

University Payroll & Benefits Newsletter

Office of Business and Financial Services

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FY2021 Benefit Choice Period: May 1—June 1, 2020

During the FY 2021 Benefit Choice period employees will need to access MyBenefits if they would like to make any changes.

Many Changes and New Options for FY2021:

- Health Plan, Dental Plan, Vision Plan and Pharmacy changes including co-pays, deductibles, out-of-pocket maximums, etc.
- Consumer Driven Health Plan (CDHP) and Health Savings Account (HSA) for active employees
- Premium Changes - Contribution amounts will be increasing and will vary based on the member's salary, number of dependents and the chosen health plan
- Part time premiums are increasing as of July 1st. New premiums will be available in MyBenefits May 1st.
- Telemedicine
- Pharmacy Changes – Maintenance Choice (OAP, QCHP & CDHP) and Reduced Tier 1 (HMO)
- Hearing Instruments and Related Services
- MCAP maximum contribution increases to \$2750

Reminders for FY2021:

- **If you do not want to make changes to your health, dental or life insurance coverage, you do not need to do anything.**
- The exception is the Enrollment or re-enrollment 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 FY21. Employees must re-enroll in MCAP for the new plan year in order to qualify for the rollover.
- 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, 2020.**
 - 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 Tools, 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.
- 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 contact the MyBenefits Service Center directly for assistance.
- 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.**
- **Benefit Choice Elections or changes made during May 1 through June 1, 2020 are effective July 1, 2020.**

My Benefits Contact Information

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

COVID-19 and Payroll Changes

The University of Illinois System has been challenged by the COVID-19 pandemic with rapidly changing work situations and the need to quickly implement new policies and procedures to comply with legislation. This article will help you work through these challenges as they relate to payroll.

Continuation of Pay

In March, with schools closing and the stay-at-home order being pronounced, the university transitioned to working remotely wherever possible. In situations where remote or on-site work was not possible, policies were developed to protect workers' pay. Follow your university's guidance for how to appropriately pay employees for time they are unable to work. The [System Human Resource Services COVID-19 Resources](#) page identifies the resources available for each university.

In many cases, specific earn codes are required to accurately track COVID-19 situations. These earn codes are not available to the employee during time entry. They are only available to the unit approver or superuser, who can edit the timesheet to add the earn codes before approval. When a Prior Underpayment Adjustment (PUA) needs to be submitted, some of these earn codes are not normally used. If the necessary earn code does not show up in the list, change your user preferences for the Payroll Record View. See the job aid [Setting User Preferences for Earn Codes](#).

Families First Coronavirus Response Act

Effective April 1, the Families First Coronavirus Response Act may provide eligible employees two weeks of emergency sick leave at full or 2/3 pay. In addition, employees may be eligible for 10 weeks of COVID-19 expanded FMLA leave at 2/3 pay. See the [System HR Families First Coronavirus Response Act](#) resource page for details.

Three earn codes have been developed to correctly pay employees COVID-19 emergency sick leave:

- CO1 – COVID19 Sick Leave 100%
- CO2 – COVID19 Sick Leave 66.67%
- CO3 – COVID19 Expanded FMLA 66.67%

For monthly academic employees, job records should be updated so the CO1 or CO2 will default into the payroll calc. CO3 would follow the regular FMLA setup.

Time entry for Bi-weekly employees must include the specific earn codes required for tracking emergency sick leave or other pay related to COVID-19. These earn codes must be added to the timesheet by to the unit approver or superuser before approval.

If the job record is not updated by deadline or a timesheet is not accurate, initiate a CPA or a PUA to prevent a payroll overpayment. These adjustments have unique instructions and break many of the rules that normally apply to PARIS adjustments. Be sure to reference the [PARIS Resource Page](#) for job aids and video demonstrations before attempting one of these transactions.

For more information, review these resource pages:

- [System Human Resource Services COVID-19 Resources](#)
- [System HR Families First Coronavirus Response Act](#)
- [PARIS Resource Page](#)

Questions?

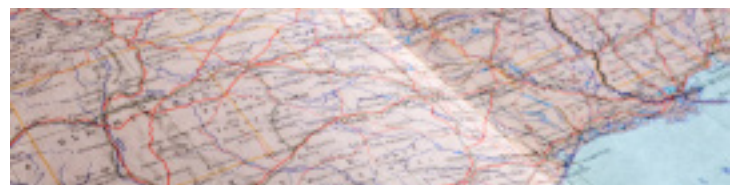
Contact University Payroll & Benefits Department:
All Universities:.....paying@uillinois.edu
Urbana-Champaign: 217-265-6363
Chicago: 312-996-7200
Springfield: 217-206-7211

Out-of-State Salary/Wage Payments

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

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

Please refer to the link below for additional information and instruction related to state tax withholding. <https://www.obfs.uillinois.edu/payroll/tax-information/withholding-allowance/>.



