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# UNIVERSITY PAYROLL NEWSLETTER

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## *Highlights and Hot Topics*

### ***Fiscal-Year-End-Deadlines for Labor Redistribution***

Labor redistributions (PZAREDS) must be completed and processed according to the following dates at the close of the fiscal year.

**July 9, 2009 (12:00 noon)** - Labor redistributions must be completed and approved (disposition 60) to appear on June FY09 preliminary statements.

**July 16, 2009 (12:00 noon)** - Last day to post labor redistributions to FY09. Labor redistributions must be completed and approved (disposition 60) to appear on June FY09 period 12 statements.

- **For FY09 pay periods *except* MN 7 and BW 15** - Labor redistributions must have a manually entered override posting date in June 2009 to appear on the June FY09 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 FY09 pay period MN 7** - This pay period is for services rendered partially in FY09, but paid in FY10, and therefore may have expenditures in both FY09 and FY10. 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 FY09 pay period BW 15** - This pay period is for services rendered partially in FY09, but paid in FY10, and therefore may have expenditures in both FY09 and FY10. 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 17 through August 1, 2009** - No labor redistributions will post to period 14.
- Labor redistributions pertaining to FY09 state funds must be completed and approved (disposition 60) by 12:00 noon July 16, 2009 (and use the dating conventions as noted above). Units cannot process labor redistributions pertaining to FY09 state funds in FY10.
- **July 16, 2009 (after 12:00 noon)** - All labor redistributions completed and approved (disposition 60) after July 16, 2009 12:00 noon will post to FY10.

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# Year-End Information

By Laurie Pitner

## **BW 14 Calc Date**

Because the Fourth of July holiday falls on a Saturday and the University is observing the holiday on Friday, July 3<sup>rd</sup>, the BW 14 payroll calculation will occur on Tuesday, June 30 as regularly scheduled. Department approvers will have until noon on June 30 for timesheet approval. Superusers also will have until 5:00 p.m. on June 30. Current pay period adjustments can be submitted through ANA until 5:00 p.m. on Tuesday, June 30. Prior pay period adjustments submitted by 5:00 p.m. Monday, June 29 will be paid on Thursday, July 2.

## **Labor Distributions Fiscal Year End**

At fiscal year end, labor distributions for **state funded** jobs will be split in the following manner: BW 15 – 20% of the pay event will be assigned to the 2009 distribution, 80% will be assigned to the 2010 distribution. MN7 – 50% of the pay event will be assigned to the 2009 distribution, 50% will be assigned to the new 2010 distribution. The state-funded portion of 9/12 appointments paid on the 2009 MN 7, BW 14 and BW15 pay events will have 100% of the pay event assigned to the new 2010 labor distribution.

## **A Note about 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 6/16/09, use FY09 state fund code (100009). If the effective date of the appointment is 6/16/09 or later, use FY10 state fund code (100010).

Jobs with non-9/12 employee classes on state funds: If the effective date of the appointment is before 7/1/09, use FY09 state fund code (100009).

If the effective date of the appointment is 7/1/09 or later, use FY10 state fund code (100010).

If a terminated job is reactivated, be sure that the state fund code used on the labor distribution record follows the guidelines above.

# National Bond & Trust (NBT) Savings Bonds

By Sandra Hester

Effective May 1, 2009 the savings bond program will be administered through National Bond & Trust Company (NBT), a licensed U.S. Savings Bond Issuing Agent for the U.S. Treasury Department. Under the new program employees will be able to continue purchasing EE and/or I Bonds using payroll deductions on an after tax basis. NBT brings many added benefits to employees wanting an easy and affordable savings method. These benefits include but are not limited to:

- NBT provides employees with a toll free customer service phone number. Their customer service reps can help employees with any issues related to bonds.
- NBT offers a wide range of options in transmitting participant information which allows for time savings along with a much greater sense of security (files are encrypted which provides a much more secure setting for transmitting valuable information).
- NBT will schedule regular visits on campus to conduct bond campaigns to educate employees on the advantages of Savings Bonds and enroll employees in the program.
- NBT allows employees the ability to customize the bond program to meet their individual needs. For example, NBT allows the employee to name as many different owners, co-owners or beneficiaries they want. The employee can mail bonds to different addresses each month. This is very popular with grandparents who buy bonds each month for grandchildren living in different parts of the country.
- NBT offers an optional “Bond Continuation Life Insurance” plan for all employees in the program. This comes at a minimal charge that could be added to an employee’s payroll deduction. Then in the event of an employee’s death, the employee’s beneficiary would continue receiving savings bonds for 10 years.

