

UNIVERSITY PAYROLL & BENEFITS NEWSLETTER

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Highlights & Hot Topics

New Return Time Feature in Banner 8.3 Web Time Entry

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The Banner 8.3 upgrades bring with it a Return Time enhancement to Employee Self-Service Web Time Entry.

Previously in Web Time Entry, once a timesheet was submitted for approval by an employee, the timesheet could only be approved, edited or returned to the originator for correction by the approver. This enhancement allows for the originator/employee to pull back the timesheet by selecting the Return Time button, make the necessary corrections and resubmit the timesheet for approval.

The Return Time function is also available to Approvers. An approved timesheet can be retracted by the approver selecting the Return Time button, returning the timesheet to a Pending transaction status and allowing the approver to edit the time before re-approving the timesheet.

This enhancement, if used within the same payroll time entry deadlines, will reduce the need for payroll adjustments due to time entry errors.

Time entry deadlines have not changed.

The Return Time function is not available in Banner's Department Time Entry form (PHATIME).

Return Time Steps for Originators/Employees

Employees/Oriators in Web Time Entry can perform the following actions to retrieve his/her Pending timesheet.

1. Select the Pending timesheet from the drop down in the Position Selection screen of the Web Time Entry application and click on the **Time Sheet** button. The timesheet will display but cannot be edited by the employee while in *Pending* status.
2. Scroll to the bottom of the timesheet and select the **Return Time** button. The timesheet will be returned to the employee in a status of *In Progress*.
3. Make any necessary corrections and **Submit for Approval** when finished.

Note: *Originators can retract approved timesheets, but those timesheets must be re-approved to be included in the payroll calculation.*

Return Time Steps for Approvers

The same function is available for the approval of time. If an Approver approves a timesheet, he/she can recall the transaction by following the steps below.

1. In the Summary screen, click on the employee's name/timesheet to open the *Approved* timesheet.
2. Click the **Return Time** button.
3. To make modifications to the timesheet, click the **Change Record** button.
4. Enter the corrections to the timesheet and click the **Approve** button when finished.

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Benefits Choice FY 2011

May 1 to May 31

Coverage effective 07/01/2010

Changes/Updates

- Benefit Choice Book is only available on-line at <http://nessie.uihr.uillinois.edu>, and will not be mailed.
- Unmarried Adult Children age 19 thru 25 are eligible to be covered at the standard dependent premium. The Non-IRS Adult Child category has been eliminated and all other categories remain the same.
- All employees enrolling in the Medical Care Assistance Plan will receive a VISA card at no cost. Current participants who have cards will not receive a new card if re-enrolling for FY2011. Hold onto your cards!
- Flexible Spending Booklets are available on-line. Over-the-counter medicines or drugs purchased without a physician's prescription will not be eligible for reimbursement through MCAP effective 01/01/2011. Calculate your expenses carefully!
- Dental coverage annual benefit increases to \$2,500.
- Orthodontia lifetime maximum benefit increases to \$2,000.
- Vision Plan increases the benefit for In and Out-of-Network contact lenses and standard frames. Out-of-Network benefit also increases for single, bifocal and trifocal lenses.
- Behavioral Health Services benefit has been adjusted to comply with the Federal Act which requires the same benefit level be provided for Behavioral Health Services as is provided for other medical conditions.
- Due to the above Federal Act, the Quality Care Health Plan will apply these services towards an employee's annual plan year deductible and annual out-of-pocket maximum.
- Employee's premium based salary ranges are based on April 1 salary. The salary ranges have been adjusted and in some cases, employees may be in a lower salary range.
- Premium rates for full-time employees did not change.
- **No action is required to keep current health/dental/life and dependent coverage.**
- **Employees must enroll in Flexible Spending Accounts (DCAP/MCAP) each plan year.**

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 2010 and March 2010.

	January	February	March
Cases Closed	1930	2552	2383

Payroll Operations Metrics

During the first quarter of 2010, 63 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 2010 – March 2010

January	February	March
4293	4205	3995





Payroll Training Events Now Open for Registration

UIUC

Adjustment Processing for Units

May 5 9:00 am to 12:00 pm

Department Time Entry for Biweekly Employees

May 26 9:00 am to 12:00 pm

Labor Redistributions

June 16 9:00 am to 10:30 am

One-Time Payments

June 16 11:00 am to 12:30 pm

UIC

Adjustment Processing for Units

May 18 9:00 am to 12:00 pm

Department Time Entry for Biweekly Employees

May 20 1:00 pm to 5:00 pm

Labor Redistributions

June 8 1:00 pm to 5:00 pm

One-Time Payments

June 10 1:00 pm to 5:00 pm

Payroll Webinars - All Campuses

[Payroll: Foreign Nationals Payments, Taxation and Reporting – Session IV: Payments to Short-term Visitors](#)

Wednesday May 12 2:00-3:00pm

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

6 - 8:30am to 10:00am; 10:30am to 12:00pm; 1:30 to 3:00pm

19 - 8:30am to 10:00am; 10:30am to 12:00pm; 1:30 to 3:00pm

27 - 8:30am to 10:00am; 10:30am to 12:00pm; 1:30 to 3:00pm

June

7 - 8:30am to 10:00am; 10:30am to 12:00pm; 1:30 to 3:00pm

15 - 8:30am to 10:00am; 10:30am to 12:00pm; 1:30 to 3:00pm

24 - 8:30am to 10:00am; 10:30am to 12:00pm; 1:30 to 3:00pm

Registration for June dates opens on May 14.

