

University Payroll & Benefits Newsletter

Office of Business and Financial Services

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403(b), Deferred Compensation 457 Plans Limits

The IRS announced that the annual contribution limits for both supplemental retirement plans have increased for 2019. The general IRS contribution limit for the University of Illinois System 403(b) Plan and the State of Illinois Deferred Compensation 457 Plan is \$19,000 for 2019. Employees age 50 or older who participate in the 403(b) or 457 Plans may contribute an additional \$6,000 for a total annual maximum of \$25,000 in 2019. Employees may contribute up to the maximum limit in both optional investment plans in 2019.

403(b) Catch-up Contributions

Employees with 15 years of full-time service and who have not taken advantage of tax-deferral opportunities in the past have the option to contribute an additional \$3,000 to this plan. Employees who are eligible for the 15 year special catch-up option will be notified by email in March of their eligibility.

457 Catch-up Contributions

Employees within three (3) years of eligibility for a full SURS retirement benefit may contribute up to twice the annual contribution limit or their "underutilized" amount, whichever is less, pending approval by CMS. For more information, please visit the CMS website at <https://www2.illinois.gov/cms/benefits/Deferred/Pages/Deferred-Compensation.aspx>.

Any Questions

UPB Training Courses and Materials Available

Univeristy Payroll & Benefits (UPB) offers several training courses and support materials to assist you. Please use the linked titles below to access these helpful resources. Additional UPB job aids and training materials are available at www.obfs.uillinois.edu/training/materials/payroll/.

Time Reporting

- [Time Entry and Approval Security \(web-based\)](#)
- [Overview: Time Entry and Security Setup \(reference\)](#)
- [Time Entry and Security Setup Process \(reference\)](#)
- [Decoding the Payroll Schedule \(infographic\)](#)
- [Decoding the Payroll Schedule \(interactive training aid\)](#)

Payroll Adjustments and Overpayments

- [Minimizing Payroll Adjustments \(infographic\)](#)
- [Payroll Correction and Adjustment Guide – Bi-weekly Employees](#)
- [Payroll Correction and Adjustment Guide – Monthly Employees](#)
- [Resolving Payroll Overpayments \(infographic\)](#)
- [Repaying Payroll Overpayments Guide for Employees](#)

Supplemental Retirement Plans

- [Supplemental Retirement Plans Overview](#)
- [Terminal Benefits Deferral Flow infographic](#)

My Benefits

- [Benefits Eligibility \(infographic\)](#)
- [Critical Info for Units: State Benefits Enrollment Deadlines for Eligible New Hires and Newly Eligible Employees \(infographic\)](#)
- [Important State Benefits Enrollment Information for New Hires and Newly Benefit Eligible Employees \(infographic\)](#)
- [Qualifying Events – How to Change Your State Benefit Selections to Support Life Events \(info graphic\)](#)

Foreign Nationals

- [Foreign National Payment Selector](#)
- Additional training and job aids, available on the [Foreign National Payments Resource Page](#), offer help on the following topics:
 - > Awards/Prizes
 - > Expense Reimbursements
 - > Honorariums
 - > Human Subject Payments
 - > Independent Contractor
 - > Royalties
 - > Scholarships/Fellowships

Calendar Year 2019 Taxable Benefits



Please make certain all taxable benefits are reported to University Payroll & Benefits at the time the benefits are received by an employee. This will ensure proper reporting on the W-2

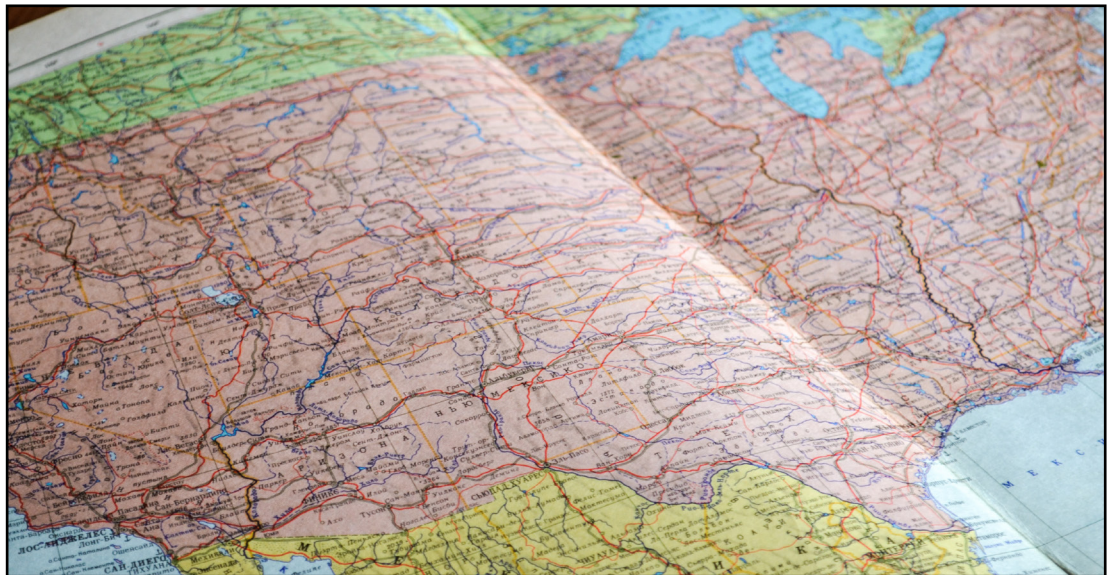
These benefits include the taxable amounts relating to the personal use of employer provided vehicles, country club dues paid for members on behalf of the university, moving expenses, complimentary event tickets, car mileage (value of fuel for personal commuting use of an university vehicle), gifts, per diem amounts reimbursed to employee exceeding the IRS limits, expense reimbursements (greater than 60 days), non-qualified taxable benefits (value of benefits supplied to a domestic partner of an employee), tuition waiver amounts greater than \$5,250, miscellaneous taxable benefits, and nonresident housing expenses.

