

University Payroll and Benefits Important Year-End Deadlines

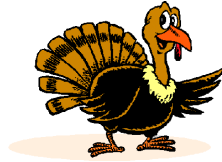
With the end of year quickly approaching, University Payroll and Benefits would like to highlight important information including year-end deadlines for all units and employees to take note of.

This will be the last adjustment calc for Calendar Year 2017. Please ensure that all prior pay period adjustments needing to be paid in 2017 are submitted by the noon 12/15/2017 deadline.

SPECIAL POINTS OF INTEREST:

- University Payroll and Benefits Important Year-End Deadlines (pg.1)
- Calendar Year 2017 Overpayment Processing (pg. 2)
- How Tax Residency Status Affects Benefits Eligibility J-1, J-2, F-1, F-2 Visas (pg. 4)
- UPB Training Initiative Update (pg. 6)

Holiday Payroll Schedule



Thanksgiving Week

2017 BW 24 Calc

Feeder files are due by 5:00 p.m. on Monday, 11/20/2017. Department approvers have until noon Monday, 11/20/2017 for timesheet approval. Superusers have until 5:00 p.m., Monday, 11/20/2017 for timesheet approval. Current pay adjustments can be submitted through the Payroll Adjustment Request Interface System (PARIS) until 10:00 a.m. on Tuesday, 11/21/2017. All other calc deadlines pertaining to units will remain the same.

2017 BW 24 Pay Day is 11/29/2017

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, 11/17/2017, and will be paid on Friday 11/24/2017.

Any prior pay adjustments approved after noon Friday, 11/17/2017 and by noon Tuesday, 11/28/2017 will be paid on Friday, 12/1/2017.

2017 BW 25 Pay Day is 12/13/2017

Holiday Break

Adjustment Calc

The week before holiday break, the **deadline** to submit prior pay period adjustments will be



noon Friday, 12/15/2017. Adjustment pay date will be Friday, 12/22/2017.

2017 BW 26 Calc

Feeder files are due by 9:00 p.m. on Monday, 12/18/2017. Department approvers have until noon, Tuesday, 12/19/2017 for timesheet approval. Superusers have until 5:00 p.m., Tuesday, 12/19/2017 for timesheet approval. Current pay adjustments can be submitted through the Payroll Adjustment Request Interface System (PARIS) until 10:00 a.m. on Wednesday, 12/20/2017. All other calc deadlines pertaining to units will remain the same.

2017 BW 26 Pay Day is 12/27/2017

There will be NO adjustment calc the week of 12/25/2017.

Adjustment Calc 2018

The first adjustment calc scheduled for 2018 will be paid on Friday, 1/5/2018, therefore the deadline to submit prior pay adjustments will be noon Tuesday, 1/2/2018.

2018 BW 1 Calc

Feeder files are due by 9:00 p.m. on Tuesday, 1/2/2018. Department approvers have until noon, Wednesday, 1/3/2018 for timesheet approval. Superusers have until 5:00 p.m., Wednesday, 1/3/2018 for timesheet approval. Current pay adjustments can be submitted through the Payroll Adjustment Request Interface System (PARIS) until 10:00 a.m. on Thursday, 1/4/2018. All other calc deadlines pertaining to units will remain the same.

2018 BW 1 Pay Day is 1/10/2018

Calendar Year 2017 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 2017.

Transaction	Deadline
Units must submit overpayment adjustment requests through the Adjustment Notification Application (ANA).	Submit to University Payroll by Friday, 11/17/2017, 5:00 p.m.
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, 12/1/2017, 3:00 p.m.
Units must return paper payroll checks that have not been distributed to an employee.	Return to UPB Customer Service by Friday, 12/1/2017, 3:00 p.m.

If these deadlines are not met, the processing of adjustments will be delayed and may not be reflected on the 2017 W-2 tax statements. Significant tax consequences on behalf of the employee could occur if repayments for 2017 overpayments are delayed and processed in 2018:

- The employee's 2017 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 2017 taxes.
- Employees will be required to file and pay taxes on the entire amount received and reported on the 2017 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 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.

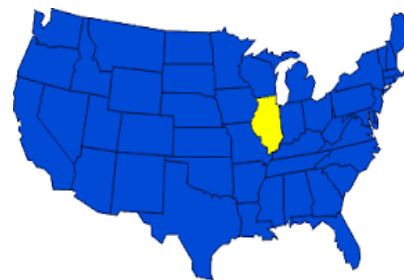
<http://www.obfs.uillinois.edu/bfpp/section-4-payroll/submit-taxable-fringe-benefit-payments/>

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 Bene-fits 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.uillinois.edu/payroll/tax-information/withholding-allowance/>



Leave Information FAQ's

1. I am going on a leave, what do I do?

Please review the leave information on the System Human Resources Services website at the following link: <https://www.hr.uillinois.edu/leave>.

