

UNIVERSITY PAYROLL & BENEFITS NEWSLETTER

Volume 2, Issue 4

November 2011

Highlights & Hot Topics

Year-End Information

By Kassandra Hester

With the end of year quickly approaching, University Payroll would like to highlight important information including deadlines for all units and employees to take note of.

Holiday Payroll Schedule:

Thanksgiving Week

Adjustment Calc

With the shortened week due to the Thanksgiving Holiday, all prior pay period adjustments will be paid on Wednesday, November 23. Therefore the deadline to submit these adjustments will be noon on Friday, November 18.

2011 BW 24 Pay Day

Pay Day is November 23

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Year-End Holiday Break

Adjustment Calc

For the week before holiday break, the deadline to submit adjustments will be noon on Tuesday, December 20 for payment on Friday, December 23.

This will be the last adjustment calc for Calendar Year 2011. Please ensure all adjustment payments needing to be paid in 2011 are submitted by the December 20 deadline.

2011 BW 26 Pay Day

Pay Day is December 21

2012 BW1 Calc

Department approvers will have until noon on Friday, December 23 for timesheet approval. Superusers will have until 5:00 p.m. on December 23. Current pay period adjustments can be submitted through ANA until 5:00 p.m. on Wednesday, December 28. Feeder files are due by 8:00 p.m. on Wednesday, December 28. All other calc deadlines pertaining to units will remain the same.

There will be NO adjustment calc the week of December 25.

Adjustment Calc 2012

All prior pay period adjustments submitted by noon on Tuesday, January 3, will be paid on Friday, January 6.



Calendar Year 2011 Taxable Benefits:

All taxable benefit reporting for calendar year 2011 must be submitted to Payroll by close of business Tuesday, November 15 to 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, qualified moving expenses, complimentary athletic 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 moving expenses, non-qualified taxable benefits (value of benefits supplied to a domestic partner of an employee), tuition waiver amounts greater than \$5250, miscellaneous taxable benefits, and nonresident housing expense.

Calendar Year 2011 Overpayment Processing:

To facilitate effective payroll adjustment processing for the 2011 year end, all adjustment requests related to overpayments need to be submitted to University Payroll by Wednesday, November 23.

Employee repayments due to overpaid wages or salaries need to be received in Payroll Customer Service by Friday, December 9 to facilitate correction of payroll records. In addition, any paper payroll checks that have not been distributed to an employee should be returned to payroll by this date.

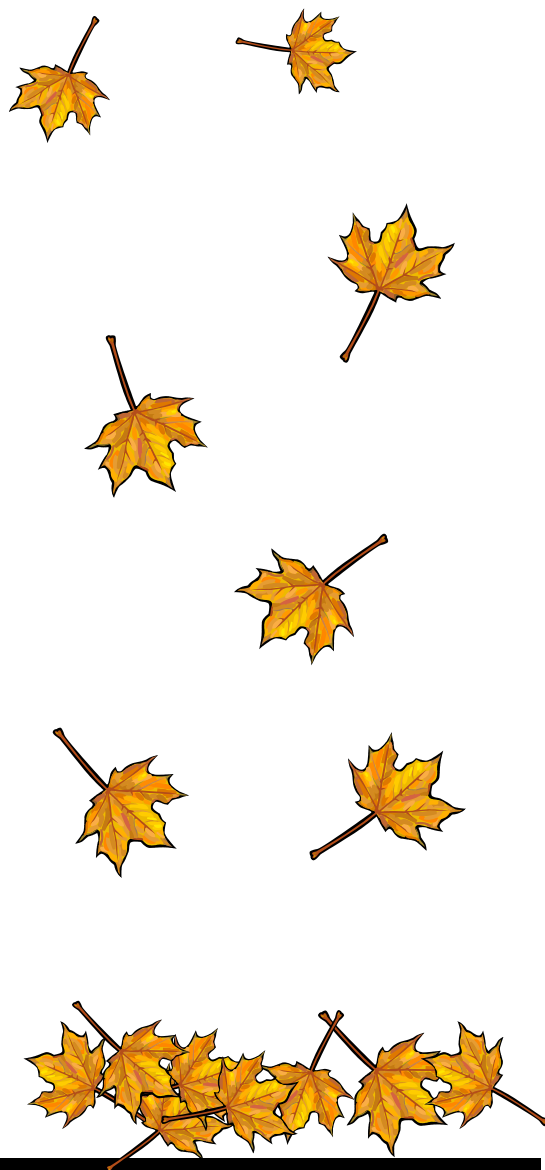
Any ANA Overpayment request or employee repayment received after these deadlines may result in delayed processing and may not be reflected on the 2011 W-2 tax statement.

