

## UNIVERSITY OF ILLINOIS

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## Important Year-End Information and Deadlines

At fiscal year-end, labor distribution for state-funded jobs will be split as follows:

**BW 13** – 100% of the pay event will be assigned to the 2014 distribution.

**BW 14** – 60% of the pay event will be assigned to the 2014 distribution and 40% of the pay event will be assigned to the 2015 distribution.

**BW 15** – 100% of the pay event will be assigned to the 2015 distribution.

**MN 7** – 50% of the pay event will be assigned to the 2014 distribution, and 50% will be assigned to the new 2015 distribution.

The state-funded portion of 9/12 appointments paid on the 2014 MN 7, BW 13, and BW 14 pay events will have 100% of the pay event assigned to the new 2015 labor distribution.

### 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 6/16/14, use FY14 state fund code (100014). If the effective date of the appointment is 6/16/14 or later, use FY15 state fund code (100015).

Jobs with non-9/12 employee classes on state funds: If the effective date of the appointment is before 7/1/14, use FY14 state fund code (100014). If the effective

date of the appointment is 7/1/14 or later, use FY15 state fund code (100015).

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

### Fiscal Year-End Deadlines for Labor Redistributions:

Labor redistributions (FZAREDS) 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/common/pages/DisplayFile.aspx?itemId=920040>

July 10, 2014 (12:00 p.m.)  
Last day to post labor redistributions to FY14. Labor redistributions must be completed and approved (disposition 60) to appear on June FY14 period 12 statements.

For FY14 pay periods except MN 7, BW 13, and BW 14 – Labor redistributions must have a manually entered override posting date in June 2014 to appear on the June FY14 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 “Posted 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 FY14 pay period MN 7 – For services rendered partially in FY14, but paid in FY15, and therefore may have expenditures in both FY14 and FY15.

For FY14 pay period BW 13 – For services rendered in FY14, but paid in FY15, and therefore may have expenditures in FY15.

For FY14 pay period BW 14 – For services rendered partially in FY 14, but paid in FY15, and therefore may have expenditures in both FY14 and FY15.

July 16 through August 1, 2014 – No labor redistributions will post to period 14. Labor redistributions pertaining to FY14 state funds must be completed and approved (disposition 60) by, 12:00 p.m., July 10, 2014, (and use the dating conventions as noted above). Units cannot process labor redistributions pertaining to FY14 state funds in FY15.

July 10, 2014, (after 12:00 noon) – All labor redistributions completed and approved (disposition 60) after July 10 at noon will post to FY15.

Questions? Contact University Payroll & Benefits Department at: *All Campuses:* [payinq@uillinois.edu](mailto:payinq@uillinois.edu)  
*Urbana-Champaign:* 217-265-6363  
*Chicago:* 312-996-7200  
*Springfield:* 217-206-7211

## FY2015 Benefit Choice Period: May 1—June 2, 2014

The Benefit Choice Options booklet and online enrollment forms are on NESSIE at:

[go.illinois.edu/BenefitChoice15](http://go.illinois.edu/BenefitChoice15).

During the FY 2015 Benefit Choice period employees can access NESSIE to make the following changes:

- Enroll or re-enroll in the Medical Care Assistance Plan (MCAP) and Dependent Care Assistance Plan (DCAP). MCAP and DCAP are the only plans requiring re-enrollment every year.
- Change health, dental, life, and dependent coverage. If you do not want to change insurance coverage, you do not need to do anything. Please note that documentation is required to add dependents or opt out of health insurance.

FY 2015 Premiums:

- Insurance premiums will not change for full-time employees.
- The employer portions of the insurance premiums are increasing; therefore, part time employees' health and dental costs will

increase. Part-time rates should be available in late May.

FY 2015 Insurance Plan Changes:

- Co-payments, deductibles, co-insurance and out-of-pocket maximums will increase beginning July 1.
- The deductible for prescriptions, dental and vision will increase.
- Employees should note that the out-of-pocket maximums increase in the Open Access Plan for Tier I and II. The out-of-pocket maximums in Tier III have been eliminated.
- Please review the Benefit Choice Options booklet on NESSIE for details.

