

UNIVERSITY OF ILLINOIS

SPECIAL POINTS OF INTEREST:

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Important Year-End Information and Deadlines

At fiscal year-end, labor distribution for state-funded jobs will be split as follows:

BW 13 – 100% of the pay event will be assigned to the 2015 distribution.

BW 14 – 70% of the pay event will be assigned to the 2015 distribution, and 30% of the pay event will be assigned to the 2016 distribution.

BW 15 – 100% of the pay event will be assigned to the 2016 distribution.

MN 7 – 50% of the pay event will be assigned to the 2015 distribution, and 50% will be assigned to the new 2016 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 2016 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 6/16/15, use FY15 state fund code (100015). If the effective date of the appointment is 6/16/15 or later, use FY16 state fund code (100016).

Jobs with non-9/12 employee classes on state funds: If the effective date of the appointment is before 7/1/15, use FY15 state fund

code (100015). If the effective date of the appointment is 7/1/15 or later, use FY16 state fund code (100016).

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/common/pages/DisplayFile.aspx?itemId=96588>

July 9, 2015 (12:00 p.m.)

Last day to post labor redistributions to FY15. Labor redistributions must be completed and approved (disposition 60) to appear on June FY15 period 12 statements.

For FY15 pay periods except MN 7, BW 13, and BW 14

– Labor redistributions must have a manually entered override posting date in June 2015 to appear on the June FY15 period 12 statements. This field is in the upper left corner of the “Edit/View Labor Distributions” block of the PZAREDS form and is labeled “Posted 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.

For FY15 pay period MN 7 – For services rendered partially in FY15, but paid in FY16, and therefore may have expenditures in both FY15 and FY16.

For FY15 pay period BW 13 – For services rendered in FY15, but paid in FY16, and therefore may have expenditures in FY16.

For FY15 pay period BW 14 – For services rendered partially in FY15, but paid in FY16, and therefore may have expenditures in both FY15 and FY16.

July 16 through August 1, 2015 – No labor redistributions will post to period 15. Labor redistributions pertaining to FY15 state funds must be completed and approved (disposition 60) by, 12:00 p.m., July 9, 2015, (and use the dating conventions as noted above). Units cannot process labor redistributions pertaining to FY15 state funds in FY16.

July 9, 2015, (after 12:00 noon) – All labor redistributions completed and approved (disposition 60) after July 9 at noon will post to FY16.

Questions? Contact University Payroll & Benefits Department at: All Campuses:

paying@uillinois.edu

Urbana-Champaign:

217-265-6363

Chicago:

312-996-7200

Springfield:

217-206-7211

FY2016 Benefit Choice Period: May 1—June 1, 2015

The Benefit Choice Options booklet and online enrollment forms are on NESSIE at:

go.uillinois.edu/BenefitChoice

During the FY 2016 Benefit Choice period employees can access NESSIE to make the following changes:

- Enroll or re-enroll in the Medical Care Assistance Plan (MCAP) and Dependent Care Assistance Plan (DCAP). MCAP and DCAP are the only plans requiring re-enrollment every year.
- Change health, dental, life, and dependent coverage. If you do not want to change insurance coverage, you do not need to do anything. Please note that documentation is required to add dependents or opt out of health insurance.

FY 2016 Premiums:

- Insurance premiums will not change for full-time employees.
- The employer portions of the insurance premiums are expected to increase; therefore, part time employees' health and dental costs are likely to increase. Part-time rates will be available as soon as the employer portions have been finalized.

FY 2016 Insurance Plan Changes:

- No carrier changes for health, dental and vision plans.
- Prescription plan administrator could change.
- Please review the Benefit Choice Options booklet on NESSIE, available May 1.

FY 2016 MCAP Changes:

- The annual plan limit will increase to \$2,550.

- All services must be received by June 30, 2016.
- Employees will continue to have until September 30, 2015, to submit claims.
- MCAP balances up to \$500 remaining after September 30, 2015, will automatically carry over to the FY 2016 MCAP account. A new enrollment is not required to use the carryover funds.
- This carryover could result in an MCAP account of \$3,050 for the FY 2016 plan year.
- The carryover provision does not apply to DCAP accounts.

Employees should monitor their official university email address for UPB notifications and requests for additional information.

Dependent Eligibility Verification Audit (DEVA)

Central Management Services (CMS) has tentatively scheduled the DEVA audit for the Fall 2015.

