New Hire Benefit Information

Newly benefit-eligible employees will have 30 calendar days to elect health/vision, dental, and optional life insurance coverage for themselves and their dependents, or make an election to opt out, if full-time, or waive coverage, if part-time. Required documentation must also be submitted within the 30 calendar days. Full-time and part-time employees who do not make an election within the 30 calendar day period will be defaulted into the Quality Care health/vision and dental plans without the option to insure dependents.

It is strongly recommended that newly benefits-eligible employees attend the UPB Benefits Overview Session and SURS (State University Retirement System) Webinar. Newly benefits-eligible employees can register for these sessions through the OBFS Training website at www.obfs.uillinois.edu/training/registration. No login or password are required to register for these sessions.

Employees can visit the MyBenefits.Illinois.gov website, administered by the State of Illinois and powered by Morneau-Shepell, for plan information and to make plan elections.

The CMS election deadline is enforced whether or not benefit-eligible jobs are in Banner, or whether new employees can access the New Hire Benefit forms in System HR Services.

As stated, when employees make insurance coverage elections, they are given a limited amount of time to supply relationship or opt-out documentation. If relationship documentation is not received within the CMS timeline, dependents will not be added to coverage. If documentation is not received to opt out of health/vision and dental coverage, employees will be enrolled in the Quality Care Health and Dental plans.

During this initial time, important communication is coming to the employee by post mail from UPB, CMS and SURS. Departments are asked to remind their new hires to update mailing and email addresses in System HR Services as soon as possible.
FTE Changes and Impact on State Employee Group Insurance Plan

It is highly recommended that employees changing from part-time (50 percent to 99 percent FTE) to full-time (100 percent FTE) OR from full-time to part-time contact UPB Customer Service BEFORE the effective date of the FTE change. Any changes to coverage should be made before the effective date to avoid possible default. This is especially important for employees who wish to opt out/waive insurance benefits.

Part-time employees that had waived health and dental coverage prior to becoming full-time, have 60 calendar days from the effective date of the FTE change to make benefit elections. This includes electing health and dental coverage as well as opting out with proof of other non-state insurance. If the election is not made within the 60 calendar day period, the employee is defaulted into the Quality Care health and dental plans. The employee also has 60 calendar days from the FTE change date to add dependent coverage.

Part-time employees that were participating in health and dental coverage prior to becoming full-time, have 60 calendar days from the FTE change date to add dependent coverage or opt out with proof of other health insurance. Otherwise, no action is required.

Full-time employees that were opted out of health and dental coverage prior to becoming part-time, have 60 calendar days from the effective FTE change date to waive coverage. If the election is not made within the 60 calendar days, the employee is defaulted into the Quality Care health and dental plans.

Finally, full-time employees that were participating in health and dental insurance prior to becoming part-time, have 60 calendar days to elect to waive health and dental coverage or drop dependent coverage.

My Benefits Contact Information:
Phone: ................................................. 844-251-1777
or TTY: ................................................. 844-251-1778
Hours: ................................................. Monday-Friday, 8 a.m. - 6 p.m. CT
Mailing Address: ......................... 134 N LaSalle Street, Suite 2200
.................................................. Chicago, IL 60602

New Foreign National Employees and Benefit Eligibility

In most cases, new foreign national employees should be coded as not-benefits eligible in the Human Resources Front End System (HRFE). They are informed of benefit eligibility based on the Substantial Presence Test (SPT) determination and the job. An appointment for the SPT can be scheduled at http://training.obfs.uillinois.edu/index.cfm?campus=F, or by contacting UPB customer service.

Benefit eligibility is verified when Resident Alien status is updated in Banner. A valid employee social security number is required for insurance plans to receive member enrollment information from CMS. Foreign national employees are required to have health insurance coverage to maintain their visa status as part of their U of I agreement.

Employees who are not eligible for the State Universities Retirement Systems (SURS) are not eligible for state or university insurance benefits.
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 of Illinois System, moving expenses, complimentary event tickets, car mileage (value of fuel for personal commuting use of a 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/.
Part-Time Eligibility and Insurance Costs

In addition to the salary-based contributions required of all employees, part-time employees are required to pay a portion of the state’s cost for health, dental and dependent coverage. The portion that the state contributes is the same percentage that the employee works. Part-time employees should always attend the Benefits Overview Orientation to learn about waiving coverage and the cost of electing coverage.

Part-time, benefits-eligible employees work between 50-99 percent of a normal work period and include the following groups:

- Permanent non-faculty employees who work at least 50 percent of the average weekly hours required of a full-time employee in a similar position.
- Faculty employees hired to work only one contract period of 4.5 continuous months with a 100 percent contract. Since the employee is working only half of a full academic year (9 months), the percentage for insurance purposes is 50 percent.

