I wanted to say good-bye...

With this issue of the University Payroll and Benefits Newsletter, I wanted to say good-bye to all of the wonderful people working, studying and collaborating at the University of Illinois. I am retiring on May 31st and want to wish all of you the very best.

I have worked at the University nearly 28 years, with over 19 of those in Payroll as an Assistant Director, Interim Director, Director or Executive Director. I have seen our office and my responsibilities grow from overseeing the payroll calculations and reporting for the Chicago Campus to a collaborative effort between the three campus payroll offices to a full consolidation of the 3 campus Payroll offices. The organization now moves into its new form as a consolidated organization of the University wide Payroll and Benefits offices into one unit – University Payroll and Benefits (UPB).

In my tenure in Payroll we have gone from reams and reams of paper reports and paper Standard Time Reports and Time Report Adjustments to receiving our reports electronically through View Direct, conversions to Electronic Standard Time Reports (ESTR) and Electronic Time Report Adjustments (ETRA) and finally conversion to Banner where everything is done electronically. We have had many challenges and met them head on. While it wasn’t always a smooth transition, we made it through and can say we paid all employees. I am very proud of the staff that made this possible and I know I could not have made it through all the changes without them. There are challenges ahead, and I am confident the University community can continue to expect and receive great service.

It has been quite a ride, and I will miss all of the people I have worked with, assisted, laughed and commiserated with. This has been a wonderful organization to work at, and I never dreamed when I joined UIC in 1983 as the manager for the UIC – West side Cashier’s Office, that I would retire from it as an Executive Director of University Payroll in 2011.

I plan on seeing as many Cubs games this summer that I can get to, as well as for years to come. Hopefully I will see a World Series with the Cub players as participants (current Cub players not previous Cubs) during my retirement. I will remain an optimist.

Again, I wish all of you the very best and will miss you.

Sincerely,
Laurie M Pitner
Direct Deposit Mandate
By Kassaundra Hester

In an effort to support a paperless society and reduce the cost for printing and distributing paper checks, University Policy will begin mandating direct deposit and requiring all employees to have their pay deposited into the financial institution of their choice beginning July 1, 2011.

Some of the benefits associated with utilizing direct deposit are:

- It gives you peace of mind; payment is there no matter where you are.
- The statement will never be lost or stolen; reducing the possibility of identity theft.
- It is safe and confidential.
- It saves time by not having to go into bank to cash a check.
- You may receive your money earlier by not having to wait for your check to clear before accessing the funds.
- You can view your statement online immediately once the payroll calc process is complete instead of waiting until payday to receive the hard copy.

Town hall sessions were conducted in September 2010 regarding the new mandate policy that will be going into effect July 1, 2011. Employees hired prior to August 1, 2003 will no longer be grandfathered as an exception to the direct deposit mandate and will be required to enroll in the direct deposit program.

To discontinue receiving your paper earning statements prior to July 1, 2011, follow these simple steps:

- Access NESSIE at [https://nessie.uihr.uillinois.edu](https://nessie.uihr.uillinois.edu)
- Click on: Compensation > Discontinue print of paper earnings statement
- Log in using either your NETID or Enterprise ID and Password
- Enter your Personal Identification Number (If you need to create a PIN, click the Your PIN link.)
- Click Continue
- Answer the question
- Click Submit to discontinue receiving the paper document

(Continued on page 3)
The Migration to Web Time Approval - UIC Campus

By Vanessa Peoples
Executive Director, Grants and Contracts

The campus has begun the migration toward approving all bi-weekly employees paid on sponsored awards using the web-based system. This process will allow us to resolve a repeated audit finding and compliance issue for the UIC campus. If you are a payroll approver, you have probably received and returned the “Conversion to Web Time Entry Approval” form that will allow us to assist you in making a smooth transition. This transition will continue over the next three bi-weekly pay periods, and we encourage you to take all the necessary steps to complete the process for your department.

Given that we already have a compliant system and process available to the UIC campus, many approvers have already begun to use the system to approve bi-weekly employee time records. Many have also begun to leverage the web-based features and functionality by having their employees enter their time directly into the system, thereby totally eliminating paper time records.

If you have any questions, please send an email to webapprovalconversion@uillinois.edu or contact Laura Barnett at 312-996-1922 or lbarnett@uillinois.edu.

