

JMLS FAQ Items

1. Why did I have money deducted from my pay that is listed as "IL State Offset" on my earnings statement?

When you became an employee of UIC, you became an employee of the State of Illinois. If you have any debts being held with the Illinois State Comptroller's Office, those debts will be collected from any funds issued to you by a state agency such as a refund of state income taxes, Illinois Lottery winnings and your pay issued by the University of Illinois System. The Comptroller's office maintains records of all such debts in an electronic file and all state agencies are required to match the individuals on this file to their employee records. If a match is found, University Payroll & Benefits activates the deduction code and 25% of disposable pay (gross pay minus legally required deductions) is automatically deducted from your pay. This deduction will be listed on your earnings statement as 'IL State Offset - Accts R' or 'IL State Offset - Lump/Term'. These deductions are mandated by State Comptroller Act [15 ILCS 405/10.05 and 405/1005a] and Illinois Administrative Code 285.1104. University Payroll & Benefits does not have additional information about the original debt. For information regarding the debt, you must contact the Illinois State Comptroller's Office at 217-785-2463 or 217-782-7525.

Examples include: Child Support, Unpaid Parking/Toll fines, CMS State Plan insurance premiums

See also: <https://www.obfs.uillinois.edu/bfpp/section-4-payroll/payroll-deductions> or <https://www.obfs.uillinois.edu/payroll/deductions>

2. When will I get paid?

In short, monthly paid employees are paid on or before the 16th of the month and bi-weekly employees are paid every other Wednesday.

<https://www.obfs.uillinois.edu/payroll/schedules/>

3. As a bi-weekly employee I will receive 3 checks this month. Will all the normal deductions be taken from the 3rd check?

Since our benefits are calculated over 12 months, we divide voluntary deductions by 24 pays. In some months (usually twice per year) there are 3 bi-weekly pays. It is on these pays that there are no voluntary deductions taken with the exception of the 403b plans. The voluntary deductions excluded from the 3rd bi-weekly pay include Insurance Premiums, Long Term Disability and the 457 Deferred Compensation.

4. What is meant by “statutory deductions” and which deductions does this apply to?

Statutory deductions are required by either Federal or State statute. These include federal or state income tax (Form W-4), State Universities Retirement System (SURS) or Social Security and Medicare. <https://www.obfs.uillinois.edu/payroll/earnings-statements/sample-statement/>

5. I used to pay into Social Security, but I don’t see it coming out of my check anymore. Why?

Employees eligible for SURS are not subject to the Old-Age, Survivors and Disability (OASDI) portion of Social Security. You will continue to contribute to Medicare at the tax rate of 1.45%. Participation begins on their first day of their SURS eligible job and requires a mandatory contribution to the retirement plan. <https://www.hr.uillinois.edu/benefits/retirement/surs>

6. How do I know what I’m going to be paid?

Once you become an active employee of UIC you will be able to calculate your estimated net pay by using the Payroll Calculators located at: <https://www.obfs.uillinois.edu/payroll/>

7. Are there instructions for interpreting my Earnings Statement?

It is important that you understand the information provided on your earning statement. Many questions you have may be answered here: <https://www.obfs.uillinois.edu/payroll/earnings-statements/sample-statement/>

8. Where do I find my electronic earnings statement?

Your earning statement is located on the Systems HR Services webpage at: <https://www.hr.uillinois.edu> – Pay Tab – Earnings Statement

9. Why can’t I get my pay issued on a paper check?

University Payroll & Benefits mandates that employees utilize direct deposit. If you do not have an active direct deposit account prior to receipt of first pay, you will receive funds on a university provided pay card. These cards must be picked up at the UIC University Payroll & Benefits office.

10. Where do I find my timesheet?

Your timesheet can be accessed at <https://apps.uillinois.edu/>. Choose Student & Faculty Self-Service then choose University of Illinois at Chicago (UIC). Additional assistance on how to enter your time can be found by viewing the Web Time Entry (video) https://youtu.be/R35HIJ_g_c

11. How do I contact University Payroll & Benefits?

You can contact University Payroll & Benefits by calling 312-996-7200 or by email: Benefits@uillinois.edu or paying@uillinois.edu

12. Will I receive two W-2s this year?

Yes. You will receive one from The John Marshall Law School and one from the University of Illinois.

