

University Payroll & Benefits Newsletter

Office of Business and Financial Services

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New Hire Benefit Information



Newly benefit-eligible employees will have 30 calendar days to elect health/vision, dental and optional life insurance coverage for themselves and their dependents, or make an election to opt out, if full-time, or waive coverage, if part-time. Required documentation must also be submitted within the 30 calendar days. Full-time and part-time employees who do not make an election within the 30 calendar day period will be defaulted into the Quality Care health/vision and dental plans without the option to insure dependents.

It is strongly recommended that newly benefits-eligible employees attend the UPB Benefits Overview Session and SURS (State University Retirement System) Webinar. Newly benefits-eligible employees can register for these sessions through the OBFS Training website at www.obfs.uillinois.edu/training/registration. No login or password are required to register for these sessions.

Employees can visit the MyBenefits.Illinois.gov website, administered by the State of Illinois and

powered by Morneau-Shepell, for plan information and to make plan elections.

The CMS election 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 System HR Services.

As stated, when employees make insurance coverage elections, they are given a limited amount of time 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.

During this initial time, important communication is coming to the employee by post mail from UPB, CMS and SURS. Departments are asked to remind their new hires to update mailing and email addresses in System HR Services as soon as possible.

FTE Changes and Impact on State Employee Group Insurance Plan



It is highly recommended that employees changing from part-time (50 percent to 99 percent FTE) to full-time (100 percent FTE) OR from full-time to part-time contact UPB Customer Service BEFORE the effective date of the FTE change. Any changes to coverage should be made before the effective date to avoid possible default. This is especially important for employees who wish to opt out/waive insurance benefits.

Part-time employees that had waived health and dental coverage prior to becoming full-time, have 60 calendar days from the effective date of the FTE change to make benefit elections. This includes electing health and dental coverage as well as Opting Out with

proof of other non-state insurance. If the election is not made within the 60 calendar day period, the employee is defaulted into the Quality Care health and dental plans. The employee also has 60 calendar days from the FTE change date to add dependent coverage.

Part-time employees that were participating in health and dental coverage prior to becoming full-time, have 60 calendar days from the FTE change date to add dependent coverage or opt out with proof of other health insurance. Otherwise, no action is required.

Full-time employees that were opted out of health and dental coverage prior to becoming part-time, have 60 calendar days from the effective FTE change date to waive coverage. If the election is not made within the 60 calendar days, the employee is defaulted into the Quality Care health and dental plans.

Finally, full-time employees that were participating in health and dental insurance prior to becoming part-time, have 60 calendar days to elect to waive health and dental coverage or drop dependent coverage.

My Benefits Contact Information:
Phone:..... 844-251-1777
or TTY:..... 844-251-1778
Hours: Monday-Friday, 8 a.m. - 6 p.m. CT
Mailing Address:..... 134 N LaSalle Street, Suite 2200
Chicago, IL 60602

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 Front End System (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 online, 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 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.

Calendar Year 2018 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, 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 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 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: <https://www.obfs.uillinois.edu/payroll/tax-information/withholding-allowance/>.



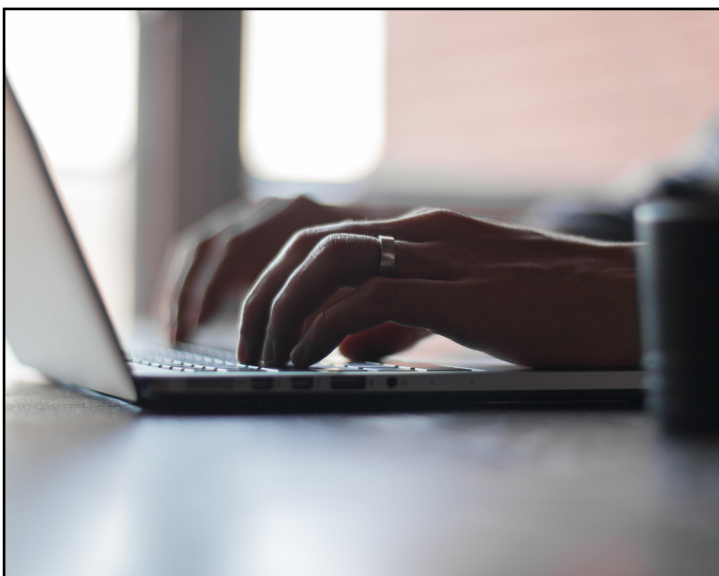
In addition to the salary-based contributions required of all employees, part-time employees are required to pay a portion of the state's cost for health, dental and dependent coverage. The portion that the state contributes is the same percentage that the employee works. Part-time employees should always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



