

University Payroll & Benefits Newsletter

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In This Issue:

Page 1

- SURS Deferred Compensation Plan
- 403 (b) & 457 Deferred Compensation Plan Limits for 2022

Page 2

- Form W-2, Form 1042-S and Form 1095-C

Page 3

- UPB Training Courses and Materials Available
- Out-of-State Salary/Wage Payments

Page 4

- Calendar Year 2022 Taxable Benefits
- UPB Customer Service and Payroll Operations Metrics

Page 5

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

New for 2022! The SURS Deferred Compensation Plan

SURS-eligible employees are now able to enroll in the [SURS 457 Deferred Compensation Plan \(DCP\)](#). The SURS 457 DCP is a new voluntary retirement savings opportunity that is available through payroll deduction. The SURS 457 DCP is supplemental to your SURS Traditional, Portable, or Retirement Savings Plan.

403(b) & 457 Deferred Compensation Plan Limits for 2022

The IRS announced that the annual contribution limits for both supplemental retirement plans has changed for 2022. The general IRS contribution limit for the University of Illinois System 403(b) Plan, the SURS Deferred Compensation Plan (DCP) and the State of Illinois 457 DCP is now \$20,500. 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 \$27,000. Employees may contribute up to the maximum limit in a 403(b) and a 457 optional investment plan in 2022. This means you can contribute up to \$20,500 (for 2022) in each for a maximum total of \$41,000.

The new SURS DCP and the existing State of Illinois Deferred Compensation 457 Plan are both 457 plans, so they have a single, combined IRS limit. This means that your contributions to either one or both cannot exceed \$20,500 (for 2022) in total.

403(b) Catch-up Contributions

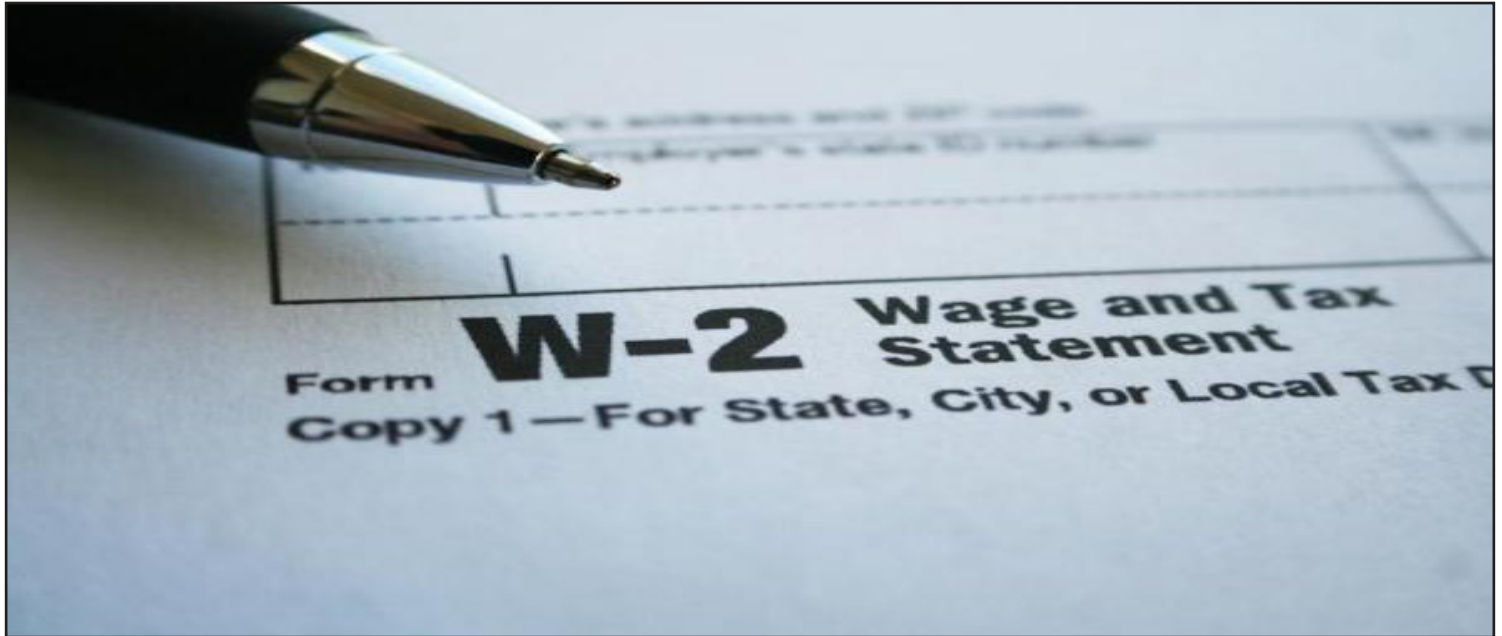
Employees with 15 years of full-time service and who have not taken advantage of tax-deferral opportunities in the past have the option to contribute an additional \$3,000 to this plan. Employees who are eligible for the 15-year special catch-up option will be notified by email in March of their eligibility. The 15 years of service catch-up contribution applies before the age 50+ catch-up and is based on a formula that takes into account all past contributions to the Plan and the employee's total years of full-time service to the University. The maximum 15 years of service catch-up available is \$3,000 per year up to a \$15,000 lifetime benefit, but an employee's actual catch-up may be lower than this maximum. Questions about your contribution limit should be directed to University Payroll & Benefits (UPB).

