

University Payroll & Benefits Newsletter

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Newly Benefit Eligible 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 State University Retirement System (SURS) Webinar. Employees can register for the Benefits Overview Session through the [OBFS training website](#). A login or password is not required to register for these sessions. To register for the SURS webinar go to the [SURS webinar page](#).

Employees can visit the [MyBenefits.illinois.gov](#) website administered by the State of Illinois, powered by Telus Health for plan information and to make plan elections.

The Central Management Service (CMS) election deadline is enforced 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 have the same 30 calendar day period to supply [dependent documentation](#). If dependent documentation is not received within the CMS timeline, dependents will not be added to coverage.

During this initial time, important communication will be coming to the employee by US Postal Service from UPB, CMS and SURS. We ask departments to please remind their new hires to [update mailing and email addresses](#) in System HR Services as soon as possible.

For questions, create a service ticket or contact University Payroll & Benefits: [UPB Service Portal](#).

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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. For information pertaining to part-time employees visit the [university benefits page](#).

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%.

For questions, create a service ticket or contact University Payroll & Benefits using the [UPB Service Portal](#).

Calendar Year 2024 Taxable Benefits

Please make certain all taxable benefits are reported to University Payroll & 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 a university vehicle), gifts, per diem amounts reimbursed to an 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, union taxable vacation pay, 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/>

New Foreign National Employees and Benefit Eligibility

In most cases, new foreign national employees should not be coded as benefits eligible in the Human Resources Front End System (HRFE) without attending a tax status review appointment. Foreign national employees can schedule an appointment on the [Payments to Foreign Nationals page](#) on the OBFS website.

Once the employee completes the Substantial Presence Test (SPT), UPB will notify central Human Resources and a HRFE transaction will be initiated. If the employee is determined to be State University Retirement System (SURS) eligible and the appointment meets Central Management Services (CMS) benefit eligibility criteria, the employee will be offered insurance through the State of Illinois. Per CMS, a valid social security number is required in order to enroll.

FTE Changes and Impact on SEGIP (State Employee Group Insurance Plan)

Employees changing from part-time (50% to 99% FTE) to full-time (100% FTE) OR from full-time to part-time should contact MyBenefits BEFORE the effective date of the FTE change. Any changes to coverage should be made within 60 days after the event date to avoid possible default. **The effective date of the change is the event date.** This is especially important for employees who wish to Opt Out/waive insurance benefits.

Part-time employees that previously waived health and dental coverage and then become 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, adding dependent coverage as well as Opting Out of health. Documentation is required to add dependents and opt out of health coverage. If the election is not made within the 60 calendar day period, the employee is defaulted into the Quality Care Health and Dental plans.

Part-time employees that were participating in health and dental coverage, then become 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, then become 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. **The effective date of the change is the event date.**

Finally, full-time employees that were participating in health and dental insurance, then become part-time, have **60 calendar days** to elect to waive health and dental coverage or drop dependent coverage. If no election is made, part-time premiums will begin to be deducted on the first affected pay period following the event date.

For questions, create a service ticket or contact University Payroll & Benefits: [UPB Service Portal](#).

Web Time Entry 9 Coming This November

A new version of Banner Web Time Entry will be go-live on **November 19, 2023**. Only departments and employees who use the current version of Web Time Entry will be affected. End users will immediately notice a significant difference in the look and feel of the application, but Web Time Entry 9x also adds some new functionality.

Efforts are underway to add to and update existing training materials to address the changes, and communications and fall webinars will be targeted to individuals based on their current Web Time Entry roles. Stay tuned for more information.

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 state’s withholding regulations. Departments/Employees should contact University Payroll & 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/>



Customer Service and Payroll Operations Metrics

Customer Satisfaction:

Emails, calls, and walk-ins made to University Payroll & Benefits Customer Service Center are tracked using TeamDynamix Software, TouchPoint Phone System and Microsoft Office. Below is the total number of University Payroll & Benefits Customer Service cases resolved each month between April and June 2023.

Cases Closed:

April:	3,602
May:	2,906
June:	2,851
TOTAL:	9,359

Payroll Operations Metrics

During the second quarter of 2023, there were 48 Disposition 05 errors that 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:

The total number of adjustments to pay transactions processed by UPB Payroll Operations for the second quarter 2023 is:

Adjustment Pay Transactions:

April:	4,522
May:	4,699
June:	6,011
TOTAL:	15,232

Payroll Calculation Deadlines

When do I get paid?

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

***Denotes a Third Pay Date in the Month

Pay Event	Time Entry Cutoff - Noon Superusers - 5 p.m.	PARIS Current Pay Adjustments - 10 a.m.	Pay Date
Monthly 08	N/A	August 8, 2023	August 16, 2023
Bi-Weekly 17	August 8, 2023	August 9, 2023	August 16, 2023
Bi-Weekly 18***	August 22, 2023	August 23, 2023	August 30, 2023
Monthly 09	N/A	September 8, 2023	September 15, 2023
Bi-Weekly 19	September 6, 2023	September 7, 2023	September 13, 2023
Bi-Weekly 20	September 19, 2023	September 20, 2023	September 27, 2023
Monthly 10	N/A	October 6, 2023	October 16, 2023
Bi-Weekly 21	October 3, 2023	October 4, 2023	October 11, 2023
Bi-Weekly 22	October 17, 2023	October 18, 2023	October 25, 2023

Foreign National Tax Status Review Appointments

Chicago

September: 6, 12, 14, 20, 27

October: 3, 11, 19, 25, 31

November: 2, 8, 16, 29

Urbana-Champaign

September: 5, 7, 13, 19, 21, 26, 28

October: 4, 10, 12, 18, 24, 26

November: 1, 7, 15, 28

Springfield

September: 5, 12, 19, 26

October: 3, 10, 17, 24, 31

November: 7, 14, 21, 28

For updates or changes to the Foreign National Tax Status Review Appointments, please refer to the registration site at:

<https://www.obfs.uillinois.edu/payments-foreign-nationals/tax-status-review-appointments/>