- Permanent non-faculty employees who work at least 50 percent 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 percent contract. Since the employee is working only half of a full academic year (9 months), the percentage for insurance purposes is 50 percent.

Urbana-Champaign(217) 265-6363
Chicago(312) 996-7200
Springfield(217) 206-7144

Emails, calls and walk-ins made to University Payroll and Benefits Customer Service Center are tracked using Service Desk Manager Software, TouchPoint Phone System and Microsoft Office. Below is the total number of University Payroll and Benefits customer service cases resolved each month between April and June 2018.



April:.....	4,449
May:.....	4,627
June:.....	4,154
TOTAL:.....	13,230

April:.....	3,056
May:.....	4,326
June:.....	4,670
TOTAL:.....	12,052

Payroll Calculation Deadlines

When do I get paid?

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



Pay Event	Time Entry Cutoff Noon Superusers 5 p.m.	Pay Date
BW 15	07/17/2018	07/25/2018
BW 16	07/31/2018	08/08/2018
MN 08	N/A	08/16/2018
BW 17	08/14/2018	08/22/2018
BW 18	08/28/2018	09/05/2018
MN 09	N/A	09/14/2018
BW 19	09/11/2018	09/19/2018
BW 20	08/25/2018	10/03/2018
MN 10	N/A	10/16/2018

UPB Foreign National Tax Status Review Appointments

Chicago

September 13, 19, 20, 25: 9:30 – 11 a.m., 11:30 a.m. – 1 p.m., 2 – 3:30 p.m.