2. Should I fill out a Leave of Absence Worksheet prior to going on leave?

The LOA worksheet provides UPB with the necessary information for your insurance options during your leave. The Leave of Absence Information and Form are available at: <https://www.hr.uillinois.edu/leave/forms/>.

3. When I return to work, is there anything I need to do?

You can contact our office to let us know that you have returned to work. We are unable to update any information of your return until your department updates necessary forms in Banner. Secondly, please log into MyBenefits and confirm that your coverage is correct. If you Opted Out of your insurance or terminated for non-pay while on leave you will need to re-enroll yourself and any dependents. You will have 60 days from the date you return to work to make any changes or re-enroll. MyBenefits is located at: www.MyBenefits.illinois.gov or by calling 1-844-251-1777.

4. Who do I contact about my benefits if I am going on leave?

Please contact University Payroll & Benefits – Fiscal Control and Management Group for questions about benefits while on leave.

A. Email: obfsupbfiscalcontrol@uillinois.edu

B. Call: select OPTION #1 "Leave of Absence Questions"

- **Urbana** 217-265-6363

- **Chicago** 312-996-7200

- **Springfield** 217-206-7144

5. How do I pay for my benefits while on leave?

Monthly billing statements are mailed by CMS/MyBenefits to employees' mailing addresses on file. If you need to update your mailing address please do so prior to leave by going to Nessie, Personal Info tab, and completing the Employee Information Form: <https://nessie.uihr.uillinois.edu/cf/info/index.cfm>.

How Tax Residency Status Affects Benefits Eligibility J-1, J-2, F-1, F-2 Visas



Employees who have a change in tax residency status from Resident Alien (RA) to Nonresident Alien (NR) effective January 1, 2018, based on the Substantial Presence Test are no longer eligible to be members of the State Universities Retirement System (SURS).

Only participants in SURS are eligible for state insurance administered by the Illinois Department of Central Management Services (CMS). Insurance coverage for employees who lose SURS eligibility will have their employee and dependent coverage end at midnight on December 31, 2017.

After CMS receives notification of an employee's termination date, they send a COBRA Offer Letter to the employee's home address along with a rate sheet showing the premiums. The COBRA premium includes the employee **and** state cost plus a 2% administrative fee. COBRA will allow a temporary extension to health, dental and vision coverage for an employee and any dependents.

Employees who have a change in tax residency status from Non-resident Alien (NR) to Resident Alien (RA)

effective January 1, 2018, must have a job that meets the criteria for benefit eligibility to be eligible for state insurance. CMS allows 30 calendar days from their benefit eligibility date to attend a Benefits Orientation Session and submit an election for their State of Illinois health, dental and life insurance.

In most cases, new foreign national employees should be coded as non-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.

New employees that become Resident Aliens (RA) with benefit-eligible jobs, also have 30 calendar days from the eligibility date to attend a New Hire Benefits Orientation Session and submit an election for their State of Illinois health, dental and life insurance at <https://mybenefits.illinois.gov/>.

Voya Life Insurance Plan

As a participant in this Life Insurance Plan, you may have noticed a change to your payroll deduction amount on your October paycheck. Rate categories are determined by age, therefore reaching an age in a higher rate category may increase your deduction amount.

The new deduction is effective beginning on the pay date listed below, through May 31, 2020. You may view the [life insurance brochure](#) for information on premiums.

Any change to your Voya Life Insurance deduction will be effective with your:

- October 18, 2017 paycheck for **bi-weekly paid employees**
- October 16, 2017 paycheck for **monthly paid employees**



Questions?

View the [life insurance brochure](#) or contact University Payroll and Benefits (UPB) at benefits@uillinois.edu.

Are You Retiring or Separating from the University System?

Are you planning to retire or separate from University System employment? If so, you may be eligible to defer a portion of your vacation and/or compensable sick leave payout to your University 403(b) or State Deferred Comp 457 Plan account. Action is required to defer your payout.

The appropriate form(s) must be completed and received by University Payroll and Benefits (UPB) **no later than 60 days before your last day of employment**. Even if you have an existing 403(b) or 457 account, **you must complete and submit these forms** to defer your payout.

If you do not have an active account under one of these plans, then you must open an account to defer your payout. Go to [NESSIE](#) to view plan information and to open a 403(b) and/or 457 Plan account.

Ask your unit HR contact or business manager to complete and fax to UPB the [Unit HR Calculation Worksheet](#) estimating your payout amount. This is required to complete the 403(b) and/or 457 Plan deferral forms below.

