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## UPB Training Dates and Announcements

The **Tuition Waiver Taxation Workshop** for Graduate Students will be held in Chicago and Urbana in February. This session is co-taught by UPB and USFSCO Money Management to inform students about the potential taxation of graduate tuition waivers. If you have graduate students working for you with tuition waivers, you will want to encourage their attendance at one of the sessions offered.

**Urbana:** February 11, 2:00 p.m. Illini Union 407  
February 11, 4:00 p.m. Illini Union 407

**Chicago:** February 19, 2:00 p.m. SSB 2790  
February 19, 4:00 p.m. SSB 2790

The payroll training curriculum redesign project is moving forward. If you would like to participate in our Customer Advisory Group by reviewing and piloting online courses, your feedback would certainly be appreciated. Please email [OBFSUPBtraining@uillinois.edu](mailto:OBFSUPBtraining@uillinois.edu) for more information.

UPB Training will be scheduling training sessions for time entry and adjustments processing for the upcoming year. The number of courses scheduled will be based on interest. If you or anyone you know are interested in payroll training, please complete the survey found on the registration page for each course.

## New PARIS Adjustments Coming!

The Payroll Adjustment Request Interface System (PARIS) will soon include the ability to process Prior Pay Adjustments (PPA) in addition to the Current Pay Adjustments (CPA) you already enjoy. These adjustments are currently entered in Banner (PZAADJT) and submitted through the Workflow application. Once Prior Pay Adjustments become active in PARIS, both entry and routing of PPAs will be handled in PARIS.

Training will be required before acquiring security access. Stay tuned for more information on the enhancements to PARIS and upcoming training opportunities.

## 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 (typically requires a physical office) 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 and 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/>



*No matter how long  
the winter, spring is  
sure to follow.*

*~Proverb*

## Calendar Year 2014 Taxable Benefits

Please make certain all taxable benefits are reported to University Payroll and 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, qualified moving expens-

es, 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 moving expenses, 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 ex-

penses. 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/>

## 403(b) and Deferred Compensation 457 Plans' Limits Change

The annual contribution limits for both supplemental retirement plans increased for 2015. The general IRS contribution limit for the University of Illinois 403(b) Plan and the State of Illinois Deferred Compensation 457 Plan is \$18,000 for 2015. Employees age 50 or older who participate in the 403(b) or 457 Plans may contribute an additional \$6,000 for a total annual maximum of \$24,000 in 2015. Employees may contribute up to the maximum limit in both optional investment plans in 2015.

**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 [http://www.state.il.us/cms/2\\_servicese\\_ben/defcomp.htm](http://www.state.il.us/cms/2_servicese_ben/defcomp.htm).

### Terminal Benefits Payouts

Employees may defer vacation and/or compensable sick leave payouts to their 403(b) and/or 457 supplemental retirement accounts upon separation or retirement. Contact a University Payroll and Benefits (UPB) campus office at least 60 days prior to separating from the University in order to arrange this deferral. Use the Terminal Benefit Net Pay Calculator at <http://www.obfs.uillinois.edu/payroll/> to calculate an estimate of the net pay you will receive upon termination of employment with the University. Your Unit H.R. Business Manager will need to complete the Estimated Terminal Benefit Payout from prior to an appointment with UPB. <https://nessie.uihr.uillinois.edu/pdf/benefits/UnitHRTBPCalcSheet.pdf>.

### Updates from the Student Health Insurance Office at Urbana-Champaign

With end of the winter break comes the beginning of the Spring 2015 open enrollment period for the Student Insurance office. Open enrollment periods fall at the beginning of each new semester, and give students a timeframe to add dependent coverage, reinstate themselves into the plan in case of a permanent waiver, or opt out for the year. The latter option takes up the greatest part of our efforts, and in the fall we processed over

8,000 waivers for students who had other qualifying insurance.

The spring should show slightly lessened activity. The outreach efforts and conversations with the student body (and corresponding group of parents) of the previous year have shown to be effective. This group is clearly more active and informed than any group we've encountered, but we're still expecting plenty of phone calls, emails, and walk-ins.

All in all, a great start to the new year.