October 10, 11, 18, 23, 30, 31: 9:30 – 11 a.m., 11:30 a.m. – 1 p.m., 2 – 3:30pm

November 1, 6, 15, 20, 21, 27: 9:30 – 11 a.m., 11:30 a.m. – 1 p.m., 2 – 3:30pm

Urbana-Champaign

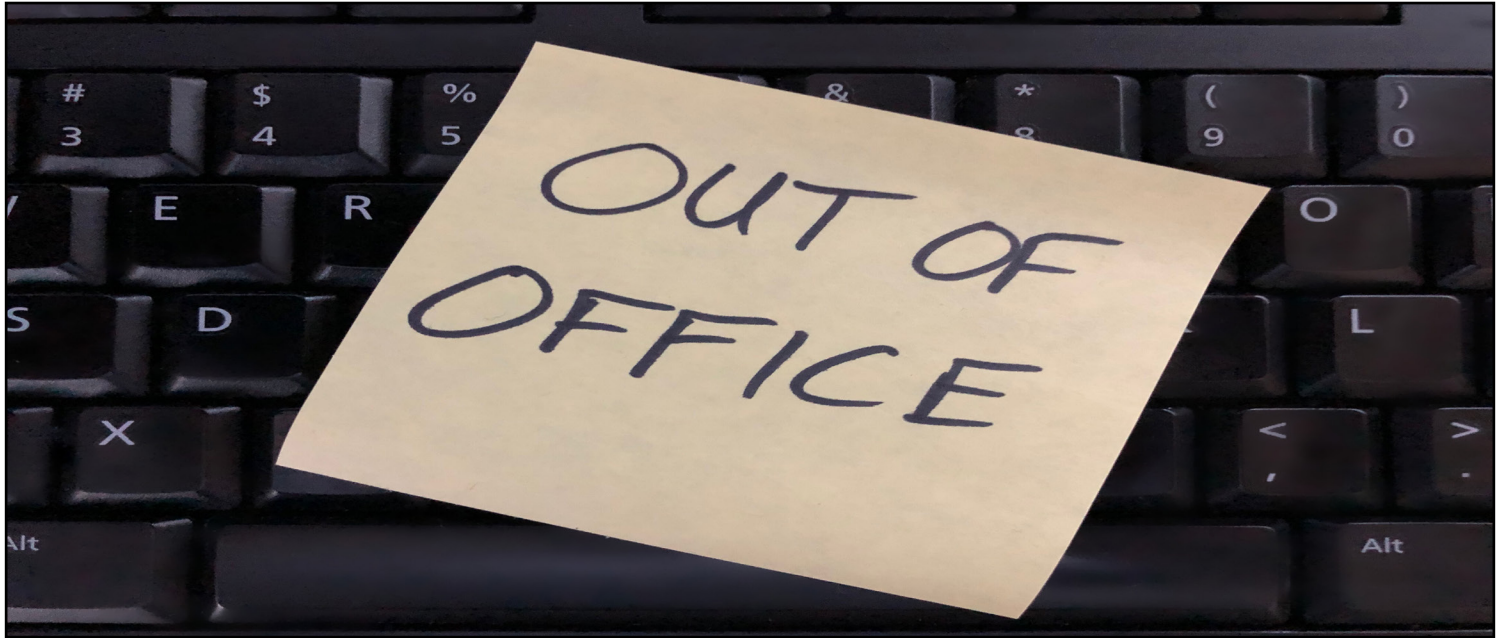
September 5, 6, 10, 11, 17, 24: 9 – 10:30 a.m., 11 a.m. – 12:30 p.m., 1:30 – 3 p.m.

October 1, 3, 15, 16, 22, 25, 29: 9 – 10:30 a.m., 11am – 12:30 p.m., 1:30 – 3 p.m.

November 1, 5, 7, 12, 13, 19, 28: 9 – 10:30 a.m., 11am – 12:30 p.m., 1:30 – 3 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>.

Leave of Absence FAQs



Q: I am going on a leave, what do I do?

A: Please review the leave information on the System Human Resources Services website: <https://www.hr.uillinois.edu/leave>. For further questions please contact UPB.

Q: Should I fill out a Leave of Absence Worksheet prior to going on leave?

A: The Leave of Absence Worksheet provides you necessary information and options during your leave. As well as, providing UPB on what you would like to do with your insurance while on leave. The Leave of Absence Information and Form are available at: <https://www.hr.uillinois.edu/leave/forms/>.

Please submit the LOA worksheet to: obfsupbfiscalcontrol@uillinois.edu

Q: When I return to work, is there anything I need to do?

A: You may contact our office to let us know that you have returned to work. However, we are unable to update any information of your return until your department updates necessary forms in Banner.

Next, please log in or call MyBenefits to confirm that your coverage is correct. If you Opted Out of your insurance or terminated for non-pay while on leave you will need to re-enroll yourself and any dependents. You will have 60 days from the date you return to work to make any changes or re-enroll. MyBenefits is located at www.MyBenefits.illinois.gov or by calling 1-844-251-1777.

Q: Who do I contact about my benefits if I am going on leave?

A: Please contact University Payroll & Benefits – Fiscal Control and Management Group for questions about benefits while on leave.

a. Email: obfsupbfiscalcontrol@uillinois.edu

b. Call: select “Leave of Absence Questions”

- Urbana-Champaign: (217)265-6363
- Chicago: (312) 996-7200
- Springfield: (217) 206-7144

Q: How do I pay for my benefits while on leave?

A: Monthly billing statements are mailed by CMS/MyBenefits to employees’ mailing addresses on file. Please update your mailing address on the System Human Resources website – My UI Info Tab, My Profile: <https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=858105>.