Significant tax consequences on behalf of the employee could occur as a result of the delayed processing.

- Should processing be delayed due to units submitting ANA Overpayment requests after the November 23 deadline, the employee's 2011 W-2 will report earnings higher than the employee should have received. The employee will then be required to pay taxes based on this reported amount when filing 2011 taxes.
- Employees with repayments processed in 2012

for a 2011 overpayment will be required to file and pay taxes on the entire amount received and reported on the 2011 W-2. A tax letter will be issued to the employee indicating the amount of earnings that can be adjusted. This letter can be used when filing their tax return. Employees who have questions regarding their personal income tax return or the tax letter should seek tax advice from a tax professional.

For more information on Payroll Processing, refer to the Transaction Processing section of the Payroll and Earnings site or Business and Financial Policies and Procedures, Section 4, Payroll found on the OBFS website at: <http://www.obfs.uillinois.edu/>.



University Benefits

How Tax Residency Status Affects Benefits Eligibility *By: Carole Devaney*

Employees who have a revised tax residency status from Resident Alien (RA) to Nonresident Alien (NR) effective January 1, 2012, based on the Substantial Presence Test, are no longer eligible to be members of the State Universities Retirement System (SURS).

Only participants in SURS are eligible for state insurance administered by the Department of Central Management Services (CMS). Insurance coverage for employees who lose SURS eligibility will have their employee and dependent coverage terminate at midnight on December 31, 2011.

CMS has an insurance program called COBRA that will allow a temporary extension to health, dental and vision coverage. CMS will send a COBRA Offer Letter to employees' home addresses along with a rate sheet showing the premiums. The COBRA premium includes both the employee and employer's cost plus a 2% administrative fee.

Employees with questions or those who need to update their tax status should go to their campus UPB Payroll Office.

Please contact your campus UPB Benefits Services office with any questions.

UPB Benefits Services Fax Line: 217-244-3135

Urbana Campus

Phone: 217-333-3111
Toll-Free: 866-669-4772
Email: benefits@uillinois.edu

Chicago Campus

Phone: 312-996-6471
Email: benefits-uic@uillinois.edu

Springfield Campus

Phone: 217-206-7144
Email: uishr@uis.edu

University Benefits

Upcoming Changes in Payroll Deduction For The Long Term Disability (LTD) Plan

Employees who participate in the University LTD Plan administered by Prudential may notice a change in their payroll deduction. The deduction is calculated annually, and is effective for the period of December 1, 2011 - November 30, 2012. The LTD deduction amount may change based on the following:

- The benefit amount received under this plan is calculated based on a percentage of salary. As salary changes, the deduction amount may change accordingly. Therefore, an increase in salary may result in an increased deduction amount. A decrease in salary, such as with a job change, may result in a decreased deduction amount.
- Rate categories are determined by age. Reaching an age in a higher rate category may increase the deduction amount.

For bi-weekly paid employees, any change to University LTD Plan premiums will be reflected in their paychecks beginning with the December 7, 2011 paycheck.

For monthly paid employees, any change to University LTD Plan premiums will be reflected in their paychecks beginning with the December 16, 2011 paycheck.



Student Health Insurance

Fall registration ran from August 22, 2011 to September 23, 2011 this year.