- You are encouraged to contact UPB for assistance in completing these forms:

403(b) Plan Deferral – Complete a paper [Salary Reduction and/or Redirection Agreement](#) form. The Payout Designation section is at the top of page 2.

- 457 Deferred Comp Plan Deferral** – Contact UPB to complete the appropriate paper form.

Submit your completed form(s) to UPB **no later than 60 days before your last day of employment**.



University Supplemental Long Term Disability Plans

Employees may notice a change in their December paychecks for the Prudential LTD deduction. Premiums are calculated *annually* based on salary and age. As salary changes, the deduction amount may change accordingly. Therefore, an increase in salary may result in an increased deduction amount. A decrease in salary, as with a job change, may result in a decreased deduction amount.

The rate categories are determined by age. Reaching an age in a higher rate category may increase the deduction amount. Premium changes are effective for the period of December 1, 2017, through November 30, 2018.

For bi-weekly paid employees, any change to University LTD Plan premiums will be effective with the December 13, 2017, paycheck.

For monthly paid employees, any change to University LTD Plan premiums will be effective with the December 15, 2017, paycheck.

Benefit

The University LTD plan is a supplement to the SURS Disability plan. If not enrolled in this plan, your SURS disability benefit is 50%. When also enrolled in this plan the benefit is 66.67% (50% SURS + 16.67% University). If there are no disability benefits under SURS, then the plan benefit is 66.67%.

Questions?

Additional plan information is available in NESSIE at <http://go.illinois.edu/EnrollLTD>. Contact your university's UPB office with any questions.

UPB Training Initiative Update

OBFS Certification Program



Our first certification track, Inviting and Onboarding Foreign Nationals, starts November 14, 2017 in Urbana and November 16, 2017 in Chicago. We solicited nominations for the cohorts through Business Manager communications, and we're excited to say we met our goal of 30 participants in each cohort. There are four courses in this certification track.

Three of the courses are instructor-led and the fourth is a web-based course. The course titles are: Immigration Overview, Critical Pre-arrival and Arrival Procedures, Payment Eligibility and Taxation for Foreign Nationals and Employing Foreign Nationals Working Outside the U.S. More information about this certification track and the OBFS Certification Program can be found here:

<https://www.obfs.uillinois.edu/certification/>.

Other Available UPB Training Initiative Courses and Materials

- [Time Entry and Approval Security](#)
- [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
 - Honorariums
- [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](#)

Payroll Calculation Deadlines

When do I get paid?



Pay Event	Time Entry Cutoff Noon Superuser 5:00 PM	Pay Date
BW 22	10/24/2017	11/01/2017
BW 23	11/07/2017	11/15/2017
MN 11	N/A	11/16/2017
BW 24**	11/20/2017	11/29/2017
BW 25	12/05/2017	12/13/2017
MN 12	N/A	12/15/2017
BW 26	12/19/2017	12/27/2017

** 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 July and September 2017.

July	5,200
August	5,766
September	5,534

Payroll Operations Metrics:

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

July	4,063
August	4,062
September	5,354
3rd QTR	
Totals	13,479

Payroll Adjustments Processed:

During the third quarter of 2017, there were 53 Disposition 05 errors that had to be manually fixed by UPB Payroll Operations. This error occurs when an employee's required statutory deductions (e.g. SURS, Federal, State, & Medicare taxes) are not active or do not exist during the pay period.

UPB Foreign National Mass Appointment Lab

Chicago

November 2, 7, 9, 14, 16, 21, 22, 30: 9:30–11 a.m., 11:30 a.m. – 1:00 p.m., 2:00 – 3:30 p.m.

December 6, 12, 14, 20: 9:30 – 11:00 a.m., 11:30 a.m. – 1:00 p.m., 2:00 – 3:30 p.m.

Urbana-Champaign

November 1, 6, 9, 14, 28, 29: 9:00 – 10:30 a.m., 11:00 a.m. – 12:30 p.m., 1:30 – 3:00 p.m.

December 4, 5, 12, 13, 18: 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>

Verify that your state benefit elections and payroll deductions are correct by viewing:

- **Your personal benefit information** to verify your benefit elections and personal information at: <https://MyBenefits.illinois.gov/>.
 - Remember, your MyBenefits login and password are **not** your UIN, NetID, Enterprise ID, or other University logins and passwords. For help registering or logging in, see [MyBenefitsFAQs](#).
 - **Your payroll deductions** on your [Earnings Statement](#) in NESSIE.

With any questions University Payroll and Benefits can be reached at the following:

Email: benefits@uillinois.edu.

- **Urbana:** 217-265-6363
- **Chicago:** 312-996-7200
- **Springfield:** 217-206-7144