UNIVERSITY PAYROLL NEWSLETTER

Highlights and Hot Topics

Foreign National Appointments for Academic Year 2008/2009

By Emily Lange

To ensure proper taxation, income reporting, and benefit eligibility for employees who are Foreign Nationals, it is important that the employees complete Foreign National Tax Status Review Appointments. For new employees the appointment needs to be included as part of the initial hiring process. However, scheduling of appointments cannot be completed until after the PEAEMPL record is active in Banner. Employee appointments (on the Urbana and Chicago campuses) can be scheduled either by the employee at the registration Web site http://training.obfs.uillinois.edu/index.cfm?campus=F or by contacting the Payroll Customer Service at Chicago (312) 996-7200, Urbana (217) 265-6363, Springfield (217) 206-7211. Employees on the Springfield campus must call Payroll Customer Service to schedule an appointment.

After the initial appointment, it is very important to keep University Payroll up-to-date on immigration status changes (extension of visit, change of immigration status, information, or any changes to a Foreign National's income type, etc.). These changes would require a follow-up visit to Payroll Customer Service to update and re-evaluate his/her withholding status.

Although tax treaties may allow for several years of benefits, the IRS procedures require tax treaty benefits to be extended for only one tax year at a time. The benefits expire on December 31 of each year. Employees who receive treaty benefits will need to complete an appointment each tax year. These types of appointments are considered renewal appointments and can be completed starting mid-October of 2008 for 2009. We suggest that renewal appointments be completed between mid-October and December 2008, but are not limited to this time period. Employees also will be able to schedule renewal appointments in 2009; however, the renewal will be effective after the appointment and cannot be backdated.

If you have any questions, please contact Payroll Customer Service at Chicago (312) 996-7200, Urbana (217) 265-6363, Springfield (217) 206-7211 or e-mail payinq@uillinois.edu.

INSIDE THIS ISSUE

Temporary Upgrades for Civil Service Employees

By: Kristen Monroe

A temporary upgrade is done when a Civil Service employee is temporarily upgraded from one job to another within the University. For example, if there is an employee who is working as a Bricklayer, the employee could be temporarily upgraded to a Bricklayer Foreman. The new position would be added on to their current position under the same position number; it would not be created as a different job with a different position number. However, the job would have a different suffix. The different suffix is used to allow departments to view reports specific to temporary upgrade positions. An example of position numbers for a Primary vs. Temporary position would be: Primary (REG) C67081-00 and Overload/Temporary (TUP) C67081-TP. During a temporary upgrade, the employee keeps his or her Primary job and simply adds an Overload job (Note: same prefix and different suffix).

When an employee performs service in an upgraded position, the employee will need to report hours for both their primary and upgrade jobs. The hours reported on the temporary upgrade job result in paying the differential rate between their primary job rate and the temporary upgrade position rate. The differential hourly rate of pay must be defined in the job detail of the upgrade position.

When reporting hours worked in a temporary upgrade job, the TUP earn code is used which does not allow seniority, vacation, or sick leave to accrue on the hours reported. Seniority, vacation, or sick leave accruals are being tracked on the work hours reported on the primary position. All units should use this earn code (TUP) to report time for a temporary upgraded position.

All hours for a pay period (including hours worked on temporary upgrade) should be reported on the Primary job.

Reporting on the Primary job will ensure that seniority is properly captured. All hours worked which should be paid at the upgraded rate should also be reported on the Temporary Upgrade job using the TUP earnings code. This signifies to Payroll that the employee should be paid the regular rate on the Primary job and the additional rate on the Temporary Upgrade job for the amount of time worked on that job.

It is important **not** to upgrade the holiday/sick/vacation hours reported on the regular job. Only actual hours worked in the upgraded job should be upgraded and reported on the temporary job. Additionally, if an employee has worked overtime hours on the temporary upgrade position; these hours should be reported as overtime on the upgrade position as well as the regular position.

Customer Service Metrics

April - May 2008

	April	May	June
Total Activity	1359	796	541
Pending	8	15	15
Resolution Closed	1996	2033	1658

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.
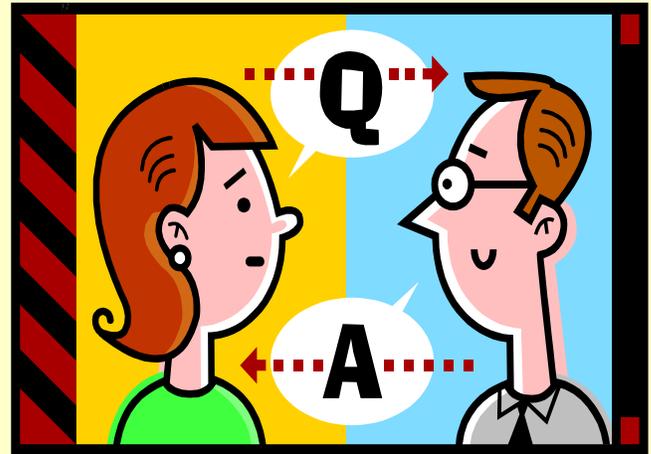
Payroll Operations Metrics

During the last quarter, a total of 205 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 - May 2008

April	May	June
3325	2831	3359

Q: I noticed that my long-term disability has changed, how can I get more information?

A: There has been a change to the long-term disability plans, the changes vary with each individual. The Benefits Service Center will be sending out letters to each employee notifying all of the change.

Q: One of my employees is not showing up in department time entry. How can I handle this?

