

UNIVERSITY PAYROLL & BENEFITS NEWSLETTER

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Highlights & Hot Topics

DIRECT DEPOSIT MANDATE

By *Kassandra Hester*

In an effort to support a paperless society and reduce the cost for printing and distributing paper checks, beginning July 1, 2011, University Policy will begin mandating direct deposit, requiring all employees to have their pay deposited into the financial institution of their choice.

Some of the benefits associated with utilizing direct deposit are:

- It gives you peace of mind; payment is there no matter where you are
- Direct Deposit is safe and confidential
- Payment will never be lost or stolen; reducing the possibility of identity theft
- Saves consumer time by not having to go into bank to cash their check
- Employee may receive their money earlier by not having to wait for their check to clear before accessing the funds

Signing up for direct deposit can be quick and easy by logging into Nessie <https://nessie.uihr.uillinois.edu/cf/index.cfm> and following these simple steps:

- Select the *Compensation tab*
- Click on the link *Direct Deposit*
- Click the Continue button
- Login using your NetID or Enterprise ID
- Enter your Personal Identification Number (click Your PIN to create a PIN)
- Follow remaining instructions to set up account information

For your convenience, University Payroll & Benefits can establish a pay card in your name if you do not have a bank account to which your earnings can be direct deposited. If you choose to have University Payroll & Benefits establish your pay card, you will be required to pick up the card in person at your campus University Payroll & Benefits Service Center.

University Payroll & Benefits are encouraging all employees not currently set up to have their payroll earnings direct deposited to enroll immediately in this convenient benefit. Employees hired prior to August 1, 2003 will no longer be grandfathered as an exception to the direct deposit mandate and will be required to enroll in the direct deposit program.

Townhall sessions will be conducted in September 2010 pertaining to upcoming changes to University Payroll processes which will incorporate information related to the new mandate policy that will be going into effect July 1, 2011. Communication will be forthcoming to register for the townhall sessions.

Please contact University Payroll & Benefits Service Center with any questions you may have at paying@uillinois.edu or 312-996-7200(UIC), 217-206-7211(UIS), 217-265-6363(UIUC).

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University Benefits

Employees Returning From Leave

Employees **who have returned to work** and whose coverage was either terminated due to non-payment of premium, 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.

In cases where coverage was terminated by CMS due to non-payment of premium, 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 have returned to work after waiving coverage to become a dependent of their state-employed spouse** must have the same health and dental coverage that was in force prior to the waiver reinstated 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 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 3 months.

Foreign National Employees

In most cases, new foreign national employees should be coded as not-benefits eligible in the 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 membership 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 SURS are not eligible for State or University insurance benefits.

New hire Information

Letters sent to new employees regarding benefit enrollment procedures are often returned to UPB due to incorrect addresses. It would be very helpful if departments would remind their new hires to update mailing addresses in Nessie as soon as possible.

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 April 2010 and June 2010.

	April	May	June
Cases Closed	2016	1333	1339

Payroll Operations Metrics

During the first quarter of 2010, 52 timesheets fell into an error status at Disposition 05 and had to be manually fixed by 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 2010 – June 2010

April	May	June
3485	3239	6888



Important Payroll Dates

Important DATE!

DON'T FORGET!

Reminder!

Payroll Training Events Now Open for Registration

UIUC

Adjustment Processing for Units
October 14th - 9:00 am to 12:00 pm

Labor Redistributions
August 12th - 9:00 am to 10:30 am

One-Time Payments
August 12th 11:00am to 12:30am

UIC

(To be announced at a later time.)

UIS

(To be announced at a later time.)

Payroll Webinars - All Campuses

Payroll Adjustments	8/3/2010	1:30 to 2:30
Payroll Overpayments	8/10/2010	1:30 to 2:30

*The dates identified above for the Payroll Series normally would be conducted in June but due to time constraints it was pushed to July/Aug. For 2011 it will resume during the month of June.

Payroll Overview	10/20/2010	1:30 to 2:30
Payroll Time Reporting	10/27/2010	1:30 to 2:30

Jan 2011 - Last 2 weeks in January 2011 & first 2 weeks in February 2011 will offer entire series

Below is the link for future Webinars
<http://training.obfs.uillinois.edu/index.cfm?campus=w>

For further information on the Payroll courses or to register for a class, please visit the [OBFS Training Center](#).

Foreign National Mass Appointment Labs

The dates below are available for status review of new employees and for current employee renewals. NOTE: **September dates for FN Mass Appointment Labs won't be posted on the registration site until Aug.13.**

UIUC

August

9-8:30am - 10:00am, 10:30am - 12:00pm, 1:30 pm - 3:00 pm
11-8:30am - 10:00am, 10:30am - 12:00pm, 1:30 pm - 3:00 pm
17-8:30am - 10:00am, 10:30am - 12:00pm, 1:30 pm - 3:00 pm
24-8:30am - 10:00am, 10:30am - 12:00pm, 1:30 pm - 3:00 pm
31-8:30am - 10:00am, 10:30am - 12:00pm, 1:30 pm - 3:00 pm