During that time we fielded approximately:

- ❖ 2400 walk-ins
- ❖ Received 1700 faxes
- ❖ Answered 1400 voice mails
- ❖ Received 4200 phone calls

We welcomed well over 7,000 new incoming freshmen which set the school record.

The spring registration will begin:
January 17, 2012 to February 22, 2012

During that time students may exempt out of the plan, reinstate into the plan, add dependents and extend their coverage.

Student Insurance contact information: 217-333-0165

Customer Service Metrics

Customer Satisfaction

For every call and visit made to Payroll Customer Service, a case is created and tracked using Unicenter software. Below is a table showing the number of Payroll Customer Service cases closed monthly between July 2011 and September 2011.

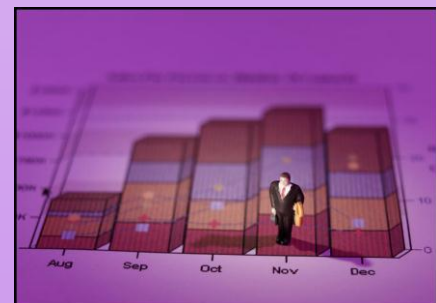
	JULY	AUG	SEPT
Cases Closed	1780	1908	1865

Payroll Operations Metrics

During the first quarter of 2011, 76 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.

Payroll Adjustments Processed July 2011 – Sept 2011

July	August	September
4519	3611	5374



VETERANS DAY Friday, November 11, 2012

While Veteran's Day is not a recognized holiday for the University of Illinois, it is an observed bank holiday. To ensure funds are in your account, the Friday adjustment calc will pay out on Thursday, November 10, 2011.

Important Payroll Dates

Payroll Calculation Deadlines

Year-End Schedule

- November 7, 2011** 5:00 p.m., Adjustment Due Deadline (Pay Thursday, November 10, because Friday November 11, is a Bank Holiday)
- November 18, 2011** Noon, Adjustments Due Deadline: (Note: No Friday, November 25 adjustment pay)
- November 23, 2011** Adjustment Calc BW 24 Pay Date
- December 7, 2011** BW 25 Pay Date
- December 8, 2011** MN 12 Calc Starts
- December 13, 2011** BW 26 Calc Starts
- December 16, 2011** MN 12 Pay Date
- December 20, 2011** Noon, Adjustment Due Deadline (Note: Last adjustment for 2011)
- December 21, 2011** BW 26 Pay Date
- December 23, 2011** Noon, Time Entry Deadline 5:00pm, Super Users Deadline

Pay Event	Calc Date/Time Entry Due Date	Pay Date
BW 23	11/1/2011	11/9/11
MN 11	11/9/2011	11/16/2011
BW 24	11/15/2011	11/23/2011
BW 25	11/29/2011	12/7/2011
MN 12	12/8/2011	12/16/2011
BW 26	12/13/2011	12/21/2011
BW 1	12/28/2011	1/4/2012
MN 1	1/8/2012	1/13/2012
BW 2	1/10/2012	1/18/2012
BW 3	1/24/2012	2/1/2012

University Payroll and Benefits calendar is available at:

<http://www.obfs.uillinois.edu/payroll/schedules/>



Important Payroll Dates (cont.)



Payroll Training Events Now Open for Registration

UIUC

None at this time

UIC

Adjustment Processing for Units

November 14th 9:00 am - Noon

Department Time Entry

December 12th 9:00 am - Noon

Labor Redistributions

December 12th 1:00 pm – 2:30 pm

One-Time Payments

November 14th 1:00 pm – 2:30 pm

UIS

None at this time

Payroll Webinars - All Campuses

Web Time Entry for Employees and Approvers

The tutorials are located at the following location:

<http://www.obfs.uillinois.edu/cms/One.aspx?portalId=909965&pageId=912750#WebTimeEntry>

The users may use the tutorials with or without audio; instructions are shown at the tutorial location.

Below is the link for future Webinars

<http://training.obfs.uillinois.edu/index.cfm?campus=w>

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

Foreign National Mass Appointment Labs

The dates below are available for status review of new employees and for current employee renewals.

