

University Payroll & Benefits Newsletter

Office of Business and Financial Services

**AUGUST 2021
VOLUME 17, ISSUE 3**

In This Issue:

Page 1

- New Hire Benefit Information
- UPB Service Portal

Page 2

- Part-Time Eligibility and Insurance Costs
- New foreign National Employees and Benefit Eligibility

Page 3

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

Page 4

- FTE Changes and Impact on SEGIP
- Out of State Salary/Wage Payments

Page 5

- UPB Training Courses and Materials
- Customer Service & Payroll Metrics

Contact

UPB Customer Service can be contacted via the following avenues:

Across the **University Payroll & Benefits Service Portal**. Select your University to create a service ticket and access support knowledge.

UIC **UIS** **UIUC**

Phone Support Lines:

UIUC 217-265-6363
UIC 312-996-7200
UIS 217-206-7144

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 <http://www.surs.com/understanding-your-surs-benefits-webinar>.

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 form 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](#)

UPB Service Portal

University Payroll & Benefits has implemented TeamDynamix as a replacement to Service Desk Manager. TeamDynamix is the preferred way for customers to contact UPB. Please submit payroll & benefits inquiries through the [University Payroll & Benefits Service Portal](#).

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%.

Contact your university UPB Customer Service office for assistance in determining part-time insurance status and premiums. Any questions, please submit inquiries to University Payroll & Benefits at: <https://www.obfsuillinois.edu/payroll/customer-service/>

Or call:

UIUC (217) 265-6363

UIC (312) 996-7200

UIS (217) 206-7144

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/>. 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. Also, employees not eligible to contribute to SURS must contribute to the Old Age Survivors & Disability Insurance (OASDI).

Payroll Calculation Deadlines

Pay Event	Time Entry Cutoff - Noon Superusers - 5:00 p.m.	PARIS Current Pay Adjustments 10:00 a.m.	Pay Date
Monthly 08	--	August 9, 2021	August 16, 2021
Bi-Weekly 17	August 10, 2021	August 11, 2021	August 18, 2021
Bi-Weekly 18	August 24, 2021	August 25, 2021	September 1, 2021
Monthly 09	--	September 8, 2021	September 16, 2021
Bi-Weekly 19	September 8, 2021	September 9, 2021	September 15, 2021
Bi-Weekly 20***	September 21, 2021	September 22, 2021	September 29, 2021
Bi-Weekly 21	October 5, 2021	October 6, 2021	October 13, 2021
Monthly 10	--	October 8, 2021	October 15, 2021
Bi-Weekly 22	October 19, 2021	October 20, 2021	October 27, 2021

*** Denotes a third pay date in the month

When do I get paid?

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

UPB Foreign National Tax Status Review Appointments

Chicago

September: 1, 9, 15, 21, 29
October: 6, 14, 19, 27
November: 3, 11, 16, 23

Urbana-Champaign

September: 2, 8, 14, 22, 30
October: 5, 13, 21, 26
November: 2, 10, 18, 23

Springfield

September: 7, 14, 21, 28
October: 5, 12, 19, 26
November: 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/>

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 within 60 days after the event date to avoid possible default. **The effective date of the change is the event date.** 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 add dependent coverage or 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. **The effective date of the change is the event date.**

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. If no election is made, part-time premiums will begin to be deducted on the first affected pay period following the event date.

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



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://www.obfs.uillinois.edu/training/materials/payroll/>.

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:

University Payroll & Benefits Customer Service tracks customer contacts through Service Desk Manager, TouchPoint Phone System and Microsoft Office emails. Below is the total number of cases resolved each month between April and June 2021.

Cases Resolved:

April:	3385
May	3765
June	3544
TOTAL:	10694

Payroll Operations Metrics

During the second quarter of 2021, there were 38 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 2021 is:

Adjustment Pay Transactions:

April:	4073
May:	3407
June:	3227
TOTAL:	10707