

University Payroll & Benefits Newsletter

Office of Business and Financial Services

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In This Issue:

- Page 1
 - New Hire Benefit Information

- Page 2
 - FTE Changes and Impact on SEGIP (State Employee Group Insurance Plan)
 - New Foreign National Employees and Benefit Eligibility

- Page 3
 - Part-Time Eligibility and Insurance Costs
 - Customer Service and Payroll Operations Metrics

- Page 4
 - Payroll Calculation Deadlines
 - UPB Foreign National Tax Status Review Appointments



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 University Payroll & Benefits (UPB) Benefits Overview Session and State Universities Retirement System (SURS) Webinar. Employees can register for the Benefits Overview Session through the OBFS Training website at www.obfs.uillinois.edu/training/registration. A login or password is not required to register for these sessions. To register for the SURS Webinar go to the link <http://surs.org/seminars-webinars>.

Employees can visit the MyBenefits.illinois.gov website administered by the State of Illinois, powered by Morneau-Shepell for plan information and to make plan elections.

The Central Management Services (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 with vision coverage and Dental plans.

During this initial time, important communication is coming to the employee by post mail 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.

Questions?

Contact University Payroll & Benefits Department
benefits@uillinois.edu
 Urbana-Champaign:
 217-265-6363
 Chicago: 312-996-7200
 Springfield:
 217-206-7144

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

It is highly recommended that employees changing from part-time (50% to 99% FTE) to full-time (100% FTE) OR from full-time to part-time contact MyBenefits 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, 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 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, then become full-time, have **60 calendar days** from the FTE change date to 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.

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.

Please contact MyBenefits at (844) 251-1777 for assistance or with questions regarding the effective date of elections or changes.



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). They are informed of benefit eligibility based on the Substantial Presence Test (SPT) determination and the position. An appointment for the SPT can be scheduled at <https://www.obfs.uillinois.edu/payments-foreign-nationals/tax-status-review-appointments/> or by contacting UPB Customer Service. Benefit eligibility is verified when Resident Alien status is updated in Banner. A social security number is required in order 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.

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. Part-time employees should always attend the Benefits Overview Orientation to learn about waiving coverage and the cost of electing coverage.

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%.

See the CMS Health and Dental Rate Tables document for calculating Part-Time insurance premiums:
https://www.hr.uillinois.edu/UserFiles/Servers/Server_4208/File/Benefits/SEGIP/SEGIP_Rates.pdf

Contact your campus UPB Customer Service office for assistance in determining part-time insurance status and premiums. Any questions, please contact UPB Customer Service:

UIUC (217) 265-6363

UIC (312) 996-7200

UIS (217) 206-7144

Customer Service and Payroll Operations Metrics

Customer Satisfaction:

Emails, calls, and walk-ins made to University Payroll & 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 & Benefits Customer Service cases resolved each month between April and June 2020.

Cases Resolved:

April	3309
May	3344
June:	3506

Payroll Operations Metrics

During the second quarter of 2020, 25 Disposition 05 errors 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 second quarter 2020 is:

Adjustment Pay Transactions:

April:	5095
May.....	3386
June:	4099
TOTAL:	12580

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 - 5:00 p.m.	PARIS Current Pay Adjustments 10:00a.m.	Pay Date
Monthly 08	--	August 7, 2020	August 14, 2020
Bi-Weekly 17	August 11, 2020	August 12 2020	August 19, 2020
Bi-Weekly 18	August 25, 2020	August 26 2020	September 2, 2020
Monthly 09	--	September 9, 2020	September 16, 2020
Bi-Weekly 19	September 9, 2020	September 10, 2020	September 16, 2020
Bi-Weekly 20 ***	September 22, 2020	September 23, 2020	September 30, 2020
Monthly 010	--	October 9, 2020	October 16, 2020
Bi-Weekly 21	October 6, 2020	October 7, 2020	October 14, 2020
Bi-Weekly 22	October 20, 2020	October 21, 2020	October 28, 2020

*** Denotes a third pay date in the month.

UPB Foreign National Tax Status Review Appointments

Chicago

Dates: September: 3, 10, 15, 22, 30
 October: 7, 15, 20, 22 27
 November: 5, 9, 12, 19, 23

Times: 9:30 - 11:00 a.m.
 11:30 a.m. - 1:00 p.m.
 2:00 - 3:30 p.m.

Urbana-Champaign

Dates: September: 1, 9, 16, 21, 23
 October: 1, 6, 14, 19, 26, 28
 November: 4, 10, 12, 18, 23

Times: 9 - 10:30 a.m.
 11 a.m. - 12:30 p.m.
 1:30 - 3:00 p.m.

Springfield

Individual appointments are available at UIS each week on Tuesdays and Wednesdays. Please refer to the website for available times.

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/>