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>.

IMPORTANT: If you contribute, in any calendar/tax year, to a retirement plan through another employer, it is your responsibility to monitor your total contributions to all plans to ensure that you do not contribute over the [IRS maximum allowed](#) each year.

Form W-2, Form 1042-S and Form 1095-C



If you have consented to receive your Form W-2, Form 1042-S, and Form 1095-C electronically, it is now available. The following instructions to retrieve your form(s) W2, 1042-S, and 1095-C electronically.

1. Go to the **System HR Services** website at <https://www.hr.uillinois.edu/>
2. Select the 'Pay' tab.
3. Click the link '**W-2/1042-S/1095-C Tax Statement**' from the dropdown list
4. Click the '**Access Tax Forms**' green button.
5. Log in using your NetID and password. (Remember, you will be prompted to use [2-Factor Authentication](#))
6. Log into 2FA and Authenticate using one of the four methods
 - a. Send me a push
 - b. Call me
 - c. Text me
 - d. Use a passcode
7. Click '**Continue**'.
8. On the **Online Tax Forms page**, click on the link of the 2021 tax form you want to retrieve.
9. Click on the '**Continue to View/Print**' button.
10. Select the link of the tax form you want to retrieve (i.e. **2021 1095-C Form, 2021 W-2 Form or 2021 1042-S Form**).
11. Select **Log Out** to exit.

Your Form W-2, Form 1095-C, or Form 1042-S will display on the screen. You may print the form (the form is 2 pages so if your printer has duplex printing you may want to turn it on) or save your form to a hard drive or disk. If you need an additional copy later, please use the same process via the Systems HR website.

If you didn't consent to receive the forms electronically, the forms will be mailed to you by IRS 2022 deadlines.

Please submit inquiries to University Payroll & Benefits at: <https://www.obfs.uillinois.edu/payroll/customer-service/>



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://go.uillinois.edu/trainingcenter-upb>.

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 \(infographic\)](#)

Foreign Nationals

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

PARIS

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

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/>.



Calendar Year 2022 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, union taxable vacation pay 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:

University Payroll & Benefits Customer Service assisted 7854 customers that contacted our office using the TeamDynamix application, Touchpoint Phone system or by walking in. The following are the number of cases closed monthly between October and December 2021:

Cases Closed:

October:.....	3,019
November:.....	2,649
December:.....	2,186
TOTAL:.....	7,854

Payroll Operations Metrics

During the fourth quarter of 2021, there were 32 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 2021 is:

Adjustment Pay Transactions:

October:.....	4,988
November:.....	4,334
December:.....	4,748
TOTAL:.....	14,070

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 25, 2022	January 26, 2022	February 2, 2022
Monthly 02	--	February 8, 2022	February 16, 2022
Bi-Weekly 04	February 8, 2022	February 9, 2022	February 16, 2022
Bi-Weekly 05	February 22, 2022	February 23, 2022	March 2, 2022
Monthly 03	--	March 8, 2022	March 16, 2022
Bi-Weekly 06	March 8, 2022	March 9, 2022	March 16, 2022
Bi-Weekly 07	March 22, 2022	March 23, 2022	March 30, 2022
Monthly 04	--	April 8, 2022	April 15, 2022
Bi-Weekly 09	April 19, 2022	April 20, 2022	April 27, 2022

Foreign National Tax Status Review Appointments

Chicago

Dates March: 1, 10, 16
April: 5, 20, 26
May: 12, 17, 25

Urbana-Champaign

Dates March: 2, 8, 24
April: 6, 19, 28
May: 10, 18, 26

Springfield

Dates March: 1, 8, 15, 22, 29
April: 5, 12, 19, 26
May: 3, 10, 17, 24, 31

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/>