For additional information and instruction related to taxable benefit reporting visit <http://www.obfs.uillinois.edu/bfpp/section-4-payroll/submit-taxable-fringe-benefit-payments/>.

Out-of-State Salary/Wage Payments

If a University of Illinois System employee receives compensation paid in another state, and the system is registered as doing business in that state, the compensation is considered paid outside of Illinois. The U of I System is often required to withhold according to that state's withholding regulations.

Departments and employees should contact University Payroll & Benefits to discuss the necessary steps to ensure proper state withholding.



For additional information and instruction related to state tax withholding visit <https://www.obfs.uillinois.edu/payroll/tax-information/withholding-allowance/>.

UPB Customer Service Metrics

Customer Satisfaction

For every call and visit made to University Payroll & Benefits Customer Service office, a case is created and tracked using the Service Desk Manager application. The following are the number of University Payroll & Benefits Customer Service cases closed monthly between October and December 2018.



Cases Closed

October:	3,652
November:.....	3,311
December:.....	2,818
TOTAL:	9,781

Payroll Operations Metrics

During the fourth quarter of 2018, there were 30 Disposition 05 errors that had to be manually fixed by UPB Payroll Operations. This error occurs when an employee’s required statutory deductions are not active or do not exist during the pay period.

Payroll Adjustments Processed

The total number of adjustment pay transactions processed by UPB Payroll Operations for the fourth quarter 2018 is:

Adjustment Pay Transactions

October:	4,094
November:.....	4,717
December:.....	3,247
TOTAL:	12,058

UPB Foreign National Tax Status Review Appointments

Chicago

March 6, 12, 21, 27: 9:30 – 11 a.m., 11:30 a.m. – 1 p.m., 2 – 3:30 p.m.
April 4, 10, 18, 24: 9:30 – 11 a.m., 11:30 a.m. – 1 p.m., 2 – 3:30 p.m.
May 1, 9, 15, 23: 9:30 – 11 a.m., 11:30 a.m. – 1 p.m., 2 – 3:30 p.m.

Urbana-Champaign

March 4, 12, 25, 28: 9 – 10:30 a.m., 11 a.m. – 12:30 p.m., 1:30 – 3 p.m.
April 8, 25, 29: 9 – 10:30 a.m., 11 a.m. – 12:30 p.m., 1:30 – 3 p.m.
May 6, 16, 30: 9 – 10:30 a.m., 11 a.m. – 12:30 p.m., 1:30 – 3 p.m.

NOTE: The Urbana-Champaign appointments have been permanently relocated to Room 63 in the basement of Henry Administration Building.

For updates or changes to the Foreign National Tax Status Review Appointments, please refer to the registration site at <https://training.obfs.uillinois.edu/index.cfm?campus=F>.

Payroll Calculation Deadlines

When do I get paid?

The University Payroll & Benefits calendar is available online at <http://www.obfs.uillinois.edu/payroll/schedules>.

Pay Event	Time Entry Cutoff - Noon Superusers - 5 p.m.	Pay Date
Bi-Weekly 03	January 29, 2019	February 6, 2019
Monthly 02	--	February 15, 2019
Bi-Weekly 04	February 12, 2019	February 20, 2019
Bi-Weekly 05	February 26, 2019	March 6, 2019
Monthly 03	--	March 15, 2019
Bi-Weekly 06	March 12, 2019	March 20, 2019
Bi-Weekly 07	March 26, 2019	April 3, 2019
Monthly 04	--	April 16, 2019
Bi-Weekly 08	April 9, 2019	April 17, 2019

