

SPECIAL POINTS OF INTEREST:

- Form w-4 Information
- FY2014 Update
- Summer Break Insurance Coverage
- Terminal Benefit Payments

INSIDE THIS ISSUE:

- Flat Tax Amount on Form W-4 1
- Benefits Articles 2
- Benefits Articles 3
- Student Health Insurance
- Calc Deadlines 4
- Customer Service Metrics
- Important Dates 5

Choosing An Additional Flat Tax Amount on Form W-4

Employees may elect an additional flat dollar amount to be withheld from wages on Form W-4. The additional amount, if elected, will be deducted from an employee's regular pay *and* any adjustments to regular pay. If the adjustment to regular pay is not large enough to allow the additional elected flat amount to be taken, the additional elected flat amount will be placed in arrears (a "bucket" of unpaid debts) and deducted on the next regular pay cycle if net pay permits.

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate		OMB No. 1545-0074 2013	
▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.					
1 Your first name and middle initial Jane K.		Last name Doe		2 Your social security number 123-45-6789	
Home address (number and street or rural route) Any Street			3 <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.		
City or town, state, and ZIP code Anytown, IL			4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. <input type="checkbox"/>		
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)				5	2
6 Additional amount, if any, you want withheld from each paycheck				6	\$ 300.00
7 I claim exemption from withholding for 2013, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here				7	
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.					
Employee's signature (This form is not valid unless you sign it.) ▶				Date ▶	
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)			9 Office code (optional)	10 Employer identification number (EIN)	

For Privacy Act and Paperwork Reduction Act Notice, see page 2.

Cat. No. 10220Q

Form **W-4** (2013)

Example:

Jane's federal applicable gross as a bi-weekly paid employee is \$1420.45. Based on her Form W-4, filing Married with two exemptions, the federal taxation for this pay event would be \$88.97. Jane has elected to have an additional \$300.00 per pay period deducted. Total federal taxes normally withheld would be:

$$\mathbf{\$88.97 + \$300.00 = \$388.97}$$

However, Jane was to receive back pay in the amount of \$250.00, and an adjustment was created. First, the system will calculate taxes based on her tax filing status of married claiming two exemptions and attempt to deduct the

amount of \$88.97. Since the \$250.00 in back pay is less than the additional \$300.00 requested on W-4, no federal taxes are taken on the back pay. Therefore, the additional \$300.00 will be placed in arrears and deducted on Jane's next regular pay event.

Total federal taxes withheld on the **current pay** event would be:

$$\mathbf{\$88.97}$$

Total federal taxes withheld on the **next regular pay** event would be:

$$\mathbf{(\$88.97 + \$300) + \$300 = \$688.97}$$



Benefit Choice FY2014 Update

The Group Insurance Division of the State Department of Central Management Services (CMS) is planning to hold Benefit Choice Fairs this year throughout the State of Illinois where CMS believes the greatest number of employees can be reached. The dates and locations for the Benefit Choice Fairs have not been finalized but information will be posted on NESSIE once the schedule is available. The Benefit Choice period for FY2014 will begin on May 1. Employees can make changes to health, dental and life insurance plans; add/drop dependents; and enroll or re-enroll in the Flexible Spending Accounts. Additional information on Benefit Choice will be posted on the NESSIE Announcement page and notification will be sent by email to employees in late April.

Personal Benefits Statement

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.

*No matter how long
the winter, spring is
sure to follow.*
~Proverb

University Annual Summer Break Insurance Coverage

State Department of Central Management Services (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 (6) 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 UBP office **prior** to the beginning of the summer break 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. Payment 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.

Newly Benefit Eligible Employees—Timing is Everything

The State Department of Central Management Services (CMS) allows employees ten (10) calendar days from their hire/benefit eligibility date to make health, dental, life and dependent elections. 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.

403(b) and Deferred Compensation 457 Plans' Limits Change for 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 2013.

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 2013.

Employees may contribute up to the maximum limit in both optional investment plans in 2013.

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 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/

Terminal Benefits 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 University Payroll and Benefits (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.

Employees with insurance questions, or those who need to update their tax status should contact the UPB Office.

