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# UNIVERSITY PAYROLL NEWSLETTER

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Volume 5, Issue 2

August 2009

## *Highlights and Hot Topics*

### **Reminder: New Campus Phone Numbers for Payroll Customer Service**

Effective August 1, 2009, the University Payroll Customer Service toll-free number 866-476-3586 will no longer be operational and there will be local phone numbers for each campus Service Center. This change will allow you to reach a local service representative that is familiar with your campus. The campus locations remain the same. University Payroll is implementing these changes in response to campus requests to have localized service for payroll issues. Implementation of this new approach is as follows:

#### **Urbana-Champaign Campus**

The existing local phone number remains the same. However, calls will not be redirected to other campuses. Effective August 1, 2009, all calls to the current local number will be answered by a University Payroll representative from the Urbana-Champaign campus.

University Payroll Customer Service at Urbana-Champaign  
Henry Administration Building 100-A (MC 318)  
506 S. Wright Street  
Urbana, IL 61801  
**Phone: 217-265-6363**  
Fax: 217-244-1908

#### **Chicago Campus**

Effective August 1, 2009, the toll-free number 866-476-3586 will be discontinued and replaced by the local number stated below. All calls to the new local number will be answered by a University Payroll representative from the Chicago campus.

University Payroll Customer Services at Chicago  
Marshfield Avenue Building - Room 106 (MC 547)  
809 S. Marshfield Avenue  
Chicago, IL 60612-7205  
**Phone: 312-996-7200**  
Fax: 312-996-1932

#### **Springfield Campus**

Changes were already implemented on June 19, 2009. On this campus, customer service representatives from the offices of Benefits and Payroll work together to respond to customer calls.

University Payroll and Benefits Customer Services at Springfield  
HRB 18  
One University Plaza  
Springfield, IL 62703  
**Phone: 217-206-7211**  
Fax: 217-206-7010

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# Banner 8.1 Upgrade to Human Resources/Payroll Module

On October 16, 2009, the Human Resources and Payroll Module of Banner will be upgraded from version 7.2.7 to 8.1. Banner forms affected by this upgrade are:

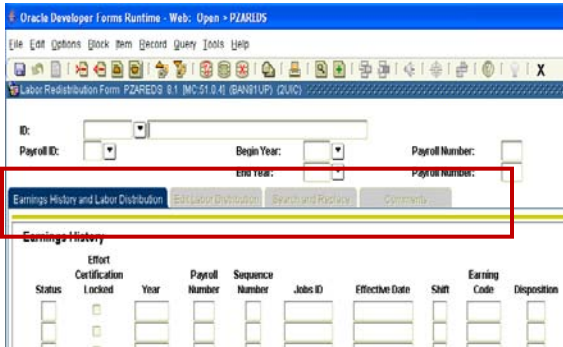
- Labor Redistribution (PZAREDS)
- Electronic Approval Proxy Rules (NTRPROX)
- Adjustment Processing (PZAADJT)

The Payroll training materials and job aids will be modified to reflect the Banner 8.1 changes prior to this implementation.

Here is a snapshot look at some of the upcoming changes:

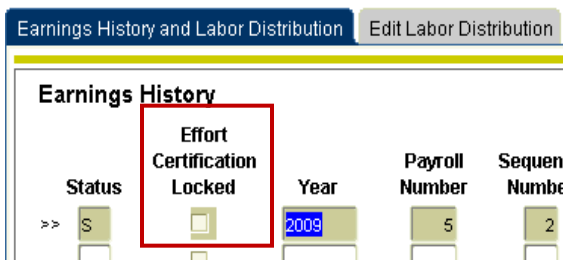
## Tabbed User Interface

The first two forms now include the tabbed user interface for the functions found under the Option menu. For PZAREDS, those functions are Edit Labor Distribution, Search and Replace and Comments.



## Effort Certification

Effort Certification is a new out-of-the box module for Banner 8.x. At this time, the University of Illinois will not be implementing this functionality within Banner. However, Effort Certification check boxes appear in multiple Banner forms including **PZAREDS** and **PZAADJT**. The check boxes are not available for selection.

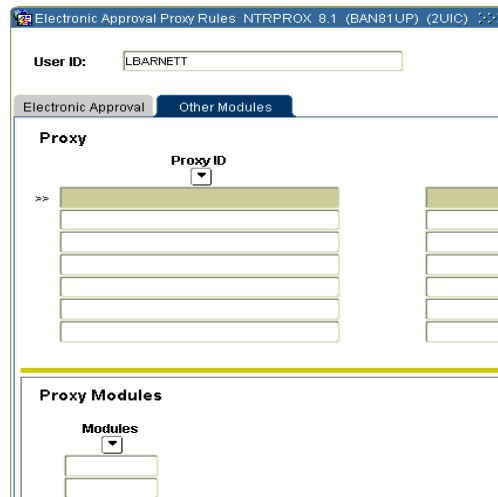


## Menu Options

Another minor change for the PZAREDS form is the renaming of Approve Redistributions to Submit Redistributions in the Option Menu. The Labor Redistribution training materials and job aids will be modified to reflect these changes prior to the release of Banner 8.x on October 16, 2009.



For NTRPROX, the Time Entry Proxy option changed to Other Modules to accommodate added proxy functionality within Banner 8.x.



