

## New Hire Benefit Information

### SPECIAL POINTS OF INTEREST:

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New benefits-eligible employees should attend a UPB Benefits Overview Orientation prior to or within the first few days of their hire/benefits eligibility date. The Illinois Department of Central Management Services (CMS) allows employees ten (10) calendar days from their hire/benefits eligibility date to make health, dental, life, and dependent insurance elections. (EyeMed Vision coverage is automatically provided to employees and dependents enrolled in a state health plan.) If state insurance elections are not made within this CMS timeline, full and part-time employees will be defaulted to the Quality Care Health and Dental plans with basic life coverage and without the option to elect dependent coverage.

There are two Benefit Orientations, the initial Benefits Overview Session and the follow-up NESSIE Enrollment Assistance class, and a monthly SURS Webinar.

New benefits-eligible employees can register for these sessions through the OBFS Training website at [www.obfs.uillinois.edu/training/registration](http://www.obfs.uillinois.edu/training/registration). A login or password is not required to register for these sessions.

The CMS 10-calendar day deadline is in force whether or not benefits-eligible jobs are in Banner or whether new employees can access the New Hire Benefits forms in NESSIE. Those who cannot access the state plan enrollment form in NESSIE New Hire will be given paper enrollment forms to complete at the orientations. The form is also located in NESSIE under "Benefit Forms" at: [http://www2.illinois.gov/cms/Employee/benefits/StateEmployee/Documents/Enrollment\\_Form.pdf](http://www2.illinois.gov/cms/Employee/benefits/StateEmployee/Documents/Enrollment_Form.pdf)

When employees make insurance coverage elections

within the 10-calendar day deadline, they are given five (5) additional days to supply relationship or opt-out documentation. If relationship documentation is not received within the CMS timeline, dependents will not be added to coverage. If documentation is not received to opt out of health/vision and dental coverage, employees will be enrolled in the Quality Care Health and Dental plans.

Benefit Orientation Invitation letters sent to new employees by UPB regarding the orientation registration process and enrollment procedures are often returned due to incorrect addresses. We ask departments to please remind their new hires to update mailing and email addresses in NESSIE as soon as possible.

## Part-Time Eligibility and Insurance Costs

In addition to the salary-based contributions required of all employees, part-time employees are required to pay a portion of the state's cost for health, dental, and dependent coverage. The portion that the state contributes is the same percentage that the employee works. Part-time employees should always attend the Benefits Overview Orientation to learn about waiving coverage and the cost of electing coverage.

Part-time benefits-eligible employees work between 50-99%

of a normal work period and include the following groups:

- Permanent non-faculty employees who work at least 50% of the average weekly hours required of a full-time employee in a similar position.
- Faculty employees hired to work only one contract period of 4.5 continuous months with a 100% contract. Since the employee is working only half of a full academic year (9 months), the percentage for insurance purposes is 50%.

Contact your campus UPB Benefits office for assistance in determining part-time insurance status and premiums. Any questions, please contact UPB Benefits Services:

UIUC 217-333-3111

UIC 312-996-6471

UIS 217-206-7144

## New Foreign National Employees and Benefit Eligibility

In most cases, new foreign national employees should be coded as not-benefits eligible in the Human Resources Information Systems (HRFE).

They are informed of benefit eligibility based on the Substantial Presence Test (SPT) determination and the job. An appointment for the SPT can be scheduled at <http://training.obfs.uillinois.edu/index.cfm?campus=F> or by con-

tacting UPB customer service. Benefit eligibility is verified when Resident Alien status is updated in Banner. A valid employee social security number is required in order for insurance plans to receive member enrollment information from CMS.

Foreign national employees are required to have health insurance coverage to maintain their visa status as part of their U of I agreement. Employees who are

not eligible for the State Universities Retirement Systems (SURS) are not eligible for State or University insurance benefits.

## Why is a Beneficiary Designation Important?

Designating a beneficiary is an important right of life insurance ownership. It lets you determine who receives your policy benefits. Under current tax law, life insurance benefits paid to a beneficiary are generally not taxable income.

