

# University Payroll & Benefits

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## Newly Benefit Eligible Employees - Timing is Everything

The State Department of Central Management Services (CMS) allows employees ten calendar days from their hire/benefit eligibility date to make health, dental, life and dependent elections. This deadline includes elections to opt out of coverage for full-time employees or waive coverage for part-time employees. Employees who fail to make an election within the CMS timeline will be defaulted into the Quality Care Health and Dental plans with Basic Life Insurance and no dependent coverage.

## Personal Benefits Statements

The State of Illinois and the University of Illinois both provide employees with a Personal Benefit Statement. Employees may view a statement of their current and past benefit elections, including both mandatory and voluntary University of Illinois and State of Illinois benefit plans. Note: SURS information is not currently included in these statements. Both benefit statements may be accessed from NESSIE at [https://nessie.uihr.uillinois.edu/cf/benefits/index.cfm?Item\\_ID=4034](https://nessie.uihr.uillinois.edu/cf/benefits/index.cfm?Item_ID=4034)

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*“To my customer: I may not have the answer, but I’ll find it. I may not have the time, but I’ll make it.”*

- Unknown

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## University Annual Summer Break Insurance Coverage

CMS will continue insurance coverage during the summer months for all benefits-eligible employees who have been insured under the State of Illinois Employees Group Insurance Program for at least six months prior to the summer academic break. The summer academic break for CMS insurance purposes is from June 1 to August 31.

Employees who are not returning to the University in the fall must request termination of coverage in writing or their insurance coverage will continue until August 31.

Requests made to terminate coverage must be received by the campus UPB office **prior** to the beginning of the summer break, before June 1, or the employee is financially responsible for premiums billed during this period. Statements are mailed to employees on a monthly basis by the CMS Premium Collection Unit. Pay-

ment must be received by the due date indicated on the billing statement. Failure to submit payment by the final notice billing date may result in a **current** termination of coverage and/or the filing of an involuntary withholding order to collect the unpaid premium.

## 403 (b) and Deferred Compensation 457 Plans' Limits for 2014

The 2014 annual contribution limits for both supplemental retirement plans remain the same as they were in 2013. The general IRS contribution limit for the University of Illinois 403(b) Plan and the State of Illinois Deferred Compensation 457 Plan is \$17,500 for 2014.

Employees age 50 or older who participate in the 403(b) or 457 Plans may contribute an additional \$5,500 for a total annual maximum of \$23,000 in 2014.

Employees may contribute up to the maximum limit in both optional investment plans in 2014.

**403(b) Catch-up Contributions** - Employees with 15 years of full-time service and who have not taken advantage of tax-deferral opportunities in the past have the option to contribute an additional \$3,000 to this plan. Employees who are eligible for the 15 year special catch-up option will be notified by email in March of their eligibility.

**457 Catch-up Contributions** - Employees within three (3) years of eligibility for a full SURS retirement benefit may contribute up to twice the annual general contribution limit or their "underutilized" amount, whichever is less, pending approval by CMS. For more information, please visit the CMS website at [http://www.state.il.us/cms/2\\_servicese\\_ben\\_defcomp.htm](http://www.state.il.us/cms/2_servicese_ben_defcomp.htm).

## Terminal Benefit Payouts

Employees may defer vacation and/or compensable sick leave payouts to their 403(b) and/or 457 supplemental retirement accounts upon separation or retirement. Contact a UPB campus office at least **60 days prior** to separating from the University in order to arrange this deferral. Use the Terminal Benefit Net Pay Calculator at <http://www.obfs.uillinois.edu/payroll/> to calculate an estimate of the net pay you will receive upon termination of employment with the University.

## UPB Student Insurance

The University of Illinois at Urbana -Champaign Student Health Insurance spring registration time frame is from **January 18, 2014 through February 27, 2014.**

During this time students may:

- Exempt from the plan
- Add dependents
- Reinstate into the plan

Access to the exemption form, dependent form and plan booklet may be found at:

[www.uhcsr.com/illinois](http://www.uhcsr.com/illinois)

UPB - Student Insurance Service Center: 217-333-0165 (Urbana/Champaign campus location only)

## Contact the University Payroll and Benefits Office for insurance questions, or to update your tax status.

Urbana-Champaign Campus	Chicago Campus	Springfield Campus	Mailboxes
Benefits Phone: 217-333-3111	Benefits Phone: 312-996-6471	Benefits Phone: 217-206-7144	Benefits: <a href="mailto:benefits@uillinois.edu">benefits@uillinois.edu</a>
Payroll Phone: 217-265-6363	Payroll Phone: 312-996-7200	Payroll Phone: 217-206-7211	Payroll: <a href="mailto:paying@uillinois.edu">paying@uillinois.edu</a>

## UPB Payroll Calculation Deadlines

Pay Event	Time Entry Cut Off	Pay Date
	Noon Superusers 5:00 p.m.	
BW 3	02/04/2014	02/12/2014
MN 2	N/A	02/14/2014
BW 4	02/18/2014	02/26/2014
BW 5	03/04/2014	03/12/2014
MN 3	N/A	03/14/2014
BW 6	03/18/2014	03/26/2014
BW 7	04/01/2014	04/09/2014

\*\* denotes no voluntary deductions taken University Payroll and Benefits calendar is available at: <http://www.obfs.uillinois.edu/payroll/schedules/>

## Important Payroll Dates

### 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>. The users may use the tutorials with or without audio; instructions are shown at the tutorial location.

For future Webinars visit <http://training.obfs.uillinois.edu/index.cfm?campus>.

### New Hire Benefits Session – Now open for registration

<http://www.obfs.uillinois.edu/cms/one.aspx?portalId=909965&pageId=912779>

### UPB Foreign National Mass Appointments Labs – Now open for registration

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

# 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 are the number of University Payroll & Benefits Customer Service cases closed monthly between October 2013 and December 2013.

## Cases Closed:\*

October 1708

November 1485

December 1126

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

## Payroll Adjustments Processed:

During the Fourth quarter of 2013, there were 71 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: \*

October 5243

November 3769

December 5287



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

## Q&A

### Question:

I have no withholding for federal taxes because I filed exempt on my W-4 withholding form. I received an email stating my 2013 Form W-4 expires on February 17, 2014. What do I need to do to keep the exempt status for the current year?

### Answer:

If an employee wishes to file exempt from federal tax withholding, a new W-4 must be completed each year. For 2014, the deadline for submission is February 17, 2014, and will remain in effect through February 17, 2015. This can be done through NESSIE on the Compensation tab. If an employee claimed exempt for 2013 and fails to provide University Payroll with a new W-4 by the deadline, University Payroll will begin withholding as if the employee is single with zero withholding allowances.

An employee cannot claim exemption from withholding if (a) income exceeds \$1,000 and includes more than \$350 of unearned income, and (b) another person can claim the employee as a dependent on his/her tax return.