

University Payroll & Benefits Newsletter

Office of Business and Financial Services

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Please contact University Payroll & Benefits with questions:

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Urbana:
217-265-6363
Chicago:
312-996-7200
Springfield:
217-206-7144

403(b) & 457 Deferred Compensation Limits for 2021

The IRS announced that the annual contribution limits for both supplemental retirement plans remain unchanged for 2021. The general IRS contribution limit for the University of Illinois System 403(b) Plan and the State of Illinois Deferred Compensation 457 Plan is \$19,500. Employees age 50 or older who participate in the 403(b) or 457 Plans may contribute an additional \$6,500 for a total annual maximum of \$26,000. Employees may contribute up to the maximum limit in both optional investment plans in 2021.

403(b) Catch-up Contributions

Employees with 15 years of full-time service and who have not taken advantage of tax-deferral opportunities in the past have the option to contribute an additional \$3,000 to this plan. Employees who are eligible for the 15-year special catch-up option will be notified by email in March of their eligibility. The 15 years of service catch-up contribution applies before the age 50+ catch-up and is based on a formula that takes into account all past contributions to the Plan and the employee's total years of full-time service to the University. The maximum 15 years of service catch-up available is \$3,000 per year up to a \$15,000 lifetime benefit, but an employee's actual catch-up may be lower than this maximum. Questions about your contribution limit should be directed to University Payroll & Benefits (UPB).

457 Catch-up Contributions

Employees within three (3) years of eligibility for a full SURS retirement benefit may contribute up to twice the annual contribution limit or their "underutilized" amount, whichever is less, pending approval by CMS. For more information, please visit the CMS website at <https://www2.illinois.gov/cms/benefits/Deferred/Pages/DeferredCompensation.aspx>

NOTE:

If you contribute, in any calendar/tax year, to a retirement plan through another employer, 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.



Calendar Year 2021 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 while living and working in another 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 \(infographic\)](#)

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 \(infographic\)](#)

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

Customer Service and Payroll Operations Metrics

Customer Satisfaction:

For every call and visit made to the University Payroll & Benefits Customer Service office, a case is created and tracked using the Service Desk Manager application. The following are the number of cases resolved each month between October and December 2020.

Cases Resolved:

October:.....	3180
November.....	2752
December.....	2477
TOTAL:.....	8409

Payroll Operations Metrics

During the fourth quarter of 2020, there were 49 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 fourth quarter 2020 is:

Adjustment Pay Transactions:

October:.....	5877
November:.....	3901
December:.....	5037
TOTAL:.....	14815

Payroll Calculation Deadlines

Pay Event	Time Entry Cutoff - Noon Superusers - 5:00 p.m.	PARIS Current Pay Adjustments 10 :00a.m.	Pay Date
Bi-Weekly 03	January 26, 2021	January 27, 2021	February 3, 2021
Monthly 02	--	February 9, 2021	February 16, 2021
Bi-Weekly 04	February 9, 2021	February 10, 2021	February 17, 2021
Bi-Weekly 05	February 23, 2021	February 24, 2021	March 3, 2021
Monthly 03	--	March 9, 2021	March 16, 2021
Bi-Weekly 06	March 9, 2021	March 10, 2021	March 17, 2021
Bi-Weekly 07***	March 23, 2021	March 24, 2021	March 31, 2021
Bi-Weekly 08	April 6, 2021	April 7, 2021	April 14, 2021
Monthly 04	--	April 9, 2021	April 16, 2021
B-Weekly 09	April 20, 2021	April 21, 2021	April 28, 2021

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 day in the month

UPB Foreign National Tax Status Review Appointments

Chicago

Dates: March: 11, 16, 24
April: 6, 21, 27
May 13, 18, 26

Urbana-Champaign

Dates: March: 9, 17, 25
April: 7, 20, 29
May: 11, 19, 27

Springfield

Dates: March: 2, 9, 16, 23, 30
April: 6, 13, 20, 27
May: 4, 11, 18, 27

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/>