

University Payroll and Benefits Important Year-End Deadlines

SPECIAL POINTS OF INTEREST:

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With the end of year quickly approaching, University Payroll and Benefits would like to highlight some important information including year-end deadlines for all units.

Holiday Payroll Schedule

Veteran's Day Week

Due to the upcoming Veteran's Day Holiday falling on Friday, November 11, 2016, the deadline to submit PARIS Prior Underpayment Adjustments (PUAs) will change from Tuesday, 11/8/2016 at noon to Monday, 11/7/2016 at 5:00 p.m. While the University does not close for Veterans Day, it is a recognized banking holiday. This change will ensure adjustments submitted by the deadline are processed and paid on Thursday, 11/10/2016.

Thanksgiving Week

2016 BW 24 Calc

Department approvers have until noon Monday, 11/21/2016 for timesheet approval. Superusers have until 5:00 p.m., Monday, 11/21/2016 for timesheet approval. Feeder files are due by 5:00 p.m. on Monday, 11/21/2016. Current pay adjustments can be submitted through the Payroll Adjustment Request Interface System (PARIS) until 10:00 a.m. on Tuesday, 11/22/2016. All other calc deadlines pertaining to units will remain the same.

2016 BW 24 Pay Day is 11/30/2016.

Adjustment Calc

Due to the shortened week during the Thanksgiving Day Holiday, the deadline for approving all prior pay period adjustments will be noon Friday, 11/18/2016, and will be paid on Friday 11/25/2016.

Any prior pay adjustments approved after noon Friday, 11/18/2016 and by noon Tuesday, 11/22/2016 will be paid on Friday, 12/2/2016.

2016 BW 25 Pay Day is 12/14/2016.

Holiday Break

Adjustment Calc

The week before holiday break, the **deadline** to submit prior pay period adjustments will be **noon Friday, 12/16/2016**. Adjustment pay date will be Friday, 12/23/2016.

This will be the last adjustment calc for Calendar Year 2016. Please ensure that all prior pay period adjustments needing to be paid in 2016 are submitted by the noon 12/16/2016 deadline.

2016 BW 26 Calc

Department approvers have until noon, Monday, 12/19/2016 for timesheet approval. Superusers have until 5:00 p.m., Monday, 12/19/2016 for timesheet approval. Feeder files are due by 5:00 p.m. on Monday, 12/19/2016. Current pay adjustments can be submitted through the Payroll Adjustment Request Interface System (PARIS) until 10:00 a.m. on Tuesday, 12/20/2016. All other calc deadlines pertaining to units will remain the same.

2016 BW 26 Pay Day is 12/28/2016.

There will be NO adjustment calc the week 12/26/2016.

Adjustment Calc 2017

The first adjustment calc scheduled for 2017 will be paid on Friday, 1/6/2017, therefore the deadline to submit prior pay adjustments will be noon Tuesday, 1/3/2017.

2017 BW 1 Calc

Department approvers have until noon, Wednesday, 1/4/2017 for timesheet approval. Superusers have until 5:00 p.m., Wednesday, 1/4/2017 for timesheet approval. Feeder files are due by 9:00 p.m. on Tuesday, 1/3/2017. Current pay adjustments can be submitted through the Payroll Adjustment Request Interface System (PARIS) until 10:00 a.m. on Thursday, 1/5/2017. All other calc deadlines pertaining to units will remain the same.

2017 BW 1 Pay Day is 1/11/2017.

MyBenefits Marketplace

The new MyBenefits MarketPlace portal became available to employees on September 30. Employees can enroll, make plan changes and view a summary of their coverage through the MyBenefits MarketPlace. University Payroll and Benefits will no longer be accepting dependent or event documentation. Instead, documentation can be uploaded directly to MyBenefits at www.MyBenefits.Illinois.gov or mailed to MyBenefits Marketplace at PO Box 467846, Atlanta, GA 31146.