13. Where do I update my W-4?

You can update your W-4 at <https://www.hr.uillinois.edu> – Pay Tab – W-4 Withholding Allowance. Most changes will be effective the next available pay.

14. Where do I update my direct deposit information?

You can update your direct deposit information at <https://www.hr.uillinois.edu> – Pay Tab – Direct Deposit. Most changes will be effective the next available pay.

15. Where do I consent/unconsent to receive an electronic W-2, 1095-C and/or 1042-S?

If you would like to consent for electronic distribution of your tax statement(s), you must do so prior to the posted deadline by completing an online W-2/1042-S/1095-C Tax Statement Consent Form. Each year the deadline for consenting is communicated through multiple sources such as mass email to employees and departmental newsletter. Employees can electronically consent by clicking the “Pay tab” found on the System Human Resources website at <https://www.hr.uillinois.edu>. A separate consent is required for each tax statement, however once you consent for a tax form, that consent will remain in effect until you revoke your consent. You may revoke your consent at any time.

16. What are the supplemental retirement plans?

University of Illinois employees are eligible to participate in both a 403b and a State Deferred Compensation plan (457). Pre-tax and post-tax (ROTH) options are available. These plans are voluntary and separate from the mandatory SURS retirement plan.
<https://www.hr.uillinois.edu/benefits/retirement>

17. How do I enroll in a supplemental 403b retirement plan?

You can enroll in one of the supplemental 403b retirement plans at
<https://www.hr.uillinois.edu/benefits/retirement/403b>

18. How do I contribute to a supplemental 403b retirement plan?

You can designate the contribution amount, either a percent or a flat dollar amount, and contribution type, either pre-tax or post-tax (ROTH) by completing a Salary Reduction/Redirection Agreement (SRA). The SRA is available on-line at
<https://www.hr.uillinois.edu/benefits/forms>.

19. How do I enroll in a State Deferred Compensation plan (457)

You can enroll and begin contributions by completing the State Deferred Compensation Enrollment and Beneficiary Form. The forms can be downloaded at
<https://www2.illinois.gov/cms/benefits/Deferred/Pages/DeferredCompensationForms.aspx> and should be returned to UPB.

20. Is there an employer match to the supplemental retirement plans?

No. Contributions to the 403b and 457 supplemental retirement plans are employee only.

21. Does the University of Illinois System provide a short-term disability benefit?

No. Short-Term Disability benefits are not available.

22. What is SURS?

The State University Retirement System ([SURS](#)) is a state-wide system for Illinois public universities that provides retirement, disability, and related benefits to eligible participants and annuitants.

23. Whom do I contact regarding SURS?

You should contact SURS directly at 800-275-7877 if you have questions regarding the mandatory retirement plans.

24. Now that I participate in SURS, will I be eligible to receive social security benefits?

As a SURS participant, you will not have Social Security deducted from your payroll. However, if you contributed to Social Security prior to SURS covered employment you may have Social Security benefits but may have a diminished return per the Windfall Clause. You should contact your local Social Security Office for more information.

<https://www.hr.uillinois.edu/benefits/retirement/surs/socsec>

25. What is the difference between a State provided benefit and a university provided benefit?

State provided benefits are benefits that are available to all eligible State of Illinois employees. The Bureau of Benefits within the Department of Central Management Services administers the State Employees Group Insurance Program as set forth in the State Employees Group Insurance Act of 1971. State provided benefits include Health/Dental/Life insurance, Flexible Spending Accounts and the State Deferred Compensation plan (457).

University provided benefits are benefits that are available to employees of the University. University provided benefits include Long Term Disability (Prudential), AD&D (The Hartford Group) and the supplemental 403b retirement plans.

26. Compensable time – Sick/Vacation/etc.

Human Resources manages Compensable Time. Questions regarding compensable time should be directed to the appropriate HR office.

<https://www.hr.uillinois.edu/contacts>

27. What is MyBenefits?

MyBenefits is the state's online system, which will provide self-service tools to assist you with plan enrollment and changes (health, dental, and life insurance, and flexible spending account plans).

28. Who is Morneau Shepell?

Morneau Shepell is the vendor providing the MyBenefits online enrollment website and Service Center.