FY 2015 MCAP Changes:

- The grace period is being eliminated.
- All services must be received by June 30, 2015.
- Employees will continue to have until September 30 to submit claims.
- MCAP balances up to \$500 remaining after September 30,

2015, will automatically carry over to the next plan year's MCAP account.

- Employees who do not re-enroll for the FY 2016 plan year and have a balance in their MCAP account after September 30 will forfeit the FY 2015 account balance.
- This carryover could result in an MCAP account of \$3,000 for the FY 2016 plan year.
- The carryover provision does not apply to DCAP accounts.

Employees should monitor their official university email address for UPB notifications and requests for additional information.

## Dependent Eligibility Verification Audit (DEVA)

Central Management Services (CMS) has scheduled the DEVA audit for the Fall of FY 2015.

If during the audit an employee is found to be covering an ineligible dependent, the employee may be subject to a financial penalty, including but not

limited to repayment of all premiums the state of Illinois made on behalf of the employee as well as expenses incurred by the program.

Please take a moment to review your current dependent coverage during the Benefits Choice period. Employ-

ees may remove dependents without providing documentation during the Benefit Choice election period.

## Vacation and Sick Leave Payouts

Employees who will be retiring or terminating employment may direct a portion of their Terminal Benefit Payout into the 403(b) and/or 457 Deferred Compensation retirement plan(s).

UPB has created a registration website where employees may schedule an appointment with a counselor who can provide assistance with contribution calculations and forms at <http://www.obfs.uillinois.edu/training/registration/>.

Appointments are a half-hour in length and can be by telephone or in-person at a campus UPB office.

An **estimate** of the payout, completed by the department/unit human resources person, is required to ensure contribution calculations are as accurate as possible. The estimate should be faxed to UPB at 217-244-3135 prior to the appointment.

Elections for the University's 403(b) terminal benefit payout election can be accepted by UPB up to two weeks before the last regular paycheck. It is highly recommended, however, that 403(b) elections be received by the UPB office as early as possible.

Enrollment or change forms for the State of Illinois 457 Plan must be

received in UPB two calendar months before the month in which employees receive their last regular paycheck. For example, if an employee's last **regular** check will be in July, the form must be received in UPB by May 30.

## Calendar Year 2014 Taxable Benefits

Please make certain all taxable benefits are reported to University Payroll and Benefits at the time the benefits are received by an employee. This will ensure proper reporting on the W-2.

These benefits include taxable amounts relating to the following:

- Personal use of employer provided vehicles, car mileage (value of fuel for personal commuting use of a University vehicle)
- Country club dues paid for members on behalf of the University

- Qualified moving expenses, complimentary event tickets, gifts
- Per diem amounts reimbursed to employees 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 \$5,250, miscellaneous taxable benefits, and nonresident housing expenses

Please refer to the link below for additional information and instructions related to taxable benefit reporting.

<http://www.obfs.uillinois.edu/bfpp/section-4-payroll/submit-taxable-fringe-benefit-payments/>

## Out of State Salary/Wage Payments

If a University employee receives compensation paid in another state and the University is registered as doing business in that state (typically requires a physical office), the compensation is considered paid, outside of Illinois.

The University is often required to withhold according to that states withholding regulations. Departments/Employees should contact University Payroll and Benefits to dis-

cuss the necessary steps to ensure proper state withholding.

Please refer to the link below for additional information and instructions related to state tax withholding.

<http://www.obfs.uillinois.edu/payroll/tax-information/withholding-allowance/>.

## Student Insurance Office at Urbana-Champaign

The Urbana-Champaign Student Insurance office continues to grow into its new role: focusing on providing stellar customer service and educational outreach. In addition to administering the enrollment change periods at the beginning of every semester, the Urbana-Champaign office will serve as a phone and walk-in customer service hub for students and parents on a range of topics from adding dependents to general registration and waiver issues. The office will also conduct a wide variety of outreach activities to help the student body at large better understand their insurance coverage in conjunction with the changes identified in the Affordable Care Act.