If during the audit an employee is found to be covering an ineligible dependent, the employee may be subject to a financial penalty, including but not limited to repayment of all premiums the state of Illinois made on

behalf of the employee as well as expenses incurred by the program.

Please take a moment to review your current dependent coverage during the Benefits Choice period.

Employees may remove dependents without providing documentation during the Benefit Choice election period.

CMS has contracted with HMS Employer Solutions (HMS) to perform the audit.

CMS, HMS and the University will send communications with detailed audit information later this year.

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 plans.

An **estimate** of the payout, completed by the department/unit human re-

sources person, is required to ensure contribution calculations are as accurate as possible.

The form can be found using this link: <https://nessie.uihr.uillinois.edu/pdf/benefits/UnitHRTBPCalcSheet.pdf>

Elections for the University's 403(b) terminal benefit payout election can be accepted by UPB up to 30 days prior to the last regular paycheck.

It is highly recommended, however, that 403(b) elections be received by the UPB office as early as possible.

Calendar Year 2015 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 taxable amounts relating to the following:

- Personal use of employer provided vehicles, car mileage (value of fuel for personal commuting use of a University vehicle).
- Country club dues paid for members on behalf of the University.

- Qualified moving expenses, complimentary event tickets, gifts
- Per diem amounts reimbursed to employees 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 expenses

Please refer to the link below for additional information and instructions 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 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/>

Urbana-Champaign Student Insurance News

As the spring enrollment period fades into the rearview mirror, the Student Insurance office looks forward to some big changes this summer.

A year-long bid process has come to an end, with United Healthcare being chosen to continue as the

underwriter of the Student Insurance plan.

The contract was signed for the 2015-16 academic year represents a success along a number of lines: eight one-year renewal options, no reductions in coverage, and

rate costs still came down by nearly 2%.

Graduate students will see a fee reduction from \$376 to \$370, and undergrads will drop from \$291 to \$285.

Payroll Calculation Deadlines



When do I get paid?

Pay Event	Time Entry Cut Off Noon Superusers 5:00 p.m.	Pay Date
BW 9	04/28/2015	05/06/2015
MN 5	N/A	05/15/2015
BW 10	05/12/2015	05/20/2015
BW 11	05/27/2015	06/03/2015
MN 6	N/A	06/16/2015
BW 12	06/09/2015	06/17/2015
BW 13	06/23/2015	07/01/2015
MN 7	N/A	07/16/2015
BW14	07/07/2015	07/15/2015
BW 15**	07/21/15	07/29/2015

** denotes no voluntary deductions taken

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

UPB Customer Service Metrics

Customer Satisfaction:

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

Cases Closed:

January	5291
February	5000
March	5370

Payroll Adjustments Processed:

During the first quarter of 2015, there were 45 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 first quarter of 2015 is:

ADJ_DATE	COUNT (*)
15-Jan	4569
15-Feb	5022
15-Mar	3883

UPB Payroll Training Materials & Events

Check out the new **PARIS Training** materials and other Payroll-related training materials at:

<http://www.obfs.uillinois.edu/training/materials/payroll/>

PARIS Open Labs will be offered on June 12 from 1:00 p.m. to 4:00 p.m. at the following locations:

Urbana – Lab #11 at 111 E. Green Street

Chicago – Room 723 at 809 S. Marshfield Avenue

Springfield – OBFS Training room in BSB 108

Registration is not required. **This is not a hands-on training class.** Bring the necessary paperwork to the lab to perform the PARIS adjustments. Assistance will be available to walk you through the transactions.

Please make sure you have the appropriate security profiles in place before the lab. Remember, you must successfully complete the PARIS Overview and PARIS Prior Underpayment Adjustment courses before security for PARIS PUAs can be granted.

UPB Foreign National Mass Appointment Lab

Chicago Campus

May 5, 13, 28: 9:30–11 a.m., 11:30 a.m. – 1:00 p.m., 2:00 – 3:30 p.m.

June 9, 17, 25: 9:30 – 11:00 a.m., 11:30 a.m. – 1:00 p.m., 2:00 – 3:30 p.m.

Urbana-Champaign Campus

May 6, 11, 21: 9:00 – 10:30 a.m., 11:00 a.m. – 12:30 p.m., 1:30 – 3:00 p.m.

June 2, 10, 22: 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 the registration site at:

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