Important Year-End Information and Deadlines

At fiscal year-end, labor distribution for state-funded jobs will be split as follows:

**BW 14** – 100% of the pay event will be assigned to the 2019 distribution.

**BW 15** – 100% of the pay event will be assigned to the 2020 distribution.

**MN 07** – 47.62% of the pay event will be assigned to the 2019 distribution, and 52.38% will be assigned to the new 2020 distribution.

The state-funded portion of 9/12 appointments paid on the 2019 MN 7 pay event will have 100% of the pay event assigned to the new 2020 labor distribution.

Changes to Job Records:

Jobs with 9/12 employee classes (AA, AB, BC, and BD) on state funds:
- If the effective date of the appointment is before 6/16/19, use FY19 state fund code (100019).
- If the effective date of the appointment is 6/16/19 or later, use FY20 state fund code (100020).

Jobs with non-9/12 employee classes on state funds:
- If the effective date of the appointment is before 7/1/19, use FY19 state fund code (100019).
- If the effective date of the appointment is 7/1/19 or later, use FY20 state fund code (100020).

If a terminated job is reactivated, be sure that the state fund code used on the labor distribution record follows the guidelines for Changes to Job Records.

Fiscal Year-End Deadlines for Labor Redistributions:

Labor redistributions (PZAREDS) must be completed and processed according to the following dates at the close of the fiscal year. A job aid is available at [https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=96588](https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=96588).

- July 11, 2019 (5 p.m.) Last day to post labor redistributions to FY19. Labor redistributions must be completed and approved (disposition 60) to appear on June FY19 period 12 statements.
- For FY19 pay periods except MN 7 – Labor redistributions must have a manually entered override posting date in June 2019 to appear on the June FY19 period 12 statements. This field is in the upper left corner of the “Edit Labor Distribution” tab of the PZAREDS page and is labeled “Posting Date.” The system date is automatically populated in this field, so the user MUST change the date unless the user wants the redistributions to post in July.
- For FY19 pay period MN 7 – This pay period is for services rendered partially in FY19, but paid in FY20, and therefore may have expenditures in both FY19 and FY20. See the job aid for performing labor re-distributions related to this payroll located in the Performing a Year End Labor Redistribution Job Aid document.
- For FY19 pay period BW 14 – This pay period is for services rendered entirely in FY19, but paid in FY20, and therefore should be redistributed with the manually entered override posting date in June 2019 to appear on the June FY19 period 12 statements.
- For FY19 pay period BW 14 – This pay period is for services rendered entirely in FY19, but paid in FY20, and therefore should be redistributed with the manually entered override posting date in June 2019 to appear on the June FY19 period 12 statements.
- July 13 - 27, 2019 – No labor redistributions will post to period 14.
- Labor redistributions pertaining to FY19 funds must be completed and approved (disposition 60) by 5 p.m., July 11, 2019 (use the dating conventions as noted above to appear in FY19 period 12).
- July 11, 2019 (after 5 p.m.) – All labor redistributions completed and approved (disposition 60) after July 11 at 5 p.m. will post to FY20.
**FY2020 Benefit Choice Period: May 1-31, 2019**

During the FY2020 Benefit Choice period employees will need to access MyBenefits if they would like to make any changes.

**Changes for FY2020:**
- Part-time premiums are increasing as of July 1. New premiums will be available in MyBenefits May 1.
- MCAP maximum contribution increases to $2700.

