

# University Payroll & Benefits Newsletter

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## Calendar Year 2023 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/>



# 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/>

## UPB Training Courses and Materials Available

University Payroll & Benefits (UPB) offers several training courses and support materials to assist you. Please use the linked titles below to access these helpful resources. Additional UPB job aids and training materials are available at <https://go.uillinois.edu/trainingcenter-upb>.

### My Benefits

- [Critical Info for Units: State Benefits Enrollment Deadlines for Eligible New Hires and Newly Eligible Employees \(infographic\)](#)
- [Important State Benefits Enrollment Information for New Hires and Newly Benefit Eligible Employees \(infographic\)](#)
- [Qualifying Events – How to Change Your State Benefit Selections to Support Life Events \(info graphic\)](#)

### Time Reporting

- [Time Entry and Approval Security \(web-based\)](#)
- [Overview: Time Entry and Security Setup \(reference\)](#)
- [Time Entry and Security Setup Process \(reference\)](#)
- [Decoding the Payroll Schedule \(infographic\)](#)
- [Time Reporting Certification Track](#)

### Foreign Nationals

- [Foreign National Payments Resource Page](#) – training and job aids available on the following topics:
  - o Awards/Prizes
  - o Honorarium Payments
  - o Expense Reimbursements
  - o Human Subject Payments

### PARIS

- [PARIS Resource Page](#) – training and job aids



### Questions?

Additional plan information is available at [Systems HR Services](#). Contact your campus UPB office with any questions.

# University Long-Term Disability Plan Now Available

The Voluntary Supplemental Long Term Disability Insurance, issued by The Prudential Insurance Company of America (Prudential), helps protect against financial challenges that could crop up if you can't work for an extended length of time. Here are a few reasons why you should take advantage of this opportunity to enroll for coverage during the upcoming open enrollment period which will be held **February 20 – March 10, 2023**.

- Guaranteed coverage meaning you don't have to answer any health questions.
- Benefits when you need them. You might think a disabling injury or illness will be covered by Workers' Compensation or Social Security Disability Insurance (SSDI). But the truth is they typically do not cover all your expenses. And strict SSDI eligibility requirements and lengthy processing times (average is more than two years) could really result in financial hardship for you and your family.
- Earning protection. Did you know that 62% of American adults say they do not have enough savings to cover three months of living expenses in the event they're not earning any income? Without income, it may be hard to meet everyday expenses and save for the future.



**Your coverage will become effective April 1, 2023. If you wait to enroll after this time, you may be asked to provide proof of good health.**

## 403(b) & 457 Deferred Compensation Plan Limits for 2023

The IRS announced that the annual contribution limits for both supplemental retirement plans have changed for 2023.

The general IRS contribution limit for the University of Illinois System 403(b) Plan and both the State of Illinois and SURS Deferred Compensation 457 Plans is now \$22,500. Employees age 50 or older who participate in the 403(b) or 457 Plans may contribute an additional "catch-up" of \$7500 for a total annual maximum of \$30,000.

Employees may contribute up to the maximum limit in both optional investment plans.



# 457 Special Catch-up



Employees may be able to contribute two times the normal limit in the 3 calendar years ending before the year in which they attain [Normal Retirement Age](#) but no later than age 70 ½. The Special Catch-Up limit has increased to \$45,000 for 2023. If you are age 50 or older at the end of the calendar year, you may also be eligible for an additional “catch-up” contribution of up to 7,500 in 2023. If you are eligible for both catch-up provisions, only the most generous catch-up provision for which you qualify will apply. Approval by CMS or SURS is required, depending on which plan you have. For more information, please visit the following websites:

State of Illinois – [CMS Deferred Compensation Plan](#)

SURS - [Deferred Compensation Plan - SURS](#)

**IMPORTANT:** If you contribute to a retirement plan through another employer in any calendar/tax year, it is your responsibility to monitor your total contributions to all plans to ensure that you do not contribute over the **IRS maximum allowed** each year.



## Customer Service and Payroll Operations Metrics

### Customer Satisfaction:

For every call and visit made to University Payroll & Benefits Customer Service, a case is created and tracked using Team Dynamix. The following are the number of cases closed monthly from October through December 2022.

#### Cases Closed:

|                    |              |
|--------------------|--------------|
| October: .....     | 2,804        |
| November: .....    | 2,513        |
| December: .....    | 2,103        |
| <b>TOTAL:.....</b> | <b>7,420</b> |

### Payroll Operations Metrics

During the fourth quarter of 2022, there were 71 Disposition 05 errors that had to be manually fixed by UPB Operations. This error occurs when an employee’s required statutory deductions, based on an employee’s benefit category, are not active during the pay period.

### Payroll Adjustments Processed:

The total number of adjustment pay transactions processed by UPB Payroll Operations for the fourth quarter 2022 is:

#### Adjustment Pay Transactions:

|                    |               |
|--------------------|---------------|
| October: .....     | 5,385         |
| November: .....    | 4,749         |
| December: .....    | 4,928         |
| <b>TOTAL:.....</b> | <b>15,062</b> |



# Payroll Calculation Deadlines

## When do I get paid?

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

| Pay Event     | Time Entry Cutoff - Noon Superusers - 5 p.m. | PARIS Current Pay Adjustments - 10 a.m. | Pay Date          |
|---------------|--|---|-------------------|
| Bi-Weekly 03  | January 24, 2023                             | January 25, 2023                        | February 1, 2023  |
| Monthly 02    | N/A  | February 9, 2023                        | February 16, 2023 |
| Bi-Weekly 04  | February 7, 2023                             | February 8, 2023                        | February 15, 2023 |
| Bi-Weekly 05  | February 21, 2023                            | February 22, 2023                       | March 1, 2023     |
| Monthly 03    | N/A  | March 9, 2023                           | March 16, 2023    |
| Bi-Weekly 06  | March 7, 2023                                | March 8, 2023                           | March 15, 2023    |
| Bi-Weekly 07* | March 21, 2023                               | March 22, 2023                          | March 29, 2023    |
| Bi-Weekly 08  | April 4, 2023                                | April 5, 2023                           | April 12, 2023    |
| Monthly 04    | N/A  | April 7, 2023                           | April 14, 2023    |
| Bi-Weekly 09  | April 18, 2023                               | April 19, 2023                          | April 26, 2023    |
| Bi-Weekly 10  | May 2, 2023                                  | May 3, 2023                             | May 10, 2023      |

\*Denotes a third pay date in the month

## Foreign National Tax Status Review Appointments

### Chicago

March: 1, 7, 22

April: 4, 12, 20, 25

May: 4, 9, 17, 25

### Urbana-Champaign

March: 8, 16, 21, 23, 29

April: 6, 11, 19, 27

May: 2, 10, 18, 23

### Springfield

March: 7, 14, 21, 28

April: 4, 11, 18, 25

May: 2, 9, 16, 23, 30

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/>