UPB Foreign National Mass Appointments Lab

Chicago

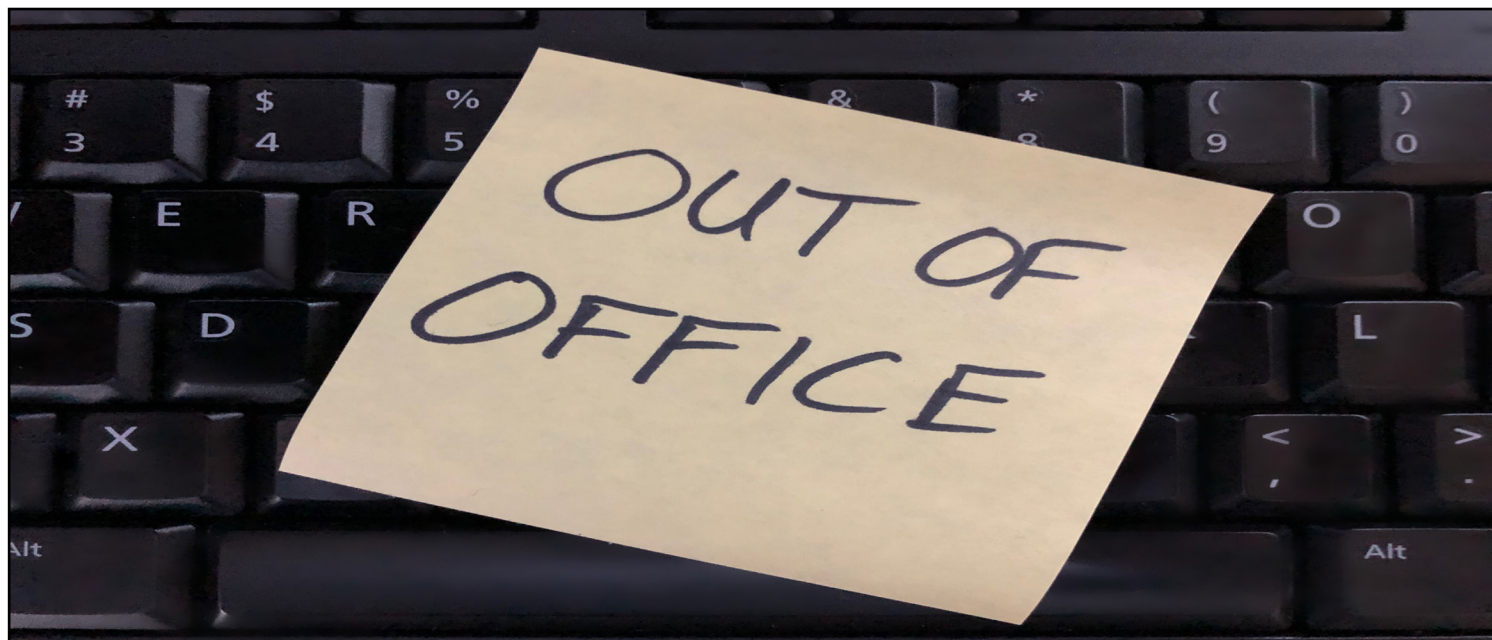
February 5, 13, 19, 21: 9:30 – 11 a.m., 11:30 a.m. – 1 p.m., 2 – 3:30 p.m.

Urbana-Champaign

February 4, 7, 11, 13, 21, 25, 28: 9 – 10:30 a.m., 11 a.m. – 12:30 p.m., 1:30 – 3 p.m.

For updates or changes to the Foreign National Mass Appointments Lab offerings, please refer to the registration site at <https://training.obfs.uillinois.edu/index.cfm?campus=F>.

Leave of Absence FAQs



Q: I am going on a leave, what do I do?

A: Please review the leave information on the System Human Resources Services website at: <https://www.hr.uillinois.edu/leave>
For further questions please contact UPB.

Q: Should I fill out a Leave of Absence Worksheet prior to going on leave?

A: YES, the LOA worksheet provides you necessary information and options during your leave. As well as, providing UPB on what you would like to do with your insurance while on leave. The Leave of Absence Information and Form are available at: <https://www.hr.uillinois.edu/leave/forms/>.

Please submit the LOA worksheet via email to obfsupbfiscalcontrol@uillinois.edu.

Q: When I return to work, is there anything I need to do?

A: You may contact our office to let us know that you have returned to work. However, we are unable to update any information of your return until your department updates necessary forms in Banner.

Secondly, please log in or call *MyBenefits* to confirm that your coverage is correct. If you **opted out** of your insurance or **terminated for non-pay** while on leave, you will need to re-enroll yourself and any dependents. You will have 60 days from the date you return to work to make any changes or re-enroll. Information on MyBenefits can be found at MyBenefits.illinois.gov or by calling (844) 251-1777.

Q: How do I pay for my benefits while on leave?

A: Monthly billing statements are mailed by CMS/MyBenefits to employees' mailing addresses on file. Please update your mailing address on the System Human Resources website – *My UI Info* tab, *My Profile* at <https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=858105>.

Q: Who do I contact about my benefits if I am going on leave?

A: Please contact University Payroll & Benefits – Fiscal Control and Management Group for questions about benefits while on leave.

- Email: obfsupbfiscalcontrol@uillinois.edu
- Call: Select "Leave of Absence Questions"
 - Urbana-Champaign: (217) 265-6363
 - Chicago: (312) 996-7200
 - Springfield: (217) 206-7144