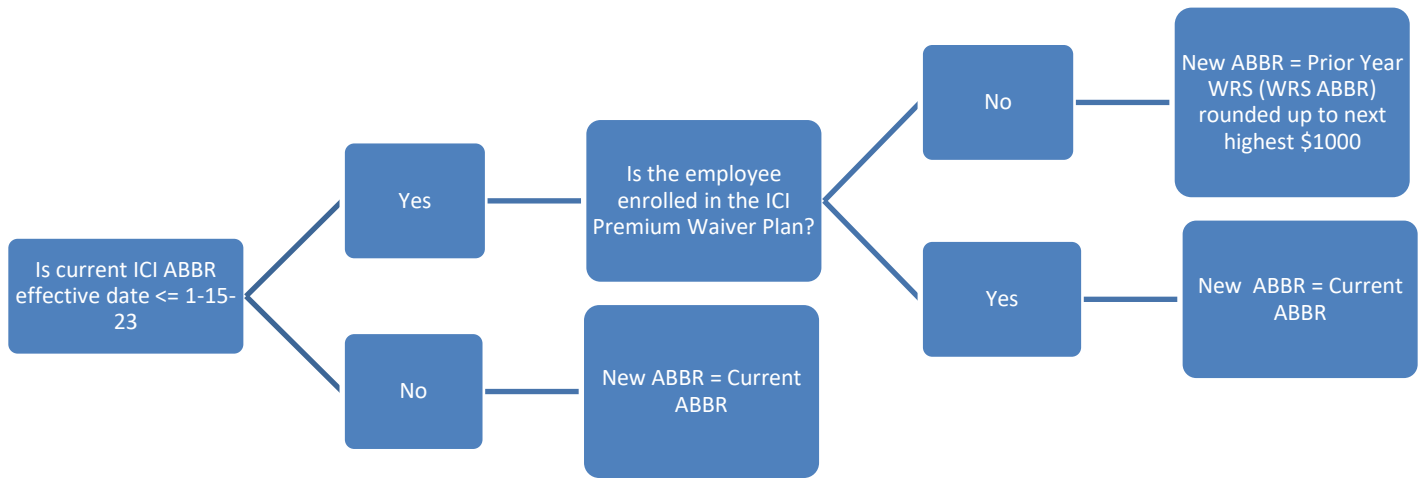
All employees currently enrolled in ICI will receive a 1-14-24 ICI ABBR as part of this process.

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 2024 ICI Annual Update, the report is looking at leave usage and accruals from 01-01-23 through 12-30-23. Legislature employees use/accrue leave on a true calendar-year basis so the leave review period for the Legislature is 1-1-23 through 12-31-23.

#### How to Determine ICI Premium Category

ICI Category	Sick Leave Balance as of 12/30/2023	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		N/A



ICI Category	Sick Leave Balance as of 12/30/2023	Earned during Reporting Year
	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)	
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	IYC	Open Enrollment
Elig Fld 1	30_GENERAL	Elig Fld 2
Elig Fld 4		Elig Fld 5
Elig Fld 7		Elig Fld 8

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...	New 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

## Description of Data Elements

This report is used as the basis to update an employee’s ICI enrollment (category and ABBR) during the annual ICI update period. All updates made during this period are effective for February ICI coverage. The agency is responsible for reviewing this report and making any necessary updates based on the ICI plan rules. Pertinent data elements include:

Data Element	Description
FTE	FTE determines sick leave accrual necessary to be eligible for Premium Category 3
Pr Yr Beginning Sick Leave Bal	Sick leave balance at start of review period (01/01/23 for all except LEG)
Sick Leave Earned Pr Yr	Sick leave accrued during review period (01/01/23-12/30/23 for all except LEG)
Sick Leave Used Pr Yr	Sick leave used during review period (01/01/23-12/30/23 for all except LEG)
Pr Yr Ending Sick Leave Bal	Sick leave balance at end of review period (12/31/23)
Change in Sick Leave Balance	Used for Category 3 eligibility only: Ending SL balance – Starting Sick Leave Balance
Pr Yr Sick Leave Adjustments	2023 sick leave adjustments; used to help identify mid-year transfers or data corrections that may affect the ICI premium category
Pr Yr Sick Leave Carryover	2023 sick leave carryover balance. Used to identify mid-year hires/transfers (balance = 0)
Current and New Elg Fld 2	New Elg Fld 2 is based on sick leave balance or usage (Category 3)
Current and New ICI Basic Enrollment	New ICI Basic Enrollment (Plan Type 30) is based on the New Elg Fld 2 value All employees on report will have a value in this column.
Prior Year WRS Earnings	This value matches the current WRS ABBR
Current ICI ABBR and Effective Date	The effective date of the ABBR determines if the ABBR will be based on prior year WRS earnings or if the current ABBR will pull forward.
New ABBR	Looks at the effective date of the current ABBR to determine if the new ABBR is based on prior year WRS earnings or the current ABBR. If the current ABBR has data integrity issues (ex. is not a whole number or is > \$120,000), the process will correct it.