The Student Insurance office is at the forefront of efforts to educate students and par-

ents on how they will be affected. The changes students will see in their student insurance include:

- The addition of prescription drug coverage
- A \$6,000 out-of-pocket maximum for undergraduates
- Elimination of all pre-existing condition clauses
- No lifetime or annual limits on paid coverage for injury or illness

In all, it's an exciting time for Student Insurance, and we're looking forward to taking our outreach and education efforts to new heights.

# UPB Training Announces Payroll Curriculum Redesign

The payroll process involves every employee at the University of Illinois, making it a crucial operation. For this reason, excellent payroll training is an essential ingredient for successfully completing payroll time reporting and making necessary corrections when needed.

UPB Training has been created recently to improve the training opportunities offered in University Payroll and Benefits (UPB). Beginning with payroll training topics, it was determined that the training needs were sizable and input from our customers was necessary prior to making significant changes to the existing payroll training. Consequently, the Payroll Training Needs Assessment was launched.

## Payroll Training Needs Assessment

The Payroll Training Needs Assessment was initiated to identify the training needs of the University community by engaging with payroll customers and stakeholders. With the help of OBFS Training, Performance Development, Communication and Policy (TPDC&P), an invitation to participate in an online survey was sent to subscribers of the OBFS News Service. Customer feedback was further supplemented through a series of focus groups conducted by TPDC&P.

The results of the assessment were wide-ranging, but as the data was analyzed, some trends emerged.

- Most payroll training is performed in the office, one colleague to another or an individual figuring it out alone.
- There is great need for payroll

training on transactions which are less frequently performed.

- Payroll transactions are often complicated, and the systems in which they are performed are sometimes inflexible and contain steps which seem counterintuitive (at least initially).
- Hands-on training is best, so questions can be asked.
- Online training is best, so it can be accessed whenever needed, and for those in remote locations unable to attend hands-on training events.
- Finding resources on the website is important but often challenging.
- Appropriate training is needed for both new people and experienced users wanting a refresher.
- Misconceptions abound regarding roles of UPB (payroll/benefits), Human Resources, and IT.

Of course, there is much more than can be covered in this article. From the above items, it can be noted that on-the-job training is most expedient but may result in knowledge gaps as well employees not following or even knowing about best practices. There are times when training is best conducted in person. Other times online training courses or resources may be the most appropriate solution.

## UPB Training Recommendations

Based on the needs assessment, UPB Training recommends the following for payroll training in the future:

- A full curriculum covering payroll transactions and unit relationships

(currently being developed). Certificates may be offered in the following areas of study: Time Reporting, Adjustments, and Foreign National Payments.

- Essential training can be completed online, on demand as needed.
- Hands-on training opportunities will be provided regularly.
- Comprehensive training and resources will be organized better on the website.
- Individuals with payroll access will be targeted for training.
- In the future, training may be required before granting payroll access.

At this time, the curriculum is being finalized with goals and objectives being written for each course. Once settled, course development will begin.

As can be expected with a project of this scope, the full curriculum will require a considerable amount of time to complete. Since payroll training cannot wait, be on the lookout for interim training offerings to meet current payroll training needs.

UPB is excited about providing the best service possible, and UPB Training's new payroll curriculum will serve to meet our business customers' needs at the highest of quality standards.

If you have suggestions or thoughts about the comprehensive payroll training curriculum, please send your insights to OBFS UPB Training at

[obfsupbtraining@uillinois.edu](mailto:obfsupbtraining@uillinois.edu).

# Payroll Quick Tips

This timely tip comes as we turn our attention to Fiscal Year End closing. University Accounting and Financial Reporting (UAFR) has posted its Fiscal Year End Closing and Opening Procedures including various payroll transaction deadlines for correct posting. You can also find instructions for how to post Labor Redistributions (PZAREDS) in the correct fiscal year at: <http://www.obfs.uillinois.edu/accounting-financial-reporting/year-end-procedures/>.

But what happens if you need to do a payroll adjustment and you miss the final adjustment deadline for FY14 (noon Tuesday, June 24)?

Today's little-known tip will show you how to post certain payroll adjustments in the previous fiscal year (FY14).