A: The default for Time Entry is Web Time Entry. If your unit uses Department Time Entry, the default needs to be changed when the job is set up. You will need to check the job record to see how the employee is set up in NBAJOBS. In order to change the employee from Web to Department Time Entry, an Electronic Personnel Action Form (EPAF) will need to be done.   More information on how to do an EPAF can be found in DART at: https://hrnet.uihr.uillinois.edu/dart-cf/index.cfm?Item_id=1696

Questions and Answers, cont.

Q: What is the new process to submit a Student Request Account Form (SAR)?

A: University Payroll and University Student Financial Services & Cashier Operations (USFSCO) have collaborated together to create the new **Student Account Payment Request Form** . This new form replaces *both* the **SAR Department Payment Request Form** and the **Foreign National Payment Form** for Foreign National non-qualified scholarship payments.

To use the new form:

1. Go to the OBFS Homepage:

   http://www.obfs.uillinois.edu

2. Select **OBFS Forms**

3. Select **Billing and Receivables** from the list on the left

4. Select **Student Account Payment Request Form (Web Form)** from the list on the right. You'll be prompted to enter your Enterprise ID/password before the form will download.

If you have any questions please contact Payroll Customer Service at Chicago (312) 996-7200, Urbana (217) 265-6363, Springfield (217) 206-7211.

Note: It has come to our attention that information from the May 2008 Payroll Newsletter regarding the Workers Compensation (Q&A) needs additional clarification. Therefore, the question and answer is re-printed below for your convenience.

Q: What is the process for Worker's Compensation?

A: There are two employee categories for worker's compensation: Non-Police/Fire employees and Police/Fire employees.

Non-Police/Fire employees are responsible for the first three days that they are out of work, unless the claim is for a period of at least two weeks. Vacation or sick time can be used for the first three days. The university pays on a delay for biweekly employees, so most claims should be approved or denied before the second pay period. If an employee is restricted from work as determined by their treating physician and chooses to use their sick or vacation time to cover the period for which they are off, the claim must be approved and determined compensable by the Claims Office in order for an employee to have their benefit time reinstated. However, the employee must also pay back the benefit time if they receive worker's compensation for the first three days. This is accomplished by using the Worker's compensation re-payment earn code, **WCN,** which should be done on an original time sheet, not an adjustment. When using the WCN earn code, the employee's pay will be reduced by the number of hours submitted for the earn code.

The number of hours submitted to reduce pay should equal the total number of hours reinstated for benefit time. The unit is responsible for ensuring that the total hours to be reinstated are reported with the WCN code and that the funds are recaptured. Additionally, the department would have to submit an Adjustment Notification Application (ANA) in order for Human Resources to adjust the employee's leave balance. Human Resources will be responsible for reinstating the benefit hours used during the approved worker's compensation claim.

On the other hand, Police/Fire employees are NOT covered by regular worker's compensation for the first year of a line of duty (LOD) injury. They receive 100% of pay for the year for LOD injuries. They are paid as if they are still on payroll. After one year, payments roll to Worker's Compensation. The first year of payments as if on regular pay is taxable. To compensate the unit for this unusual situation, Worker's Compensation reimburses the unit for 66 2/3% of expense for the first year. They then charge back 49% of the worker's compensation claim back to the unit.

Important Payroll Dates

Payroll Training Events
Now Open for Registration

UIC

Payroll Overview

August 21, 2008   9:00 a.m. – 12:00 p.m.

Payments to Foreign Nationals Overview

August 21, 2008   1:00 p.m. – 4:00 p.m.

Adjustment Processing

August 22, 2008   9:00 a.m. – 12:00 p.m.

Department Time-Entry

August 22, 2008   1:00 p.m. – 4:00 p.m.

Labor Redistributions

September 9, 2008   1:00 p.m. – 2:30 p.m.

One-Time Payments

September 9, 2008   3:00 p.m. - 4:30 p.m.

UIUC

Payroll Overview

August 12, 2008   9:00 a.m. – 12:00 p.m.

Payments to Foreign Nationals Overview

August 12, 2008   1:00 p.m. – 4:00 p.m.

Adjustment Processing

September 18, 2008   9:00 a.m. – 12:00 p.m.

Department Time-Entry

September 18, 2008   1:00 p.m. – 4:00 p.m.

Labor Redistributions

August 19, 2008   9:00 a.m. – 10:30 a.m.

One-Time Payments

August 19, 2008   11:00 a.m. – 12:30 p.m.

UIS

There are no classes currently being offered. Please check the OBFS Training Web site for updates.

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

Other Dates

Foreign National Tax Status Review Appointments (UIC/UIUC)

Foreign National mass appointment labs for status review of new employees and for current employee renewals are listed at the lab registration site (select the appropriate campus from the left panel).

Payroll Calculation deadlines can be found on the 2008 University Payroll Schedule posted on the Payroll & Earnings site under Helpful Links.

URLS:
OBFS Website
http://www.obfs.uillinois.edu/

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

OBFS Training Center
http://www.obfs.uillinois.edu/obfshome.cfm?level=1&path=training&xmldata=training1

ANA Training Guide
http://www.obfs.uillinois.edu/earnings/ANA_Training.pdf

Payments to Foreign National Employees
http://www.obfs.uillinois.edu/obfshome.cfm?level=1&path=foreign&xmldata=foreign1

Tax Information
http://www.obfs.uillinois.edu/obfshome.cfm?level=2&path=earnings&xmldata=taxinfo