Other resources available are:

Working with Routing Queues:

Web Time Entry Tutorials and Job Aids:
http://www.obfs.uillinois.edu/cms/One.aspx?portalId=909965&pageId=912750#WebTimeEntry

Direct Deposit Mandate (Continued from page 2)

University Payroll & Benefits encourages all employees not currently using the electronic version to begin viewing it now. To view the electronic version, follow these simple steps:

- Access NESSIE at https://nessie.uhri.uillinois.edu
- Click on: Compensation > Earnings Statement > Continue
- Log in using either your NETID or Enterprise ID and Password (if you are already logged in skip to the next step)
- Enter your Personal Identification Number (If you need to create a PIN, click the Your PIN link.)
- Click Continue
- Current Earnings Statement will appear and you can also access Historical Earnings.

To sign up for direct deposit, follow these simple steps:

- Access NESSIE at https://nessie.uhri.uillinois.edu
- Click on: Compensation > Direct Deposit > Continue
- Log in using either your NETID or Enterprise ID and Password (if you are already logged in skip to the next step)
- Enter your Personal Identification Number (If you need to create a PIN, click the Your PIN link.)
- Click Continue
- Follow the remaining instructions to set up your account information
- Click Continue
- Review your account information and Click Submit

For your convenience, University Payroll & Benefits can establish a pay card in your name if you do not have a bank account to which your earnings can be direct deposited. If you choose to have University Payroll & Benefits establish your pay card, you will be required to pick up the card in person at your campus University Payroll & Benefits Service Center.

Please contact the following departments if you have questions or concerns:

Regarding Payroll/Benefit Questions:
University Payroll & Benefits Service Center at payinq@uillinois.edu or 312-996-7200 (UIC).

Regarding your NETID/Enterprise ID and password:
Academic Computing and Communication Center (ACCC) at consult@uic.edu or 312-413-0003 (UIC).

Regarding your NESSIE Personal Identification Number (PIN):
UICHR Helpdesk at uichrhelpdesk@uillinois.edu or 312-413-4848 (UIC)
Benefits

Benefit Choice FY 2012
By Brenda Butts and Carole Devaney

The Department of Central Management Services (CMS) has announced that the FY 2012 Benefit Choice period will begin on May 1, 2011.

As of the date this article was submitted, University Payroll and Benefits (UPB) Services had not received information about the Managed Care Awards and how the protests may affect the Benefit Choice Period. CMS does not know how long this process will take and stated that employees will be given ample time to make informed decisions regarding their insurance coverage.

The Urbana-Champaign campus UPB Benefits Services office will be sponsoring information sessions and hands-on Nessie enrollment assistance at locations throughout the campus. Due to the uncertainty of the health plan choices, many of these sessions will begin mid May. These sessions will have space limitations so registration will be required. An e-mail will be sent to all Urbana-Champaign benefits-eligible employees with the online class registration website.

The Chicago campus UPB Benefits Services staff is available to conduct “Benefit Choice Outreach Sessions” for individual departments at their locations. UIC business managers and human resource representatives may contact Tim Gavin, Coordinator UPB Benefits Services, and UIC campus, at 312-996-1848 to arrange dates, times and provide their room information for these sessions.

The Springfield campus UPB Benefits Services office will hold information sessions during the Benefit Choice period. Details about these events will be announced at a later date.

At the beginning of the Benefit Choice period, benefit-eligible employees will receive an e-mail from James Davito, the Executive Director of UPB, containing important Benefit Choice information including the links to the Nessie Benefit Choice website and the online class registration site.

Although the carriers available for the new plan year may not be finalized, CMS will announce other changes regarding dependent certification and dependent relationship categories.

Enrollment in the Medical Care and Dependent Care Assistance Plans is not automatic. Employees must re-enroll every Benefit Choice period to continue participation in these plans.

The new Civil Union dependent category is not a Benefit Choice option. CMS will be releasing information regarding coverage for this dependent category in the near future. Please keep a lookout for e-mails and updates on Nessie regarding Civil Union eligibility and enrollments.

The Federal Mandatory Reporting Law requires CMS to report enrollment data to the Social Security Administration. Due to this mandate, CMS must have Social Security Numbers for all dependents added during the Benefit Choice period.
DID YOU KNOW???

- Spring registration ran from January 18-February 22.*
- Student Health Insurance received an average of 167 phone calls per day during that time.
- There was an average of 50 walk-ins per day.
- AND, there was an average of 25 faxes per day.

*During registration a student may exempt out of the plan, extend the plan, add dependents and reinstate into the plan.

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 2011 and March 2011.