The loss of a loved one can be overwhelming. In addition to grief, there may be financial and legal worries. By designating a beneficiary, you are choosing how your life insurance benefits will be paid upon your death. A designated beneficiary can be a

person(s), trust, organization, or other legal entity named to receive all or part of the benefits provided by the life insurance policy upon your death.

If a beneficiary designation is not on file, payment of benefits will be delayed and family members you wished to provide for could be excluded from the determination.

Once the beneficiary form is on file, it is your responsibility to update the form with any changes to the beneficiary des-

ignation and/or beneficiary address by updating the electronic or paper version of the form. Submitting the form electronically makes it easier to update beneficiary information.

## Employees Returning to Work after a Leave of Absence

Employees whose insurance coverage was either terminated due to non-payment of premiums or waived due to going on a leave of absence (full-time employees only) must have coverage reinstated the first day of the first full benefit period following the employee's physical return to work.

For example, state insurance would be effective on September 1 for an academic employee returning to work on August 16. The same health and dental coverage that was in force prior to the termination or waiver will be reinstated. Dependent coverage will not automatically be reinstated upon the employee's return to work. The return to work date is a qualifying change in status in which the employee has 60 days to re-

quest, in writing, the addition of dependent and/or optional life coverage. The requested coverage will be effective the date of the request or the date of the event, whichever is later.

If Central Management Services (CMS) terminates coverage due to non-payment of premiums, the state of Illinois will take action to recover unpaid premiums by an involuntary withholding, such as, but not limited to, a state of Illinois income tax refund, involuntary payroll deductions, or Illinois lottery winnings.

Employees who select to waive coverage while on leave to become a dependent of their state-employed spouse can have their coverage reinstated. To do this, employees must

have the same health and dental coverage (that was in force prior to the waiver) reinstated on the date they physically return to work. Upon request, dependent and optional life coverage may be transferred back when the employee returns to work if the coverage was carried by the spouse during the leave.

**Employees who take a leave of absence (before the summer break) and do not return to active status after the summer break period by September 1, will have their coverage automatically terminated. The maximum period for this leave is three (3) months.**

## Calendar Year 2014 Taxable Benefits

Please make certain all taxable benefits are reported to University Payroll and Benefits at the time the benefits are received by an employee. This will ensure proper reporting on the W-2. These benefits include the taxable amounts relating to the personal use of employer provided vehicles, country club dues paid for members on behalf of the University, qualified moving expenses, complimentary event tickets, car mileage (value of fuel for personal commuting use of an University vehicle), gifts, per diem amounts reimbursed to employee exceeding the IRS limits, expense reimbursements (greater than 60 days), non-qualified moving expenses, non-qualified taxable benefits (value of benefits supplied to a domestic partner of an employee), tuition waiver amounts greater than \$5,250, miscellaneous taxable benefits, and nonresident housing expenses. Please refer to the link below for additional information and instruction related to taxable benefit reporting.

<http://www.obfs.uillinois.edu/bfpp/section-4-payroll/submit-taxable-fringe-benefit-payments/>

## Out of State Salary/Wage Payments

If a University employee receives compensation paid in another state, and the University is registered as doing business in that state (typically requires a physical office) the compensation is considered paid outside of Illinois. The University is often required to withhold according to that states withholding regulations. Departments/Employees should contact University Payroll and Benefits to discuss the necessary steps to ensure proper state withholding. Please refer to the link below for additional information and instruction related to state tax withholding.

<http://www.obfs.uillinois.edu/payroll/tax-information/withholding-allowance/>

## Getting New Employees Paid in a Timely Manner

by *Laura Barnett*

Accurately compensating newly hired faculty, academic professionals, and staff in a timely manner is one of the many challenges facing college units at the start of the new fall semester. Here are some guidelines to assist you in this process.

