

UW-Extension Leave Without Pay Notification Process for Unclassified Staff

Revised 8/24/06

1. Employee contacts the following in the UW-Extension Payroll & Staff Benefits Office:

First, Doug Beal, Payroll & Benefits Specialist (608-265-9034), to verify his/her leave balance.

Second, Jeanne Stuckert, Benefits Specialist (608-262-4857), to discuss insurance payments and, if ICI is involved, to initiate the claim process.*

2. Employee uses this information to determine his/her last day of pay.

General Educational Administrative Services

3. Employees notify their supervisor in writing of their last day of pay. The supervisor will indicate support or non-support and forward the notification to the UW-Extension Payroll and Staff Benefits Office (Doug Beal), who prepares a Personnel Action form and updates the Integrated Appointment Data System (IADS).
4. The UW-Extension Payroll and Staff Benefits Office sends a copy of the Personnel Action form to the Business Office to update the encumbrance.

Cooperative Extension

3. **County employees:** Notify their county department head in writing of their last day of pay. The county department heads will indicate support or non-support and forward the notification to the district director. District directors notify the Cooperative Extension Office of Budget and Fiscal Operations (Howard Fenton) via email or memo of the last day of pay. The Office of Budget and Fiscal Operations prepares a Personnel Action form.

Non-county employees: Notify their department head in writing of their last day of pay. The department head notifies the department's financial specialist/program assistant, who attaches a Personnel Action form to the memo/email and forwards it to the Office of Budget and Fiscal Operations (Howard Fenton).

WNEP employees: Notify their WNEP County Coordinator in writing of their last day of pay. The Coordinator notifies the WNEP fiscal unit (Brad McCabe) via email or memo. A modified Personnel Action form will be attached to the email/memo and routed to the Office of Budget and Fiscal Operations (Howard Fenton).

* The date that an employee's ICI begins is not always the same as the employee's last day of pay. An employee may opt to go off payroll before his/her ICI begins or he/she may choose to remain on payroll while on ICI. An employee must use all sick leave (up to 1,040 hours) before ICI can begin. When an employee is paid from ICI only, he/she is **off payroll** and needs to make arrangements to cover insurance premiums that are normally deducted from their check.

4. The Office of Budget and Fiscal Operations sends the original Personnel Action form (without the attachment), plus three copies, to the UW-Extension Payroll & Staff Benefits Office after updating the Integrated Appointment Data System (IADS) and encumbrance.

Broadcasting & Media Innovations

3. Employees notify their supervisor in writing of their last day of pay. The supervisor will indicate support or non-support and forward the notification to Budget Office, who prepares a Personnel Action form.
4. The Budget Office sends the original Personnel Action form (without the attachment) to the UW-Extension Payroll & Staff Benefits Office after updating the Integrated Appointment Data System (IADS) and encumbrance.

Continuing Education Extension

3. Employees notify their supervisor in writing of their last day of pay. The supervisor will indicate support or non-support and forward the notification to the Dean's Office, who prepares a Personnel Action form.
4. The Dean's Office sends the original Personnel Action form (without the attachment) to the UW-Extension Payroll & Staff Benefits Office after updating the Integrated Appointment Data System (IADS) and encumbrance.

Business & Manufacturing Extension

3. Employees notify their supervisor in writing of their last day of pay. The supervisor will indicate support or non-support and forward the notification to the Director's Office, who prepares a Personnel Action form.
4. The Director's Office updates the encumbrance and sends the original Personnel Action form (without the attachment) to the UW-Extension Payroll & Staff Benefits Office to update the Integrated Appointment Data System (IADS).