

## UNIVERSITY OF ILLINOIS

### SPECIAL POINTS OF INTEREST:

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- Calendar Year Taxable Benefits and Out of State Salary/Wage Payments (pg. 3)
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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 2016 distribution.

**BW 14** – 90% of the pay event will be assigned to the 2016 distribution and 10% of the pay event will be assigned to the 2017 distribution.

**BW 15** – 100% of the pay event will be assigned to the 2017 distribution.

**MN 7** – 50% of the pay event will be assigned to the 2016 distribution, and 50% will be assigned to the new 2017 distribution.

The state-funded portion of 9/12 appointments paid on the 2016 MN 7, BW 14, and BW 15 pay events will have 100% of the pay event assigned to the new 2017 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 6/16/16, use FY16 state fund code (100016).
- If the effective date of the appointment is 6/16/16 or later, use FY17 state fund code (100017).

Jobs with non-9/12 employee classes on state funds:

- If the effective date of the appointment is before 7/1/16, use FY16 state fund code (100016).
- If the effective date of the appointment is 7/1/16 or later, use FY17 state fund code (100017).

If a terminated job is reactivated, be sure that the state fund code used on the labor distribution record follows the guidelines for Changes to Job Records.

### 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=96556>

- July 14, 2016 (5:00 p.m.) Last day to post labor redistributions to FY16. Labor redistributions must be completed and approved (disposition 60) to appear on June FY16 period 12 statements.
- For FY16 pay periods except MN 7 and BW 14 – Labor redistributions must have a manually entered override posting date in June 2016 to appear on the June FY16 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 FY16 pay period MN 7 – This pay period is for services rendered partially in FY16, but paid in FY17, and therefore may have expenditures in both FY16 and FY17. See the job aid for performing labor redistributions related to this payroll located in the Performing a Year End Labor Redistribution Job Aid document.

- For FY16 pay period BW 14 – This pay period is for services rendered partially in FY16, but paid in FY17, and therefore may have expenditures in both FY16 and FY17. See the job aid for performing labor redistributions related to this payroll located in the Performing a Year End Labor Redistribution Job Aid document.

- July 16 through August 1, 2016 – No labor redistributions will post to period 14.

- Labor redistributions pertaining to FY16 state funds must be completed and approved (disposition 60) by, 5:00 p.m., July 14, 2016, (and use the dating conventions as noted above). Units cannot process labor redistributions pertaining to FY16 state funds in FY17.

- July 14, 2016, (after 5:00 pm) – All labor redistributions completed and approved (disposition 60) after July 14 at 5:00 p.m. will post to FY17.

Questions? Contact University Payroll & Benefits Department at: *All Campuses:* [paying@uillinois.edu](mailto:paying@uillinois.edu)

*Urbana-Champaign:*

217-265-6363

*Chicago:*

312-996-7200

*Springfield:*

217-206-7211

## FY2017 Benefit Choice Period: May 1– May 31, 2016

The following information is applicable to this Benefit Choice Period.

**Plan changes and/or premium increases may occur later during FY 2017 pending the outcome of an ongoing legal dispute between the state and American Federation of State, County and Municipal Employees (AFSCME). If this occurs, it is likely that Central Management Services will hold a second Benefit Choice Period.**

The Benefit Choice Options booklet and online enrollment forms are on NESSIE at: [go.uillinois.edu/BenefitChoice](http://go.uillinois.edu/BenefitChoice)

**During the FY 2017 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 2017 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.
- Per Central Management Services - The premium levels listed in this benefits flyer are for FY 2016 (July 1, 2015 – June 30, 2016). Personnel should be aware that these premiums may be subject to an increase, pending the outcome of an ongoing legal dispute between the state and AFSCME and that this premium increase may be applied retroactively to July 1, 2016.

### FY 2017 Insurance Plan information:

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

### FY 2017 MCAP Information:

- The annual plan limit will remain as \$2,550.

- All services must be received by June 30, 2016.
- Employees will continue to have until September 30, 2016, to submit claims.
- The carryover provision does not apply to DCAP accounts.
- Employees planning on retiring or separating during the FY 2017 plan year are not eligible to participate during FY 2017.

### FY 2017 MCAP Changes:

- MCAP balances up to \$500 remaining after September 30, 2016, will **NOT** automatically carry over to the FY 2017 MCAP account. **A new enrollment is required to use the carryover funds.**
- This carryover could result in an MCAP account of \$3,050 for the FY 2017 plan year.

Benefit Choice Elections or changes made to insurance for MCAP/DCAP during May, 2016 are effective July 1, 2016. Employees should monitor their official University email address for UPB notifications and requests for additional information.

## 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 plan(s).
- An **estimate** of the payout, completed by the department/unit human resources person, is required to ensure contribution calculations are as accurate as possible. The form can be found using this link: <https://nessie.uhr.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.
- Enrollment or change forms for the State of Illinois 457 Plan must be received in UPB two calendar months before the month in which employees receive their last regular paycheck. For example, if an employee's last **regular** check will be in July, the form must be received in UPB by May 30.

## 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 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 following link for additional information and instruction related to state tax withholding.