### Appointment Processing

New appointments must exist in Banner by the “Job Change” deadline found on the University of Illinois Payroll Schedule. To ensure that appointments are entered into Banner by the deadline, Human Resources (HR) must **receive** HR FrontEnd (HRFE) transactions by the deadline provided by each campus HR office. The deadlines for the upcoming pay periods are listed below:

### Biweekly Paid Employees

Pay Period	UIC HRFE Due in HR	UIS HRFE Due in HR	UIUC HRFE Due in HR	Job Change Deadline (5:00 p.m.)	Pay Date
BW 18	8/22/14	8/12/14	8/22/14	8/31/14	9/10/14
BW 19	9/5/14	8/26/14	9/5/14	9/14/14	9/24/14
BW 20	9/19/14	9/9/14	9/19/14	9/28/14	10/8/14

### Monthly Paid Employees

Pay Period	UIC HRFE Due in HR	UIS HRFE Due in HR	UIUC HRFE Due in HR	Job Change Deadline (5:00 p.m.)	Pay Date
MN 9	8/18/14	8/11/14	8/25/14	9/8/14	9/16/14
MN 10	9/23/14	9/11/14	9/23/14	10/6/14	10/16/14

Prior to the pay date, check the status of the HRFE transaction to determine if the deadlines were met by accessing the transaction’s blue information bar at the top of the transaction, the “Audit Trail,” or for a completed transaction, the “Transaction History.” If key dates were not met, the employee may need to be paid via payroll adjustment.

### Time Entry

A key component of paying staff employees is the timely submission of the hours worked during the pay period. College units typically use one of the following two methods of time keeping: Web Time Entry or Department Time Entry. University Payroll and Benefits’ recommended time entry method is Web Time Entry.

Web Time Entry allows employees to enter their own time through the Employee Self-Service Application. Like Department Time Entry, employee timesheets are then routed to the appropriate Department Approver for review and approval. The advantage of this time entry method is that the unit no longer has to track down and collect paper timesheets. This method also helps to eliminate keying errors, which sometimes occur in Department Time Entry when time is entered into Banner manually from dozens of handwritten paper timesheets in varying conditions.

Both methods require that time be submitted by the Department Approver by the pay period deadline. Upcoming time entry deadlines are as follows:

### Biweekly Paid Employees

Pay Period	Job Change Dead- line (5:00 p.m.)	Time Entry Cutoff approver—Noon Superuser—5:00 p.m.	PARIS Current Adjust- ment Cutoff 10:00 a.m.	Pay Date
BW 18	8/31/14	9/3/14	9/4/14	9/10/14
BW 19	9/14/14	9/16/14	9/14/14	9/24/14
BW 20	9/28/14	9/30/14	10/1/14	10/8/14

*Continued...*

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Please be aware that changes to a Department Approver's appointment before or during the pay period can "break" the timesheet organization's routing queue. The routing queue is tied to the approver's position. The routing queue breaks if the approver has a change in position number or the old position number end date has passed. The routing queue approver is identified in Banner form NTRRQUE. If the routing queue is broken, "VACANT" will appear in the Incumbent field. The unit's Time Entry Superuser has access to NTRRQUE and can fix the routing queue by updating the Incumbent field to the appropriate position.

Timesheets cannot be approved by the Department Approver until the routing queue is corrected; however, the unit's Superuser may approve the timesheets after noon and before 5:00 p.m. on the Time Entry Cutoff date despite a broken routing queue. For more information, see [Working with Routing Queues in Banner \(http://www.obfs.uillinois.edu/cms/One.aspx?portalId=909965&pageId=912750#RoutingQueue\)](http://www.obfs.uillinois.edu/cms/One.aspx?portalId=909965&pageId=912750#RoutingQueue)

**Warning!** – It is still possible to extract, submit and approve a timesheet for an employee's job even if the job was applied to Banner after the "Job Change" cutoff. However, pay **will not** be generated for the job since an important step of the time entry process (invisible to the unit) would have been skipped. Example: An appointment applied at 6:00 p.m. on August 17 will not generate pay on the BW 17 pay date despite having an approved timesheet in the system. Again, please ensure that the appointment has been applied to Banner by the Job Change deadline.

**NOTE:** For monthly paid employees, academic reporting of vacation and sick time occurs bi-annually, in May and August. Reporting may occur more often based on departmental procedures. College units should contact their campus HR office for more information. Units within University Administration should contact UA Employee Relations and Human Resources for guidance.