Year-End Pay Events

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 2020 distribution.

BW 15 – 20% of the pay event will be assigned to the 2020 distribution, and 80% of the pay event will be assigned to the 2021 distribution.

MN 7 – 50% of the pay event will be assigned to the 2020 distribution, and 50% will be assigned to the new 2021 distribution.

The state-funded portion of 9/12 appointments paid on the 2015 MN 7, BW 13, and BW 14 pay events will have 100% of the pay event assigned to the new 2021 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 6/16/20, use FY20 state fund code (100020). If the effective date of the appointment is 6/16/20 or later, use FY21 state fund code (100021).

Jobs with non-9/12 employee classes on state funds:

If the effective date of the appointment is before 7/1/20, use FY20 state fund code (100020). If the effective date of the appointment is 7/1/20 or later, use FY21 state fund code (100021). If a terminated job is reactivated, be sure that the state fund code used on the labor distribution record follows the guidelines above.

Fiscal Year-End Deadlines for Labor Redistributions:

Labor redistributions (FZAREDS) must be completed and processed according to the following dates at the close of the fiscal year. Job aid is available at: <https://www.obfs.uillinois.edu/comm/pages/DisplayFile.aspx?itemId=96588>

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.

July 10, 2020 (5:00 PM) - Labor redistributions must be completed and approved (disposition 60) to appear on June FY20 *preliminary statements*.

July 16, 2020 (5:00 PM) - Last day to post labor redistributions to FY20. Labor redistributions must be completed and approved (disposition 60) to appear on June FY20 period 12 statement.

- **For FY20 pay periods except MN 7 and BW 15** - Labor redistributions must have a manually entered override posting date in June 2020 to appear on the June FY20 period 12 statements. This field is in the upper left corner of the "Edit Labor Distribution" and "Search and Replace" tabs 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. (disposition 60) to appear on June FY20 period 12 statement.
- **For FY20 pay period MN 7 and BW 15** - This pay period is for services rendered partially in FY20, but paid in FY21, and therefore may have expenditures in both FY20 and FY21. See the job aid for performing labor redistributions related to this payroll located in the [Year-End Labor Redistributions](#) [updated: 3/24/20] document.
- **For FY20 pay period BW 14** - This pay period is for services rendered entirely in FY20, but paid in FY21, and therefore should be redistributed with the manually entered override posting date in June 2020 to appear on the June FY20 period 12 statements.
- **July 18 through August 1, 2020** - No labor redistributions will post to period 14.

July 17, 2020 - All labor redistributions completed and approved (disposition 60) on or after July 17, 2020 will post to FY21.

Questions?

Contact University Payroll & Benefits Department:
All Universities:..... paying@uillinois.edu
Urbana-Champaign: 217-265-6363
Chicago: 312-996-7200
Springfield: 217-206-7211

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 10	May 5, 2020	May 6, 2020	May 13, 2020
Monthly 05	--	May 8, 2020	May 15, 2020
Bi-Weekly 11	May 19, 2020	May 20, 2020	May 27, 2020
Bi-Weekly 12	June 2, 2020	June 3, 2019	June 10, 2020
Monthly 06	--	June 9, 2020	June 16, 2020
Bi-Weekly 13	June 16, 2020	June 17, 2020	June 24, 2020
Bi-Weekly 14	June 30, 2020	July 1, 2020	July 8, 2020
Monthly 07	--	July 8, 2020	July 16, 2020
Bi-Weekly 15	July 14, 2020	July 15, 2020	July 22, 2020
Bi-Weekly 16	July 28, 2020	July 29, 2020	August 5, 2020

Foreign National Tax Status Review Appointments

Chicago

Dates June: 8, 17, 29
July: 8, 13, 22
August: 5, 17, 19, 26

Times TBD

Location TBD

Urbana-Champaign

Dates June: 3, 9, 18
July: 9, 15, 21
August: 4, 12, 20, 25

Times TBD

Location TBD

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/>

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, 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.

Please refer to the link below for additional information and instruction related to taxable benefit reporting.

<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 January and March 2020.

