

UNIVERSITY OF
ILLINOIS

SPECIAL POINTS OF INTEREST:

- **New Payroll Interface System (PARIS)**
- **Benefit Information on employee's returning from leave, Foreign National Employees and New Hire Benefits.**
- **Information on the "Affordable Care Act (ACA)"**

INSIDE THIS ISSUE:

UPB Payroll	1
UPB Benefits	2/3
Student Health Insurance	3
Calculation Deadlines	4
Customer Service Metrics	4
Exciting News!	5
Training	5

Payroll Adjustment Request Interface System (PARIS)

University Payroll and Benefits (UPB) is pleased to announce the rollout of the new Payroll Adjustment Request Interface System (PARIS) to all three campuses on Tuesday, August 14, 2012.

This new application will have several phases, and will be rolled out according to the various types of payroll adjustments including (but not limited to) Current Pay Adjustments, Prior Pay Adjustments, Awards and Overpayments. PARIS allows units to submit payroll adjustment requests for review and processing

– similar to the Adjustment Notification Application (ANA) - except that the application also updates Banner eliminating re-keying of the data submitted. The first phase of PARIS delivers the new Current Pay Adjustments function to units. ANA's Current Pay Adjustments function will remain available for two months after PARIS go-live, but it is scheduled to close on October 14, 2012. Before the close date, more information will be communicated directly to campus units that will be us-

ing the new application. The PARIS application was developed in partnership with Administrative Information Technology Services (AITS), Human Resources Information Systems (HRIS) and Business Information Systems (BIS), and it uses similar technology developed for the Human Resources Front End (HRFE) application.

Please note: security for the approval role within PARIS for Current Pay Adjustments will be based on the unit's Timesheet Approver, unlike ANA. Please ensure that the appropriate individuals attend PARIS training.

PARIS Training Opportunities

Although users who are familiar with HRFE may find it easier to transition from ANA to PARIS, UPB will offer the following training opportunities:

Instructor-led Demonstrations (Seating is Limited)

Please click **PAYROLL: PARIS Introduction and Training for Current Pay Adjustments** on the left panel after clicking the registration link below.

Urbana:	Please register here: http://training.obfs.uillinois.edu/index.cfm?campus=u
Chicago:	Please register here: http://training.obfs.uillinois.edu/index.cfm?campus=c
Springfield:	Please register here: http://training.obfs.uillinois.edu/index.cfm?campus=s
Webinar:	Please register here: http://training.obfs.uillinois.edu/index.cfm?campus=w

Open Payroll Labs for PARIS

UPB will be offering the following open lab dates and locations. Payroll personnel will be available to assist unit Timesheet Approvers with the new process of submitting current pay period adjustments.

Urbana – 111 E. Green Street, Lab# 11	Chicago – 809 S. Marshfield Avenue, Room 723	Springfield – BSB 108
August 21, September 5, or September 18 – 1pm to 5pm	August 21, September 5, or Septem- ber 18 – 1pm to 5pm	August 21, September 4 or September 18 – 1pm to 5pm

If you have questions, contact the Payroll Service Center at 312-996-7200 (Chicago), 217-265-6363 (Urbana), 217-206-7211 (Springfield) or paying@uillinois.edu.



“To improve is to change; to be perfect is to change often.”

By: Winston Churchill

Employees Returning to Work From 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 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 refund, involuntary payroll deductions or Illinois lottery wins.

Employees who select to waive coverage while on leave to become a depend-

ent 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.



Foreign National Employees

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 mem-

bership information. 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.

New Hire Benefit Information



Invitation letters sent to new employees by UPB regarding benefit orientations 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.

New benefits-eligible employees should attend an 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 (10) calendar days from their hire/benefit eligibility date to make health, dental, life and dependent elections. (EyeMed Vision coverage is automatically provided to employees and dependents enrolled in a state health plan.) If elections are not made within the CMS timeline, full and PART-TIME

employees will be defaulted to the Quality Care Health and Dental plans with basic life coverage and they cannot elect dependent coverage.

Employees 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.

