

## SPECIAL POINTS OF INTEREST

- **Year-End Information** (pg. 1)
- **Benefit Choice FY 2013** (pg. 2)
- **Student Health Insurance** (pg. 3)
- **UPB Payroll Calculation Deadlines** (pg. 3)
- **UPB Customer Service Metrics** (pg. 4)
- **Exciting News!** (pg. 4)
- **UPB Training Events & Webinars** (pg. 5)
- **Foreign National Mass Appointments** (pg. 5)

## 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 2012 distribution.

BW 15 – 50% of the pay event will be assigned to the 2012 distribution, 50% will be assigned to the 2013 distribution.

MN7 – 50% of the pay event will be assigned to the 2012 distribution, 50% will be assigned to the new 2013 distribution.

The state-funded portion of 9/12 appointments paid on the 2012 MN 7, BW 14 and BW15 pay events will have 100% of the pay event assigned to the new 2013 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 6/16/12, use FY12 state fund code (100012). If the effective date of the appointment is 6/16/12 or later, use FY13 state fund code (100013).

**Jobs with non-9/12 employee classes on state funds:** If the effective date of the appointment is before 7/1/12, use FY12 state fund code (100012). If the effective date of the appointment is 7/1/12 or later, use FY13 state fund code (100013).

**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 12, 2012 (5:00 pm)

Last day to post labor redistributions to FY12. Labor redistributions must be completed and approved (disposition 60) to appear on June FY12 period 12 statements.

**For FY12 pay periods except MN 7, BW 14, and BW 15 -** Labor redistributions must have a manually entered override posting date in June 2012 to appear on the June FY12 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 FY12 pay period MN 7 -** For services rendered partially in FY12, but paid in FY13, and therefore may have expenditures in both FY12 and FY13.

**For FY12 pay period BW 14 -** For services rendered in FY12, but paid in FY13, and therefore may have expenditures in FY13.

**For FY12 pay period BW 15 -** For services rendered partially in FY12, but paid in FY13, and therefore may have expenditures in both FY12 and FY13.

### July 16 through August 1, 2012

- No labor redistributions will post to period 14. Labor redistributions pertaining to FY12 state funds must be completed and approved (disposition 60) by noon July 12, 2012, (and use the dating conventions as noted above). Units cannot process labor redistributions pertaining to FY12 state funds in FY13.

**July 12, 2012 (after 12:00 noon) -** All labor redistributions completed and approved (disposition 60) after July 12, at noon will post to FY13.

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

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

**UIUC location: 217-265-6363**

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

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



## Benefits Choice FY 2013

The Department of Central Management Services (CMS) has announced that the FY 2013 Benefit Choice period will begin on May 1, 2012. Due to contract issues, however, the health plans and premiums available to state employees and the end date of the Benefit Choice period have not been announced.

CMS does not know how long the contract process will take and has stated that employees will be given ample time to make informed decisions regarding their insurance coverage. The NESSIE Benefit Choice enrollment form will be activated on May 1 and will remain open until the end date of the Benefit Choice period.

As plan and premium information is released from CMS, updates will immediately be posted on NESSIE, mass emails sent to all eligible employees and information sessions scheduled and advertised on each campus.

## CMS Requirements for Dependent Social Security Numbers

*“To improve is to  
change; to be  
perfect is to  
change often.”*

*By: Winston Churchill*

To comply with federal and state laws, the Illinois Department of Central Management Services (CMS), as an insurance administrator, must collect and retain the permanent Social Security Numbers (SSN) for all dependents insured under the State of Illinois Group Insurance Program.

CMS assigns a temporary identification number for newborns, newly adopted dependents and dependents unable to obtain a SSN. Employees who have added these dependents to their state insurance coverage will have 90 days from the effective date of coverage to provide the SSN or provide documentation indicating the dependent cannot obtain a SSN.

**CMS will automatically terminate dependents' insurance coverage at the end of the 90 day period for those dependents without a SSN or the ineligibility documentation on file.**

If employees have already provided a dependent's SSN to UPB and receive notification from CMS that they are missing the SSN, they should contact their campus UPB office.