**Reminders for FY2019:**
- Documentation is required to add dependents or opt out of health insurance.
  > Submit the required documentation by either uploading the document(s), as one combined file, at MyBenefits.illinois.gov OR by mailing a paper copy by the due date of June 10, 2019.
  > Scan the documents into an allowable file type: (PDF, JPEG, GIF, PNG, BMP, or TIFF)
  > Login at MyBenefits.illinois.gov, go to the Your Benefits box, select Self-Service then Upload Required Documents.
- Check to ensure that your Primary Care Provider is considered in network with your insurance plan, even if you are not changing plans. Contracts between providers and plans could change.
- If you do not want to make changes to your health, dental or life insurance coverage, you do not need to do anything.
- Enroll or re-enroll in the Medical Care Assistance Plan (MCAP) and Dependent Care Assistance Plan (DCAP). MCAP and DCAP are the only plans that require re-enrollment every year.
- There is a $500 maximum MCAP rollover for FY20. Employees must re-enroll in MCAP for the new plan year in order to qualify for the rollover.
- Please note that paper forms are no longer available for enrollment in or changes to state benefit plans. If you do not have computer access you can come into the UPB Walk-In center to use the Kiosk or contact the MyBenefits Service Center directly for assistance.
- Benefit Choice Elections or changes made during May 2019 are effective July 1, 2019.
- Verify your mailing address in Systems HR Services at HR.uillinois.edu to ensure you receive your Insurance Cards.
- You are encouraged to provide a preferred email address in MyBenefits to receive important reminders from CMS via email rather than postal mail. This will ensure that you receive important reminders in a timely manner.
  > You can do this by logging into MyBenefits, go to the Your Benefits box, click on Self-Service Tools and select Update my email.
  > Enter your email address(es) and click Save.

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**Vacation and Sick Leave Payouts**

- Employees who will be retiring or terminating employment may direct a portion of their Terminal Benefit Payout into the 403(b) and/or 457 Deferred Compensation retirement plan(s).
- An estimate of the payout, completed by the department/unit human resources person, is required to ensure contribution calculations are as accurate as possible. The form can be found by selecting the Benefits Payout Deferral Worksheet using this link: https://www.hr.uillinois.edu/benefits/forms.
- Elections for the terminal benefit payout for the University’s 403(b) and/or State of Illinois 457 Plan can be accepted by UPB up to 60 days prior to the last regular paycheck. It is highly recommended that all elections be received by the UPB office as early as possible.

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**My Benefits Contact Information**

Hours: ........................................ Monday-Friday, 8 a.m. - 6 p.m. CT
Phone: .................................................. (844) 251-1777
TTY: ..................................................... (844) 251-1778
Mailing Address: ......................... 134 N. LaSalle St., Suite 2200
Chicago, IL 60602
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/.
Payment Deposit Changes

No more business requirement restricting secondary accounts to only U of I approved credit unions

Employees will now have the ability to choose any financial institution as a secondary direct deposit. Beginning May 1, you are no longer limited to an approved credit union as a secondary account. Changes to your direct deposit information can be made any time at My UI Info.

• If you do not wish to make changes, no action is required!
• If you wish to add or change your direct deposit information go to My UI Info and select Direct Deposit under My Pay.

New Program with rapid! PayCard

The University of Illinois System has a new pay card program with rapid! PayCard. A pay card is an optional alternative to direct deposit, often utilized by employees who do not wish to have a bank account. You may also use a pay card as a supplemental or secondary option in addition to direct deposit at your bank or credit union. The rapid! PayCard offers many of the conveniences of a checking account from your mobile phone or computer. For more information go to My UI Info.

What features does the card offer?

- Direct deposit of pay checks
- Use anywhere Visa is accepted
- Access money via ATM
- Transfer money card-to-card and/or bank account
- Manage money via a mobile app
- Pay bills online
- Receive optional additional card(s) for a dependent

Who can use this card?

Any employee receiving wages from the University of Illinois System.

Customer Service and Payroll Operations Metrics

Customer Satisfaction:
Emails, calls and walk-ins made to University Payroll & Benefits Customer Service Center are tracked using Service Desk Manager Software, TouchPoint Phone System and Microsoft Office. Below is the total number of University Payroll & Benefits Customer Service cases resolved each month between January and March 2019.

Cases Closed:
January: .......................................................... 5,448
February: ........................................................... 5,814
March: ................................................................. 5,272
TOTAL: .................................................................. 16,574

Payroll Operations Metrics
During the first quarter of 2019, there were 32 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 first quarter 2019 is:

Adjustment Pay Transactions:
January: .......................................................... 4,902
February: ........................................................... 4,450
March: ................................................................. 3,480
TOTAL: .................................................................. 12,832
Payroll Calculation Deadlines

When do I get paid?
The University Payroll & Benefits calendar is available online at http://www.obfs.uillinois.edu/payroll/schedules.