The MyBenefits Marketplace portal offers many useful and informational tools to help employees with their insurance questions and concerns. There is a summary of the employee's current elections and costs; Decision Support Tool that allows employees to compare, side by side, plan features and costs; coverage detail for the health, dental, vision and prescription plans; handy links to provider directories and other helpful information; and a FAQ area.

Newly insured eligible employees now have 30 calendar days to make health plan elections and will submit their plan elections on the MyBenefits Marketplace instead of through the University's NESSIE system. It is vital that new employees complete the Employee Infor-

mation Form as part of the new hire process as soon as possible. We strongly recommend new employees enter a valid email address and indicate e-mail as the preferred method of communication in order to receive log-in information for the MyBenefits Marketplace in a timely manner.

It is important to note that new elections and qualifying event changes can only be submitted one time. Once submitted the elections cannot be changed or modified! Even though it is not necessary for current employees to do anything until changes are needed, we encourage all employees to visit the MyBenefits Marketplace, register and update their e-mail so that electronic communications can be received.

New Hire Benefit Information

Newly benefit-eligible employees with a benefit-eligibility date of August 16, 2016, or later, will have 30 calendar days to elect health/vision, dental and optional life insurance coverage for themselves and their dependents or make an election to opt out, if full-time, or waive coverage, if part-time. Required documentation must also be submitted within the 30 calendar days. Full-time and part-time employees who do not make an election within the 30 calendar day period will be defaulted into the Quality Care health/vision and dental plans without the option to insure dependents.

It is strongly recommended that newly benefits-eligible employees attend the UPB Benefits Overview Session. There are two Benefit Orientations, the initial Benefits Overview Session and the follow-up UI NewHire Enrollment Assistance class; and a monthly SURS Webinar. Newly benefits-eligible employees can register for these sessions through the OBFS Training website at www.obfs.uillinois.edu/training/registration. A login or password is not required to register for these sessions.

Employees hired after August 15 can visit the MyBenefits.illinois.gov website administered by the State of Illinois, powered by Morneau-Shepell for plan information and to make plan elections.

The CMS 30 day election deadline is in force whether or not benefit-eligible jobs are in Banner or whether new employees can access the New Hire Benefit forms in NESSIE.

As stated, when employees make insurance coverage elections, they are given a limited amount of time 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.

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 contacting 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.

Calendar Year 2016 Overpayment Processing

The following deadlines must be met to facilitate timely correction of payroll records and avoid significant tax consequences for employees who received overpayments in 2016.

Transaction	Deadline
Units must submit overpayment adjustment requests through the Adjustment Notification Application (ANA).	Submit to University Payroll by Friday, 11/18/2016, 5:00 PM.
Units must submit employee repayments (money order, cashier's check, or personal check) due to overpaid wages or salaries.	Repayments (money order, cashier's check, or personal check) must be received in UPB Customer Service by Friday, 12/2/2016, 3:00 p.m.
Units must return paper payroll checks that have not been distributed to an employee.	Return to UPB Customer Service by 3:00 p.m. Friday, 12/2/2016.

If these deadlines are not met, the processing of adjustments will be delayed and may not be reflected on the 2016 W-2 tax statements. Significant tax consequences on behalf of the employee could occur if repayments for 2016 overpayments are delayed and processed in 2017:

- The employee's 2016 W-2 will report earnings higher than the employee should have received. The employee will then be required to pay taxes based on this reported amount when filing 2016 taxes.
- Employees will be required to file and pay taxes on the entire amount received and reported on the 2016 W-2.

Repayment of a prior year overpayment will result in a tax letter being issued to the employee indicating the amount of earnings that can be adjusted. This letter can be used when filing their tax return. Employees who have questions regarding their personal income tax return or the tax letter should seek tax advice from a tax professional.