## *Cont.* National Bond & Trust (NBT) Savings Bonds

Individuals that are currently enrolled in the savings bond program will not have to take any steps to be set up with NBT. They will automatically be rolled over under the administration of NBT when the initial file from Payroll is transmitted containing their existing information. Employees however, will need to contact NBT after the file is sent to make any changes to their record as Payroll will no longer be tracking this information.

Employees will begin seeing one deduction code on their earnings statement that incorporates all bond denominations purchased. Presently there are multiple codes displayed for each bond type purchased. These codes will be inactivated and no longer used under the new program. Individuals that are currently set up in the plan will see the old codes and new codes reflected under the year-to-date column on their earnings statements for this calendar year. The following year only the new deduction code will be displayed.

The printing of the bonds will now be done once a month as opposed to each pay cycle. All deduction amounts withheld during any particular month will be transmitted to NBT by the 2<sup>nd</sup> business day of the following month. Bonds will be printed by the 10<sup>th</sup> of the following month and mailed directly from NBT to the designated address on file. If individuals purchase more than one bond each month, they will all be mailed in the same envelope unless otherwise noted.

National Bond & Trust (NBT) can be reached at 800-426-9314 or [www.nbtco.com](http://www.nbtco.com).

## Customer Service Metrics

January – March 2009

	January	February	March
<b>Total Activity</b>	1085	1077	1203
<b>Pending Resolution</b>	16	25	46
<b>Closed</b>	2176	2502	2476

Total Activity represents the number of Clarify cases handled by Payroll Customer Service. Pending resolution refers to the number of cases still open out of those submitted at the end of each month. Closed are resolved issues.

## Payroll Operations Metrics

During the last quarter, a total of **183** timesheets fell into an error status at Disposition 05 and had to be manually fixed by Payroll Operations. This error occurs when an employee's required statutory deductions are not active or do not exist during the pay period.

## Adjustments Processed

January – March 2009

January	February	March
5389	3758	3964

## *Important Payroll Dates*

### **Payroll Training Events Now Open for Registration**

#### **UIUC**

##### ***Payments to Foreign Nationals Overview***

August 19, 2009 – 1:00pm to 4:00pm

##### ***One Time Payments, HRPPR135***

June 9, 2009 – 3:00pm to 4:30pm

September 22, 2009 – 11:00am to 12:30pm

##### ***Labor Redistributions, HRPPR130***

May 5, 2009 – 2:00pm to 3:30pm

June 9, 2009 - 1:00pm to 2:30pm

September 22, 2009 – 9:00am to 10:30 am

##### ***Department Time Entry, HRPTA105***

May 19, 2009 – 1:00pm to 4:00pm

August 12, 2009 - 1:00pm to 4:00pm

##### ***Payroll Adjustment Processing for Units, HRPPR120***

May 19, 2009– 9:00am to 12:00pm

August 12, 2009 - 9:00am to 12:00pm

#### **UIC**

##### ***Payments to Foreign Nationals Overview***

July 30, 2009 – 1:00pm to 4:00pm

##### ***One Time Payments, HRPPR135***

July 15, 2009 – 3:00pm to 4:30pm

September 10, 2009 – 11:00am to 12:30pm

##### ***Labor Redistributions, HRPPR130***

May 14, 2009 – 2:00pm to 3:30pm

June 16, 2009– 2:00pm to 3:30pm

July 15, 2009– 1:00pm to 2:30pm

September 10, 2009- 9:00am to 10:30am

##### ***Department Time Entry, HRPTA105***

May 12, 2009 – 1:00pm to 4:00pm

August 6, 2009– 1:00pm to 4:00pm

##### ***Payroll Adjustment Processing for Units, HRPPR120***

May 12, 2009 – 9:00am to 12:00pm

#### **UIS**

*There are no classes listed at this time.*

For further information on the Payroll courses or to register for a class, please visit the [OBFS Training Center](#).