## Source of Sick Leave Information in Report

Leave data elements come from a variety of sources. Please see the charts below. ***If any leave adjustments are made after the data is loaded to the ICI Eligibility Verification pages (data will be loaded on 01-19-2023), those leave adjustments will NOT be reflected in the report.***

### Leave Information for WIS and Courts (except for SWIB)

<b>Starting Sick Leave Balance</b>	Sick Leave Balance as of 01-01-23	WI_SICK_BAL from Absence Calendar ID 2023B02
<b>Ending Sick Leave Balance</b>	Sick Leave Balance as of 12-30-23	WI_SICK_BAL from Absence Calendar ID 2024B01
<b>Sick Leave Earned from 01-01-2023 through 12-30-2023</b>	This is used to determine eligibility for Category 3 – will need to derive this amount	(WI_SICK_ENT from Absence Calendar ID 2024B01) + (WI_SICK_ACC from Absence Calendar ID of 2023B02)
<b>Sick Leave Used from 01-01-23 through 12-30-23</b>	This is used to determine eligibility for Category 3 – will need to derive this amount	(WI_SICK_TAKE from Absence Calendar ID 2024B01) + (WI_SICK_TKPP from Absence Calendar ID of 2023B02)
<b>Change in Sick Leave Balance</b>	This is used to determine eligibility for Category 3	Ending Sick Leave Balance – Starting Sick Leave Balance
<b>2023 Sick Leave Adjustments</b>	Used to help identify employees with large adjustments, typically transfers from another payroll center. Sum of all SL adjustments for CY 2023	WI_SICK_ADJ from Calendar ID 2024B01
<b>Sick Leave Balance as of 12-31-22</b>	Used to help identify new employees and those that transfer from another payroll center. Sick leave balance at the end of 2022.	WI_SICK_CRROV_BAL from Calendar ID 2024B01

### Leave Information for LEG and SWIB

LEG and SWIB maintain absence information outside of STAR. Leave information was provided to Central Benefits and loaded into report.

### How to Access ICI Annual Report

- Navigation:** Workforce Administrator Homepage – Annual Processing Tile – ICI Annual/Deferred Folder – ICI Eligibility Verification Page
- You must always enter your Company.** For WIS, you should also enter your Business Unit. If reviewing for a Region, just enter the Company and all departments within your regional security will return. Click Search.

- The report based on your criteria will appear on the page. Click on the Download to Excel button. This will create an Excel document that you can use to do your validation.

Fid 2	Corrected Elg Fid 2	Current ICI ABBR	New ICI ABBR	Corrected ABBR
		47,000,000	47,000,000	

The Excel document will show the selection criteria used and give you an output of all data elements.

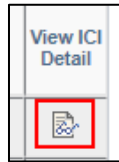
WI ICI RPT1	6266						
Year = 20XX							
BU = 41000							
Dept ID =							
ID =							
Last =							
First Name =							
Co = WIS							
Business Unit	Department	EMPLID	Empl Rcd	Benefit Rcd	Last Name	First Name	Empl Class

### How to Navigate the Online Page

- Summary information is displayed on the main report page. You will also be able to correct Elg Fld 2 and the ABBR directly on this page.

New Elg Fld 2	Corrected Elg Fld 2	Current ICI ABBR	New ICI ABBR	Corrected ABBR
ICICATGRY6	<input type="text"/>	47,000.000	47,000.000	<input type="text"/>

To see additional data elements for an employee, click on the View ICI Detail icon on the far right of the page.

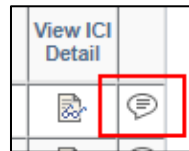


- This will bring up all data elements for the employee. Click on one of the tabs to see detailed information.