Urbana Campus

Benefits Phone:
217-333-3111
Payroll Phone:
217-265-6363

Chicago Campus

Benefits Phone:
312-996-6471
Payroll Phone:
312-996-7200

Springfield Campus

Benefits Phone:
217-206-7144
Payroll Phone:
217-206-7211

Mailboxes

Benefits:
benefits@uillinois.edu
Payroll:
paying@uillinois.edu

Student Health Insurance

Many people have asked the question, how did Student Health Insurance become a department?

It actually started with the passing of the GI Bill in 1944 when many of the returning World War II veterans were looking for work and wanting to further their education. President Roosevelt signed the GI Bill into law on June 22, 1944 only after the American Legion had joined the committee. He proposed a comprehensive bill that would include medical care with their education, as well as home and farm loans, unemployment compensation and furlough pay.

The bill stated that all veterans who had served at least 90 days in the military and were not more than 25 years old when they enlisted had the chance to receive one year of schooling. They could also receive additional education equal to the amount of time they served, and a monthly allowance while in school for fees, tuition, books and supplies. Some veterans were given three years of higher learning if they showed particular aptitude. In light of this new bill, the state of Illinois enacted a mandate in 1945 requiring all students to be covered by healthcare either

through family or through their institution of higher education. One of the monthly allowance fees given to the veterans was for the medical care which they could purchase on or off campus.

Today, the University of Illinois at Urbana/Champaign covers over twenty-eight thousand students and their dependents with the Student Health Insurance plan. The goal of Student Insurance is to exceed the expectations of customers by understanding their needs; considering every customer as a high priority and resolving any issues.



UPB Payroll Calculation Deadlines

Pay Event	Time Entry Cut Off Noon Superusers 5:00pm	Pay Date
MN 2	N/A	02/15/2013
BW 5	02/19/2013	02/27/2013
BW 6	03/05/2013	03/13/2013
MN 3	N/A	03/15/2013
BW 7	03/19/2012	03/27/2013
BW 8	04/02/2013	04/10/2013
MN 4	N/A	04/16/2013
BW 9	04/16/2013	04/24/2013

**** denotes no voluntary deductions taken**

University Payroll and Benefits calendar is available at: <http://www.obfs.uillinois.edu/payroll/schedules/>

“When you're depressed, all it takes is one good conversation to make you feel like singing. It being payday helps too.”

~Unknown



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 October 2012 and December 2012.

Cases Closed:

October:	2,109
November:	1,587
December:	1,241

Payroll Adjustments Processed

During the fourth quarter of 2012, 167 timesheets fell into an error status at 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:	5,118
November:	4,106
December:	3,160

Important Payroll Dates

Payroll Training Events—Now Open for Registration <http://www.obfs.uillinois.edu/cms/one.aspx?portalId=909965&pageId=912779>

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.



Below is the link for future Webinars

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

UPB Foreign National Mass Appointment Labs

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

Chicago

February 28	All day: 9:30am – 11:00am, 11:30am – 1:00pm, 2:00pm – 3:30pm
March 7, 13, 19, 28	All day: 9:30am – 11:00am, 11:30am – 1:00pm, 2:00pm – 3:30pm
April 10, 25	All day: 9:30am – 11:00am, 11:30am – 1:00pm, 2:00pm – 3:30pm

Urbana

February 21	All day RENEWS ONLY : 9:00am – 10:30am, 11:00am – 12:30pm, 1:30pm – 3:00
February 25, 26	All day: 9:00am – 10:30am, 11:00am – 12:30pm, 1:30 pm – 3:00 pm
March 4	All day RENEWS ONLY : 9:00am – 10:30am, 11:00am – 12:30pm, 1:30pm – 3:00
March 6, 11, 12, 18, 20	All day: 9:00am – 10:30am, 11:00am – 12:30pm, 1:30pm – 3:00
March 25, 26	All day RENEWS ONLY : 9:00am – 10:30am, 11:00am – 12:30pm, 1:30pm – 3:00
April 3, 8, 16, 24, 29	All day: 9:00am – 10:30am, 11:00am – 12:30pm, 1:30pm – 3:00

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>.