**Any questions, please contact UPB Benefits Service Center:**

**UIUC location: 217-333-3111**

**UIC location: 312-996-6471**

**UIS location: 217-206-7144**



# Student Health Insurance



**DID YOU KNOW?**

Student Insurance at University of Illinois at Urbana/Champaign will begin summer orientation for all incoming freshmen on Tuesday, May 29 through July 13.

During this time, the Student Insurance office will present a power point highlighting different benefits that are offered as well as have personnel present at the information table for Q&A.

Last year the University of Illinois at Urbana/Champaign welcomed over 7,000 new freshmen and we are expected to surpass that number this year!

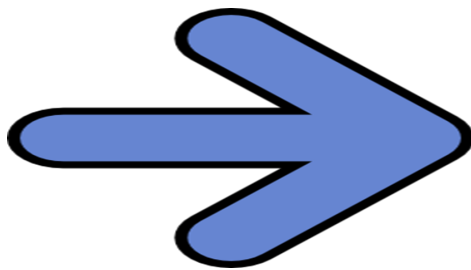
Any questions, please contact UPB Student Insurance Service Center at Champaign/Urbana Campus only  
**UIUC location: 217-333-0165**

*“Be the change you wish to see in the world.”*

*By: Mahatma Gandhi*

## UPB Payroll Calculation Deadlines

**When do I get paid?**



Pay Event	Calc Date/Time Entry Due Date	Pay Date
BW 10	5/1/2012	5/9/2012
MN 5	5/8/2012	5/16/2012
BW 11	5/15/2012	5/23/2012
BW 12	5/30/2012	6/6/2012
MN 6	6/7/2012	6/15/2012
BW 13	6/12/2012	6/20/2012
BW 14	6/26/2012	7/3/2012
MN 7	7/9/2012	7/16/2012



# UPB 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 January 2012 and March 2012.

## Cases Closed

January 2012:	2319
February 2012:	3768
March 2012:	1765

## Payroll Operations Metrics

During the first quarter of 2012, 43 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

January 2012:	4214
February 2012:	3810
March 2012:	4174

*"Be yourself ;  
everyone else is  
already taken."*

*By: Oscar Wilde*

## Here's Some Exciting News!

### UPB Payroll Specialist Ruth Marquez received a WOW Award!

The UIC staff and faculty benefit greatly from Ruth's completion of her job responsibilities related to employee separations. She meticulously examines an employee's record to ensure accurate payroll information is provided, and she assists beyond the call of duty on over-payment issues and payroll inquiries between Faculty Affairs/HR and SURS. Congratulations Ruth!

*In addition, UPB would like to acknowledge all employees who received a "High Five" for excellent customer service! This is a monthly program where an employee is recognized through a note sent to his/her supervisor for quality service.*



Ruth is located at the right holding the certificate she received and is surrounded by members of the UPB Team.



## UPB Payroll Training Events Now Open For Registration

Adjustment Processing for Units  
 Department Time Entry for Bi-Weekly Employee's  
 Labor Redistribution  
 One-Time Pay  
 Overpayment Charging Process  
 Payroll Time Reporting  
 Payroll Adjustments and Corrections

Payments to Foreign National  
 Foreign National Taxation and Reporting  
 Timesheet Approvals through Web Time Entry

For more information, please visit the OBFS Training Center.

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



*“If the facts don’t fit the theory, change the facts.”*

*By: Albert Einstein*

## UPB Foreign National Mass Appointment Labs

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

### UIUC Location

- May 8 (9:00am to 10:30 am, 11:00 am to 12:30 pm, 1:30 pm to 3:00 pm)
- May 17 (9:00am to 10:30 am, 11:00 am to 12:30 pm, 1:30 pm to 3:00 pm)
- May 23 (9:00am to 10:30 am, 11:00 am to 12:30 pm, 1:30 pm to 3:00 pm)

### UIC Location

- May 7 (9:30am to 11:00 am, 11:30 am to 1:00 pm, 2:00 pm to 3:30 pm)
- May 16 (9:30am to 11:00 am, 11:30 am to 1:00 pm, 2:00 pm to 3:30 pm)
- May 24 (9:30am to 11:00 am, 11:30 am to 1:00 pm, 2:00 pm to 3:30 pm)

For more information on upcoming dates for June and July, please visit the registration site.

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

