

New Hire Benefit Information



SPECIAL POINTS OF INTEREST:

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- Update:: Interactive TouchPoint Phone System (pg. 4)
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Newly benefit-eligible employees 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 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 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 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.

FTE Changes and Impact on State Employee Group Insurance Program (SEGIP)

EMPLOYEE BENEFITS



It is highly recommended that employees changing from part-time (50% to 99% FTE) to full-time (100% FTE) OR from full-time to part-time contact UPB Customer Service BEFORE the effective date of the FTE change. Any changes to coverage should be made before the effective date to avoid possible default. This is especially important for employees who wish to Opt Out/waive insurance benefits.

Part-time employees that had waived health and dental coverage, then become full-time, have **30 calendar days** from the effective date of the FTE change to make benefit elections. This includes electing health and dental coverage as well as Opting Out with proof of other non-state insurance. If the election is made within the 30 day period, the effective date of the election is the FTE change date. If the election is not made within the 30 calendar day period, the employee is default-

ed into the Quality Care Health and Dental plans effective the FTE change date. The employee still has **60 calendar days** from the FTE change date to add dependent coverage.

The effective date of the change in dependent coverage will be the date of the re-

quest.

Part-time employees that were participating in health and dental coverage, then become full-time, have **60 calendar days** from the FTE change date to add dependent coverage or Opt Out with proof of other health insurance. The effective date will be the date of the request. Otherwise, no action is required.

Full-time employees that were Opted Out of health and dental coverage, then become part-time, have 30 calendar days from the effective FTE change date to waive coverage. If the election is made within that time, the effective date of the waive is the FTE change date. If the election is not made within the 30 calendar days, the employee is defaulted into the Quality Care Health and Dental plans effective the FTE change date.

Finally, full-time employees that were participating in health and

dental insurance, then become part-time, have 60 calendar days to elect to waive health and dental coverage or drop dependent coverage. The effective date of the election will be the date of the request OR the FTE change date if the election is made before the FTE change.

UPB Customer Service:
UIUC— 217-265-6363
UIC— 312-996-7200
UIS— 217-206-7144

Part-Time Eligibility and Insurance Costs

In addition to the salary-based contributions required of all employees, part-time employees are required to pay a portion of the state's cost for health, dental and dependent coverage. The portion that the state contributes is the same percentage that the employee works. Part-time employees should always attend the Benefits Overview Orientation to learn about waiving coverage and the cost of electing coverage.

Part-time benefits eligible employees work between 50-99% of a normal work period and include the following groups:

- Permanent non-faculty employees who work at least 50% of the average weekly hours required of a full-time employee in a similar position.
- Faculty employees hired to work only one contract period of 4.5 continuous months with a 100% contract. Since the employee is working only half of a full aca-

demic year (9 months), the percentage for insurance purposes is 50%.

Contact your campus UPB Customer Service office for assistance in determining part-time "insurance" status and premiums. Any questions, please contact UPB Customer Service:

UIUC— 217-265-6363

UIC— 312-996-7200

UIS— 217-206-7144

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 con-

tacting 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 eligi-

ble for the State Universities Retirement Systems (SURS) are not eligible for state or University insurance benefits.

Employees Returning to Work after a Leave of Absence

Employees whose insurance coverage was either terminated due to non-payment of premiums, or waived due to going on a leave of absence (full-time employees only) must have coverage reinstated the first day of the first full benefit period following the employee's physical return to work.

For example, state insurance would be effective on September 1 for an academic employee returning to work on August 16. The same health and dental coverage that was in force prior to the termination or waiver will be reinstated. Dependent coverage will not automatically be reinstated upon the employee's return to work. The return to work date is a qualifying change in status in which the employee has 60 days

to request, in writing, the addition of dependent and/or optional life coverage. The requested coverage will be effective the date of the request or the date of the event, whichever is later.

If Central Management Services (CMS) terminates coverage due to non-payment of premiums, the state of Illinois will take action to recover unpaid premiums by an involuntary withholding, such as but not limited to, a state of Illinois income tax refund, involuntary payroll deductions or Illinois lottery wins.

Employees who select to waive coverage while on leave to become a dependent of their state-employed spouse can have their coverage reinstated. To do this, employees must have the same health and dental

coverage (that was in force prior to the waiver) reinstated on the date they physically return to work. Upon request, dependent and optional life coverage may be transferred back when the employee returns to work if the coverage was carried by the spouse during the Leave.