<table>
<thead>
<tr>
<th>Cases Closed</th>
<th>January</th>
<th>February</th>
<th>March</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2143</td>
<td>2015</td>
<td>1888</td>
</tr>
</tbody>
</table>

Payroll Operations Metrics

During the first quarter of 2010, 42 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 2011 – March 2011

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
</tr>
</thead>
<tbody>
<tr>
<td>3720</td>
<td>3685</td>
<td>4532</td>
</tr>
</tbody>
</table>
Payroll Training Events

UIUC

- Adjustment Processing for Units
- Department Time Entry for Biweekly Employees
- Labor Redistributions
- One-Time Payments

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

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Payroll Webinars - All Campuses

Below is the link for future Webinars
http://training.obfs.uillinois.edu/index.cfm?campus=w

Foreign National Mass Appointment Labs

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

UIUC

May
9 – 9:00am to 10:30am; 11:00am to 12:30pm; 1:30 pm to 3:00pm
18 – 9:00am to 10:30am; 11:00am to 12:30pm; 1:30 pm to 3:00pm
26 – 9:00am to 10:30am; 11:00am to 12:30pm; 1:30 pm to 3:00pm

June
Registration for June dates opens after May 14.

UIC

May
12 - 9:30am to 11:00am; 11:30am to 1:00pm; 2:00 to 3:30pm

June
Registration for June dates opens after May 14.

Please refer to the registration site for updates or changes to the Foreign National Mass Appointment Lab offerings.
Year-End Information

Labor Distributions Fiscal Year End
Labor Distributions Fiscal Year End
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 2011 distribution.

BW 15 – 40% of the pay event will be assigned to the 2011 distribution, 60% will be assigned to the 2012 distribution.

MN7 – 50% of the pay event will be assigned to the 2011 distribution, 50% will be assigned to the new 2012 distribution.

The state-funded portion of 9/12 appointments paid on the 2011 MN 7, BW 14 and BW15 pay events will have 100% of the pay event assigned to the new 2012 labor distribution.

A Note about 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 6/16/11, use FY11 state fund code (100011). If the effective date of the appointment is 6/16/11 or later, use FY12 state fund code (100012).

Jobs with non-9/12 employee classes on state funds:
If the effective date of the appointment is before 7/1/11, use FY11 state fund code (100011).
If the effective date of the appointment is 7/1/11 or later, use FY11 state fund code (100012).

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.uiillinois.edu/common/pages/DisplayFile.aspx?itemId=920040

July 7, 2011 (5:00 pm) - Labor redistributions must be completed and approved (disposition 60) to appear on June FY11 preliminary statements.

July 14, 2011 (5:00 pm) - Last day to post labor redistributions to FY11. Labor redistributions must be completed and approved (disposition 60) to appear on June FY11 period 12 statements.

For FY11 pay periods except MN 7, BW 14, and BW 15 - Labor redistributions must have a manually entered override posting date in June 2011 to appear on the June FY11 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 FY11 pay period MN 7 - This pay period is for services rendered partially in FY11, but paid in FY12, and therefore may have expenditures in both FY11 and FY12. See the job aid for performing labor redistributions related to this payroll located in the Performing a Year End Labor Redistribution Job Aid document.

For FY11 pay period BW 14 - This pay period is for services rendered in FY11, but paid in FY12, and therefore may have expenditures in FY12. See the job aid for performing labor redistributions related to this payroll located in the Performing a Year End Labor Redistribution Job Aid document.

For FY11 pay period BW 15 - This pay period is for services rendered partially in FY11, but paid in FY12, and therefore may have expenditures in both FY11 and FY12. See the job aid for performing labor redistributions related to this payroll located in the Performing a Year End Labor Redistribution Job Aid.

July 16 through August 1, 2011 - No labor redistributions will post to period 14.

Labor redistributions pertaining to FY11 state funds must be completed and approved (disposition 60) by noon July 14, 2011, (and use the dating conventions as noted above). Units cannot process labor redistributions pertaining to FY11 state funds in FY12.

July 14, 2011 (after 12:00 noon) - All labor redistributions completed and approved (disposition 60) after July 14, 2011, 12:00 noon will post to FY11.
Any Questions?

Please contact Customer Service at
Chicago: 312/996-7200
Urbana: 217/265-6363
Springfield: 217/206-7211

E-mail address: payinq@uillinois.edu

Payroll Calculation Deadlines

<table>
<thead>
<tr>
<th>Pay Event</th>
<th>Calc Date/Time Entry Due Date</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>MN 7</td>
<td>7/7/2011</td>
<td>7/15/2011</td>
</tr>
<tr>
<td>BW 15</td>
<td>7/12/2011</td>
<td>7/20/2011</td>
</tr>
</tbody>
</table>

Payroll calendar is available at:
http://www.obfs.uillinois.edu/payroll/schedules/