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 vehicles, coun-

try 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, miscel-

laneous 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

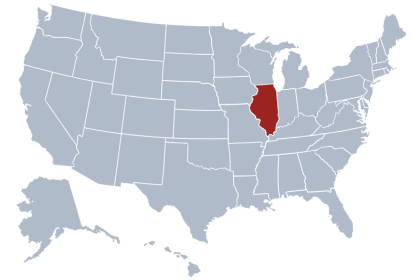
If a University employee receives compensation paid in another state, and the University is registered as doing business in that state (typically requires a physical office) the compensation is considered paid outside of Illinois. The University is often re-

quired 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/>



Implementation of TouchPoint Phone System

In 2014, UPB began gathering data to identify enhancements to improve our current phone system.

- Phase I - began service level data gathering
- Phase II – analyzed the data to identify next steps
- Phase III – researched products/solutions, evaluated recommendations, and chose a phone solution
- Phase IV – implementation of TouchPoint system

Based on the data gathered from surveys we conducted with internal and external customers during Phase I, our customers identified the following enhancements:

- Call back options
- Ability to leave a Voice Mail
- Option to wait in the call queue

In response to customers’ needs, TouchPoint has a responsive call back feature that allows customers to speak with a live representative, in addition to:

- Option menu to get them to the right response group

- Call Recording for training and quality
- Data statistics

With this and other great features, we are on target for providing a great customer service experience!

You can expect the UPB phone system to be up and RINGING by the end of 2016!



Payroll Calculation Deadlines

When do I get paid?



Pay Event	Time Entry Cut Off Noon Superusers 5:00 p.m.	Pay Date
BW223	11/08/2016	11/16/2016
MN11	N/A	11/16/2016
BW24**	11/21/2016	11/30/2016
BW25	12/06/2016	12/14/2016
MN12	N/A	12/16/2016
BW26	12/19/2016	12/28/2016

** 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 & Benefits Customer Service office, a case is created and tracked using Uni-center software. Below is the number of University Payroll & Benefits Customer service cases closed monthly between July 2016 and September 2016.

Customer Service Matrix

Cases Closed:

July	4,881
August	4,044
September	5,072

Payroll Operations Metrics:

During the third quarter of 2016, there were 49 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 Adjustments Processed:

The total number of adjustment pay transactions processed by UPB Payroll Operations for third quarter 2016 is:

16-July	3935
16-August	3215
16-September	5624
Total	12774

UPB Training Initiative Update

Back in the May newsletter, we told you about our UPB Training Initiative and invited you to participate as a Learning Partner. Below is an update on our progress.

Now Available: Supplemental Retirement Plan Courses

We have published the [Supplemental Retirement Plans Overview](#), and completed two courses for our internal staff on how to best answer and support your questions related to supplemental retirement plans.

Foreign National Payment Selector

Our Learning Partners and other subject matter experts assisted us in designing a new tool called the [Foreign National Payment Selector](#). This tool will assist units in determining what kind of payment they are requesting for a foreign national employee or non-employee and will direct them to the appropriate application (e.g. ,TEM, Foreign National Payment e-Form). Watch this video for an introduction: [Foreign National Payment Selector](#).

State Benefits Enrollment Deadlines for Eligible New Hires and Newly Eligible Employees

With the assistance of University Human Resources, subject matter experts, and college/unit representatives, we designed an [infographic for units](#) that covers the new processes related to State Benefits Enrollment. This infographic provides tips on how to smoothly onboard a State Benefits eligible new hire or newly benefit eligible employee and critical information to be communicated to the employees regarding the actions they must take to avoid being defaulted to Quality Care health and dental plans and to ensure dependent coverage.

In the Works

Fair Labor Standards ACT (FLSA) Overtime Pay Changes

Effective December 1, 2016, the minimum salary for overtime pay exemptions will be raised to \$47,476 annually or \$913 per week. This means that some University of Illinois System employees who were previously exempt from earning overtime pay will now be eligible to receive overtime pay. Accordingly, the affected employees will need to report the overtime hours in a bi-weekly timesheet using new FLSA related earn codes.

Human Resources offices at each university are in the process of working with colleges and units who are impacted by this change to FLSA regulations. As a partner in this effort, UPB Training will provide training materials such as job aids to assist affected employees and supervisors in the new time reporting obligations. Watch for communications announcing their availability.