## Updates from the Student Health Insurance Office at Urbana-Champaign

The beginning of the new academic year is around the corner! With the beginning of the fall 2014 semester come several changes to the Student Health Insurance plan currently underwritten by United Healthcare Student Resources:

1. Complete ACA (Affordable Care Act) compliance: Student Health plans were not held accountable to be completely ACA compliant until 2014.
2. Prescription coverage: Previously there was no coverage for prescriptions except various birth control for women; now there will be a four tier program for generic and some name brand drugs.
3. Pediatric dental care for children up to their 19<sup>th</sup> birthday: This is a new benefit to the plan in order to be compliant with the Affordable Care Act.
4. Vision care for children up to their 19<sup>th</sup> birthday: This benefit is new to the plan in order to be compliant with the Affordable Care Act requirements.
5. No annual maximum on most care: Previously this plan had a \$500,000 per injury or sickness benefit for undergrads and a \$1,000,000 per injury or sickness benefit for grad students.
6. No pre-existing limitations: According to the Affordable Care Act, no pre-existing limitations may be applied to policies that are compliant.

The Student Health Insurance office on the Urbana campus will begin fall registration on August 19 and it will run until September 11. During this time the students may waive out of the coverage, reinstate back into the plan and add dependents.

To contact the UIUC Student Health Insurance department with questions or concerns please call: 217-333-0165 or email us at: [insure@uillinois.edu](mailto:insure@uillinois.edu).

## Payroll Calculation Deadlines



**When do I get paid?**

Pay Event	Time Entry Cut Off Noon Superusers 5:00 p.m.	Pay Date
BW18	09/03/2014	09/10/2014
MN9	N/A	09/16/2014
BW19	09/16/2014	09/24/2014
BW20	09/30/2014	10/08/2014
MN10	N/A	10/16/2014
BW21	10/14/2014	10/22/2014
BW22	10/28/2014	11/05/2014

## UPB Customer Service Metrics

### Customer Service Cases Closed

For every call and visit made to the University Payroll & Benefits Customer Service office, a case is created and tracked using Unicenter software. Below is the number of University Payroll & Benefits' customer service cases closed monthly between April and June 2014:

April	4,516
May	4,625
June	3,558

### Payroll Operations Metrics:

The total number of adjustment pay transactions processed by UPB Payroll Operations for second quarter 2014 is:

April	3204.00
May	4034.00
June	5407.00

### Payroll Adjustments Processed:

During the second quarter of 2014, 28 Disposition 05 errors 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.

## Important Payroll Dates & Information

### Payroll Training Events

#### UIUC

Payroll Open Lab  
September 29 – 10:00 a.m. to 12:00 p.m.; 1:00 p.m. to 3:00 p.m.

#### UIC

Payroll Open Lab  
September 16—9:00 a.m. to 12:00 p.m.

#### UIS

Payroll Open Lab  
September 25 – 12:00 p.m. to 3:00 p.m.

### CMS Benefit Statements

It is important to check your CMS Benefit Statement especially after making changes to state insurance plans or dependent coverage. Employees should contact their campus UPB Benefits office if any information on the CMS Benefit Statement is incorrect.

Instructions to access your CMS Benefit Statement can be found at: <http://go.illinois.edu/benefitstatement>.

### U of I Earnings Statements

Employees should review their U of I Earnings Statements after each paycheck to ensure that deductions reflect correct insurance, statutory, voluntary, and involuntary contributions. Once CMS has paid insurance vendors, premiums can be refunded only for a limited time. Contact UPB Customer Service, Benefits at 217-333-3111 or Payroll at 217-265-6363 with questions.

## UPB Foreign National Mass Appointment Lab

### Chicago Campus

August 27, 28: 9:30 – 11:00 a.m., 11:30 a.m. – 1:00 p.m., 2:00 – 3:30 p.m.

September 9, 17, 23, 25: 9:30 – 11:00 a.m., 11:30 a.m. – 1:00 p.m., 2:00 – 3:30 p.m.

### Urbana-Champaign Campus

August 19, 21, 26: 9:00 – 10:30 a.m., 11:00 a.m. – 12:30 p.m., 1:30 – 3:00 p.m.

September 3, 4, 9, 11, 16, 18, 23, 24, 30: 9:00 – 10:30 a.m., 11:00 a.m. – 12:30 p.m., 1:30 – 3:00 p.m.

**For updates or changes to the Foreign National Mass Appointment Lab offerings, please refer to the registration site at:**

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