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 2017 distribution.

**BW 14** – 100% of the pay event will be assigned to the 2017 distribution.

**BW 15** – 100% of the pay event will be assigned to the 2018 distribution.

**MN 7** – 52% of the pay event will be assigned to the 2017 distribution, and 48% will be assigned to the new 2018 distribution.

The state-funded portion of 9/12 appointments paid on the 2017 MN 7, BW 14, and BW 15 pay events will have 100% of the pay event assigned to the new 2018 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 6/16/17, use FY17 state fund code (100017).
- If the effective date of the appointment is 6/16/17 or later, use FY18 state fund code (100018).

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

- If the effective date of the appointment is before 7/1/17, use FY17 state fund code (100017).
- If the effective date of the appointment is 7/1/17 or later, use FY18 state fund code (100018).

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](https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=96556)

- **July 13, 2017 (5:00 p.m.)** Last day to post labor redistributions to FY17. Labor redistributions must be completed and approved (disposition 60) to appear on June FY17 period 12 statements.

- **For FY17 pay periods except MN 7, BW 14, and BW 15 – Labor redistributions must have a manually entered override posting date in June 2017 to appear on the June FY17 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.

- **July 13, 2017 (after 5:00 pm) – All labor redistributions completed and approved (disposition 60) after July 13 at 5:00 p.m. will post to FY18.**

**Questions?**

Contact University Payroll & Benefits Department at: All Universities paying@uillinois.edu Urbana-Champaign: 217-265-6363 Chicago: 312-996-7200 Springfield: 217-206-7211
FY2018 Benefit Choice Period: May 1–May 31, 2017

During the FY 2018 Benefit Choice period employees will need to access MyBenefits Marketplace if they would like to make any changes to any of the following state plans.

**Health, dental, life, and dependent coverage.** Please note that documentation is required to add dependents or opt out of health insurance.

- Submit the required documentation by either uploading the document(s), as one combined file, at MyBenefits.illinois.gov OR by mailing a paper copy.
- Scan the documents into a PDF (other allowable file types: JPEG, GIF, PNG, BMP or TIFF)
- Login at MyBenefits.illinois.gov, go to the Your Benefits box, select Self-Service Tools, then Upload Required Documents.

- If you do not want to change insurance coverage, you do not need to do anything.

**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.

- Please note that paper forms are no longer available for enrollment in or changes to state benefit plans. If you do not have computer access, contact the MyBenefits Marketplace Service Center for assistance.

**My Benefits Marketplace Contact Information:**
- Phone: 844-251-1777
- TTY 844-251-1778
- Hours: 8:00 a.m. – 6:00 p.m. CT Monday through Friday
- Mailing Address: PO Box 467846, Atlanta, GA 31146

- Benefit Choice Elections or changes made during May, 2017 are effective July 1, 2017.

- You are encouraged to provide a preferred email address to receive important reminders from CMS via email rather than postal mail.

- You can do this by logging into MyBenefits, go to the Your Benefits box, click on Self-Service Tools and select Update my email

- Enter your email address(es) and click Save.

**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.uihr.uillinois.edu/pdf/benefits/UnitHRTBPCalcSheet.pdf](https://nessie.uihr.uillinois.edu/pdf/benefits/UnitHRTBPCalcSheet.pdf)

- Elections for the University of Illinois System 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 2017 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 of Illinois System, qualified moving expenses, complimentary event tickets, car mileage (value of fuel for personal commuting use of a System 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.uiuinois.edu/bfpp/section-4-payroll/submit-taxable-fringe-benefit-payments/

Out of State Salary/Wage Payments

If a U of I System employee receives compensation paid in another state, and the System is registered as doing business in that state (typically requires a physical office, including working remotely from a personal residence) the compensation is considered paid outside of Illinois. The System 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.uiuinois.edu/payroll/tax-information/withholding-allowance/
UPB Training Initiative Update

We’re excited to announce that University Payroll & Benefits was given approval by OBFS Leadership to develop three certification offerings for our college business partners. The certification plans are:

Inviting and Onboarding Foreign Nationals

UPB will be partnering with the International Services offices at UIC and UIUC to develop and teach the curriculum for the Inviting and Onboarding Foreign Nationals certification. Development work has begun and we anticipate that cohorts will start attending instructor-led courses in the fall. Watch for future announcements on how you might join a cohort and work toward certification.

