

University Payroll & Benefits Newsletter

May 2023
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FY2024 Benefit Choice Period: May 1—May 31, 2023

During the FY2024 Benefit Choice period employees will need to access MyBenefits if they would like to make any changes.

Changes for FY2024

- Part time premiums are increasing as of July 1st. New premiums will be available in MyBenefits on May 1st.
- MCAP maximum contribution is increasing to \$3050. The roll over of unused FY23 funds will be capped at \$610.
- HSA maximum employee contributions are increasing.

Individual, under age 55 - \$3350
 Family, under age 55 - \$6750
 Individual, age 55 and over - \$4350
 Family, age 55 and over - \$8750



Reminders for FY2024

- If you do not want to make changes to your health, dental or life insurance coverage, you do not need to do anything.
- The exception is the enrollment or re-enrollment in the Medical Care Assistance Plan (MCAP), Dependent Care Assistance Plan (DCAP) and Health Saving Account (HSA). MCAP, DCAP, and HSA are the only plans that require re-enrollment every year. For HSA accounts, you will need to set up an account with Optum Financial.
- If you were previously enrolled in CDHP/HSA and elected the employer contribution, that election will automatically be re-enrolled each year. However, you must make your employee contribution elections for the next plan year.
- Documentation is required to add dependents to health insurance.
 - Submit the required documentation by either uploading the document(s) as one combined file, at [MyBenefits.illinois.gov](https://mybenefits.illinois.gov) OR by mailing a paper copy by the due date of **June 9, 2023**.
 - Scan the documents into an allowable file type: (PDF, JPEG, GIF, PNG, BMP, or TIFF)
 - Login at [MyBenefits.illinois.gov](https://mybenefits.illinois.gov), go to the Your Benefits box, select Self-Service Tools, then **Upload Required Documents**.

FY2024 Benefit Choice Period: May 1—May 31, 2023 (continued)

- Check to ensure that your Primary Care Provider is considered in network with your insurance plan, even if you are not changing plans. Contracts between providers and plans could change.
- If you do not have computer access you can contact the MyBenefits Service Center directly for assistance.
- Verify your mailing address in Systems HR Services at HR.uillinois.edu to ensure you receive your insurance cards. If an address update is needed with MyBenefits, contact UPB Customer Service.
- You are encouraged to provide a preferred email address in MyBenefits to receive important reminders from CMS via email rather than postal mail. This will ensure that you receive important reminders in a timely manner.
- You can do this by logging into MyBenefits, go to the **Your Benefits** box, click on **Self-Service Tools** and select **Update my email**, enter your email address(es), and click **Save**.

Benefit Choice elections or changes made during May 1 through May 31, 2023 are effective July 1, 2023.

My Benefits Contact Information

Phone: 844-251-1777 or TTY 844-251-1778

Hours: 8:00 a.m. – 6:00 p.m. CT Monday through Friday

Mailing Address: 134 N. LaSalle Street, Suite 2200, Chicago, IL 60602

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/>



Vacation and Sick Leave Payouts

- Employees who will be retiring or terminating employment may direct a portion of their Terminal Benefit Payout into any combination of the 403(b), State of Illinois 457 Deferred Compensation and/or SURS Deferred Compensation retirement plans.
- An **estimate** of the payout, completed by the department/unit human resources person, is required to ensure contribution calculations are as accurate as possible. The form can be found by selecting the **Benefits Payout Deferral Worksheet** using this link: <https://www.hr.uillinois.edu/benefits/forms>
- Elections for the terminal benefit payout to contribute to the University's 403(b) and/or 457 Plans can be accepted by UPB up to 60 days prior to the last regular paycheck. It is highly recommended that all elections be received by the UPB office as early as possible.

Insurance Coverage for any 9 or 10-Month Employee During the Summer

Full and part-time faculty and academic-year, non-faculty off during the summer break period (for CMS insurance purposes from June 1 to August 31) are billed for the same premium amounts as when actively working. Eligibility requires that the employee be insured through the State for six months prior to the summer break period.

Termination of coverage requests must be made prior to the break period to avoid being held responsible for any billed premiums.



For those 9/9 or 10/10 employees who do not plan on renewing their contract for Fall Semester and do not want the insurance over the summer, they will need to go into MyBenefits to 'Opt Out' of the Insurance and provide documentation. Otherwise, they will be responsible for paying the bill that they receive from CMS. Coverage will then terminate 8/31.

Questions?

See [My UI Info](#) or contact University Payroll & Benefits (UPB).

- <https://www.obfs.uillinois.edu/payroll/customer-service/>
- Urbana: 217-265-6363
- Chicago: 312-996-7200
- Springfield: 217-206-7144

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 January and March 2023.

Cases Closed:

January:	3,773
February:	4,185
March:	4,022
TOTAL:	11,980

Payroll Operations Metrics

During the first quarter of 2023, there were 31 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 adjustment pay transactions processed by UPB Payroll Operations for the first quarter of 2023 is:

Adjustment Pay Transactions:

January:	5,235
February:	5,034
March:	4,249
TOTAL:	14,518

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 10	May 2, 2023	May 3, 2023	May 10, 2023
Monthly 05	N/A	May 9, 2023	May 16, 2023
Bi-Weekly 11	May 16, 2023	May 17, 2023	May 24, 2023
Bi-Weekly 12	May 31, 2023	June 1, 2023	June 7, 2023
Monthly 06	N/A	June 9, 2023	June 16, 2023
Bi-Weekly 13	June 13, 2023	June 14, 2023	June 21, 2023
Bi-Weekly 14	June 27, 2023	June 28, 2023	July 5, 2023
Monthly 07	N/A	July 7, 2023	July 14, 2023
Bi-Weekly 15	July 11, 2023	July 12, 2023	July 19, 2023
Bi-Weekly 16	July 25, 2023	July 26, 2023	August 2, 2023

Foreign National Tax Status Review Appointments

Chicago

June: 7, 15, 21, 29

July: 12, 20, 25

August: 2, 10, 15, 23, 31

Urbana-Champaign

June: 1, 6, 14, 22, 27

July: 13, 18, 26

August: 1, 9, 17, 22, 24, 30

Springfield

June: 6, 13, 20, 27

July: 11, 18, 25

August: 1, 8, 15, 22, 29

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/>