UIUC

November

3-9:00am –10:30am, 11:00am – 12:30pm, 1:30 pm – 3:00 pm

7-9:00am –10:30am, 11:00am – 12:30pm, 1:30 pm – 3:00 pm

14-9:00am –10:30am, 11:00am – 12:30pm, 1:30 pm – 3:00 pm

16-9:00am –10:30am, 11:00am – 12:30pm, 1:30 pm – 3:00 pm

21-9:00am –10:30am, 11:00am – 12:30pm, 1:30 pm – 3:00 pm

December

5-9:00am –10:30am, 11:00am – 12:30pm, 1:30 pm – 3:00 pm

12-9:00am –10:30am, 11:00am – 12:30pm, 1:30 pm – 3:00 pm

19-9:00am –10:30am, 11:00am – 12:30pm, 1:30 pm – 3:00 pm

UIC

November

2-9:30am –11:00am, 11:30am – 1:00pm, 2:00 pm – 3:30 pm

10-9:30am –11:00am, 11:30am – 1:00pm, 2:00 pm – 3:30 pm

22-9:30am –11:00am, 11:30am – 1:00pm, 2:00 pm – 3:30 pm

28-9:30am –11:00am, 11:30am – 1:00pm, 2:00 pm – 3:30 pm

December

1-9:30am –11:00am, 11:30am – 1:00pm, 2:00 pm – 3:30 pm

8-9:30am –11:00am, 11:30am – 1:00pm, 2:00 pm – 3:30 pm

15-9:30am –11:00am, 11:30am – 1:00pm, 2:00 pm – 3:30 pm

19-9:30am –11:00am, 11:30am – 1:00pm, 2:00 pm – 3:30 pm

Please refer to the [registration site](#) for updates or changes to the Foreign National Mass Appointment Lab offerings.

Foreign National Webinars - All Campuses

None at this time.

Questions & Answers

Special Enrollment Period Information October 10 – 28

- Q:** *How will I know that my election to change my health plan will take effect on December 1?*
- A:** Employees who changed their health plan during the Special Enrollment Period will receive a CMS Verification Form showing their new health plan. This form should be checked to make sure all information is correct. If you have not received the CMS Verification form by **December 1** or find errors, contact your UPB Benefits Services office. On **December 1** employees can access their NESSIE Personal Benefits Statements and Earnings Statements to review enrollments and deductions at:
Personal Benefits Statements:
https://nessie.uihr.uillinois.edu/cf/benefits/index.cfm?Item_ID=4034
Earnings Statements:
https://nessie.uihr.uillinois.edu/cf/comp/index.cfm?Item_id=1055&mlink=674
- Q:** *When will I receive new health and prescription I. D. cards?*
- A:** Health and prescription I. D. cards are sent to members by the carriers. If you received the CMS Verification Form, but have not received the I. D. cards by **December 1**, contact the carriers. If you did not receive the CMS Verification Form, you will not receive I. D. cards and need to contact your campus UPB Benefits Services office.
- Q:** *If I changed health plans, will I have to meet health and prescription plan deductibles again?*
- A:** Yes, new health and prescription plan deductibles must be met starting **December 1**. This is even true if Medco remains the prescription drug administrator under the new health plan as the Medco prescription deductible is tied to the health plan.

Q: *What if the last 4 digits in the Social Security Number (SSN) field on the CMS Verification Form for a dependent are incorrect?*

A: CMS assigns temporary I. D. numbers to dependents without a SSN on file. CMS is in the process of notifying employees who have dependents without a SSN. A copy of the Social Security card should be brought into your campus benefits office or can be faxed to 217-244-3135. The employee name and UIN should be written on all documents provided to UPB.

Q: *What if my dependent is not eligible for a social security number?*

A: CMS requires that the employee provide a document from the Social Security Administration indicating the employee's inability to obtain the SSN for the dependent(s). This document should be provided to the campus UPB Benefits Services office.



November