Employees who take a leave of absence (before the summer break) and do not return to active status after the summer break period by September 1, will have their coverage automatically terminated. The maximum period for this leave is three (3) months.

Update: Interactive TouchPoint Phone System

University Payroll & Benefits (UPB) implemented a new phone system on 11/29/16 to better serve our customers and improve their experiences when getting information regarding payroll & benefits.

Features of our new interactive phone system include:

- Integrated Phone System across UIC/UIS/UIUC to better insure availability of live representative.
- More detailed menu options to better direct your call to the correct response group.
- Helpful FAQs to listen to while on hold.
- New Spanish menu and response group.
- Options to select Call Back so you don't lose your place in line.
- Option to leave a voicemail so we can research your questions and get back to you.



UPB internal enhancements with our new interactive phone system include:

- Integration with Skype for Business to increase communication between representatives via IM when manager assistance or call transfer is indicated.
- Increased manager interaction and availability by monitoring of call queues.
- Managers more effectively can assure adequate available representatives by monitoring call queues.

If you have any customer feedback for us, please contact us at paying@uillinois.edu.

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, qualified moving expenses, complimentary event tickets, car mileage (value of

fuel for personal commuting use of a 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.

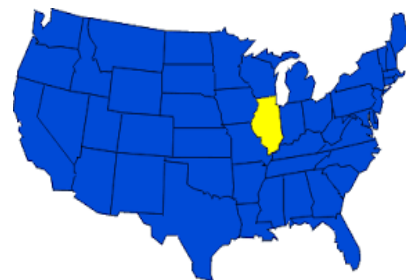
<http://www.obfs.uillinois.edu/bfpp/section-4-payroll/submit-taxable-fringe-benefit-payments/>

Out of State Salary/ Wage Payments

If a University of Illinois System employee receives compensation paid in another state, and the System is registered as doing business in that state (typically requires a physical office) 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 for additional information and instruction related to state tax withholding.

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



UPB Training Initiative Update

We'd like to announce the release of a new online course titled Time Entry and Approval Security. This course will teach learners about the different roles involved in the time approval process and setup of the corresponding security. Check it out here:

<https://hrnet.uhr.uillinois.edu/uhr/HRSystems/OnlineCourses/index.cfm?courseID=33>

Other UPB Training Initiative Courses and Materials

Available Now

- [Supplemental Retirement Plans Overview](#)
- [Foreign National Payment Selector](#)
- New Foreign National training and job aids on the [Foreign National Payment Resource Page](#)
 - Expense Reimbursements
 - Awards/Prizes
- [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](#)



Payroll Calculation Deadlines

When do I get paid?



Pay Event	Time Entry Cutoff Noon Superuser 5:00 PM	Paris Current Pay Adjust Cutoff 10:00 AM	Pay Date
BW15	07/18/2017	7/19/2017	07/26/2017
BW16	08/1/2017	08/2/2017	08/9/2017
MN8	N/A	08/9/2017	08/16/2017
BW17	08/15/2017	08/16/2017	08/23/2017
BW18	08/29/2017	08/30/2017	09/06/2017
MN9	N/A	09/8/2017	09/15/2017
BW19	09/12/2017	09/13/2017	09/20/2017
BW20	09/26/2017	09/27/2017	10/04/2017

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 April and June 2017.

April	4,701
May	6,339
June	5,820

Payroll Operations Metrics:

The total number of adjustment pay transactions processed by UPB Payroll Operations for the second quarter 2017 is:

April	3,206
May	6,321
June	5,178
2nd QTR	
Totals	12,005

Payroll Adjustments Processed:

During the second quarter of 2017, there were 30 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.

UPB Foreign National Mass Appointment Lab

Chicago

August 2, 8, 10, 16, 23, 24, 31: 9:30–11 a.m., 11:30 a.m. – 1:00 p.m., 2:00 – 3:30 p.m.

September 6, 14, 20, 21, 27: 9:30 – 11:00 a.m., 11:30 a.m. – 1:00 p.m., 2:00 – 3:30 p.m.

Urbana-Champaign

August 7, 17, 22, 30: 9:00 – 10:30 a.m., 11:00 a.m. – 12:30 p.m., 1:30 – 3:00 p.m.

September 7, 12, 13, 18, 19, 25, 28: 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>