

University Payroll & Benefits Newsletter

Office of Business and Financial Services

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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 14 – 100% of the pay event will be assigned to the 2018 distribution.

BW 15 – 100% of the pay event will be assigned to the 2019 distribution.

MN 07 – 50% of the pay event will be assigned to the 2018 distribution, and 50% will be assigned to the new 2019 distribution.

The state-funded portion of 9/12 appointments paid on the 2018 MN 7 and BW 15 pay events will have 100% of the pay event assigned to the new 2019 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 6/16/18, use FY18 state fund code (100018).
- If the effective date of the appointment is 6/16/18 or later, use FY19 state fund code (100019).

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

- If the effective date of the appointment is before 7/1/18, use FY18 state fund code (100018).
- If the effective date of the appointment is 7/1/18 or later, use FY19 state fund code (100019).

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.

Questions?

Contact University Payroll & Benefits Department:
All Universities:.....payinq@uillinois.edu
Urbana-Champaign: 217-265-6363
Chicago: 312-996-7200
Springfield: 217-206-7211

Fiscal Year-End Deadlines for Labor Redistributions:

Labor redistributions (PZAREDS) 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=96588>.

- July 12, 2018 (5 p.m.) Last day to post labor redistributions to FY18. Labor redistributions must be completed and approved (disposition 60) to appear on June FY18 period 12 statements.
- For FY18 pay periods except MN 7 – Labor redistributions must have a manually entered override posting date in June 2018 to appear on the June FY18 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 “Posting 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 FY18 pay period MN 7 – This pay period is for services rendered partially in FY18, but paid in FY19, and therefore may have expenditures in both FY18 and FY19. 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 FY18 pay period BW 14 – This pay period is for services rendered entirely in FY18, but paid in FY19, and therefore should be redistributed with the manually entered override posting date in June 2018 to appear on the June FY18 period 12 statements.
- July 14 - 28, 2018 – No labor redistributions will post to period 14.
- Labor redistributions pertaining to FY18 funds must be completed and approved (disposition 60) by 5 p.m., July 12, 2018, (use the dating conventions as noted above).
- July 12, 2018, (after 5 p.m.) – All labor redistributions completed and approved (disposition 60) after July 12 at 5 p.m. will post to FY19.

FY2019 Benefit Choice Period: May 1-31, 2018

During the FY 2019 Benefit Choice period employees will need to access MyBenefits if they would like to make any changes to any of the following state plans.

Changes for FY2019:

- Part time premiums are increasing as of July 1st. New premiums will be available in MyBenefits May 1st.
- MCAP maximum contribution increases to \$2650.
- New Enrollees to the Blue Cross Blue Shield Plans will only require the 3 digit Group Code the NPI is no longer necessary.
- Member Optional Life Insurance rates are decreasing.

Reminders for FY2019:

- Part time premiums are increasing as of July 1st. New premiums will be available in MyBenefits May 1st.
 - > Submit the required documentation by either uploading the document(s) as one combined file at MyBenefits.illinois.gov, OR by mailing a paper copy by the due date of June 11, 2018
 - > Scan the documents into an allowable file types: PDF, 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.
- Check to ensure that your Primary Care Provider is considered in network with your insurance plan, even if you are not changing plans. Contracts between providers and plans could change.
- If you do not want to make changes to your health, dental or life 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 that require 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 you can come into the UPB Walk-In center to use the Kiosk or contact the MyBenefits Service Center directly for assistance.
- Benefit Choice Elections or changes made during May, 2018 are effective July 1, 2018.
- Verify your mailing address in Systems HR Services at HR.uillinois.edu to ensure you receive your Insurance Cards.
- You are encouraged to provide a preferred email address in MyBenefits to receive important reminders from CMS via email rather than postal mail. This will ensure that you receive important reminders in a timely manner.
 - > 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.

My Benefits Contact Information:

Phone:..... 844-251-1777
or TTY:..... 844-251-1778
Hours: Monday-Friday, 8 a.m. - 6 p.m. CT
Mailing Address:..... 134 N LaSalle Street, Suite 2200
Chicago, IL 60602

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.uhr.uillinois.edu/pdf/benefits/UnitHRTBP-CalcSheet.pdf>
- Elections for the terminal benefit payout for the University's 403(b) and/or State of Illinois 457 Plan can be accepted by UPB up to 60 days prior to the last regular paycheck. It is highly recommended that all elections be received by the UPB office as early as possible

Calendar Year 2018 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, 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 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 employee receives compensation paid in another state and the University is registered as doing business in that state, the compensation is considered paid outside of Illinois. The University 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: <https://www.obfs.uillinois.edu/payroll/tax-information/withholding-allowance/>.



