

University Payroll & Benefits Newsletter

Office of Business and Financial Services

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Please contact University Payroll and Benefits with questions:

Email:
benefits@uillinois.edu

Urbana:
217-265-6363

Chicago:
312-996-7200

Springfield:
217-206-7144

Important Year-End Deadlines

With the end of year quickly approaching, University Payroll & Benefits would like to highlight important information including year-end deadlines for all units and employees to take note of.

Holiday Payroll Schedule

Thanksgiving Week

Adjustment Calc

Due to the Thanksgiving Holiday the deadline to process prior pay period adjustments that pay on **Friday, 11/27/2020** will be **noon Friday, 11/20/2020**.

Any prior pay adjustments approved after **noon Friday, 11/20/2020** and by **5:00 PM Friday, 11/27/2020** will be paid on *Friday, 12/4/2020*.

2020 BW 24 Pay Day is 11/25/2020

Holiday Break

Adjustment Calc

The week before holiday break, the deadline to submit prior pay period adjustments will be **noon Thursday, 12/17/2020**. Adjustment pay date will be **Thursday, 12/24/2020**.

This will be the last adjustment calc for Calendar Year 2020. Please ensure that all prior pay period adjustments needing to be paid in 2020 are submitted by **5:00 p.m. Thursday, 12/17/2020** deadline.

2021 BW 1 Calc

Feeder files are due by **5:00 p.m. Monday, 12/28/2020**. Department approvers have until **noon Monday, 12/28/2020** for timesheet approval. Superusers have until **5:00 p.m. Monday, 12/28/2020** for timesheet approval. Current pay adjustments can be submitted through the Payroll Adjustment Request Interface System (PARIS) until **10:00 a.m. on Tuesday, 12/29/2020**. All other calc deadlines pertaining to units will remain the same.

2021 BW 1 Pay Day is 1/6/2021

There will be NO adjustment calc the week of 12/28/2020.

First Adjustment Calc of 2021

The deadline to submit prior pay adjustments to pay on **Friday, 1/8/2021** will be **5:00 p.m. Monday, 1/4/2021**. Therefore, all prior pay period adjustments submitted after **noon Thursday, 12/17/2020** and by **5:00 p.m. Monday, 1/4/2021** will pay **Friday, 1/8/2021**.

A Friendly Reminder from CMS for Benefit Eligible Employees

New employees and employees who have a change in tax residency status from Non-resident Alien (NR) to Resident Alien (RA) effective January 1, 2021, must have a job that meets the criteria for benefit eligibility to be eligible for state insurance. CMS allows 30 calendar days from their benefit eligibility date to attend a Benefits Orientation Session. Employees must submit an election for their State of Illinois health, dental and life insurance and provide all necessary documentation to add dependents, or provide proof of other coverage to opt-out of the State plan. Employees can register for a New Hire Benefits Orientation Session at <https://www.obfs.uillinois.edu/training/registration/>.

Units are reminded to initiate the New Hire process as soon as possible in order to give the new employee the maximum time to make their benefit selections. CMS is unable to grant an extension of the enrollment period due to the agency or university failure to submit an employee's information timely, or due to the employee's failure to attend a benefits orientation.

Delay of putting Separations in the system - this is as much of a concern as are the late appointments. Late separations are one of the main causes of discrepancies with CMS. If the employee has left the University and will not be getting any more pay but are due a refund of premiums, they have to be refunded through the State Comptroller's Office.

In most cases, new foreign national employees should be coded as non-benefits eligible. 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 at <http://training.obfs.uillinois.edu/index.cfm?campus=F> or by contacting UPB Customer Service.



Verify Your State Benefit Elections and Payroll Deductions

- **Personal benefit information:** Verify your benefit elections and personal information at <https://MyBenefits.illinois.gov/>.
 - o Remember, your MyBenefits login and password are **not** your UIN, NetID, Enterprise ID, or other University logins and passwords. For help registering or logging in, see [MyBenefits FAQs](#).
- **Payroll deductions:** Verify payroll deductions on your Earnings Statement.

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.

How Tax Residency Status Affects Benefits Eligibility J-1, J-2, F-1, F-2 Visas

Benefit eligibility is verified when Resident Alien status is updated in Banner. **A valid social security number is required for the employee to be entered in the CMS Membership database and to make insurance plan elections.**

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.

Employees who have a change in tax residency status from Resident Alien (RA) to Nonresident Alien (NR) effective January 1, 2021, based on the Substantial Presence Test are no longer eligible to be members of the State Universities Retirement System (SURS).