Premium Category Update	ABBR Update	Demographic
Prior Year Beginning Sick Leave Balance	Sick Leave Earned in Prior Year	Sick Leave Used in Prior Year
2419.880000	130.000000	68.000000
Prior Year Ending Sick Leave Balance	Change in Sick Leave Balance	Prior Year Sick Leave Adjustments
2481.880000	62.000000	0.000000
Prior Year Sick Leave Carryover		
2424.380000		

Return

- If you make an update to the page, you should enter a comment by clicking on the comment icon to the far right of the page. The comments do NOT appear on the Excel output of the page.



**Comments**

nt Updated ABBR - was on unpaid LOA last year.

## How to Correct Elg Fld 2 or ABBR

1. Once you have reviewed your employees, you can make corrections to Elg Fld 2 or the ABBR directly on the report page.
2. Enter the employee's Empl ID (you must also enter the company). Click Search.
3. Only that employee's information will appear on the page

		Download to Excel		Save		Find   View All   <a href="#">[?]</a> First 1 of 1 Last				
ICICATGRY1	Current Elg Fld 2	New Elg Fld 2	Corrected Elg Fld 2	Current ICI ABBR	New ICI ABBR	Corrected ABBR	Updated By	Updated On	View ICI Detail	
	ICICATGRY1	ICICATGRY1	ICICATGRY3	45,000.000	46,000.000		MCKENMXWDN	01/11 XX 1:53:34PM		

4. Select the correct Elg Fld 2 value and/or enter the correct ABBR
  - a. ABBR reminders – must always be a whole number and can't be > \$120,000
5. When reviewing the Annual Report if an employee's Current Elg Fld 2 value has a supplemental value (meaning they are enrolled in Supplemental) and the New Elg Fld 2 value is blank **DO NOT ENTER A CORRECTED ELG FLD 2** value.
  - a. These employees are staying in their current category and the merge process consolidating the two ICI plans updated their Elg Fld 2 value and placed them into the new ICI categories.
6. Once a correction is entered, the IAM of the person who made the correction will appear on the report. If you make any updates, enter something in the comments to field to indicate the reason for the update.
7. Click **Save** or tab out of the cell to save your changes

**Central Benefits will validate all updates made to the report before any changes are loaded to the system.**

## 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 2023 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.

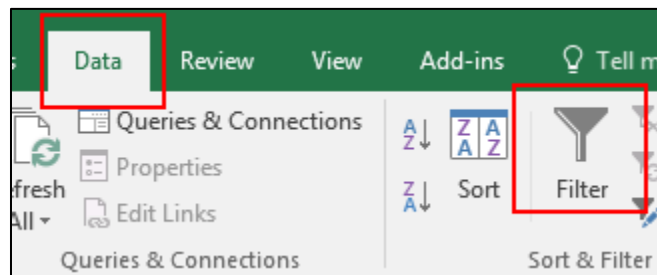
## Using Excel Filters

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

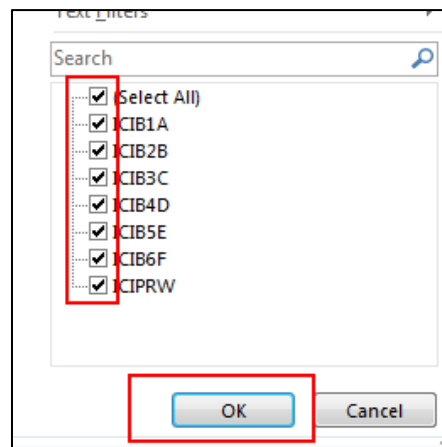
1. Download the report to Excel
2. Highlight row 9 (the header) of the report

8	Co = WIS					
9	<b>Business Unit</b>	<b>Department</b>	<b>EMPLID</b>	<b>Empl Rcd</b>	<b>Benefit Rcd</b>	<b>Last Na</b>
10	50500	505V400000	100000000	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 2023 but just after 1-15-23**
  - The ABBR will not be updated if the effective date of the ABBR is after 1-15-23
  - Should the employee have had a 1-15-23 ABBR effective date? Did the employee have a full year of earnings in 2023?
    - 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 1-15-23 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 1-15-23 or earlier but the employee did not go under the WRS until AFTER 1-15-23**
  - 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 2023 or before.
    - If premium waiver effective in 2023, determine correct ABBR.

