

# University Payroll & Benefits Newsletter

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## In This Issue:

### Page 1

- New Hire Employee Benefit Information
- Part-Time Eligibility and Insurance Costs

### Page 2

- FTE Changes and Impact on SEGIP (State Employee Group Insurance Plan)
- New Foreign National Employees and Benefit Eligibility
- New CMS 457 Deferred Compensation Administrator

### Page 3

- Bi-Weekly Time Reporting Course Now 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 Hire Employee 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 Webinar. Employees can register for the Benefits Overview Session through the OBFS Training website at [www.obfs.uillinois.edu/training/registration](http://www.obfs.uillinois.edu/training/registration). A login or password is not required to register for these sessions. To register for the SURS Webinar go to the link <https://surs.org/events/>.

Employees can visit the [MyBenefits.illinois.gov](http://MyBenefits.illinois.gov) website administered by the State of Illinois, powered by LifeWorks for plan information and to make plan elections. The CMS election deadline is in force 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 with vision coverage and Dental plans.

During this initial time, important communication will be coming to the employee by post mail from UPB, CMS and SURS (State University Retirement System). We ask departments to please remind their new hires to [update mailing and email addresses](#) in System HR Services as soon as possible.

## 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% of a normal work period and include the following groups:

- Permanent non-faculty employees who work at least 50% 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% contract. Since the employee is working only half of a full academic year (9 months), the percentage for insurance purposes is 50%.

Contact your campus UPB Customer Service office for assistance in determining part-time insurance status and premiums. Any questions, please submit inquiries to University Payroll & Benefits at: <https://www.obfs.uillinois.edu/payroll/customer-service/>

Or call:  
UIUC (217) 265-6363  
UIC (312) 996-7200  
UIS (217) 206-7144

## FTE Changes and Impact on SEGIP (State Employee Group Insurance Plan)

It is highly recommended that employees changing from part-time (50% to 99% FTE) to full-time (100% FTE) OR from full-time to part-time contact MyBenefits BEFORE the effective date of the FTE change. Any changes to coverage should be made within 60 days after the event date to avoid possible default. The effective date of the change is the event date. This is especially important for employees who wish to Opt Out/waive insurance benefits.

Part-time employees that had waived health and dental coverage, then become 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, then become 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, then become 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. The effective date of the change is the event date.

Finally, full-time employees that were participating in health and dental insurance, then become part-time, have 60 calendar days to elect to waive health and dental coverage or drop dependent coverage. If no election is made, part-time premiums will begin to be deducted on the first affected pay period following the event date.

Please contact MyBenefits at (844) 251-1777 for assistance or with questions regarding the effective date of elections or changes.

## New Foreign National Employees and Benefit Eligibility

In most cases, new foreign national employees should not be coded as 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 position.

An appointment for the SPT can be scheduled at <https://www.obfs.uillinois.edu/payments-foreign-nationals/tax-status-review-appointments/>. Benefit eligibility is verified when Resident Alien status is updated in HR Front End. A social security number is required in order 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. Also, employees not eligible to contribute to SURS must contribute to the Old Age Survivors & Disability Insurance (OASDI).



### New CMS 457 Deferred Compensation Administrator

The Illinois Department of Central Management Services (CMS) is pleased to announce that beginning **July 1, 2022**, the State of Illinois Deferred Compensation Plan recordkeeping services will be transferred to Empower. Empower will be replacing T Rowe Price. A transition kit is available at this link <https://www.empower.com/client/illinois>

## Bi-Weekly Time Reporting Course Now Available



Since the release of the third and final course of the [Time Reporting Certification track](#) on May 31, 38 individuals have successfully completed the certification and another 165 are in the process of completing their certification.

This certification track consists of three self-paced, online courses that will be completed in the following order:

- Course 1: Bi-Weekly Time Reporting Overview
- Course 2: Best Practices for Bi-Weekly Time Reporting
- Course 3: Audit Issues and Common Errors in Bi-Weekly Time Reporting

### Bi-Weekly Time Reporting Overview

This course provides a basic overview of bi-weekly time reporting processes. Topics covered include employee classes that use bi-weekly time reporting, the components and methods of time reporting, the roles and responsibilities involved, and the payroll schedule.

Successful completion of the course entails passing a post-course assessment with a minimum score of 80%.

### Best Practices For Bi-Weekly Time Reporting

This course provides best practices for bi-weekly time reporting to help units avoid mistakes and effectively manage their time reporting processes. Topics covered include internal controls related to time reporting, recommended time reporting setup and structure, management of roles and responsibilities, and proper reporting and approval procedures.

### Audit Issues and Common Errors in Bi-Weekly Time Reporting

This course provides an overview of common audit issues and bi-weekly time reporting errors, their causes and ways units can maintain compliance and avoid or correct time reporting issues. Topics covered in the course include the consequences of non-compliance and fiscal mismanagement, how job record errors impact time reporting and payroll, the consequences of missing time reporting deadlines, and security-related errors that impact time reporting.

## 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 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.

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:

Emails, calls and walk-ins made to University Payroll and 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 and Benefits Customer Service cases resolved each month between April and June 2022.

### Cases Closed:

April:.....4,284  
 May:.....2,682  
 June:.....3,049  
**TOTAL:.....10,015**

### Payroll Operations Metrics

During the second quarter of 2022, there were 59 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 2022 is:

### Adjustment Pay Transactions:

April:.....3,737  
 May:.....3,784  
 June:.....5,370  
**TOTAL:.....12,891**

## 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
Monthly 08	N/A	August 9, 2022	August 16, 2022
Bi-Weekly 17	August 9, 2022	August 10, 2022	August 17, 2022
Bi-Weekly 18***	August 23, 2022	August 24, 2022	August 31, 2022
Bi-Weekly 19	September 7, 2022	September 8, 2022	September 14, 2022
Monthly 09	N/A	September 9, 2022	September 16, 2022
Bi-Weekly 20	September 20, 2022	September 21, 2022	September 28, 2022
Bi-Weekly 21	October 4, 2022	October 5, 2022	October 12, 2022
Monthly 10	N/A	October 7, 2022	October 14, 2022
Bi-Weekly 22	October 18, 2022	October 19, 2022	October 26, 2022

\*\*\*Denotes a Third Pay Date in the Month

## Foreign National Tax Status Review Appointments

### Chicago

September: 1, 7, 13, 21, 28  
 October: 6, 12, 18, 26  
 November: 3, 9, 15, 30

### Urbana-Champaign

September: 6, 8, 14, 20, 22, 27, 29  
 October: 5, 11, 13, 19, 25, 27  
 November: 2, 8, 17, 22

### Springfield

September: 6, 13, 20, 27  
 October: 4, 11, 18, 25  
 November: 1, 8, 15, 22, 29

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/>