Only participants in SURS are eligible for state insurance administered by the Illinois Department of Central Management Services (CMS). Insurance coverage for employees who lose SURS eligibility will have their employee and dependent coverage end at midnight on December 31, 2020.

After CMS receives notification of an employee's termination date, they send a COBRA Offer Letter to the employee's home address listed on MyBenefits along with a rate sheet showing the premiums. The COBRA premium includes the employee **and** state cost plus a 2% administrative fee. COBRA will allow a temporary extension to health, dental and vision coverage for an employee and any dependents.



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 July and September 2020.

Cases Resolved:

July:.....	4053
August:	3443
September:.....	3839

Payroll Operations Metrics

During the third quarter of 2020, there were 42 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 third quarter 2020 is:

Adjustment Pay Transactions:

July:.....	4296
August:	3399
September:.....	5652
TOTAL:	13347

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 11	--	November 9, 2020	November 16, 2020
Bi-Weekly 23	November 4, 2020	November 5, 2020	November 10, 2020
Bi-Weekly 24	November 17, 2020	November 18, 2020	November 25, 2020
Bi-Weekly 25	December 1, 2020	December 2, 2020	December 9, 2020
Monthly 12	--	December 9, 2020	December 16, 2020
Bi-Weekly 26	December 15, 2020	December 16, 2020	December 23, 2020

UPB Foreign National Tax Status Review Appointments

Chicago

Dates: December: 1, 3, 9, 15, 17
January: 13, 21, 26
February: 4, 9, 17, 25

Urbana-Champaign

Dates: December: 2, 8, 10, 14, 16, 21
January: 7, 12, 20, 28
February: 2, 10, 18, 23

Springfield

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

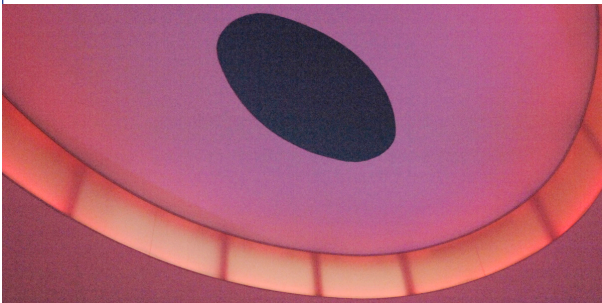
For updates or changes to the Foreign National Tax Status Review Appointments, please refer to the registration site at:
<https://www.obfs.uillinois.edu/payments-foreign-nationals/tax-status-review-appointments/>

Are You Retiring or Separating from the University?

Are you planning to retire or separate from University employment? If so, you may be eligible to defer a portion of your vacation and/or compensable sick leave payout to your University 403(b) or State Deferred Comp 457 Plan account. Action is required to defer your payout.

The appropriate form(s) must be completed and received by University Payroll and Benefits (UPB) **no later than 60 days before your last day of employment**. Even if you have an existing 403(b) or 457 account, you must complete and submit these forms to defer your payout.

- If you do not have an active account under one of these plans, then you must open an account to defer your payout. Go to the [Systems HR Services Website](#) to view plan information and to open a 403(b) and/or 457 Plan account.
- Retrieve the [Benefits Payout Deferral Worksheet](#) in the System HR Services website. Complete the top portion of the worksheet and send to your Unit HR person by email. They will calculate your estimated unused vacation and/or compensable sick leave payout. This is required to complete the 403(b) and/or 457 Plan deferral forms below.
- You are encouraged to contact UPB for assistance in completing these forms:
 - **403(b) Plan Deferral** – Complete a paper [Salary Reduction and Redirection Agreement](#) form. The Payout Designation section is at the top of page 2.
 - 457 Deferred Comp Plan Deferral – Contact UPB to complete the appropriate paper form.
- Submit your completed form(s) to UPB **no later than 60 days before your last day of employment**.



University Supplemental Long Term Disability Plans

Employees may notice a change in their December paychecks for the Prudential LTD deduction. Premiums are calculated annually based on salary and age. As salary changes, the deduction amount may change accordingly. Therefore, an increase in salary may result in an increased deduction amount. A decrease in salary, as with a job change, may result in a decreased deduction amount.

The rate categories are determined by age. Reaching an age in a higher rate category may increase the deduction amount. Premium changes are effective for the period of December 1, 2020 through November 30, 2021.

- **For bi-weekly paid employees**, any change to University LTD Plan premiums will be effective with the December 9, 2020 paycheck.
- **For monthly paid employees**, any change to University LTD Plan premiums will be effective with the December 16, 2020, paycheck.