<http://www.obfs.uillinois.edu/payroll/tax-information/withholding-allowance/>

## Thank You for Taking the UPB Newsletter Improvement Survey!

We appreciate you taking the time to complete the online survey this past February. We received over a 100 responses and are excited to use your feedback to make the newsletter better. The responses show that that you think the newsletter is a valuable resource,

but some of the topics are not relevant to you.

From here we plan to:

- Develop a plan on the key issues that we need to improve.
- Identify “quick wins” that will have an immediate impact.

- Follow through and evaluate along the way.

If you have questions or comments, please contact Kassaundra Hester, Director of UPB at [khes-ter@uillinois.edu](mailto:khes-ter@uillinois.edu).

## Collaborate with Us on the UPB Training Initiative

University Payroll & Benefits (UPB) would like to thank our college and department customers for their feedback regarding their training needs related to payroll and benefit transactions. Your feedback was invaluable, and we now need your help as we put those ideas into action. In this UPB Training Initiative, we will be developing and implementing a comprehensive payroll and benefits training program with multiple learning tracks and disciplines that will increase the knowledge, skills and competency of the UPB staff and college unit HR/Payroll personnel while improving their learning experience. We know the success of this initiative is dependent upon your participation, and we are looking forward to collaborating with you.

### How can you get involved?

Join us as a Learning Partner. In this role, you can be as involved as you want by providing input and feedback for one or more training topics. The time commitment will vary from topic to topic. We estimate Learning Partner participation to be around 10 to 15 hours from the start to finish of a development cycle of a training course, but your level of participation is truly up to you.

### Role of Learning Partners

- Provide knowledge related to employee/unit UPB-related transaction processing, issues, challenges

during a requirements interview.

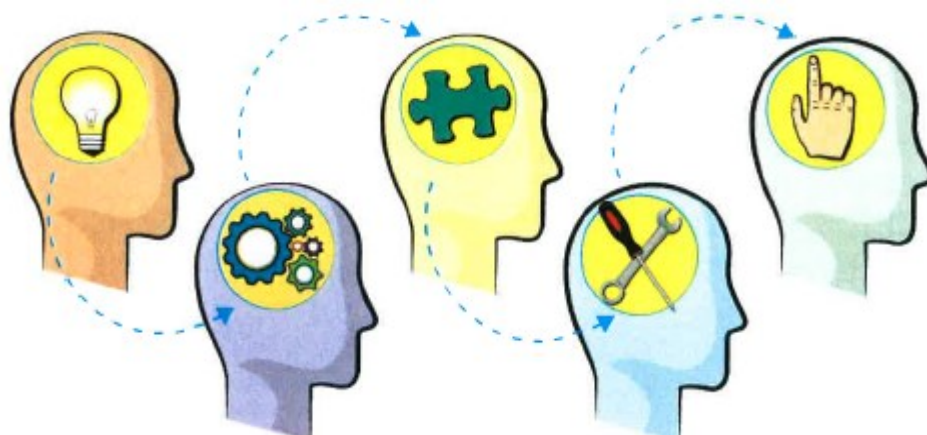
- Share your ideas and collaborate with project team members throughout the design and development process.
- Assist in testing and improving prototypes before they are made available in their final form.

### Learning Topics

- Time Entry/Reporting
- Payroll Schedules & Deadlines
- Payroll Adjustments
- Time Entry Routing Queues, Proxies & Security
- Payments to Foreign Nationals
- Supplemental Retirement Plans
- Tuition Waiver Taxation
- Employee Recognition Awards

Please email UPB Training at [obfsupbtraining@uillinois.edu](mailto:obfsupbtraining@uillinois.edu) if you would like to be a Learning Partner and indicate the training topics of interest to you.

## LET'S TURN IDEAS INTO ACTION



# Payroll Calculation Deadlines

## When do I get paid?



Pay Event	Time Entry Cut Off Noon Superusers 5:00 p.m.	Pay Date
BW 9	04/26/2016	05/04/2016
MN 5	N/A	05/16/2016
BW 10	05/10/2016	05/18/2016
BW 11	05/24/2016	06/01/2016
BW 12	06/07/2016	06/15/2016
MN 6	N/A	06/16/2016
BW 13**	06/21/2016	06/29/2016
BW 14	07/06/2016	07/13/2016
MN 7	N/A	07/15/2016
BW 15	07/19/16	07/27/2016

\*\* 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 2016.

### Cases Closed:

January	5944
February	6384
March	5440

### Payroll Adjustments Processed:

During the first quarter of 2016, there were 44 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 2016 is:

ADJ_DATE	COUNT (*)
16-Jan	4673
16-Feb	4102
16-Mar	3911
TOTALS	12686

## UPB Foreign National Mass Appointment Lab

### Chicago Campus

May 4, 12, 25: 9:30–11 a.m., 11:30 a.m. – 1:00 p.m., 2:00 – 3:30 p.m.

June 2, 8, 16, 29: 9:30 – 11:00 a.m., 11:30 a.m. – 1:00 p.m., 2:00 – 3:30 p.m.

### Urbana-Champaign Campus

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

June 1, 7, 13, 23: 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>.