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## **New Hire Benefit Information**

New benefits-eligible employees should attend a UPB Benefits Overview Orientation prior to or within the first few days of their hire/benefits eligibility date. The Illinois Department of Central Management Services (CMS) allows employees ten (10) calendar days from their hire/benefits eligibility date to make health, dental, life, and dependent insurance elections. (EyeMed Vision coverage is automatically provided to employees and dependents enrolled in a state health plan.) If state insurance elections are not made within this CMS timeline, full and part-time employees will be defaulted to the Quality Care Health and Dental plans with basic life coverage and without the option to elect dependent coverage.

There are two Benefit Orientations, the initial Benefits Overview Session and the follow-up NESSIE Enrollment Assistance class, and a monthly SURS Webinar.

New benefits-eligible employees can register for these sessions 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.

The CMS 10-calendar day deadline is in force whether or not benefits-eligible jobs are in Banner or whether new employees can access the New Hire Benefits forms in NESSIE. Those who cannot access the state plan enrollment form in NESSIE New Hire will be given paper enrollment forms to complete at the orientations. The form is also located in NESSIE under "Benefit Forms" at: [http://www.illinois.gov/cms/Employees/benefits/StateEmployee/Documents/Enrollment\\_Form.pdf](http://www.illinois.gov/cms/Employees/benefits/StateEmployee/Documents/Enrollment_Form.pdf).

When employees make insurance coverage elections

within the 10-calendar day deadline, they are given five (5) additional days 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 and Dental plans.

Benefit Orientation Invitation letters sent to new employees by UPB regarding the orientation registration process and enrollment procedures are often returned due to incorrect addresses. We ask departments to please remind their new hires to update mailing and email addresses in NESSIE 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 in-

clude 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 Benefits office for assistance in determining part-time "insurance" status and premiums. Any questions, please contact UPB Benefits Services:

UIUC (217) 333-3111

UIC (312) 996-6471

UIS (217) 206-7211 or (217) 206-7144

## New Foreign National Employees and Benefit Eligibility

In most cases, new foreign national employees should be coded as not-benefits eligible in the Human Resources Information Systems (HRFE).

They are informed of benefit eligibility based on the Substantial Presence Test (SPT) determination and the job. An appointment for the SPT can be scheduled at <http://training.obfs.uillinois.edu/index.cfm?campus=F> or by con-

tacting UPB customer service. Benefit eligibility is verified when Resident Alien status is updated in Banner. A valid employee 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.

## Why is a Beneficiary Designation Important?

Designating a beneficiary is an important right of life insurance ownership. It lets you determine who receives your policy benefits. Under current tax law, life insurance benefits paid to a beneficiary are generally not taxable income.

The loss of a loved one can be overwhelming. In addition to grief, there may be financial and legal worries. By designating a beneficiary, you are choosing how your life insurance benefits will be paid upon your death. A designated beneficiary can be a

person(s), trust, organization, or other legal entity named to receive all or part of the benefits provided by the life insurance policy upon your death.

If a beneficiary designation is not on file, payment of benefits will be delayed and family members you wished to provide for could be excluded from the determination.

Once the beneficiary form is on file, it is your responsibility to update the form with any changes to the beneficiary des-

ignation and/or beneficiary address by updating the electronic or paper version of the form. Submitting the form electronically makes it easier to update beneficiary information.

Electronic submission can be completed via NESSIE at [https://nessie.uihr.uillinois.edu/cf/benefits/index.cfm?Item\\_ID=87](https://nessie.uihr.uillinois.edu/cf/benefits/index.cfm?Item_ID=87).

## Employees Returning to Work after a Leave of Absence

Employees whose insurance coverage was either terminated due to non-payment of premiums or waived due to going on a leave of absence (full-time employees only) must have coverage reinstated the first day of the first full benefit period following the employee's physical return to work.

For example, state insurance would be effective on September 1 for an academic employee returning to work on August 16. The same health and dental coverage that was in force prior to the termination or waiver will be reinstated. Dependent coverage will not automatically be reinstated upon the employee's return to work. The return to work date is a qualifying change in status in which the employee has 60 days to re-

quest, in writing, the addition of dependent and/or optional life coverage. The requested coverage will be effective the date of the request or the date of the event, whichever is later.

If Central Management Services (CMS) terminates coverage due to non-payment of premiums, the state of Illinois will take action to recover unpaid premiums by an involuntary withholding, such as, but not limited to, a state of Illinois income tax refund, involuntary payroll deductions, or Illinois lottery wins.

Employees who select to waive coverage while on leave to become a dependent of their state-employed spouse can have their coverage reinstated. To do this, employees must

have the same health and dental coverage (that was in force prior to the waiver) reinstated on the date they physically return to work. Upon request, dependent and optional life coverage may be transferred back when the employee returns to work if the coverage was carried by the spouse during the leave.

