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## UPB Newsletter Improvement Survey

**Your feedback on the Newsletter is important to us!** Please take the brief survey to help us better understand your needs, and allow us to find out what we

can do to improve UPB's Newsletter content and delivery.

<http://www.surveygizmo.com/s3/2556160/UPB-Newsletter-Survey-2016>



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

The IRS announced that the annual contribution limits for both supplemental retirement plans remained the same for 2016. 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 2016. 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 2016. Employees may contribute up to the maximum limit in both optional investment plans in 2016.

**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 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).

## 457 Roth (Post-Tax) Option Now Available

Effective January 1, 2016, a designated Roth account was added to the Deferred Compensation Plan. The Roth provision allows employees to make after-tax contributions to their account which become available for withdrawal after separation of employment. Then, both Roth contributions and associated earnings can be withdrawn tax-free when you take a qualified distribution.

To participate in the Roth option, you must complete the enrollment form [http://www.illinois.gov/cms/employees/benefits/Deferred/Documents/Def\\_Comp\\_Enrollment\\_Form\\_2015.pdf](http://www.illinois.gov/cms/employees/benefits/Deferred/Documents/Def_Comp_Enrollment_Form_2015.pdf) and indicate the amount you wish to contribute, even if you currently defer to a pre-tax Deferred Compensation account. If you want to stop your current pre-tax Deferred Compensation

deferrals, you must complete the Change Form <https://nessie.uihr.uillinois.edu/pdf/benefits/UnitHRTBPCalcSheet.pdf> revoking your pre-tax deferral at the same time you are enrolling in the Roth.

## Terminal Benefits Payouts

Employees may defer a portion of 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 form prior to an appointment with UPB.

<https://nes-sie.uihr.uillinois.edu/pdf/benefits/UnitHRTBPCalc-Sheet.pdf>.



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

*~Proverb*

## Dependent Eligibility Verification Audit (DEVA)

The State of Illinois Dependent Eligibility Verification Audit (DEVA) ended on November 19, 2015. The purpose of DEVA was to identify dependents that do or do not meet the dependent eligibility require-

ments. Dependents not verified had health, dental, vision and life insurance coverage terminated effective December 1, 2015. Employees then had until December 31 to provide the required documentation to reinstate any dependents that had coverage terminated. A total of 990 dependents had coverage terminated. 379 dependents were terminated voluntarily and 611

were terminated due to no response or insufficient response. Dependents that had coverage termed as a result of the DEVA can be added back to coverage during Benefit Choice or with an eligible Qualifying Event, as long as proper documentation is provided.

## Calendar Year 2016 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 vehi-

cles, 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 nonresident housing expenses. Please refer to the link below for additional information and instruction related to taxable benefit reporting.

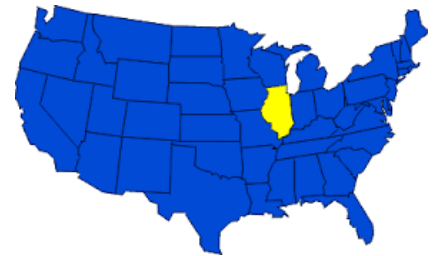
<http://www.obfs.uillinois.edu/bfpp/section-4-payroll/submit-taxable-fringe-benefit-payments/>

## 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/>





## UPB Payroll Calculation Deadlines

Pay Event	Time Entry Cut Off	
	Noon Superusers 5:00pm	Pay Date
BW 3	02/02/2016	02/10/2016
MN 2	N/A	02//16/2016
BW 4	02/16/2016	02/24/2016
BW 5	03/01/2016	03/09/2016
MN 3	N/A	03/16/2016
BW 6	03/15/2016	03/23/2016
BW 7	03/29/2016	04/06/2016
MN 4	N/A	04/15/2016
BW 8	04/10/2016	04/20/2016

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*



## 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 through December 2015.

Cases Closed:

October:	4831
November:	3862
December:	4071

### Payroll Adjustments Processed

During the fourth quarter of 2015, there were 42 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 2015 is:

ADJ_DA TE	COUNT (* )
15-Dec	3447
15-Nov	3308
15-Oct	4685
<b>TOTALS</b>	<b>11440</b>

## Leave Information FAQs

### **I am going on a leave, what do I do?**

Please view the leave information on Nessie at the following link:

<https://nessie.uihr.uillinois.edu/cf/leave/index.cfm>

Employees going on leave should fill out the Leave of Absence Worksheet prior to the leave beginning. The Worksheet provides UPB the information necessary for insurance coverage options during an upcoming leave. The Leave of Absence Worksheet is available at:

[https://nessie.uihr.uillinois.edu/pdf/leave/BSC\\_LeaveInfoForm.rtf](https://nessie.uihr.uillinois.edu/pdf/leave/BSC_LeaveInfoForm.rtf)

### **What department do I contact about my benefits if I am going on a leave?**

Please contact UPB Fiscal Control and Management Group for State of Illinois CMS information regarding a leave of absence:

- UIC employees - contact Margaret Caston 217-265-6342, [caston@uillinois.edu](mailto:caston@uillinois.edu).
- UIUC employees - contact Amy Abrahamson 217-300-1746, [amyacree@uillinois.edu](mailto:amyacree@uillinois.edu).
- UIS employees - contact April Buchner 217-244-3834, [buchner@uillinois.edu](mailto:buchner@uillinois.edu).

### **How does a Personal Leave affect insurance premiums?**

A Personal Leave is a “non-state paid” leave which means the employee is required to pay 100% of both the employee and employer health and dental premiums. Monthly premiums can be \$1,000 - \$2,000+ depending on dependent coverage and health plan.

Employees have several options with a Personal leave. Two options are to opt-out or terminate coverage before, or within 60 days of date the leave begins. The effective date of those elections is the date of the event, if elected before the leave begins, or the date of the written election, if elected after the leave begins as long as it is made within 60 days of the event. Refer to the Leave of Absence Worksheet for additional information and premiums.

## UPB Foreign National Mass Appointment Labs

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

### Chicago

February 3, 11, 17, 23: 9:30–11:00 a.m., 11:30 a.m. – 1:00 p.m., 2:00 – 3:30 p.m.

March 2, 10, 23: 9:30 – 11:00 a.m., 11:30 a.m. – 1:00 p.m., 2:00 – 3:30 p.m.

### Urbana

February 2, 4, 9, 11, 15, 17, 18, 22, 23, 29: 9:00 – 10:30 a.m., 11:00 a.m. – 12:30 p.m., 1:30 – 3:00 p.m.

March 3, 8, 10, 16, 21, 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 registration site at: <http://training.obfs.uillinois.edu/index.cfm?campus=F>.