Benefit

The University LTD plan with Prudential is a supplement to the SURS Disability plan. If not enrolled in this plan, your SURS disability benefit is 50% of your monthly salary for qualifying disabilities. When also enrolled in the University plan, the benefit increases to 66.67% (50% SURS + 16.67% University). If there are no disability benefits under SURS, then the University plan benefit is 66.67% of your monthly salary for qualifying disabilities. The maximum monthly benefit with the University plan is \$12,000.

Questions?

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

Calendar Year 2020 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 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 & 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/>

Calendar Year 2020 Overpayment Processing

The following deadlines must be met to facilitate effective payroll overpayment adjustment processing for the 2020 year end.

Transaction	Deadline
Units must submit overpayment adjustment requests through the Adjustment Notification Application (ANA).	Submit to University Payroll & Benefits by Friday, 11/20/2020M.
Units must submit employee repayments (money order, cashier's check, or personal check) due to overpaid wages or salaries.	Repayments (money order, cashier's check, or personal check) must be received in UPB Customer Service by Friday, 12/11/2020.
Units must return paper payroll checks that have not been distributed to an employee.	Return paper payroll checks to UPB Customer Service by Friday, 12/11/2020.

If these deadlines are not met, the processing of adjustments will be delayed and will not be reflected on the 2020 W-2 tax statements. Therefore, the employee's 2020 W-2 will report earnings higher than the employee should have received. The employee will then be required to pay taxes based on this reported amount when filing 2020 taxes.

Repayment of a prior year overpayment will result in a tax letter being issued to the employee indicating the amount of earnings that have been repaid. This letter can be used when filing their taxes in the upcoming year. Employees who have questions regarding their personal income tax return or the tax letter should seek tax advice from a tax professional.

If you have questions about the processing deadlines, please contact University Payroll & Benefits at:

- Email: paying@uillinois.edu
- Urbana-Champaign: 217-265-6363
- Chicago: 312-996-7200
- Springfield : 217-206-7211

Requesting a Pay Loan

University Payroll & Benefits has updated and improved the procedures for the submission and approval of payloans. The new procedure took effect November 1, 2020.

A pay loan may be requested for eligible employees who will not get paid on the current scheduled pay date **and** a payroll adjustment cannot be submitted due to:

- Delayed new hire processing and job set-up, or
- Job changes not completed in Banner

Pay loans will **not** be approved for:

- Terminal vacation and sick leave payouts
- Payroll for future pay periods

Eligible employees are:

- Civil Service, Academic Professional, and Faculty
- Eligible nonresident alien employees with a TCN or SSN

NOTE: Extra Help and Student Employees are not eligible for a pay loan due to the length of appointments and sporadic schedules. Exceptions must be approved by the Senior Director/designee of University Payroll & Benefits.

Requirements

- Units may request a pay loan for their employee equaling 60% of the gross wages or earnings that are delayed.
- HR Front End (HRFE) transaction must be started but not yet applied to Banner.
- Employee must be eligible (see requirements above).
- Unit will submit a Prior Underpayment Adjustment (PUA) in PARIS once the job is available.
- The pay loan amount will be deducted in full from the payroll adjustment for missed pay and any future salary or wage payments, if necessary.
- If the amount cannot be re-captured from the employee's future salary or wages, UPB will charge the unit/department the loaned amount plus taxes or other required withholding.

Process

To request a pay loan, the unit must complete the steps below:

1. Acquire the Required Documents

- Complete the [Request for Pay Loan Form](#) and obtain signatures from both the department and the employee. Electronic signatures are acceptable. Save the signed form for upload into the Travel & Expense Management application (TEM).
- Supply HRFE support documentation. Take a screen print of the HRFE transaction including job details for each position you are requesting a payloan for. Save as a file(s) for upload into TEM.

2. Submit an Expedited Payment Request (EPR) in the Travel & Expense Management application (TEM) 2. Submit an Expedited Payment Request (EPR) in the Travel & Expense Management application (TEM)

- A [Power User](#) must create the EPR on behalf of the employee
- Documentation must be uploaded and attached to the TEM transaction:

1. **Request for Pay Loan Form** with signatures

2. Screen print of **HRFE Transaction Page** including **Job Details**

- Approved pay loans (EPRs) will be issued at 3:30 p.m. the following business day

Questions or concerns regarding this change in process can be referred to University Payroll & Benefits Customer Service at paying@uillinois.edu, Chicago (312) 996-7200, Urbana (217) 265-6363, Springfield (217) 206-7144.