Workaround for Employee Recognition Awards to ANA Approvers

Recognition award payments to employees are submitted to UPB using the Adjustment Notification Application (ANA). When the recipient of the employee recognition award is also the ANA Department Approver, the transaction cannot be approved. The application will not allow an individual to approve their own transaction.

To prevent this from occurring, make sure the award recipient is not also the ANA Department Approver before submitting the transaction request in ANA. In situations where the recipient is also the department approver, then:

1. Locate the chart/organization of the alternate approver for the recipient. Someone should be set up to approve adjustments for the person who is the Department Approver. Contact the Unit Security Contact (USC) if needed.
2. Enter the transaction in ANA. Once you get to the Submit tab, select the alternate Approver's Chart/Orgn Code from the list.

If there is no alternate approver, or the transaction was already sent to the awardee to approve, there is a work-around:

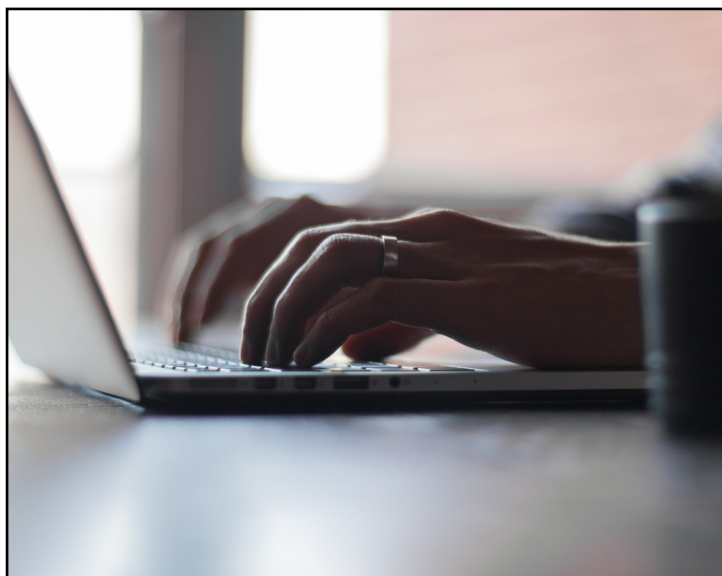
1. Complete the [Award Payment Template](#) located on the [OBFS Payroll & Benefits Forms](#) page. Reference the stalled ANA transaction number and explain that the award recipient is the ANA approver.
2. Email the completed [Award Payment Template](#) to [OBFS Back Office Payroll](#) with Employee Recognition Award in the subject line.

Job aids for making employee recognition awards have been updated. You can find them at: <https://www.obfs.uillinois.edu/training/materials/payroll/>.

UPB Customer Service Metrics

Customer Satisfaction:

Emails, calls and walk-ins made to University Payroll and Benefits Customer Service Center are tracked using Service Desk Manager Software, TouchPoint Phone System and Microsoft Office. Below is the total number of University Payroll and Benefits Customer Service cases resolved each month between January and March 2018.



Cases Closed:

January:.....	6,438
February:.....	5,983
March:.....	5,498
TOTAL:.....	17,919

Payroll Operations Metrics

During the first quarter of 2018, there were 34 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 2018 is:

Adjustment Pay Transactions:

January:.....	4,716
February:.....	4,026
March:.....	4,234
TOTAL:.....	12,399

Payroll Calculation Deadlines

When do I get paid?

The University and Payroll Benefits calendar is available at: <http://www.obfs.uillinois.edu/payroll/schedules>



Pay Event	Time Entry Cutoff Noon Superusers 5 p.m.	Pay Date
BW 09	04/24/2018	05/02/2018
MN 05	N/A	05/16/2018
BW 10	05/08/2018	05/16/2018
BW 11**	05/22/2018	05/30/2018
BW 12	06/05/2018	06/13/2018
MN 06	N/A	06/15/2018
BW 13	06/19/2018	06/27/2018
BW 14	07/02/2018	07/11/2018
MN 07	N/A	07/16/2018
** denotes no voluntary deductions taken		

UPB Foreign National Mass Appointment Lab

Chicago

May 3, 9, 17, 22: 9:30 – 11 a.m., 11:30 a.m. – 1 p.m., 2 – 3:30 p.m.

June 6, 12, 14, 20, 28: 9:30 – 11 a.m., 11:30 a.m. – 1 p.m., 2 – 3:30 p.m.

Urbana-Champaign

May 8, 21: 9 – 10:30 a.m., 11 a.m. – 12:30 p.m., 1:30 – 3 p.m.

June 4, 12, 26: 9 – 10:30 a.m., 11 a.m. – 12:30 p.m., 1:30 – 3 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>