

INSIDE THIS ISSUE:

New Hire Benefit Information	1
Benefit & Earnings Statements	1
Eligibility & Insurance Costs for Part-time Employees	2
New Foreign National Employees & Benefit Eligibility	2
Employees Returning from Leave	3
Training Events & Open House Update	3

Important Facts About New Hire Benefit Information

New benefits-eligible employees should attend the UPB Benefits Overview Orientation prior to, or within the first few days of their hire/benefit eligibility date. 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 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 NEEDED 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. A login or password is not required to register for these sessions.

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

When employees make insurance coverage elections with the 10-calendar day deadline, they are given five 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 NEEDED as soon as possible.

CMS Benefit Statements—It is important to check your Central Management Services (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 only be refunded for a limited time. Contact UPB Customer Service, Benefits at 217-333-3111 or Payroll at 217-265-6363 with questions.

New Benefits Resource Added to the OBFS Website—A new benefits resource link is available on the OBFS website for frequently requested benefits information at: <http://www.obfs.uillinois.edu/benefits-information>.



“When we are no longer able to change a situation - we are challenged to change ourselves.”

Viktor E. Frankl



Eligibility and Insurance Costs for Part-Time Employees

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 (nine months), the percentage for insurance purposes is 50%.

Contact your campus UPB Benefits office for assistance in determining part-time insurance status and premiums or for other questions at:

217-333-3111-Urbana
312-996-6471-Chicago
217-206-7144-Springfield

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 contacting 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.

Contact the University Payroll and Benefits Office with questions about insurance or tax status updates at:

Urbana-Champaign 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

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 request, 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 re-fund, involuntary payroll deductions or Illinois lottery wins.

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 months.

Important Payroll Training Dates & UIC Open House Update

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. 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>

UIC Open House Postponed—The Open House planned for Friday, August 16, from 3:00 to 5:00 p.m. to see the remodeled office at the Chicago Campus has been postponed. Watch for the new date and time in a future announcement.



“One of the deep secrets of life is that all that is really worth doing is what we do for others.”

LEWIS CAROL

UPB Payroll Calculation Deadlines

Pay Event	Calc Date/Time	
	Entry Due Date	Pay Date
BW 17	08/06/2013	8/14/2013
MN8	N/A	08/16/2013
BW18	08/20/2013	08/28/2013
BW 19	09/04/2013	09/11/2013
MN9	N/A	09/16/2013
BW20	09/17/2013	09/25/2013
BW 21	10/01/2013	10/09/2013
MN10	N/A	10/16/2013

The University Payroll Schedule is available at:
<http://www.obfs.uillinois.edu/payroll/schedules/>

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 is a table showing the number of University Payroll & Benefits Customer Service cases closed monthly between April 2013 and June 2013. **Note:** This number has increased significantly due to a new process that includes Payroll & Benefits information.

Cases Closed:

April: 5685
 May: 7037
 June: 5071

Payroll Adjustments Processed

During the second quarter of 2013, there were 78 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:

April: 4893
 May: 3963
 June: 5209

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