UNIVERSITY PAYROLL NEWSLETTER

Highlights and Hot Topics
Re-engineering the Adjustment Notification Application (ANA)

By Laurie Pitner

The offices of University Payroll and Business Information Systems within the Office of Business and Financial Services have begun collecting requirements for the Adjustment Notification Application (ANA) so that it can be message enabled with Banner. A project was approved by the Information Technology Priority Committee (ITPC) to use current technology to enable ANA to interface to Banner. The current ANA system only gathers data from the day old version of Banner to assist in creating an adjustment. The university Payroll processors must then re-key everything into Banner. The project as approved would utilize new technology gathering data from the production data of Banner thus providing more accurate information.

The project would also then interface back to Banner reducing keying errors and redundancy.

A bi-product of this project is we can improve our current processes providing a streamlined version of the adjustment process. We will be able to build in rules and validation points so that adjustments are submitted in the proper format for payment. The project will also allow us to move the previous pay period underpayment adjustments currently done in Banner on PZAADJT into the ANA application so that all adjustments are done in one application.

The time line for full implementation is Spring/Summer of 2008. We will be having focus groups to help gather requirements and campus meetings to advise units on our progress over the next year. We will also include departmental representatives in our testing of the system. We are looking forward to the improvements this project will provide and appreciate any and all participation from colleges and units that we receive. If you have questions regarding the project you can call the Payroll Service Center, Urbana:217-265-6363, Chicago:312-996-7200, Springfield:217-206-7211, or send an e-mail to payinq@uillinois.edu.

Terminal Benefits

By Laura Barnett

When an employee leaves the University, certain adjustments need to be made to benefits (for example, unused vacation and sick leave). This payout of benefits is one step in the Separation process for the employee.

The adjustment for terminal benefits should be initiated after the following:

- HR/Service Center has ended the employee's job.

- The last regular pay event for the employee has been calculated and Banner records the accrued and taken leave for the pay event.

- The home unit reviews the leave balances for any inaccuracies prior to processing the adjustment. For Academic employees, the home unit updates the amount of leave used and/or accrued but not reported on the Employee Leave Balance Form (PEALEAV). For Civil Service employees, the home unit reviews leave balances and notifies HR to make a leave balance adjustment using ANA if appropriate.

- The DART Separation process has calculated the weighted rate of pay to be used in the terminal benefit adjustment.

The following are common reasons that delay or affect the payout of terminal benefits:

- The job record has not been ended or does not reflect the separation date in DART.

- PEALEAV balances do not match the balances listed in the adjustment.

- The employee has an outstanding Overpayment. Terminal benefits will be used to recover funds overpaid to an employee.

Job aids on how to enter the terminal benefits information in PZAADJT are available on the [Payroll & Earnings Web page](#).

Job aids for the Separation process can be found here:

- [DART Separation Training](#)
- [UIUC specific information](#)
- UIC information (contact HR at HRSD@uillinois.edu)

Current Quarter

Year-End Information

BW 14 Calc Date
The Fourth of July holiday falls on Wednesday, the BW 14 payroll calculation will be Tuesday July 3 as regularly scheduled. Department approvers will have until noon on July 3 for timesheet approval. Superusers have until 5 p.m. on the July 3. Current pay period adjustments can be submitted through ANA until 5 p.m. on Tuesday, July 3. Prior pay period adjustments submitted by 5 p.m. Tuesday July 3 will be paid on Friday, July 7.

Labor Distributions Fiscal Year End
At fiscal year end, labor distributions for state funded jobs will be split in the following manner:

BW 14 – No split this year: 100% of the pay event will be assigned to the 2007 distribution, 0% will be assigned to the 2008 distribution.

MN7 – 50% of the pay event will be assigned to the 2007 distribution, 50% will be assigned to the new 2008 distribution. Exception for MN 7 pay events – 9/12 will have 100% of the pay event assigned to the new 2008 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 6/16/07, use FY07 state fund code (100007).

- If the effective date of the appointment is 6/16/07 or later, use FY08 date fund code (100008).

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

- If the effective date of the appointment is before 7/1/07, use FY07 state fund code (100007).

- If the effective date of the appointment is 7/1/07 or later, use FY08 state fund code (100008).

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

Last Quarter

Customer Service Metrics

January – March 2007

	January	February	March
Total Activity	2926	2067	1937
Pending Resolution	9	7	30
Closed	2796	2127	1966

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 133 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 2007

January	February	March
3,462	3,562	3,428

Questions and Answers

Q: I have a short term foreign national visitor coming to the university. She will only be here a short period of time (3 days) and we are paying an honorarium. What do I need to do to get her paid?

A: Payments to foreign nationals can be very tricky. The best place to start is the Payments to Foreign Nationals Web page.
http://www.obfs.uillinois.edu/obfshome.cfm?level=1&Path=foreign&XMLData=foreign1
The Payment Eligibility grid will help you determine whether the payment is allowed for the type of payment and the type of visa the individual entered the United State with.