Additionally, we will be offering **FLSA Time Reporting Open Labs** for affected employees and supervisors. See page 7.

Payroll Schedules & Deadlines

When we asked you during our Payroll Training Needs Assessment what knowledge and skills were essential to unit employees responsible for Payroll-related transactions, understanding the Payroll Schedule rose to the top of the list. We are currently in the process of requirements gathering but will soon begin designing and developing training material to meet your needs. We anticipate a November-December delivery date. Stay tuned.

How to Submit Expense Reimbursements for Foreign Nationals

The first in a series on how to submit the various types of payments to foreign nationals, this course focuses on expense reimbursements for foreign national students and non-employees. The course and related job aids are currently moving forward in development with a scheduled release date of mid-December.

FLSA Time Reporting Open Labs

December 2, 2016

Chicago

Location: MAB 723 – 809 S. Marshfield Ave

Time: 9:00 a.m. to 4:00 p.m.

Audience: Affected Employees & Supervisors

Registration Link: <https://apps.obfs.uillinois.edu/Registration/index.cfm?campus=C>

Urbana-Champaign

Location: OBFS Training Lab #16 – 111 E. Green Street

Time: 9:00 a.m. to 4:00 p.m.

Audience: Affected Employees & Supervisors

Registration Link: <https://apps.obfs.uillinois.edu/Registration/index.cfm?campus=u>

Springfield

Location: OBFS Training Room BSB 108

Time: 10:00am to 12:00 p.m. and 1:00 p.m. to 4:00 p.m.

Audience: Affected Employees & Supervisors

Registration Link: <https://apps.obfs.uillinois.edu/Registration/index.cfm?campus=s>

December 5, 2016

Chicago

Location: AOB 11A, 1737 W. Polk Street, Basement

Time: 9:00 a.m. to 4:00 p.m.

Audience: Affected Employees & Supervisors

Registration Link: <https://apps.obfs.uillinois.edu/Registration/index.cfm?campus=C>

Urbana-Champaign

Location: OBFS Training Lab #16 – 111 E. Green Street

Time: 1:00 p.m. to 4:00 p.m.

Audience: Affected Employees & Supervisors

Registration Link: <https://apps.obfs.uillinois.edu/Registration/index.cfm?campus=u>

Springfield

Location: OBFS Training Room BSB 108

Time: 10:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m.

Audience: Affected Employees & Supervisors

Registration Link: <https://apps.obfs.uillinois.edu/Registration/index.cfm?campus=s>

December 6, 2016

Chicago

Location: AOB 11K, 1737 W. Polk Street, Basement

Time: 9:00 a.m. to 12:00 p.m.

Audience: Supervisors

Registration Link: <https://apps.obfs.uillinois.edu/Registration/index.cfm?campus=C>

Urbana-Champaign

Location: OBFS Training Lab #16 – 111 E. Green Street

Time: 9:00 a.m. to 12:00 p.m.

Audience: Supervisors

Registration Link: <https://apps.obfs.uillinois.edu/Registration/index.cfm?campus=u>

Springfield

Location: OBFS Training Room BSB 108

Time: 10:00 a.m. to 12:00 p.m.

Audience: Supervisors

Registration Link: <https://apps.obfs.uillinois.edu/Registration/index.cfm?campus=s>

UPB Foreign National Mass Appointment Lab

Chicago

November 2, 8, 9, 15, 17, 22, 23, 29, 30 : 9:30–11 a.m., 11:30 a.m. – 1:00 p.m., 2:00 – 3:30 p.m.

December 7, 8, 13, 21: 9:30 – 11:00 a.m., 11:30 a.m. – 1:00 p.m., 2:00 – 3:30 p.m.

Urbana-Champaign

November 3, 8, 10, 14, 16, 21, 29: 9:00 – 10:30 a.m., 11:00 a.m. – 12:30 p.m., 1:30 – 3:00 p.m.

December 1, 5, 6, 12, 15, 19: 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>.