UIC

May

5 - 9:00am to 10:30am; 11:00am to 12:30pm; 2:00 to 3:30pm

17 - 2:00 to 3:30pm

June

3 - 9:00am to 10:30am; 11:00am to 12:30pm; 2:00 to 3:30pm

22 - 9:00am to 10:30am; 11:00am to 12:30pm; 2:00 to 3:30pm

Registration for June dates opens on May 14.

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

Fiscal Year End Deadlines



Year-End Information

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 2010 distribution.

BW 15 – 30% of the pay event will be assigned to the 2010 distribution, 70% will be assigned to the 2011 distribution.

MN7 – 50% of the pay event will be assigned to the 2010 distribution, 50% will be assigned to the new 2011 distribution.

The state-funded portion of 9/12 appointments paid on the 2010 MN 7, BW 14 and BW15 pay events will have 100% of the pay event assigned to the new 2011 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 6/16/10, use FY10 state fund code (100010). If the effective date of the appointment is 6/16/10 or later, use FY11 state fund code (10001).

Jobs with non-9/12 employee classes on state funds: If the effective date of the appointment is before 7/1/10, use FY10 state fund code (100010). If the effective date of the appointment is 7/1/10 or later, use FY11 state fund code (100011).

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/jobaids/JA_PE_YE_Labor_Redistributions_B7.3.pdf

July 8, 2010 (12:00 noon) - Labor redistributions must be completed and approved (disposition 60) to appear on June FY10 preliminary statements.

July 15, 2010 (12:00 noon) - Last day to post labor redistributions to FY10. Labor redistributions must be completed and approved (disposition 60) to appear on June FY10 period 12 statements.

- **For FY10 pay periods *except* MN 7, BW 14, and BW 15** - Labor redistributions must have a manually entered override posting date in June 2010 to appear on the June FY10 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 FY10 pay period MN 7** - This pay period is for services rendered partially in FY10, but paid in FY11, and therefore may have expenditures in both FY10 and FY11. 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 FY10 pay period BW 14** - This pay period is for services rendered in FY10, but paid in FY11, and therefore may have expenditures in FY11. 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 FY10 pay period BW 15** - This pay period is for services rendered partially in FY10, but paid in FY11, and therefore may have expenditures in both FY10 and FY11. 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, 2010** - No labor redistributions will post to period 14.
- Labor redistributions pertaining to FY10 state funds must be completed and approved (disposition 60) by noon July 15, 2010 (and use the dating conventions as noted above). Units cannot process labor redistributions pertaining to FY10 state funds in FY11.

July 15, 2010 (after 12:00 noon) - All labor redistributions completed and approved (disposition 60) after July 15, 2010 12:00 noon will post to FY11.

Questions & Answers

Payroll Calculation Deadlines

Pay Event	Calc Date/Time Entry Due Date	Pay Date
BW 11	5/18/10	5/26/10
BW 12	6/2/10	6/9/10
MN 6	6/8/10	6/16/10
BW 13	6/15/10	6/23/10
BW 14	6/29/10	7/7/10
MN 7	7/8/2010	7/16/10
BW 15	7/13/10	7/21/10
BW 16	7/27/10	8/4/10

Payroll calendar is available at:

<http://www.obfs.uillinois.edu/obfshome.cfm?level=2&path=earnings&xmldata=payschedules>

Q: *I submitted a one-time payment. Why can't I view the payment in PZILIST or PZAADJT?*

A: You cannot view the payment because currently the process for one-time payments defaults in a Chart/ORG which units do not have access to. Units will need to contact Payroll for information pertaining to the transaction. Because of this limitation University Payroll has made the following change to the process in order to accommodate department requests. When the one-time payment is received and processed by Payroll, an override will be done on the Home ORG using the Chart/ORG identified on the Job Labor Distribution record unless noted otherwise in the comments field. This will allow units access to their Chart/ORG information which can be viewed in detail in PZAADJT or PZILIST. If the Job Labor Distribution record is incorrect, units will need to do a PZARED to make the correction.

Q: *Do I have to submit any paperwork to continue receiving my paper earnings statement?*

A: Back in 2008 University Payroll implemented a new process which requires an **annual** reaffirmation of the need to receive a paper earnings statement during Benefits Choice time. Individuals who would like to continue receiving a paper earnings statement need to reaffirm by clicking on the Renew Paper Earnings Statement link located in NESSIE under Compensation tab then Earnings Statement. Employees who do not have access to a computer will need to visit their campus Payroll Service Center to complete the Request for Paper Earnings Statement form during the designated enrollment period of May 1 – 31, 2010. If the employee chooses to do this, the employee would receive paper earnings statement throughout the fiscal year.

After the enrollment period ends, current employees who have not elected to continue receiving paper earnings statement will no longer be allowed to access the link in NESSIE. Any attempt to enter the link will prompt an error message referring them to the Payroll Customer Service Center.