29. How do I login/register as a first time user on MyBenefits?

- Go to MyBenefits at MyBenefits.illinois.gov and select Login (upper right of screen)
- Look for the small text "Logging in for the first time? Register" and select Register (lower right of screen)
- Answer the Self Registration (authentication) questions
- Create your unique secure password and select Continue
- Select View login ID to view your CMS-issued Employee ID Number (EIN) and save this number for future logins! Select Continue
- Create your challenge questions (to be used if you forget your password)
- Accept the CMS disclaimer

30. How do I login after my initial login/registration?

Once you complete the registration, you will use your CMS issued Login ID and password to access MyBenefits at MyBenefits.illinois.gov. Your University UIN, NetID, Enterprise ID, or any other University logins and passwords cannot be used.

31. What is the enrollment deadline for state benefits?

New state benefit eligible employees have 30 calendar days, from the benefit eligibility date, to make state benefit plan elections.

32. When should newly state benefit-eligible employees elect their benefits?

Three (3) business days after completing your My Profile Form in UI New Hire, please go to MyBenefits to self-authenticate, register, review your options, and make your plan elections. You may receive communications about state benefits via postal mail approximately 5 to 10 days after you complete your form. It is recommended that you attend a Benefits Overview Session prior to making plan elections.

33. Can I change my benefit elections after I select "Submit/Finalize" in MyBenefits?

Newly Benefits Eligible 30 calendar day enrollment period: No, you may only make one election during this enrollment period. You will not be allowed to revise your State benefit elections, even if you are still within the 30 calendar day enrollment period. Once you select "Submit/Finalize" your benefit elections are final and unchangeable until either the next Benefit Choice period in May, or a qualifying event occurs.

Benefit Choice: Yes, you may change your elections any time prior to the end of the Benefit Choice period.

Qualifying Event: No, you may only make one election during the 60 calendar day qualifying event period. You will not be allowed to revise your State benefit elections, even if you are still within the 60 calendar day qualifying event period. Once you select "Submit/Finalize" your benefit elections are final and unchangeable until either the next Benefit Choice period in May, or a new qualifying event occurs.

34. When will I receive my insurance ID cards?

You will receive ID cards from your insurance plans (e.g., HMO Illinois, Delta Dental) approximately 2 to 3 weeks after you made your benefit elections and provided any required documentation.

35. What happens if I miss my enrollment deadline?

You will default into the Quality Care Health and Dental Plans with no dependent coverage. You will receive a reminder from MyBenefits when you have 10 calendar days remaining in your enrollment election period.

36. Do I make ALL benefit elections and changes through MyBenefits?

No, only the following state plans:

- Health Insurance
- Dental Insurance
- Life Insurance
- Flexible Spending Account Plans (includes Medical and Dependent Care)

37. Which benefit elections are NOT completed in MyBenefits?

The following University benefit plans and the State Deferred Compensation plan enrollments/changes will not be made in MyBenefits*:

- University Accidental Death & Dismemberment (AD&D)
- University Long Term Disability (LTD)
- University 403(b) Supplemental Retirement Plan
- State 457 Deferred Compensation Plan

* Enrollment and changes in these plans can be made at any time.

38. How do I add or change my State life insurance beneficiary?

Complete the beneficiary form available on MyBenefits and mail it to Minnesota Life at the address on the form.

39. How do I complete the Statement of Health if I requested life insurance coverage more than the 4x guarantee amount or after the guaranteed issue period?

Complete the Statement of Health form available on MyBenefits and mail it to Minnesota Life at the address on the form.

40. How can I view my State Insurance Benefits?

Your State insurance benefits are available on MyBenefits.

41. Where and how do I submit any required documentation?

Any required documentation for newly benefits eligible employees, benefit choice, or qualifying event changes can be uploaded, as one combined file, at MyBenefits.illinois.gov OR mailed to the MyBenefits Service Center at the address in the MyBenefits Contact Information below. Combine documents such as marriage certificate, birth certificate or hospital birth record into one file by scanning them into a PDF (other allowable file types: JPEG, GIF, PNG, BMP or TIFF) and upload the combined document as described below.

- Login at MyBenefits.illinois.gov
- Go to the Your Benefits box
- Select Self-Service Tools
- Upload Required Documents and follow the instructions.