**Employees who take a leave of absence (before the summer break) and do not return to active status after the summer break period by September 1, will have their coverage automatically terminated. The maximum period for this leave is three (3) months.**

## 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 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 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 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 nonresi-

dent 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/](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/](http://www.obfs.uillinois.edu/payroll/tax-information/withholding-allowance/)



## Getting New Employees Paid in a Timely Manner—Fall 2015

by **Laura Barnett**

Accurately compensating newly hired faculty, academic professionals, and staff in a timely manner is one of the many challenges facing college units at the start of the new fall semester. Here are some guidelines to assist you in this process.

### Appointment Processing

New appointments must exist in Banner by the “Job Change” deadline found on the University of Illinois Payroll Schedule. To ensure that appointments are entered into Banner by the deadline, Human Resources (HR) must **receive** HR FrontEnd (HRFE) transactions by the deadline provided by each campus HR office. The deadlines for the upcoming pay periods are listed below:

### Biweekly Paid Employees

Pay Period	UIC HRFE Due in HR	UIS HRFE Due in HR	UIUC HRFE Due in HR	Job Change Deadline (5:00 p.m.)	Pay Date
BW 18	8/21/15	8/11/15	8/21/15	8/30/15	9/9/15
BW 19	9/4/15	8/25/15	9/4/15	9/13/15	9/23/15
BW 20	9/18/15	9/8/15	9/18/15	9/27/15	10/7/15

### Monthly Paid Employees

Pay Period	UIC HRFE Due in HR	UIS HRFE Due in HR	UIUC HRFE Due in HR	Job Change Deadline (5:00 p.m.)	Pay Date
MN 9	8/17/15	8/12/15	8/27/15	9/7/15	9/16/15
MN 10	9/24/15	9/10/15	9/28/15	10/7/15	10/16/15

Prior to the pay date, check the status of the HRFE transaction to determine if the deadlines were met by accessing the transaction’s blue information bar at the top of the transaction, the “Audit Trail,” or for a completed transaction, the “Transaction History.” If key dates were not met, the employee may need to be paid via payroll adjustment.

### Time Entry

A key component of paying staff employees is the timely submission of the hours worked during the pay period. College units typically use one of the following two methods of time keeping: Web Time Entry or Department Time Entry. University Payroll and Benefits’ recommended time entry method is Web Time Entry.

Web Time Entry allows employees to enter their own time through the Employee Self-Service Application. Like Department Time Entry, employee timesheets are then routed to the appropriate Department Approver for review and approval. The advantage of this time entry method is that the unit no longer has to track down and collect paper timesheets. This method also helps to eliminate keying errors, which sometimes occur in Department Time Entry when time is entered into Banner manually from dozens of handwritten paper timesheets in varying conditions.

Both methods require that time be submitted by the Department Approver by the pay period deadline. Upcoming time entry deadlines are as follows:

### Biweekly Paid Employees

Pay Period	Job Change Dead- line (5:00 p.m.)	Time Entry Cutoff approver—Noon Superuser—5:00 p.m.	PARIS Current Adjust- ment Cutoff 10:00 a.m.	Pay Date
BW 18	8/30/15	9/1/15	9/2/15	9/9/15
BW 19	9/13/15	9/15/15	9/16/15	9/23/15
BW 20	9/27/15	9/29/15	9/30/15	10/7/15

*Continued...*

*Continued....*

Please be aware that changes to a Department Approver's appointment before or during the pay period can "break" the timesheet organization's routing queue. The routing queue is tied to the approver's position. The routing queue breaks if the approver has a change in position number or the old position number end date has passed. The routing queue approver is identified in Banner form NTRRQUE. If the routing queue is broken, "VACANT" will appear in the Incumbent field. The unit's Time Entry Superuser has access to NTRRQUE and can fix the routing queue by updating the Incumbent field to the appropriate position.

Timesheets cannot be approved by the Department Approver until the routing queue is corrected; however, the unit's Superuser may approve the timesheets after noon and before 5:00 p.m. on the Time Entry Cutoff date despite a broken routing queue. For more information, see Working with Routing Queues in Banner (<https://www.obfs.uillinois.edu/cms/One.aspx?portalId=77176&pageId=91721#RoutingQueue>)

**Warning!** – It is still possible to extract, submit and approve a timesheet for an employee's job even if the job was applied to Banner after the "Job Change" cutoff. However, pay **will not** be generated for the job since an important step of the time entry process (invisible to the unit) would have been skipped. Example: An appointment applied at 6:00 p.m. on August 17 will not generate pay on the BW 17 pay date despite having an approved timesheet in the system. Again, please ensure that the appointment has been applied to Banner by the Job Change deadline.

