

University Payroll & Benefits Newsletter

Office of Business and Financial Services

MAY, 2021
VOLUME 17, ISSUE 2

FY22 Benefit Choice Period: May 1-June 1, 2021

In This Issue:

Page 1

- FY22 Benefit Choice Period: May 1-June 1, 2021

Page 2

- FY22 Benefit Choice Period, Part 2

Page 3

- Payroll Calculation Deadlines
- UPB Foreign National Tax Status Review Appointments

Page 4

- Calendar Year 2021 Taxable Benefits
- Out of State Salary/Wage Payments

Page 5

- UPB Training Courses and Materials
- Customer Service & Payroll Metrics

Please contact University Payroll & Benefits with questions:

Email:
benefits@uillinois.edu
payinqu@uillinois.edu

Urbana:
217-265-6363
Chicago:
312-996-7200
Springfield:
217-206-7144

During the FY 2022 Benefit Choice Period employees will need to access MyBenefits if they would like to make any changes.

Changes for FY2022:

- Health, Dental, Vision and Prescription changes including co-pays, deductibles, out-of-pocket maximums, etc.
- A new Health Plan option, Blue Cross Blue Shield Open Access Plan.
- Employees now have the option to enroll in Dental Only coverage.
Note: Enrolled dependents must have the same coverage as the employee.
- 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.
- For Quality Care Health Plan and Consumer Driven Health Plan enrollees, the behavioral health services will now be administered by Aetna.
- HealthLink OAP enrollees will continue to have network access in Missouri, Arkansas, Indiana, Kentucky, Ohio and Wisconsin. They will no longer have access in other areas such as Florida or Texas.
- DCAP maximum contribution increases to \$5250.
- The IRS has extended and added to the temporary COVID-19 flexibility for MCAP and DCAP.

1. Any unused funds from your MCAP or DCAP account will be rolled over as long as you re-enroll in that program.

2. Additional election flexibility allowed, contact [MyBenefits.illinois.gov](https://mybenefits.illinois.gov).

Reminders for FY22

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), Dependent Care Assistance Plan (DCAP) and Health Saving Account (HSA). MCAP, DCAP, and HSA are the only plans that **require re-enrollment every year.**

- For HSA accounts, new enrollees will need to set up an account with PayFlex.
- Those enrolled HSA last year will automatically be re-enrolled for the employer contribution this year, but they will need to elect their employee contribution for the new plan year.

FY22 Benefit Choice Period: May 1-June 1, 2021, Part 2

Reminders for FY22, continued from page 1:

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](https://mybenefits.illinois.gov) OR by mailing a paper copy by the due date of June 10, 2021.
- Employees who are adding dependents removed during the Dependent Eligibility Verification Audit (DEVA) will still need to provide the documentation requested at the time of the audit. If you have any questions, please reach out to MyBenefits.
- Scan the documents into an allowable file type: (PDF, JPEG, GIF, PNG, BMP or TIFF).
- Login at [MyBenefits.illinois.gov](https://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.

- 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](https://hr.uillinois.edu) to ensure you receive your insurance cards. If an address update is needed with MyBenefits, contact UPB Customer Service.
- 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, 2021 are effective July 1, 2021.

My Benefits Contact Information:

Phone: 844-251-1777 or TTY 844-251-1778
Hours: 8:00 a.m. - 6:00 p.m. CT Monday through Friday
Mailing Address: 134 N. LaSalle Street, Suite 2200, Chicago, IL 60602

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>
- Terminal benefit payout elections should be accepted by UPB up to 60 days prior to the last regular paycheck.

Questions?

See My UI Info or contact University Payroll & Benefits (UPB).

Email: paying@uillinois.edu or benefits@uillinois.edu

Urbana: 217-265-6363

Chicago: 312-996-7200

Springfield: 217-206-7144

Payroll Calculation Deadlines

Pay Event	Time Entry Cutoff - Noon Superusers - 5:00 p.m.	PARIS Current Pay Adjustments 10:00 a.m.	Pay Date
Bi-Weekly 10	May 4, 2021	May 5, 2021	May 12, 2021
Monthly 05	--	May 7, 2021	May 14, 2021
Bi-Weekly 11	May 18, 2021	May 19, 2021	May 26, 2021
Bi-Weekly 12	June 2, 2021	June 3, 2021	June 9, 2021
Monthly 06	--	June 9, 2021	June 16, 2021
Bi-Weekly 13	June 15, 2021	June 16, 2021	June 23 2021
Bi-Weekly 14	June 29, 2021	June 30, 2021	July 7, 2021
Monthly 07	--	July 9, 2021	July 16 2021
Bi-Weekly 15	July 13, 2021	Juy 14, 2021	July 21, 2021
Bi-Weekly 16	July 27, 2021	July 28, 2021	August 4, 2021

When do I get paid?

The University Payroll & Benefits calendar is available online at <http://www.obfs.uillinois.edu/payroll/schedules>.

UPB Foreign National Tax Status Review Appointments

Chicago

Dates: June: 8, 16, 24
July: 6, 15, 28
August: 4, 12, 17, 24

Urbana-Champaign

Dates: June: 9, 17, 22
July: 1, 14, 27
August: 3, 11, 19, 25

Springfield

Dates: June: 1, 8, 15, 22, 29
July: 6, 13, 20, 27
August: 3, 10, 17, 24, 31

For updates or changes to the Foreign National Tax Status Review Appointments, please refer to the registration site at:

<https://www.obfs.uillinois.edu/payments-foreign-nationals/tax-status-review-appointments/>



Calendar Year 2021 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/>

Out of State Salary/ Wage Payments

If a University employee receives compensation while living and working in another state, the compensation is considered paid outside of Illinois. The University is often required to withhold according to that state's 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.

<http://www.obfs.uillinois.edu/payroll/tax-information/withholding-allowance/>

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 <https://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 \(infographic\)](#)

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 \(infographic\)](#)

Foreign Nationals

- [Foreign National Payments Resource Page](#) – training and job aids available on the following topics:
 - o Awards/Prizes
 - o Honorarium Payments
 - o Expense Reimbursements
 - o Human Subject Payments

PARIS

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

Customer Service and Payroll Operations Metrics

Customer Satisfaction:

University Payroll & Benefits Customer Service tracks customer contacts through Service Desk Manager, TouchPoint Phone System and Microsoft Office emails. Below is the total number of cases resolved each month between January and March 2021.

Cases Resolved:

January:.....	3529
February.....	4189
March.....	4148
TOTAL:.....	11866

Payroll Operations Metrics

During the first quarter of 2021, there were 33 Disposition 05 errors 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 2021 is:

Adjustment Pay Transactions:

January:.....	4132
February:.....	3482
March:.....	3286
TOTAL:.....	10900