The proxy is entered in Proxy ID and the applicable module (TIME for Time Entry) is added in the Proxy Modules section below.

Revised training materials will be available on the Payroll & Earnings Training Materials website (<http://www.obfs.uillinois.edu/jobajds/payroll.shtml>) and will be included in classes offered prior to implementation of Banner 8.x.

# Payroll Customer Service

## Customer Service Metrics April – June 2009

	April	May	June
Closed Cases	2156	1589	2084

Total Closed represents the number of Unicenter cases resolved by Payroll Customer Service during the specified month.

## Payroll Operations Metrics

During the last quarter, a total of **213** 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

April – June 2009

April	May	June
3434	2854	4149

## VETERANS DAY Wednesday, November 11

While Veterans Day is not a recognized holiday for the University of Illinois, it is an observed bank holiday. To ensure funds for **BW 23** are posted to the accounts of employees by pay day November 11, funds will be sent to the various banking institutions on Tuesday, November 10, 2009.

# Important Payroll Dates

## Payroll Training Events Now Open for Registration

### All Campuses (UIUC/UIC/UIS)

#### OBFS Webinar Training Events *Payroll Overview Webinar*

August 25, 2009– 1:30pm to 3:30pm

For more information or to register, go to the OBFS Webinar Training Events Registration Page at:  
(<http://training.obfs.uillinois.edu/index.cfm?campus=w>)

### UIUC

#### *Payments to Foreign Nationals Overview*

August 19, 2009 – 1:00pm to 4:00pm

#### *One Time Payments, HRPPR135*

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

#### *Labor Redistributions, HRPPR130*

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

#### *Department Time Entry, HRPTA105*

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

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

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

### UIC

#### *One Time Payments, HRPPR135*

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

#### *Labor Redistributions, HRPPR130*

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

#### *Department Time Entry, HRPTA105*

August 6, 2009– 1:00pm to 4:00pm

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

August 6, 2009– 9:00am to 12:00pm

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

# Foreign National Mass

## Appointment Labs

### UIUC

August 4 - 8:30 am to 10:00 am; 10:30 am to 12:00 pm;  
1:30 pm to 3:00 pm

August 13 - 8:30 am to 10:00 am; 10:30 am to 12:00 pm;  
1:30 pm to 3:00 pm

August 26 – 1:30 pm to 3:00 pm

August 27 - 8:30 am to 10:00 am; 10:30 am to 12:00 pm;  
1:30 pm to 3:00 pm

August 31 - 8:30 am to 10:00 am; 10:30 am to 12:00 pm;  
1:30 pm to 3:00 pm

September 3 - 8:30 am to 10:00 am; 10:30 am to 12:00  
pm; 1:30 pm to 3:00 pm

September 14 - 8:30 am to 10:00 am; 10:30 am to 12:00  
pm; 1:30 pm to 3:00 pm

September 16 - 8:30 am to 10:00 am; 10:30 am to 12:00  
pm; 1:30 pm to 3:00 pm

September 21 - 8:30 am to 10:00 am; 10:30 am to 12:00  
pm; 1:30 pm to 3:00 pm

September 23 - 8:30 am to 10:00 am; 10:30 am to 12:00  
pm; 1:30 pm to 3:00 pm

September 29 - 8:30 am to 10:00 am; 10:30 am to 12:00  
pm; 1:30 pm to 3:00 pm

### UIC

August 10 – 9:00 am to 10:30 am; 11:00 am to 12:30 pm;  
1:30 pm to 3:00 pm

August 25 - 9:00 am to 10:30 am; 11:00 am to 12:30 pm;  
1:30 pm to 3:00 pm

September 1 - 9:00 am to 10:30 am; 11:00 am to 12:30  
pm; 1:30 pm to 3:00 pm

September 15 – 1:30 pm to 3:00 pm

September 17 - 9:00 am to 10:30 am; 11:00 am to 12:30  
pm

September 24 - 9:00 am to 10:30 am; 11:00 am to 12:30  
pm; 1:30 pm to 3:00 pm

Please refer to the [registration site](http://training.obfs.uillinois.edu/index.cfm?campus=F) for October dates  
<http://training.obfs.uillinois.edu/index.cfm?campus=F>

# Questions and Answers



- Q. What employee type is eligible to receive a pay loan?**
- A.** Pay loans are available to Civil Service, Academic Professional, and Faculty employees.
- Q. Why does Payroll not allow loans to be granted to Extra Help and Student Employees?**
- A.** Based on the inconsistent length of appointment and sporadic work schedules, repayment of the loan may be hampered. Pay loans are also not appropriate for terminal vacation and sick leave payouts and Non Resident Alien employees without a TCN, SSN, or ITIN.
- Q. When is a request for a pay loan appropriate?**
- A.** Pay loans should only be requested when an employee's job or job change is not in Banner and the employee has not received pay due. The employee may receive up to 60% of his/her base pay. Pay loans will be denied by University Payroll when an employee's job exists in Banner even though the employee has not been paid. The payroll adjustment process exists to pay these payments and the department must follow the adjustment procedures.
- Q. How do I repay the loan?**
- A.** An adjustment is created to pay the employee the entire amount of pay missed. At this time, the employee will have received both the pay and the 60% loan. Payroll will recapture the entire 60% loan on the subsequent ORIGINAL pay event.