If the payment is allowed and you click on YES, the link will take you to the document requirements. In addition to the listed documents, if the visitor is receiving an honorarium we request the SSN or ITIN be included so that we can properly report the payment. If the individual is claiming a tax treaty for the payment, we must have an SSN or ITIN before we can allow the treaty benefits. If the individual is not eligible for an SSN, she can apply for an ITIN at the Payroll Customer Service Center.

The Service Center requests that you call ahead for an appointment to ensure there is someone available to process the application for the ITIN. We can make the payment before the ITIN is received, but we cannot allow the treaty reduction for withholding until the ITIN is received. If you have further questions, the Customer Service representatives can assist. Call at Urbana:217-265-6363, Chicago:312-996-7200,Springfield: 217-206-7211 or e-mail payinq@uillinois.edu for assistance.

Q: As an exempt employee, am I eligible for Compensatory Time if I work over 40 hours in a workweek?

A: Compensatory time off is a component of the federal Fair Labor Standards Act (FLSA), which was passed in 1936, and is available to public employers as a means of compensating employees for overtime. **Only non-exempt, benefit-eligible employees can earn comp time**. State and federal law do not require the employer to make overtime or compensatory time available to exempt employees.

All employees eligible for comp time will accrue at one and one-half time hours reported against the comp time earn code, CME. When comp time is used it is charged at one hour per hour reported on earn code CMU.

Q: I noticed my hourly employee's vacation balance is wrong. How does this happen?

A: For bi-weekly employees this typically happens during time entry. The most common reason for overstated leave is if an employee does not report time taken or the employee reported the time but the time sheet was not approved.

The most common reason for an understated balance is when an employee is paid on an adjustment. Adjustments in Banner do not accrue leave. In any case, a Leave Balance Adjustment must be submitted via ANA to have the leave corrected.

Important Payroll Dates

Payroll Training Events (now open for registration)

UIC

Payroll Overview
> May 11 & 29– 9:00 a.m. to 11:30 a.m.

Payments to Foreign Nationals Overview
> May 11 & 29 – 1:00 p.m. to 4:00 p.m.

UIUC

Payroll Overview
> May 22 & June 27– 9:00 a.m. to 11:30 a.m.

Payments to Foreign Nationals Overview
> May 22 & June 27 – 1:00 p.m. to 4:00 p.m.

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

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:

http://www.obfs.uillinois.edu/jobaids/JA_PE_YE_Labor_Redistributions_B7.3.pdf

July 5, 2007 (12:00 p.m.) – Labor redistributions must complete (disposition 60) to appear on June FY07 preliminary statements.

July 11, 2007 (5:00 p.m.) – Last day to post redistributions to FY07. Labor redistributions must be completed (disposition 60) to appear on June FY07 period 12 statements.

- **For FY07 pay periods except for BW 14 and MN 7** – Labor redistributions must have a manually entered override posting date in June 2007 to appear on the June FY07 period 12 statements.

- **For FY07 pay periods BW 14 and MN 7** – These pay periods cross over the fiscal years and may have expenditures in both FY07 and FY08. To redistribute the earnings across both fiscal years, the posting override date should be blank. To only redistribute the FY07 earnings, select the earnings history record with an effective date of 06/17/07 for BW 14 or 06/16/07 for MN 7 and use June 2007

date in the posting override date. Use the edit distribution feature instead of the search and replace functionality.

July 12 through July 28, 2007 – No labor redistributions will post to period 14.

- Labor redistributions pertaining to FY07 state funds must be completed and approved by 5:00 p.m. on July 11, 2007. Units cannot process labor redistributions pertaining to FY07 state funds in FY07.

July 30, 2007 – All labor redistributions completed after July 12, 2007 will post to FY08.

- **BW 14 and MN 7** – These pay periods cross over the fiscal years and may have expenditures in both FY07 and FY08. To only redistribute the FY08 earnings, select the earnings history record with an effective date of July 1, 2007. Use the edit distribution feature instead of the search and replace functionality.

Refer to the Fiscal-Year-End Closing and Opening Procedures Web page for more information on the year-end closing schedule and critical dates and who to contact for questions.

Other Dates

Payroll Calculation deadlines can be found on the posted Payroll Schedule for 2007.

July 13 and 27, 2007: Payroll Offices closed for training

	Start Date		End Date	Calc Date	Pay date
MN 5	4/16/2007	thru	5/15/2007	5/9/2007	5/16/2007
BW 10	4/22/2007	thru	5/5/2007	5/8/2007	5/16/2007
BW 11	5/6/2007	thru	5/19/2007	5/22/2007	5/30/2007
BW 12	5/20/2007	thru	6/2/2007	6/5/2007	6/13/2007
MN 6	5/16/2007	thru	6/15/2007	6/7/2007	6/15/2007
BW 13	6/3/2007	thru	6/16/2007	6/19/2007	6/27/2007
MN 7	6/16/2007	thru	7/15/2007	7/9/2007	7/16/2007
BW 14	6/17/2007	thru	6/30/2007	7/3/2007	7/11/2007
BW 15	7/1/2007	thru	7/14/2007	7/17/2007	7/25/2007
BW 16	7/15/2007	thru	7/28/2007	7/31/2007	8/8/2007

Foreign National Mass Appointment labs for status review of new employees and for current employee renewals are listed at the lab registration site.