

UNIVERSITY OF ILLINOIS SYSTEM

SPECIAL POINTS OF INTEREST:

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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 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>

- 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.

- For FY17 pay period MN 7 – This pay period is for services rendered partially in FY17, but paid in FY18, and therefore may have expenditures in both FY17 and FY18. 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 FY17 pay period BW 14 – This pay period is for services

rendered in FY17, but paid in FY18, and therefore may have expenditures in and FY18. 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 FY17 pay period BW 15 – This pay period is for services rendered partially in FY17, but paid in FY18, and therefore may have expenditures in both FY17 and FY18. 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, 2017 – No labor redistributions will post to period 14.
- Labor redistributions pertaining to FY17 state funds must be completed and approved (disposition 60) by, 5:00 p.m., July 13, 2017, (and use the dating conventions as noted above). Units cannot process labor redistributions pertaining to FY17 state funds in FY18.

- 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

or 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>
- 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 re-orting 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 be-half of the University of Illinois Sys-tem, qualified moving expenses, complimentary event tickets, car mileage (value of fuel for per-

sonal commuting use of a Sys-tem vehicle), gifts, per diem amounts reimbursed to employ-ee exceeding the IRS limits, ex-pense reimbursements (greater than 60 days), non-qualified moving expenses, non-qualified taxable benefits (value of bene-fits supplied to a domestic part-ner of an employee), tuition waiver amounts greater than \$5,250, miscellaneous taxable benefits, and nonresident hous-ing expenses. Please refer to the link below for additional infor-

mation 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 U of I System employee re- ceives compensation paid in an- other state, and the System is registered as doing business in that state (typically requires a physical office, including work- ing remotely from a personal residence) the compensation is considered paid outside of Illi- nois. The System is often re-

quired to withhold according to that states withholding regula- tions. Departments/Employees should con- tact University Pay- roll and Bene- fits to discuss the necessary steps to ensure prop- er state withholding. Please re- fer to the link below for addi- tional information and instruc-

tion related to state tax with- holding.

<http://www.obfs.uillinois.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?



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

** 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 2017.

Cases Closed:

| | |
|----------|------|
| January | 7415 |
| February | 8363 |
| March | 8295 |

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:

| ADJ_DATE | COUNT (*) |
|----------|-----------|
| 17-Jan | 4716 |
| 17-Feb | 3690 |
| 17-Mar | 4011 |
| TOTALS | 12417 |

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>.