## *Foreign National Mass*

### **Appointment Labs**

#### **UIUC**

May 4, 2009 – 8:30am to 10:00am; 10:30am to 12:00pm;  
1:30pm to 3:00pm

May 6, 2009 – 8:30am to 10:00am; 10:30am to 12:00pm;  
1:30pm to 3:00pm

May 11, 2009 – 8:30am to 10:00am; 10:30am to 12:00pm;  
1:30pm to 3:00pm

May 18, 2009 – 8:30am to 10:00am; 10:30am to 12:00pm;  
1:30pm to 3:00pm

May 21, 2009 – 8:30am to 10:00am; 10:30am to 12:00pm;  
1:30pm to 3:00pm

May 28, 2009 – 1:30pm to 3:00pm

June 3, 2009 – 8:30am to 10:00am; 10:30am to 12:00pm

June 8, 2009 – 8:30am to 10:00am; 10:30am to 12:00pm;  
1:30pm to 3:00pm

June 11, 2009 – 8:30am to 10:00am; 10:30am to 12:00pm;  
1:30pm to 3:00pm

June 17, 2009 – 8:30am to 10:00am; 10:30am to 12:00pm

June 22, 2009 – 8:30am to 10:00am; 10:30am to 12:00pm;  
1:30pm to 3:00pm

June 23, 2009 – 8:30am to 10:00am; 10:30am to 12:00pm

June 30, 2009 – 8:30am to 10:00am; 10:30am to 12:00pm;  
1:30pm to 3:00pm

#### **UIC**

May 5, 2009 – 9:00am to 10:30am; 11:00am to 12:30pm

May 20, 2009 – 9:00am to 10:30am; 11:00am to 12:30pm;  
1:30pm to 3:00pm

June 2, 2009 – 9:00am to 10:30am; 11:00am to 12:30pm;  
1:30pm to 3:00pm

June 18, 2009 – 9:00am to 10:30am; 11:00am to 12:30pm;  
1:30pm to 3:00pm

June 24, 2009 – 1:30pm to 3:00pm

Please refer to the [registration site](#) for July and August dates.

## Payroll Calculation Deadlines

Pay Event		Calc date/ Time entry due	Pay Date
BW	10	5/5/09	5/13/09
<b>MN</b>	<b>5</b>	5/7/09	<b>5/15/09</b>
BW	11	5/19/09	5/27/09
BW	12	6/2/09	6/10/09
<b>MN</b>	<b>6</b>	<b>6/9/09</b>	<b>6/16/09</b>
BW	13	6/16/09	6/24/09
BW	14	6/30/09	7/8/09
<b>MN</b>	<b>7</b>	<b>7/7/09</b>	<b>7/16/09</b>
BW	15	7/14/09	7/22/09
BW	16	7/28/09	8/5/09
<b>MN</b>	<b>8</b>	<b>8/6/09</b>	<b>8/14/09</b>
BW	17	8/11/09	8/19/09
BW	18	8/25/09	9/2/09
BW	19	9/9/09	9/16/09
<b>MN</b>	<b>9</b>	<b>9/10/09</b>	<b>9/16/09</b>
BW	20	9/22/09	9/30/09

For more information please view the OBFS website

<http://www.obfs.uillinois.edu/obfshome.cfm?level=2&path=earnings&xmldata=payschedules>

## Questions and Answers



**Q:** I'm processing a vacation payout for my former employee. In PEALEAV there are two balances for vacation: VACA (Vacation) and VACC (VacBal). What is VACC?

**A:** The Academic employee you are paying out was a Civil Service employee at one time. The VACC represents the unused vacation accrued as a Civil Service employee above and beyond the Academic accrual maximum.

**Q:** My employee is already at the 384 hour maximum. Do I still need to pay VACC out?

**A:** Yes. All the accrued vacation hours for a Civil Service employee must be paid out, and these hours were accrued while the employee was in the Civil Service. Add these hours to the adjustment using the earnings code VCC to pay these hours out. Payroll processors will return the adjustment if you forget to include these hours.