

## UNIVERSITY OF ILLINOIS

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## Important Year-End Information & Deadlines

**At fiscal year-end, labor distributions for state funded jobs** will be split in the following manner: BW 14 – 100% of the pay event will be assigned to the 2013 distribution.

BW 15 – 50% of the pay event will be assigned to the 2013 distribution, 50% will be assigned to the 2014 distribution.

MN7 – 48% of the pay event will be assigned to the 2013 distribution, 52% will be assigned to the new 2014 distribution.

The state-funded portion of 9/12 appointments paid on the 2013 MN 7, BW 14 and BW15 pay events will have 100% of the pay event assigned to the new 2014 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 6/16/13, use FY13 state fund code (100013). If the effective date of the appointment is 6/16/13 or later, use FY14 state fund code (100014).

**Jobs with non-9/12 employee classes on state funds:** If the effective date of the appointment is before 7/1/13, use FY13 state fund code (100013). If the effective date of the appointment is 7/1/13 or later, use FY14 state fund code (100014).

**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 (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/common/pages/DisplayFile.aspx?itemId=920040>

#### July 11, 2013 (5:00 pm)

Last day to post labor redistributions to FY13. Labor redistributions must be completed and approved (disposition 60) to appear on June FY13 period 12 statements.

**For FY13 pay periods except MN 7, BW 14, and BW 15 -** Labor redistributions must have a manually entered override posting date in June 2013 to appear on the June FY13 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 "Posting 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 FY13 pay period MN 7

- For services rendered partially in FY13, but paid in FY14, and therefore may have

expenditures in both FY13 and FY14.

#### For FY13 pay period BW 14

- For services rendered in FY13, but paid in FY14, and therefore may have expenditures in FY14.

#### For FY13 pay period BW 15

- For services rendered partially in FY13, but paid in FY14, and therefore may have expenditures in both FY13 and FY14.

#### July 16 through August 1, 2013

- No labor redistributions will post to period 14. Labor redistributions pertaining to FY13 state funds must be completed and approved (disposition 60) by 5:00 p.m., July 11, 2013, (and use the dating conventions as noted above). Units cannot process labor redistributions pertaining to FY13 state funds in FY14.

#### July 12, 2013 (after 12:00 noon)

- All labor redistributions completed and approved (disposition 60) after July 12, at noon will post to FY14.

**Any questions, please contact University Payroll & Benefits Department at:**

**[payinq@uillinois.edu](mailto:payinq@uillinois.edu)**  
**UIUC location: 217-265-6363**

**UIC location: 312-996-7200**

**UIS location: 217-206-7211**



*"The tragedy in life  
doesn't lie in not  
reaching your goal.  
The tragedy lies in  
having no goal to  
reach."--Benjamin  
Mays*

## Benefits Choice FY 2014

The Illinois Department of Central Management Services (CMS) has announced that the FY 2014 Benefit Choice period will begin on May 1 and end on May 31, 2013. CMS will mail a letter to all members of the State Group Insurance Program informing them of the coverage and premium changes effective on July 1 for the FY2014 plan year. **Health plan premiums will increase so employees should read this information carefully even if they are not planning to make Benefit Choice changes.** NESSIE will be updated with all Benefit Choice information and material including the FY 2014 Benefit Choice Options booklet and

the Flexible Spending Account (FSA) Reference Guide.

Employees who wish to make a Benefit Choice change or enroll or re-enroll in an FSA plan will use the NESSIE Benefit Choice application.

The University Payroll and Benefits (UPB) offices are scheduling Benefit Choice Information Sessions on all campuses throughout the month of May. The session dates, times and locations will be announced through the NESSIE Announcement page and included in a mass e-mail that will be sent to all benefits-eligible employees.

CMS has scheduled Benefit Fairs at various locations

throughout the State. All members of the Group Insurance Program, including active state and university employees, retirees and survivors may attend. The State-sponsored vendors for Health, Dental, Vision and Life plans will be available to answer questions as will benefit counselors from the UPB office. The Benefit Fair schedule is posted on the NESSIE Announcement page.

Employees are encouraged to review Earning Statements for checks issued after July 1 and the CMS Benefits Statement to verify premiums and ensure any changes elected have been made.

## Registration Process Change for New Hire Orientation

The State Department of Central Management Services (CMS) allows newly benefit-eligible employees 10-calendar days to make health, dental, life and dependent elections. If that deadline is not met, they are defaulted with employee-only coverage into the Quality Care Health and Dental plans with basic life insurance coverage.