September

7-8:30am - 10:00am, 10:30am - 12:00pm, 1:30 pm - 3:00 pm
8-8:30am - 10:00am, 10:30am - 12:00pm, 1:30 pm - 3:00 pm
13-8:30am - 10:00am, 10:30am - 12:00pm, 1:30 pm - 3:00 pm
21-8:30am - 10:00am, 10:30am - 12:00pm, 1:30 pm - 3:00 pm
22-8:30am - 10:00am, 10:30am - 12:00pm, 1:30 pm - 3:00 pm
27-8:30am - 10:00am, 10:30am - 12:00pm, 1:30 pm - 3:00 pm
28-8:30am - 10:00am, 10:30am - 12:00pm, 1:30 pm - 3:00 pm

UIC

August

3 - 9:00am - 10:30am, 11:00am - 12:30pm, 2:00pm - 3:30pm
4 - 9:00am - 10:30am, 11:00am - 12:30pm, 2:00pm - 3:30pm
12 - 9:00am - 10:30am, 11:00am - 12:30pm, 2:00pm - 3:30pm
16 - 9:00am - 10:30am, 11:00am - 12:30pm
23 - 9:00am - 10:30am, 11:00am - 12:30pm, 2:00pm - 3:30pm
25 - 9:00am - 10:30am, 11:00am - 12:30pm, 2:00pm - 3:30pm

September

1-9:00am - 10:30am, 11:00am - 12:30pm, 2:00pm - 3:30pm
2-9:00am - 10:30am, 11:00am - 12:30pm, 2:00pm - 3:30pm
9-9:00am - 10:30am, 11:00am - 12:30pm, 2:00pm - 3:30pm
15-9:00am - 10:30am, 11:00am - 12:30pm, 2:00pm - 3:30pm
20-9:00am - 10:30am, 11:00am - 12:30pm, 2:00pm - 3:30pm
23-9:00am - 10:30am, 11:00am - 12:30pm, 2:00pm - 3:30pm
30-9:00am - 10:30am, 11:00am - 12:30pm, 2:00pm - 3:30pm

Please refer to the [registration site](#) for updates or changes to the Foreign National Mass Appointment Lab offerings.

Foreign National Webinars - All Campuses

FN Payments, Taxation, & Reporting - Session III
Payments to EE & Students 8/4/10 2 - 3pm

FN Payments, Taxation, & Reporting - Session IV
Payments to Short Term Vis 8/11/10 2 - 3pm

FN Payments, Taxation, & Reporting - Session I
Overview 10/6/10 2 - 3pm

FN Payments, Taxation, & Reporting - Session II
Residency status 10/13/10 2 - 3pm

FN Payments, Taxation, & Reporting - Session III
Payments to employees 10/20/10 2 - 3pm

FN Payments, Taxation, & Reporting - Session IV
Payments to Short term Vis 10/27/10 2 - 3pm

March 2011 - will offer each week for entire series

Questions & Answers

Q: *Have deadlines been provided for when departments need to have paperwork submitted to Human resources to ensure that all transactions are included in the payroll calcs for the Fall Semester?*

A: As we approach the new fall semester for 2010 it is pertinent that all necessary documentation is submitted to Human Resources in a timely manner in order to accurately compensate academic professionals and staff. Please refer to the 2010 Payroll Schedule regarding these important deadlines:

<http://www.obfs.uillinois.edu/cms/one.aspx?portalId=909965&pageId=919536>

If the deadlines are not met in a timely fashion, payroll adjustments will need to be submitted via PZAADJT and Workflow. Adjustments submitted via Workflow by noon Tuesday will pay the upcoming Friday. Adjustments submitted after the given deadline, will pay the following Friday. Please visit the OBFS (Office of Business and Financial Services) Web site for more detailed information:

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

or you may contact the Payroll Customer Service Center at:
 (312)996-7200-Chicago
 (217)265-6363-Urbana,
 (217)206-7211-Springfield

or via payinq@uillinois.edu

Q: *I attempted to make a change to my direct deposit account information in Nessie and received the following question in getting started: Do you plan to deposit any funds you receive as a direct deposit from the University of Illinois to a foreign (i.e. non-U.S.) bank account? What is this?*

A: The question was developed in an effort to comply with the new International ACH Transaction (IAT) regulations implemented by the National Automated Clearing House Association (NACHA). According to the new rules, that began September 18, 2009, all ACH payments entering or exiting the United States must be uniquely identified and formatted as an IAT. NACHA defines an IAT as “a credit or debit entry that is part of a payment transaction involving a financial agency’s office that is not located in the territorial jurisdiction of the United States.” To comply with this regulation we must be able to identify any payment that would be forwarded to a foreign financial institution.

Payroll Calculation Deadlines

Pay ID	Pay Number	Calc Date ANA Current Adj	Pay Date
MN	8	8/5/2010	8/16/2010
BW	17	8/10/2010	8/18/2010
BW	18	8/24/2010	9/1/2010
MN	9	9/12/2010	9/16/2010
BW	19	9/8/2010	9/15/2010
BW	20	9/21/2010	9/29/2010
BW	21	10/5/2010	10/13/2010
MN	10	10/7/2010	10/15/2010
BW	22	10/19/2010	10/27/2010
BW	23	11/2/2010	11/10/2010
MN	11	11/9/2010	11/16/2010

Payroll calendar is available at:

<http://www.obfs.uillinois.edu/cms/one.aspx?portalId=909965&pageId=919536>