



WiNC Orientation HR/Payroll Presentation

Terri Stewart, Human Resource Generalist



- Payroll
- Benefits

Contact Information:

Terri Stewart (available Mondays - Thursdays)

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WiNC PAYROLL DATES

July 2023 - June 2024

Begin Date	Ending Date	Payroll Date
12-Jun-23	25-Jun-23	30-Jun-23
26-Jun-23	9-Jul-23	14-Jul-23
10-Jul-23	23-Jul-23	28-Jul-23
24-Jul-23	6-Aug-23	11-Aug-23
7-Aug-23	20-Aug-23	25-Aug-23
21-Aug-23	3-Sep-23	8-Sep-23
4-Sep-23	17-Sep-23	22-Sep-23
18-Sep-23	1-Oct-23	6-Oct-23
2-Oct-23	15-Oct-23	20-Oct-23
16-Oct-23	29-Oct-23	3-Nov-23
30-Oct-23	12-Nov-23	17-Nov-23
13-Nov-23	26-Nov-23	1-Dec-23
27-Nov-23	10-Dec-23	15-Dec-23
11-Dec-23	24-Dec-23	29-Dec-23
25-Dec-23	7-Jan-24	12-Jan-24
8-Jan-24	21-Jan-24	26-Jan-24
22-Jan-24	4-Feb-24	9-Feb-24
5-Feb-24	18-Feb-24	23-Feb-24
19-Feb-24	3-Mar-24	8-Mar-24
4-Mar-24	17-Mar-24	22-Mar-24
18-Mar-24	31-Mar-24	5-Apr-24
1-Apr-24	14-Apr-24	19-Apr-24
15-Apr-24	28-Apr-24	3-May-24
29-Apr-24	12-May-24	17-May-24
13-May-24	26-May-24	31-May-24
27-May-24	9-Jun-24	14-Jun-24
10-Jun-24	23-Jun-24	28-Jun-24

Expense Reimbursement Requests are due by the end of the day on Monday following the payroll ending date. This allows time to review and submit payroll to ensure meeting direct deposit guidelines.



Payroll - Direct Deposit

- 1) You will receive an Automated Email from ADP Workforce Now w/registration code.
- 2) Complete the Registration Process.
- 3) Bookmark <https://workforcenow.adp.com> (mobile app after you complete your registration).
- 4) Review your pay summary and federal and state withholdings.
- 5) Contact me if any changes are needed (taxes, bank account, etc.)



Expense Reimbursements

1. Complete and submit the form to your Education/ Program Coordinator - include all receipts.
2. Must be submitted by the end of the day on Monday following the payroll ending date to be included on Friday's paycheck.
3. Reimbursement will be included w/paycheck via direct deposit.
4. Professional Development Balance Reports will be provided quarterly by your Coord. Some professional development expenses are considered taxable income.



Expense Reimbursements



Expense Reimbursement Form

- Steps:
- Break down expenses
 - Submit receipts
 - Indicate program code
 - Scan or fax to numbers below
 - Keep a copy for your records

Name: _____

Date: _____

Employee Signature: _____

Authorization Signature: _____

PROGRAM CODES:
101 Eau-PH - Prevea Health Family Medicine Residency - Eau Claire
103 GB-PH - MCW-Prevea Family Medicine Residency
104 Wau-Asp - Aspirus Wausau Family Medicine Residency
106 FV-Mos - Fox Valley Family Medicine Program - Appleton

Date	Purpose	Overnight Yes or No	Moving Mileage	Business Mileage	Lodging	Meals	Supplies	Cont. Edu	Misc.	PROGRAM CODE
	TOTALS		0.22	0.655						

Return to Education Coordinator

Total to be Reimbursed: _____



Benefits



- ▶ Health Insurance - Anthem
- ▶ Dental Insurance - Delta
- ▶ Vision Insurance - Delta
- ▶ Flexible Spending Accounts (Health Care & Dependent Care) and HRA - Diversified Benefit Services
- ▶ Life/AD&D, LTD, and STD Policies - MGIS
- ▶ Voluntary Life and Dependent Life - MGIS
- ▶ Malpractice/Professional Liability - Mag Mutual Insurance

You can view all of the summaries & certificates on the ADP Workforce Now Website

This will all be covered by Chris Noffke, WisMed Assure.

Paperwork is due by end of the week.

Contact me for any additional assistance (i.e. forms, benefit questions, life changing events, etc.).

WiNC Benefit Summaries

Everything can be found on the www.adp.workforcenow site:

WiNC Benefit Summaries

[WiNC Employee Benefits Booklet 2023 -2024.pdf](#)

[Anthem Health Insurance Summary of Benefits and Coverage.pdf](#)

[HRA Summary of Benefits and Coverage.pdf](#)

[HRA Summary Plan Description.pdf](#)

[Delta Dental Outline of Benefits.pdf](#)

[Delta Vision Outline of Benefits.pdf](#)

[Health Insurance Marketplace Coverage Notice.pdf](#)

[WiNC Wrap Plan Summary Plan Description.pdf](#)

[2022 WiNC Wrap Plan Summary of Material Modifications.pdf](#)

[WiNC Diversified Benefits Flexible Spending Account Filing Directions.pdf](#)

[WiNC Flexible Summary Account \(FSA\) Summary Plan Description.pdf](#)

[EAP Support Resources Information.pdf](#)

[MGIS Basic Life Insurance Certificate.pdf](#)

[MGIS Basic Accidental Death and Dismemberment Insurance Certificate.pdf](#)

[MGIS Voluntary Life Insurance Certificate.pdf](#)

[MGIS Voluntary Accidental Death and Dismemberment Insurance Certificate.pdf](#)

[MGIS Basic Short Term Disability Income Insurance Certificate.pdf](#)

[MGIS Basic Long Term Disability Insurance Certificate.pdf](#)

[IRA Benefit Information.pdf](#)



WiNC Retirement Benefits

Payroll Deduction IRA Program

- ▶ Administered by Midwest Financial Group
- ▶ Utilizes the American Funds Investment Platform

To schedule a meeting, please reach out to Brandon Masbruch

608-807-4775

brandon@mfgteam.com

Schedule directly with: <https://calendly.com/mfgbrandon/zoom-digital-meeting>



Questions?

Thank You and I look forward to working with you!