**NOTE:** For monthly paid employees, academic reporting of vacation and sick time occurs bi-annually, in May and August. Reporting may occur more often based on departmental procedures. College units should contact their campus HR office for more information. Units within University Administration should contact UA Employee Relations and Human Resources for guidance.

## CMS Benefit Statements

It is important to check your CMS Benefit Statement especially after making changes to state insurance plans or dependent coverage. Employees should contact their campus UPB Benefits office if any information on the CMS Benefit Statement is incorrect.

Instructions to access your CMS Benefit Statement can be found at: <http://go.illinois.edu/benefitstatement>.

## U of I Earnings Statements

Employees should review their U of I Earnings Statements after each paycheck to ensure that deductions reflect correct insurance, statutory, voluntary, and involuntary contributions. Once CMS has paid insurance vendors, premiums can be refunded only for a limited time. Contact UPB Customer Service, Benefits at 333-3111 or Payroll at 265-6363 with questions.



## CMS Dependent Eligibility Verification Audit Coming in September

Central Management Services (CMS) has contracted with HMS Employer Solutions (HMS) to conduct the Dependent Eligibility Verification Audit (DEVA). The intent of this independent audit is to ensure that only eligible dependents are covered under the State Employees Group Insurance Program (SEGIP).

HMS will mail a letter to each Uni-

versity employee who has a dependent enrolled in health insurance on September 15, 2015. The letter will detail the steps and documentation required to keep dependents from having their coverage terminated. **As a result of this audit, dependents enrolled without a valid SSN on the Membership system will be terminated if a copy of the SSN card is not submitted to HMS by the due date.** The letter will also include a Frequently Asked Questions document. Members must complete and sign the back of the letter and submit it, along with the required documentation, directly to HMS by the due date indicated on the letter.

HMS has developed a secure website at [www.AuditOS.com](http://www.AuditOS.com) which will be available to members **after** they receive their letter. By registering on this website, members

will find more details regarding this audit as well as provide assistance with where to locate documentation (via links to county websites, etc.) and how to submit documentation.

Questions regarding the audit should be directed to HMS. Incorrect mailing addresses can delay receipt of the DEVA letter. **To view your current CMS mailing address, go to your CMS Benefits Statement at:**

<http://www2.illinois.gov/cms/Employees/benefits/StateEmployee/Pages/BenefitStatements.aspx>.

If your mailing address is incorrect, please update it using the *Employee Information Form* in NESSIE as soon as possible. Address changes updated in NESSIE are sent to CMS weekly.

## Payroll Calculation Deadlines

**When do I get paid?**



Pay Event	Time Entry Cut Off Noon Superusers 5:00 p.m.	Pay Date
BW 16	08/04/2015	08/12/2015
MN 8	N/A	08/14/2015
BW 17	08/18/2015	08/26/2015
BW 18	09/01/2015	09/09/2015
MN 9	N/A	09/16/2015
BW 19	09/15/2015	09/23/2015
BW 20	09/29/2015	10/07/2015
MN 10	N/A	10/16/2015
BW 21	10/13/2015	10/21/2015
BW 22	10/27/2015	11/04/2015

## UPB Customer Service Metrics

### Customer Service Cases Closed

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

April	4,747
May	5,811
June	4,931

### Payroll Operations Metrics:

The total number of adjustment pay transactions processed by UPB Payroll Operations for second quarter 2015 is:

15-April	4489
15-May	3179
15-June	4479

### Payroll Adjustments Processed:

During the second quarter of 2015, there were 31 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.

## UPB Payroll Training Materials & Events

### PARIS

UPB Training has made two online courses available for PARIS training:

[PARIS Overview](#)

[PARIS Prior Underpayment Adjustments \(PUA\)](#)

Individuals who need access to the PARIS PUA module to initiate or approve payroll underpayment adjustments must successfully complete both courses before requesting security access through their Unit Security Contact. ***Training is required.***

UPB Training has also unveiled a **PARIS Resources Page** at:

<https://www.obfs.uillinois.edu/paris-resources/>

The team continues to collaborate with TPDC&P on additional training materials related to the PARIS application so check back frequently for updates.

## UPB Foreign National Mass Appointment Lab

### Chicago Campus

**August** 5,11 13,19,25,27: 9:30 – 11:00 a.m., 11:30 a.m. – 1:00 p.m., 2:00 – 3:30 p.m.

**September** 2, 8, 17, 23,29: 9:30 – 11:00 a.m., 11:30 a.m. – 1:00 p.m., 2:00 – 3:30 p.m.

### Urbana-Champaign Campus

**August** 4, 18, 27,31: 9:00 – 10:30 a.m., 11:00 a.m. – 12:30 p.m., 1:30 – 3:00 p.m.

**September** 3, 10,15, 16, 21, 24, 29, 30: 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>.