## Ongoing ABBR Effective Date Tips

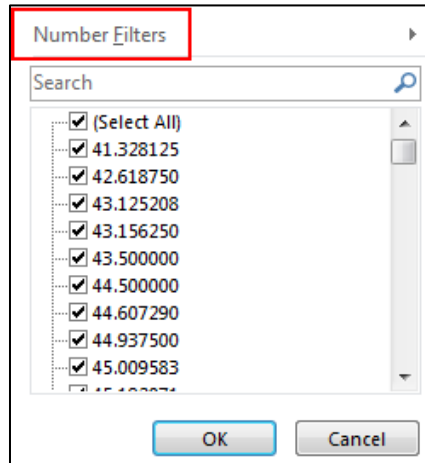
To make the ABBR review process more efficient in the future, please see the following:

- 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.

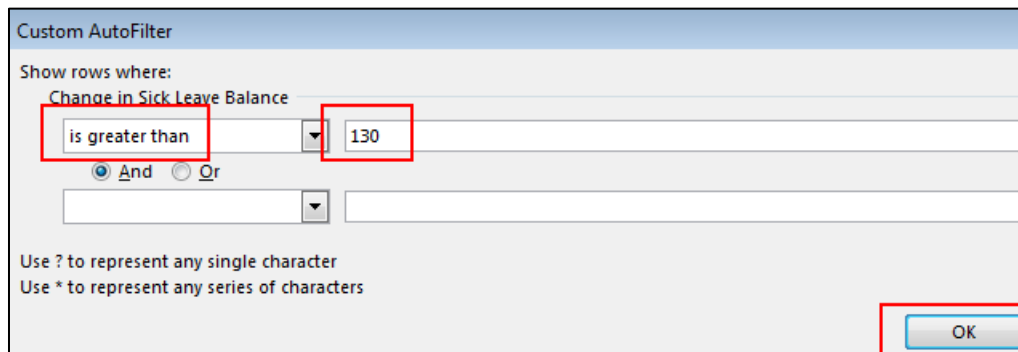
## Review Employees Who Are Eligible for Category 3 & earned > 130 Hours of Sick Leave

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.

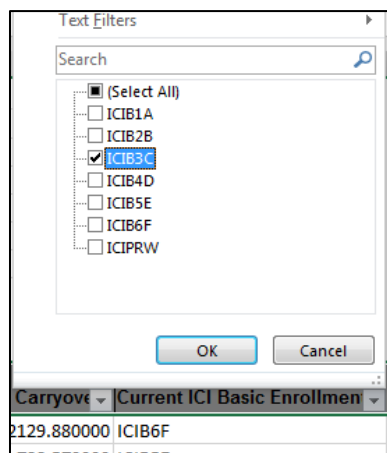
## Review Employees with Recent Sick Leave Balance Adjustments

Review any employees who had any sick leave adjustments after the ICI Annual Report was created (on 01-14-2024). 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.

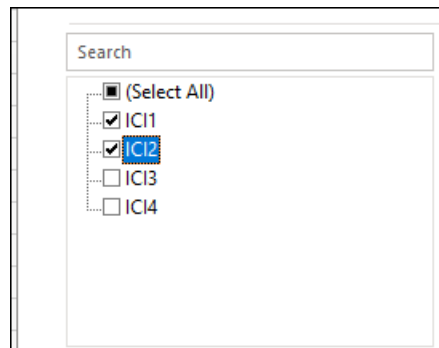
## Review Employees Who Drop from Category 3 to Category 1 or 2

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 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 **Wednesday, January 24<sup>th</sup> at 4:00pm WITHOUT EXCEPTION.**

**WHY:** All updates must be loaded to the system ahead of the creation of PP3 paysheets. 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

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

- Employee must submit a [paper application](#) to cancel coverage
- Cancelation is effective on the 1<sup>st</sup> 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 = 1<sup>st</sup> of the month coverage should be canceled**
  - **CAN events must ALWAYS be the 1<sup>st</sup> of a month**
  - Ex. Application received on 1-31-24, enter a 2-1-24 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) and Supplemental ICI (Plan Type 31) if applicable.
  - Reminder: Schedule ID = EM2017
- If cancelation 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

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- Run ICI Annual Report on 1-17-24 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 1-15-23

- 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 January 24<sup>th</sup> at 4pm
- Contact employees regarding ICI enrollment/premium changes as you determine appropriate
- Enter any ICI cancelations
  - CAN event date = 1<sup>st</sup> of month coverage no longer in effect