## UPB Payroll Calculation Deadlines

Pay Event	Time Entry Cut Off Noon Superusers 5:00pm	Pay Date
BW 3	02/03/2015	02/11/2015
MN 2	N/A	02/13/2015
BW 4	02/17/2015	02/25/2015
BW 5	03/03/2015	03/11/2015
MN 3	N/A	03/16/2015
BW 6	03/17/2015	03/25/2015
BW 7	03/31/2015	04/08/2015

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

*“When you're depressed, all it takes is one good conversation to make you feel like singing. It being payday helps too.”*

*~Unknown*



## UPB Customer Service Metrics

### Customer Satisfaction

For every call and visit made to University Payroll & Benefits Customer Service office, a case is created and tracked using Unicenter software. Below is the number of Payroll Customer Service cases closed monthly between October 2014 and December 2014.

Cases Closed:

October:	3490
November:	4046
December:	3392

### Payroll Adjustments Processed

During the fourth quarter of 2014, there were 39 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 Operations Metrics

The total number of adjustment pay transactions processed by UPB Payroll Operations for the fourth quarter 2014 is:

Adj Date	COUNT
14-Oct	5442
14-Nov	3520
14-dec	4680

## Important Payroll Dates

New Hire Benefit Session—Now Open for Registration <https://www.obfs.uillinois.edu/training/registration/>

### Web Time Entry for Employees and Approvers

The tutorials are located at the following location:

<https://www.obfs.uillinois.edu/cms/One.aspx?portalId=77176&pageId=91721#WebTimeEntry>

*You may use the tutorials with or without audio; instructions are shown at the tutorial location.*

**For future Webinars visit:**

<http://training.obfs.uillinois.edu/index.cfm?campus=w>

For further information on the Payroll courses or to register for a class, please visit the [OBFS Training Center](#).



<p><b>Urbana-Champaign</b> Benefits: 217-333-3111 Payroll: 217-265-6363</p>	<p><b>Chicago</b> Benefits: 312-996-6471 Payroll: 312-996-7200</p>	<p><b>Springfield</b> Benefits: 217-206-7144 Payroll: 217-206-7211</p>	<p><b>Mailboxes</b> <a href="mailto:benefits@uillinois.edu">benefits@uillinois.edu</a> <a href="mailto:paying@uillinois.edu">paying@uillinois.edu</a></p>
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## UPB Foreign National Mass Appointment Labs

The dates below are available for status review of new employees and for current employee renewals.

### Chicago

February 10, 12, 24: 9:30–11:00 a.m., 11:30 a.m. – 1:00 p.m., 2:00 – 3:30 p.m.

March 5, 10, 25: 9:30 – 11:00 a.m., 11:30 a.m. – 1:00 p.m., 2:00 – 3:30 p.m.

### Urbana

February 5, 9, 10, 12, 17, 19, 23, 24, 26: 9:00 – 10:30 a.m., 11:00 a.m. – 12:30 p.m., 1:30 – 3:00 p.m.

March 3, 11, 16, 26, 31: 9:00 – 10:30 a.m., 11:00 a.m. – 12:30 p.m., 1:30 – 3:00 p.m.

For updates or changes to the Foreign National Mass Appointment Lab offerings, please refer to registration site at: <http://training.obfs.uillinois.edu/index.cfm?campus=F>.

# Q&A

**Question:**

I have no withholding for federal taxes because I filed exempt on my W-4 withholding form. I received an email stating my 2014 Form W-4 expires on February 17, 2015. What do I need to do to keep the exempt status for the current year?

**Answer:**

If an employee wishes to file exempt from federal tax withholding, a new W-4 must be completed each year. For 2015, the deadline for submission is February 17, 2015, and will remain in effect through February 16, 2016. This can be done through NESSIE on the Compensation tab. If an employee claimed exempt for 2014 and fails to provide University Payroll with a new W-4 by the deadline, University Payroll will begin withholding as if the employee is single with zero withholding allowances.

If another person can claim you as a dependent on his/her tax return, you cannot claim exemption from withholding if your income exceeds \$1,050 and includes more than \$350 of unearned income.