If you need assistance, contact the MyBenefits Service Center at the numbers in the MyBenefits Contact Information below.

42. What is the deadline to submit my documentation?

Newly Benefits Eligible: 30 calendar days from the benefit eligibility date.

Benefit Choice: 10 calendar days following the close of the Benefit Choice period.

Qualifying Event: 60 calendar days after the date of the event. See Qualifying Events - How to Change Your State Benefit Plan Selections to Support Life Events for help or additional information.

43. What is a CMS-issued Login ID Number (Employee ID Number) and where can I find it?

The CMS-issued Login ID (CMS Login ID) is a unique identifier assigned to you by the State of Illinois for benefits purposes. After registering and completing the self-authentication process on MyBenefits, your unique ID will be displayed. You should receive a mailing from MyBenefits that will contain your unique ID. Use this number to access your benefits information on MyBenefits.

44. I forgot my CMS-issued Login ID Number (Employee ID Number), how do I retrieve it?

Go to MyBenefits at MyBenefits.illinois.gov and select Login (upper right of screen), select Forgot my login ID and then answer the questions to retrieve your login ID.

45. Can I use paper enrollment/change forms for my State insurance benefits?

No, paper enrollment/change forms are not accepted for state insurance benefits plan enrollment/changes. Enrollment must be completed online or by calling MyBenefits.

46. How do I enroll or make changes if I don't have access to a computer or the MyBenefits website is unavailable?

If you need assistance, contact the MyBenefits Service Center or the University Payroll & Benefits office at the numbers below.

47. How do I change my mailing address for MyBenefits?

You must change your mailing address online through the University's My Profile (<https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=858105>). Your changes are then transferred to MyBenefits. Note: It may take up to two (2) weeks for the change to be reflected on MyBenefits.

48. How do I add an email address for my state benefits?

New Employee Process: When completing your My Profile Form in UI New Hire, elect email delivery of your state benefits to receive information about your benefits through email (a future enhancement) instead of postal mail when email delivery begins. This will be the fastest delivery option for your state benefits information.

Current Employee Process: It is recommended that you provide a preferred email address to receive important reminders via email (a future enhancement) rather than postal mail about:

- Follow-up on qualifying events
- Outstanding documentation needs

Once logged in, go to the Your Benefits box, select Self-Service Tools and select Update my email.

49. Why should I provide an email address for my State benefits?

Email delivery will be the fastest method of receiving information about your state benefits, when email delivery begins.

How do I change my email address? You may log on to MyBenefits and change your email address at any time.

50. How do I confirm the emails I receive from MyBenefits are legitimate and are not phishing emails (i.e., attempts to steal my identity)?

You are encouraged to contact the MyBenefits Service Center to confirm the authenticity of the communication.

51. When should I contact the MyBenefits Service Center?

Contact MyBenefits for assistance with the following:

- Problems logging in
- Resetting your password
- Advice on state plan options – what plan is best for me
- Health insurance premium, Point of Service costs (copays and coinsurance), out-of-pocket maximums, etc.
- Help verifying enrollment, dependents, documentation
- Help making qualifying event changes
- Understanding insurance plan premiums
- Flexible spending account (Medical and Dependent Care) enrollment

52. When should I contact University Payroll & Benefits for benefits related questions?

Contact UPB for the following:

- Questions about University offered plans.
 - Long Term Disability (LTD) with Prudential
 - Accidental Death & Dismemberment (AD&D) with The Hartford
- General plan counseling on:

- Basics of health plans (HMO vs OAP vs QCHP)
- Basics of dental
- Basics of vision
- Basics of life
- Basics of FSA (MCAP/DCAP)
- Qualifying events
 - Requirements
 - Deadlines
 - Documentation
- Questions on a leave of absence
- Questions about Supplemental Retirement Plans
 - University 403(b) Supplemental Retirement Plan
 - State 457 Deferred Compensation Plan
- Premium collections and refunds

MyBenefits contact Information:

Web Address: <https://MyBenefits.illinois.gov/>

Phone: 844-251-1777 or TDD/TTY 844-251-1778

Hours: Monday through Friday 8:00 a.m. – 6:00 p.m. CST

Mailing Address:

MyBenefits Service Center
134 N. LaSalle St, Suite 2200
Chicago, IL 60602