If your adjustment (PZAADJT) is submitted to UPB in workflow any time after noon, Tuesday, June 24 through noon, Tuesday, July 8, and you want the adjustment to post in FY14, simply enter a Posting Override Date of "30-June-2014" to force posting in FY14. See illustration below. This is the only time you are allowed to enter anything in the Posting Override Date field in PZAADJT.

Oracle Fusion Middleware Forms Services: Open > PZAADJT

File Edit Options Block Item Record Query Tools Help

ORACLE

Adjustment Processing Form PZAADJT 8.9.0.6 [UI\_SGHE097\_PAY8090005\_1] (BANTRNU) (0NONE)

ID: 903199343 Tony U Giardino01  Effort Certification Locked

Year: 2014 Payroll ID: BW Payroll Number: 2 Sequence Number: 1

Adjustment Action: Adjust History Date: 11-JUL-2014 Posting Override Date: 30-JUN-2014

Adjustment Detail Job Information Comments Effort Certification Routing

**Adjustment Detail**

Disposition:   
 Event Type:   
 Calculation Method:   
 Print Method:

**Gross and Net Amounts**

Entered Gross:  Calculated Gross:   
 Entered Net:  Calculated Net:   
 Document Total:

This event Associated with Sequence Number:   
 This event Adjusts Sequence Number:  Date:   
 This event is Adjusted By Sequence Number:  Date:   
 User ID:

Finance Posting Override Date; format DD-MON-YYYY  
 Record: 1/1 | | | | <OSC>

**This tip can only be employed during the following date range:**

From noon, Tuesday, June 24 (after adjustment deadline) through noon, Tuesday, July 8.

Please note: **Never enter a posting override date in PZAADJT except during the dates identified for fiscal year end closing. If you do, the adjustment will be rejected.**

# Payroll Calculation Deadlines



## When do I get paid?

Pay Event	Time Entry Cut Off Noon Superusers 5:00 p.m.	Pay Date
BW 9	04/29/2014	05/07/2014
MN 5	N/A	05/16/2014
BW 10	05/13/2014	05/21/2014
BW 11	05/28/2013	06/04/2014
MN 6	N/A	06/16/2014
BW 12	06/10/2013	06/18/2014
BW 13	06/24/2014	07/02/2014
BW 14	07/08/2014	07/16/2014
MN 7	N/A	07/16/2013
BW 15	07/22/14	07/30/2014

## UPB Customer Service Metrics

### Customer Satisfaction:

For every call and visit made to University Payroll and Benefits' Customer Service office, a case is created and tracked using Unicenter software. Below is the number of University Payroll and Benefits' Customer Service cases closed monthly between January 2014 and March 2014.

### Cases Closed:

January	3974
February	4893
March	4808

### Payroll Adjustments Processed:

During the first quarter of 2014, there were 47 Disposition 05 errors that had to be manually fixed by UPB Payroll Operations. This error occurs when an employee's required statutory deductions are not active or do not exist during the pay period.

### Payroll Operations Metrics:

The total number of adjustment pay transactions processed by UPB Payroll Operations for the first quarter of 2014 is:

January:	4746
February:	4179
March:	3662

# UPB Payroll Training Materials & Events

## Payroll Training Materials:

<http://www.obfs.uillinois.edu/training/materials/payroll/>

## 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>.

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

## UPB Foreign National Mass Appointment Lab

### Chicago Campus

May 29: 9:30–11 a.m., 11:30 a.m. – 1:00 p.m., 2:00 – 3:30 p.m.

June 4, 19, 24: 9:30 – 11:00 a.m., 11:30 a.m. – 1:00 p.m., 2:00 – 3:30 p.m.

### Urbana-Champaign Campus

May 28: 9:00 – 10:30 a.m., 11:00 a.m. – 12:30 p.m., 1:30 – 3:00 p.m.

June 3, 11, 18, 26: 9:00 – 10:30 a.m., 11:00 a.m. – 12:30 p.m., 1:30 – 3:00 p.m.

**For updates or changes to the Foreign National Mass Appointment Lab offerings, please refer to the registration site at:**

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