UPB recently implemented a change to the orientation registration process to help new employees meet this deadline. They can now register for the two Benefits Orientations and the monthly State Universities Retirement System (SURS) Webinar sessions through the OBFS Training website at [www.obfs.uillinois.edu/training/registration](http://www.obfs.uillinois.edu/training/registration). The main benefit of

this new registration process is that a login or password is not required to register for the sessions. If employee access to NESSIE New Hire Benefit Forms/Orientation Registration Site cannot be granted due to a delay in the benefit-eligible job or E-class change, employees can still register and attend benefit sessions within 10-calendar days of their eligibility date.

SURS now offers a monthly plan choice Webinar for Tier II participants. The SURS Webinar session is presented on the last Tuesday of the month from 9:30 to 11:00 a.m. This Individual Session allows participants to view the Webinar from their own computer or device with speakers or a headset and high speed internet access. Registration is required

for the Individual Session through the SURS website at <http://www.surs.org/planchoice>. Registration is also required for the small group SURS Webinar sessions held on all campuses for those without computer access and is done through the OBFS training website: [www.obfs.uillinois.edu/training/registration](http://www.obfs.uillinois.edu/training/registration).

Additional information for newly benefit-eligible employees can be found on public-access NESSIE at <https://nessie.uihr.uillinois.edu/cf/benefits/index.cfm>

Please contact your campus UPB office with questions about this new process.

# UPB Customer Service Metrics

## Customer Satisfaction

For every call and visit made to University Payroll & Benefits Customer Service office, a case is created and tracked using Unicenter software. Below is the number of University Payroll & Benefits Customer Service cases closed monthly between January 2013 and March 2013.

\*Note: This number has increased significantly due to a new process that includes Payroll & Benefits information.

### Cases Closed:

January: 8729  
 February: 9330  
 March 6792

## Payroll Adjustments Processed:

During the first quarter of 2013, there were 840 Disposition 05 and 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:

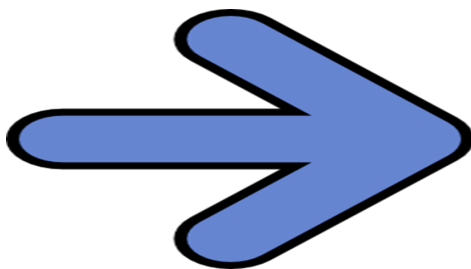
January: 5627  
 February: 3951  
 March: 3512

\*Note: The large number attributes to the addition of the new SFN deduction (Required for Medicare when the employee earns over 200,000)



# UPB Payroll Calculation Deadlines

## When do I get paid?



| Pay Event | Time Entry Cut Off<br>Noon<br>Superusers<br>5:00 p.m. | Pay Date   |
|-----------|---|------------|
|           | 04/30/2013  | 05/08/2013 |
|           | N/A   | 05/16/2013 |
|           | 05/14/2013  | 05/22/2013 |
|           | 05/29/2013  | 06/05/2013 |
|           | N/A   | 06/14/2013 |
|           | 06/11/2013  | 06/19/2013 |
|           | 06/25/2013  | 07/03/2013 |
|           | N/A   | 07/16/2013 |

## 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.*



### Future Webinars

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

## UPB Foreign National Mass Appointment Labs

### Chicago

|                |  |
|----------------|--|
| May 14, 23     | All Day: 9:30am – 11:00am. 11:30am – 1:00pm, 2:00pm – 3:30pm |
| June 5, 19, 25 | All Day: 9:30am – 11:00am. 11:30am – 1:00pm, 2:00pm – 3:30pm |

### Urbana

|                             |   |
|-----------------------------|---|
| May 7, 13, 21               | All Day: 9:00am – 10:30am. 11:00am – 12:30pm, 1:30pm – 3:00pm |
| May 29 (NEW employees only) | All Day: 9:00am – 10:30am. 11:00am – 12:30pm, 1:30pm – 3:00pm |
| June 3, 12, 18, 24, 26      | All Day: 9:30am – 11:00am. 11:30am – 1:00pm, 2:00pm – 3:30pm  |

**For updates or changes to the Foreign National Mass Appointment Lab offerings, please refer to registration site at: <http://training.obfs.uillinois.edu/index.cfm?campus=F>.**