



Employer *Bulletin*

Employer Communication Center 608-266-3285

Toll free: 1-877-533-5020

etf.wi.gov

Well Wisconsin Updates

On-site Flu Clinics & Incentive Payment Payroll Reports

This bulletin contains a reminder about ETF distribution of incentive payment data to employers and information about the availability of on-site flu shot clinics from the new wellness vendor for the State of Wisconsin and Wisconsin Public Employer Group Health Insurance Programs, StayWell.

StayWell On-site Flu Shot Clinics

Employers participating in the State of Wisconsin and Wisconsin Public Employer Group Health Insurance Programs will have the option to host free on-site flu shot clinics for employees through StayWell. Similar to the on-site health screenings, only individuals enrolled in the group health insurance program will be eligible to participate in the flu shot clinics and pre-registration, using the [StayWell wellness portal](#), will be required. Participant registration will be available in the StayWell wellness portal starting the last week of July. No walk-ins, cash payments or requests for insurance billing will be accepted.

Scheduling a 2017 on-site flu shot clinic:

1. Employers may use this [survey link](#) to request an on-site flu shot clinic.
2. Requests must be made a minimum of 60 days' prior to the preferred event date. It is recommended requests are submitted before August 31.
3. 2017 on-site flu shot clinics may be held from September 1 until November 30.
4. A minimum event size of 20 participants is required. Flu shots must be ordered in increments of 10.
5. Employers will receive additional event detail, including event promotional materials, with the event confirmation from StayWell.
6. Flu shot clinics may *not* be held on the same date as a Well Wisconsin health screening event.

Questions about hosting a StayWell on-site flu shot clinic may be directed to Katie Storlie, StayWell Screening Coordinator, at kstorlie@staywell.com.

Well Wisconsin Program Reminders

- August 13, 2017: Deadline for employers to request a 2017 Well Wisconsin on-site health screening event. See [Employer Bulletin Vol. 33, No. 16](#) for more information on hosting and requesting an event.
- August 31, 2017: Recommend deadline for employers to request a 2017 on-site flu shot clinic.
- October 20, 2017: Deadline for employees and benefits enrolled spouses/domestic partners eligible for the \$150 Well Wisconsin incentive to complete both incentive program requirements with StayWell.

Incentive Payment Data for Payroll Reporting

ETF will continue to provide employer groups with incentive payment data for incentives issued by StayWell and for those health plans that offer additional incentive programs. This data, used for tax reporting purposes, will be distributed to employers groups in August and November. Helpful reminders regarding the incentive payment data:

- ETF is providing health plan vendor (includes health insurance plans and StayWell) issued payment information to comply with Internal Revenue Code § 61 (a)(1), Treas. Reg. 1.61-21(a)(3), which considers incentives to be a fringe benefit of employment to be included in the employees' gross income.
- The employee data will contain payment information for incentives issued to the employee and their enrolled family members.
- Since health plan vendor issued incentives are considered a fringe benefit, not payment for services rendered, incentives are not considered retirement earnings and are not subject to a retirement deduction or employer contribution for WRS.
- Employers with questions specific to payroll process requirements for health plan vendor issued incentives should contact a tax advisor for guidance.
- Employees with questions about the incentive amount reported should contact the health plan vendor that issued the incentive.

The Department of Employee Trust Funds does not discriminate on the basis of disability in the provision of programs, services or employment. If you are speech or hearing impaired and need assistance, call the Wisconsin Relay Service toll free at 7-1-1 or 1-800-947-3529 (English) 1-800-833-7813 (Español). If you are visually or cognitively impaired, call 1-877-533-5020 or 608-266-3285 locally. We will try to find another way to get the information to you in a usable form.

This *Employer Bulletin* is published by the Wisconsin Department of Employee Trust Funds. Questions should be directed to contact persons listed in the *Bulletin*. Employer agents may copy this *Bulletin* for further distribution to other payroll offices, subunits or individuals who may need the information. Copies of the most recent *Employer Bulletins* are available at etf.wi.gov/employers.htm

Wisconsin Department of Employee Trust Funds
P.O. Box 7931
Madison, WI 53707-7931
etf.wi.gov