Part-Time Eligibility

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 per-

centage 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 Service:

- UIUC (217) 333-3111
- UIC (312) 996-6471
- UIS (217) 206-7144

Student Health Insurance

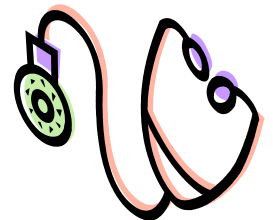
DID YOU KNOW?

Student Health Insurance on the UIUC campus will be undergoing some major benefit changes this coming fall semester. The Supreme Court has approved the Affordable Care Act (ACA), sometimes referred to as “Obamacare.” This means

that preventative care services (such as routine physicals and immunizations) which were not previously covered will now be covered at 100%. The maximum coverage will be eliminated for physical therapy and chiropractic services and will no longer be subject to maximums (previously \$900 yearly for un-

dergrads and \$1500 yearly for graduate students). These are just a few of the major changes to our UIUC Student Health Insurance Plan we will see this fall.

Any questions, please contact UPB Student Insurance Service Center at Champaign/Urbana Campus only: **217-333-0165**





UPB Payroll Calculation Deadlines

Pay Event	Calc Date/Time	
	Entry Due Date	Pay Date
BW 16	7/24/2012	8/1/2012
BW 17	8/7/2012	8/15/2012
MN 8	8/9/2012	8/16/2012
BW 18	8/21/2012	8/29/2012
BW 19	9/5/2012	9/12/2012
MN 9	9/9/2012	9/14/2012
BW 20	9/18/2012	9/26/2012

“To improve is to change; to be perfect is to change often.”

By: Winston Churchill

UPB Customer Service Metrics

Customer Satisfaction

For every call and visit made to Payroll Customer Service, a case is created and tracked using Uni-center software. Below is a table showing the number of Payroll Customer Service cases closed monthly between April 2012 and June 2012.

Cases Closed:

April: 1,529
 May: 1,504
 June: 1,354

Payroll Operation Metrics

During the second quarter of 2012, 32 time-sheets 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 Adjustments Processed:

April: 3275
 May: 3797
 June: 4910

Here's Some Exciting News!

UPB decided to hold a contest within the organization to name the new application that is replacing the Adjustment Notification Application or ANA (see the article on page 1).

And the winners are . . . Dennis (Mark) McGiles, Kelly Sellers and Blanca Lorenzo-Ortiz. Their creativity formed the final name:

Payroll Adjustment Request Interface System (PARIS)

Mark McGiles and **Kelly Sellers** came up with the first part (Payroll Adjustment Request) and **Blanca Lorenzo-Ortiz** suggested the key idea of "Interface" (Adjustment Banner Interface). Through much deliberation and brainstorming, the project team came up with PARIS, adding

the word "System" to complete the acronym and define the application in the best way possible. Thank you Mark, Kelly, and Blanca!

UPB would also like to thank Debbie Bales for her creativity in arranging everyone's suggestions into PARIS. Thank you Debbie!



Dennis (Mark) McGiles (above) and Blanca Lorenzo-Ortiz (right).

UPB Payroll Training Events Now Open for Registration

PARIS Introduction and Training for Current Pay Adjustments

For more information, please visit the OBFS Training Center.

<http://www.obfs.uillinois.edu/training/>

UPB Foreign National Mass Appointment Labs

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

UIUC Location

August 13 (9:00 am to 10:30 am, 11:00 am to 12:30 pm, 1:30 pm to 3:00 pm)

August 16 (9:00 am to 10:30 am, 11:00 am to 12:30 pm, 1:30 pm to 3:00 pm)

August 22 (9:00 am to 10:30 am, 11:00 am to 12:30 pm)

August 28 (9:00 am to 10:30 am, 11:00 am to 12:30 pm, 1:30 pm to 3:00 pm)

August 29 (9:00 am to 10:30 am, 11:00 am to 12:30 pm, 1:30 pm to 3:00 pm)

UIC Location

August 15 (9:30 am to 11:00 am, 11:30 am to 1:00 pm, 2:00 pm to 3:30 pm)

August 23 (9:30 am to 11:00 am, 11:30 am to 1:00 pm, 2:00 pm to 3:30 pm)

August 28 (9:30 am to 11:00 am, 11:30 am to 1:00 pm, 2:00 pm to 3:30 pm)

For more information on upcoming dates for June and July, please visit the registration site.

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