Foreign National Payment Submission

The curriculum for the Foreign National Payment Submission certification will consist of approximately 7 online courses that cover to “How to” successfully submit the various types of foreign national payments. The first course in this series, How to Submit a Foreign National Expense Reimbursement, has been released and can be taken at any time. The second course, How to Submit a Foreign National Award or Prize, will be released soon. An online certification assessment will be made available once all of the courses in this certification track have been released.

Time Reporting

This certification track will have courses that cover time entry best practices, guidance on troubleshooting time entry issues and time entry setup and security. We anticipate developing 10 online courses that will lead to a well-rounded understanding of time reporting requirements and activities. Like the Foreign National Payment Submission certification track, the online certification assessment will be made available once all of the courses in this certification track have been released.

Watch for future announcements which will provide more detailed information about all three certification plans.

Other UPB Training Initiative Courses and Materials

Available Now

- Supplemental Retirement Plans Overview
- Foreign National Payment Selector
- Critical Information for Units: State Benefits Enrollment Deadline for New Hires and Newly Eligible Employees infographic
- Important State Benefits Enrollment Information for New Hires and Newly Benefit Eligible Employees infographic
- Important Changes to Your Online Earnings Statements
- Decoding the Payroll Schedule infographic
- Decoding the Payroll Schedule interactive training aid

In the Works

- How to Submit a Foreign National Award or Prize
- Time Entry Setup and Security
Payroll Calculation Deadlines

When do I get paid?

<table>
<thead>
<tr>
<th>Pay Event</th>
<th>Time Entry Cut Off Noon Superusers 5:00 p.m.</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>BW 09</td>
<td>04/25/2017</td>
<td>05/03/2017</td>
</tr>
<tr>
<td>MN 05</td>
<td>N/A</td>
<td>05/16/2017</td>
</tr>
<tr>
<td>BW 10</td>
<td>05/09/2017</td>
<td>05/17/2017</td>
</tr>
<tr>
<td>BW 11**</td>
<td>05/23/2017</td>
<td>05/31/2017</td>
</tr>
<tr>
<td>BW 12</td>
<td>06/06/2017</td>
<td>06/14/2017</td>
</tr>
<tr>
<td>MN 06</td>
<td>N/A</td>
<td>06/16/2017</td>
</tr>
<tr>
<td>BW 13</td>
<td>06/20/2017</td>
<td>06/28/2017</td>
</tr>
<tr>
<td>BW 14</td>
<td>07/03/2017</td>
<td>07/12/2017</td>
</tr>
<tr>
<td>MN 7</td>
<td>N/A</td>
<td>07/14/2017</td>
</tr>
</tbody>
</table>

** denotes no voluntary deductions taken

University Payroll and Benefits calendar is available at: [http://www.obfs.uillinois.edu/payroll/schedules](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 2017.

**Cases Closed:**

<table>
<thead>
<tr>
<th>Month</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>7415</td>
</tr>
<tr>
<td>February</td>
<td>8363</td>
</tr>
<tr>
<td>March</td>
<td>8295</td>
</tr>
</tbody>
</table>

**Payroll Operations Metrics**

During the first quarter of 2017, there were 41 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 the first quarter of 2017 is:

<table>
<thead>
<tr>
<th>ADJ_DATE</th>
<th>COUNT (*)</th>
</tr>
</thead>
<tbody>
<tr>
<td>17-Jan</td>
<td>4716</td>
</tr>
<tr>
<td>17-Feb</td>
<td>3690</td>
</tr>
<tr>
<td>17-Mar</td>
<td>4011</td>
</tr>
<tr>
<td>TOTALS</td>
<td>12417</td>
</tr>
</tbody>
</table>
UPB Foreign National Mass Appointment Lab

Chicago
May 10, 18, 24: 9:30–11 a.m., 11:30 a.m. – 1:00 p.m., 2:00 – 3:30 p.m.
June 1, 7, 13, 22: 9:30 – 11:00 a.m., 11:30 a.m. – 1:00 p.m., 2:00 – 3:30 p.m.

Urbana-Champaign
May 4, 16: 9:00 – 10:30 a.m., 11:00 a.m. – 12:30 p.m., 1:30 – 3:00 p.m.
June 6, 12, 22, 27: 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.