<table>
<thead>
<tr>
<th>Pay Event</th>
<th>Time Entry Cutoff - Noon</th>
<th>PARIS Current PayAdjustments - 10 a.m.</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bi-Weekly 10</td>
<td>May 7, 2019</td>
<td>May 8, 2019</td>
<td>May 15, 2019</td>
</tr>
<tr>
<td>Monthly 05</td>
<td></td>
<td>May 10, 2019</td>
<td>May 16, 2019</td>
</tr>
<tr>
<td>Bi-Weekly 11**</td>
<td>May 21, 2019</td>
<td>May 22, 2019</td>
<td>May 29, 2019</td>
</tr>
<tr>
<td>Bi-Weekly 12</td>
<td>June 4, 2019</td>
<td>June 5, 2019</td>
<td>June 12, 2019</td>
</tr>
<tr>
<td>Monthly 06</td>
<td></td>
<td>June 7, 2019</td>
<td>June 14, 2019</td>
</tr>
<tr>
<td>Bi-Weekly 13</td>
<td>June 18, 2019</td>
<td>June 19, 2019</td>
<td>June 26, 2019</td>
</tr>
<tr>
<td>Bi-Weekly 14</td>
<td>July 1, 2019</td>
<td>July 2, 2019</td>
<td>July 10, 2019</td>
</tr>
<tr>
<td>Monthly 07</td>
<td></td>
<td>July 9, 2019</td>
<td>July 16, 2019</td>
</tr>
<tr>
<td>Bi-Weekly 15</td>
<td>July 16, 2019</td>
<td>July 17, 2019</td>
<td>July 24, 2019</td>
</tr>
<tr>
<td>Bi-Weekly 16</td>
<td>July 30, 2019</td>
<td>July 31, 2019</td>
<td>August 7, 2019</td>
</tr>
</tbody>
</table>

** denotes a third pay date in the month

Foreign National Tax Status Review Appointments

<table>
<thead>
<tr>
<th>Chicago Dates</th>
<th>June: 4, 6, 12, 18, 20, 26 July: 10, 18, 24 August: 7, 13, 15, 21, 28</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicago Times</td>
<td>9:30 - 11 a.m. 11:30 a.m. - 1 p.m. 2 - 3:30 p.m.</td>
</tr>
<tr>
<td>Chicago Location</td>
<td>Marshfield Ave. Building Room 723</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Urbana-Champaign Dates</th>
<th>June: 13, 17, 27 July: 11, 17, 22 August: 1, 12, 22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Urbana-Champaign Times</td>
<td>9 - 10:30 a.m. 11 a.m. - 12:30 p.m. 1:30 - 3 p.m.</td>
</tr>
<tr>
<td>Urbana-Champaign Location</td>
<td>Henry Admin. Building Room 63</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Springfield Dates</th>
<th>Individual appointments available each Tuesday and Wednesday.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Springfield Time</td>
<td>Refer to registration website for available times.</td>
</tr>
<tr>
<td>Springfield Location</td>
<td>Business Services Building Room 85</td>
</tr>
</tbody>
</table>

For updates or changes to the Foreign National Mass Appointment Lab offerings, please refer to the registration site at: http://training.obfs.uillinois.edu/index.cfm?campus=F
Q: What is the deadline for Paris Prior Underpayment Adjustments (PUA) for the Friday, July 5, 2019 pay date?
A: Due to the July 4th holiday, the deadline has been moved up from Tuesday, July 2, to Friday, June 28 at noon.

Q: I am going on a leave, what do I do?
A: Please review the leave information on the System Human Resources Services website: https://www.hr.uillinois.edu/leave.

For further questions please contact University Payroll & Benefits.

Q: Should I fill out a Leave of Absence (LOA) worksheet prior to going on leave?
A: Yes, the LOA worksheet provides you necessary information and options during your leave. It also informs 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 to obfsupbfiscalcontrol@uillinois.edu.

Q: When I return to work, is there anything I need to do?
A: You may contact UPB 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 changes or re-enroll. MyBenefits is located at www.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 the employee’s mailing addresses on file. Please update your mailing address on the System Human Resources website by clicking the My UI Info tab from the top navigation and selecting My Profile: 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