Cases Resolved:

January:.....	4,965
February:.....	6,015
March:.....	4,453
TOTAL:.....	15,433

Payroll Operations Metrics

During the fourth quarter of 2020, there were 23 Disposition 05 errors that had to be manually fixed by UPB Payroll Operations. This error occurs when the required statutory deductions for an employee 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 2020 is:

Adjustment Pay Transactions:

January:.....	4,637
February:.....	4,249
March:.....	3,893
TOTAL:.....	12,779

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 University Payroll & Benefits 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.

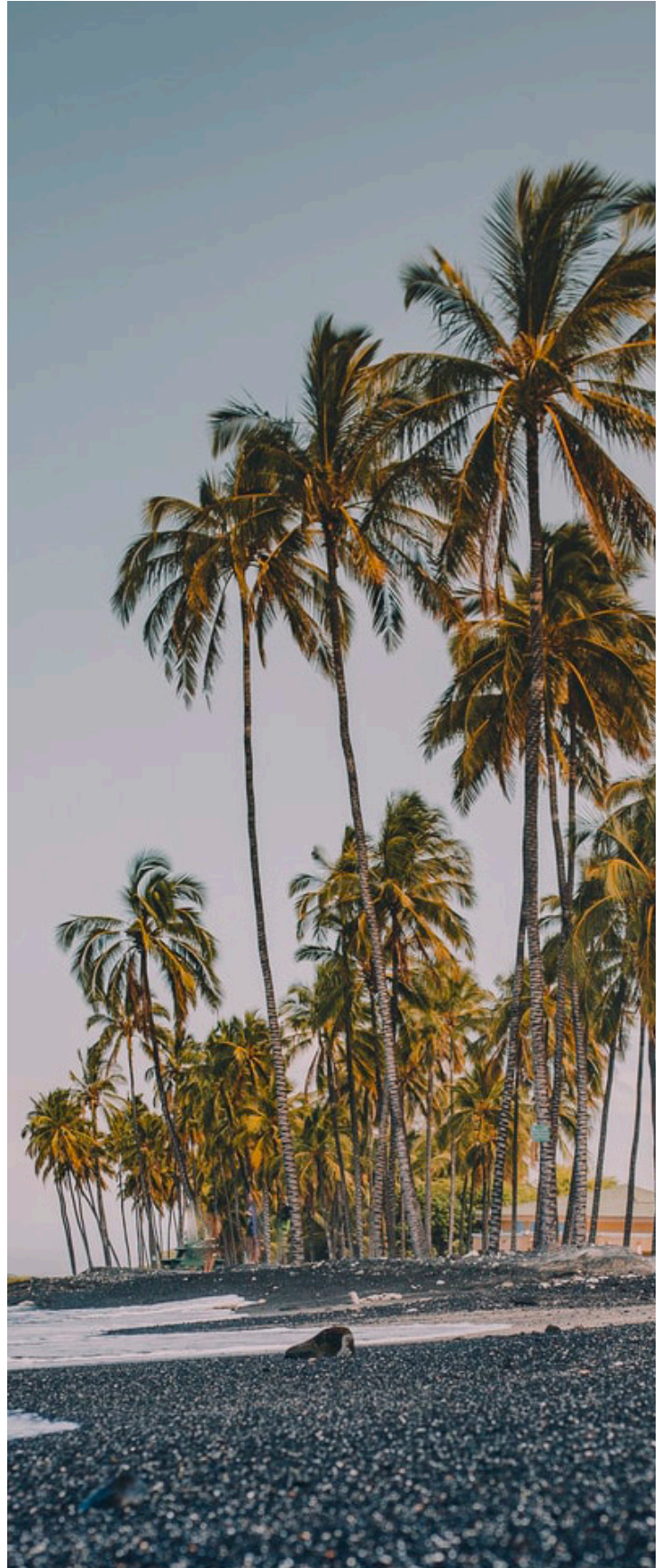
Changes in 457 Deferred Compensation Retirement Plan

Effective June 1, 2020, online enrollment and changes will be available through T. Rowe Price. Also new is the option to contribute a percentage of your salary. Paper forms will no longer be accepted.

Online Beneficiary Elections are available now through T. Rowe Price. Only elections made through the online portal will be view able online. Elections made previously via paper form will remain in effect until updated through the portal.

Benefits Overview

Effective March 23, 2020 UPB began conducting the Benefits Overview for Newly Eligible Employees via webinar. This occurs every Monday from 1pm – 4pm. Registration is available at the OBFS website (www.obfs.uillinois.edu) > Training Center > Course Registration.



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