Contact the UPB Customer Service Office at your university for assistance in determining part-time insurance status and premiums.

UPB Customer Service Contact Information:
Any questions? Contact UPB Customer Service.

Urbana-Champaign: ........................................ (217) 265-6363
Chicago: ............................................................. (312) 996-7200
Springfield: ........................................................ (217) 206-7144

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 April and June 2019.

Cases Closed:
April: ................................................................................... 4,648
May: .................................................................................... 4,359
June: ................................................................................... 3,456
TOTAL: .............................................................................. 12,463

Payroll Operations Metrics
During the second quarter of 2019, there were 22 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 second quarter 2019 is:

Adjustment Pay Transactions:
April: ................................................................................... 2,885
May: .................................................................................... 4,057
June: ................................................................................... 4,970
TOTAL: .............................................................................. 11,912
## Payroll Calculation Deadlines

### When do I get paid?

The University Payroll & Benefits calendar is available online at [http://www.obfs.uillinois.edu/payroll/schedules](http://www.obfs.uillinois.edu/payroll/schedules).

<table>
<thead>
<tr>
<th>Pay Event</th>
<th>Time Entry Cutoff - Noon</th>
<th>PARIS Current Pay Adjustments - 10 a.m.</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly 08</td>
<td>--</td>
<td>August 9, 2019</td>
<td>August 16, 2019</td>
</tr>
<tr>
<td>Bi-Weekly 17</td>
<td>August 13, 2019</td>
<td>August 14, 2019</td>
<td>August 21, 2019</td>
</tr>
<tr>
<td>Bi-Weekly 18</td>
<td>August 27, 2019</td>
<td>August 28, 2019</td>
<td>September 4, 2019</td>
</tr>
<tr>
<td>Monthly 09</td>
<td>--</td>
<td>September 10, 2019</td>
<td>September 16, 2019</td>
</tr>
<tr>
<td>Bi-Weekly 19</td>
<td>September 10, 2019</td>
<td>September 11, 2019</td>
<td>September 18, 2019</td>
</tr>
<tr>
<td>Bi-Weekly 20</td>
<td>September 24, 2019</td>
<td>September 25, 2019</td>
<td>October 2, 2019</td>
</tr>
<tr>
<td>Monthly 10</td>
<td>--</td>
<td>October 8, 2019</td>
<td>October 16, 2019</td>
</tr>
<tr>
<td>Bi-Weekly 21</td>
<td>October 8, 2019</td>
<td>October 9, 2019</td>
<td>October 16, 2019</td>
</tr>
<tr>
<td>Bi-Weekly 22*</td>
<td>October 22, 2019</td>
<td>October 23, 2019</td>
<td>October 30, 2019</td>
</tr>
</tbody>
</table>

* denotes a third pay date in the month

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### Foreign National Tax Status Review Appointments

<table>
<thead>
<tr>
<th>Chicago</th>
<th>Urbana-Champaign</th>
<th>Springfield</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dates</strong></td>
<td>August 2019</td>
<td>Individual appointments available each Tuesday and Wednesday.</td>
</tr>
<tr>
<td>September: 4, 12, 18, 26</td>
<td>September: 5, 9, 19, 25, 30</td>
<td>Time Refer to registration website for available times.</td>
</tr>
<tr>
<td>October: 2, 8, 10, 16, 24</td>
<td>October: 3, 9, 14, 17, 22, 28</td>
<td>Location Business Services Building Room 85</td>
</tr>
<tr>
<td>November: 5, 7, 13, 14, 19, 21, 26, 27</td>
<td>November: 4, 7, 11, 12, 13, 18, 20, 25</td>
<td></td>
</tr>
<tr>
<td><strong>Times</strong></td>
<td>9:30 - 11 a.m.</td>
<td>9 - 10:30 a.m.</td>
</tr>
<tr>
<td>11:30 a.m. - 1 p.m.</td>
<td>11 a.m. - 12:30 p.m.</td>
<td>1:30 - 3 p.m.</td>
</tr>
<tr>
<td>2 - 3:30 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>Marshfield Ave. Building Room 723</td>
<td>Henry Admin. Building Room 63</td>
</tr>
</tbody>
</table>

For updates or changes to the Foreign National Mass Appointment Lab offerings, please refer to the registration site at: [https://www.obfs.uillinois.edu/payments-foreign-nationals/tax-status-review-appointments/](https://www.obfs.uillinois.edu/payments-foreign-nationals/tax-status-review-appointments/)