

# University Payroll & Benefits Newsletter

Office of Business and Financial Services

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## 403(b), Deferred Compensation 457 Plan Limits

The IRS announced that the annual contribution limits for both supplemental retirement plans have increased for 2020. The general IRS contribution limit for the University of Illinois System 403(b) Plan and the State of Illinois Deferred Compensation 457 Plan is \$19,500 for 2020. Employees age 50 or older who participate in the 403(b) or 457 Plans may contribute an additional \$6,500 for a total annual maximum of \$26,000 in 2020. Employees may contribute up to the maximum limit in both optional investment plans in 2020.

### 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

University 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/](http://www.obfs.uillinois.edu/training/materials/payroll/).

### My Benefits

- [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 \(info graphic\)](#)

### 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 \(interactive training aid\)](#)

### Foreign Nationals

- [Foreign National Payment Selector](#)
- [Foreign National Payments Resource Page](#) - additional training and job aids, available to help on the following topics:
  - > Awards/Prizes
  - > Expense Reimbursements
  - > Honorariums
  - > Human Subject Payments

### PARIS

- [PARIS Resource Page](#) - training and job aids

### Supplemental Retirement Plans

- [Supplemental Retirement Plans Overview](#)

## Out-of-State Salary/Wage Payments

If a University of Illinois System employee receives compensation paid in another state, and the U of I 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/>.



# Calendar Year 2020 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/>.



## 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 October and December 2019.

#### Cases Closed:

October: .....	3,641
November: .....	2,517
December: .....	2,630
<b>TOTAL:.....</b>	<b>8,788</b>

### Payroll Operations Metrics

During the fourth quarter of 2019, there were 35 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 2019 is:

#### Adjustment Pay Transactions:

October: .....	5,787
November: .....	3,634
December: .....	3,255
<b>TOTAL:.....</b>	<b>12,676</b>

# 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.	PARIS Current Pay Adjustments - 10 a.m.	Pay Date
Bi-Weekly 03	January 28, 2020	January 29, 2020	February 5, 2020
Monthly 02	--	February 7, 2020	February 14, 2020
Bi-Weekly 04	February 11, 2020	February 12, 2020	February 19, 2020
Bi-Weekly 05	February 25, 2020	February 26, 2020	March 4, 2020
Monthly 03	--	March 9, 2020	March 16, 2020
Bi-Weekly 06	March 10, 2020	March 11, 2020	March 18, 2020
Bi-Weekly 07	March 24, 2020	March 25, 2020	April 1, 2020
Monthly 04	--	April 7, 2020	April 16, 2020
Bi-Weekly 08	April 7, 2020	April 8, 2020	April 15, 2020

## Adjustment Calculation Deadline Change in 2020

As of January 3, 2020, the deadline to submit Paris Prior Underpayment Adjustments (PUAs) is now **Fridays at 5 p.m.** PUAs submitted by the deadline will pay the following Friday.

## Foreign National Tax Status Review Appointments

### Chicago

**Dates** March: 10, 18, 31  
April: 7, 16, 28  
May: 5, 14, 20

**Times** 9:30 - 11 a.m.  
11:30 a.m. - 1 p.m.  
2 - 3:30 p.m.

**Location** Marshfield Ave. Building  
Room 723

### Urbana-Champaign

**Dates** March: 5, 23, 30  
April: 8, 13, 29  
May: 4, 13, 21

**Times** 9 - 10:30 a.m.  
11 a.m. - 12:30 p.m.  
1:30 - 3 p.m.

**Location** Henry Admin. Building  
Room 63

### Springfield

**Dates** Individual appointments available each Tuesday and Wednesday.

**Time** Refer to [registration website](#) for available times.

**Location** Business Services Building  
Room 85

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/>