

University Payroll & Benefits Newsletter

May 2022
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FY2023 Benefit Choice Period May 1-May 31

During the FY2023 Benefit Choice period employees will need to access MyBenefits if they would like to make any changes.

Changes for FY2023:

- o Health Plan, Dental Plan, Vision Plan and Pharmacy changes including co-pays, deductibles, out-of-pocket maximums, etc.
- o Premium Changes - Contribution amounts will be increasing and will vary based on the member's salary, number of dependents and the chosen health plan.
- o Part time premiums are increasing as of July 1st. New premiums will be available in MyBenefits May 1.
- o DCAP maximum contribution is reducing back to \$5000.
- o MCAP maximum contribution is increasing to \$2850. The rollover of unused FY23 funds will be capped at \$570.
- o HSA maximum employee contributions are increasing. They are:
 - Individual, under age 55 -- \$3150
 - Family, under age 55 -- \$6300
 - Individual, age 55 and over -- \$4150
 - Family, age 55 and over -- \$8300

Reminders for FY2023:

- o **If you do not want to make changes to your health, dental or life insurance coverage, you do not need to do anything.**
- o 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 PayFlex.
- o 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 OR by mailing a paper copy by the due date of **June 10, 2022**.
 - Employees who are adding spouses removed during the Dependent Eligibility Verification Audit (DEVA) will still need to provide the DEVA required documentation. A current tax return or a piece of mail dated within the last 60 days to verify the address.
 - Scan the documents into an allowable file type: (PDF, JPEG, GIF, PNG, BMP or TIFF)
 - Login at MyBenefits.illinois.gov, go to the Your Benefits box, select Self-Service Tools, then **Upload Required Documents**.
- o 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.

(cont. on page 2)

EMPLOYEE BENEFITS



Reminders for FY2023 (cont.)

- o If you do not have computer access you can contact the MyBenefits Service Center directly for assistance.
- o 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.
- o 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 **Your Benefits** box, click on **Self-Service Tools** and select **Update my email**
 - Enter your email address(es) and click **Save**.
- o **Benefit Choice Elections or changes made during May 1 through May 31, 2022 are effective July 1, 2022.**

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

Vacation and Sick Leave Payouts

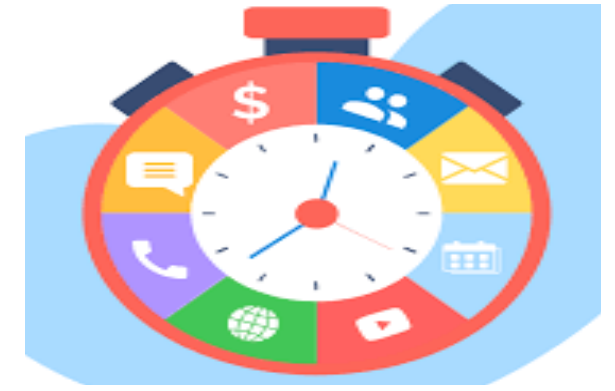
- Employees who will be retiring or terminating employment may direct a portion of their Terminal Benefit Payout into any combination of the 403(b), State of Illinois 457 Deferred Compensation and/or SURS Deferred Compensation retirement plans.
- An estimate of the payout, completed by the department/unit 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.

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

Bi-Weekly Time Reporting Course Now Available



The Bi-Weekly Time Reporting Overview course is the first course in the [Time Reporting Certification track](#) and is now available! All employees with time reporting and approval responsibilities will want to take advantage of the information provided in this course.

Bi-Weekly Time Reporting Overview

The Bi-Weekly Time Reporting Overview course provides a basic overview of bi-weekly time reporting processes. Topics covered include employee classes that use bi-weekly time reporting, the components and methods of time reporting, the roles and responsibilities involved, and the payroll schedule. Successful completion of the course entails passing a post-course assessment with a minimum score of 80%.

For employees well-versed in the basics of bi-weekly time reporting, there is also a test-out option available. Anyone who can pass the test-out assessment with a minimum score of 90% will be exempt from completing the Bi-Weekly Time Reporting Overview course and can move forward in the Time Reporting Certification track.

About the Certification Track

The Time Reporting Certification track consists of three self-paced, online courses that will be completed in the following order:

- Course 1: Bi-Weekly Time Reporting Overview
- Course 2: Best Practices for Bi-Weekly Time Reporting
- Course 3: Audit Issues and Common Errors in Bi-Weekly Time Reporting

Contact

Look for more information to come soon regarding Course 2. Please contact [UPB Training & Performance Improvement](#) with any questions regarding the new certification track.

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: <https://www.obfs.uillinois.edu/payroll/tax-information/withholding-allowance/>.



Calendar Year 2022 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, 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/>.



Customer Service and Payroll Operations Metrics

Customer Satisfaction:

Emails, calls and walk-ins made to University Payroll and 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 and Benefits Customer Service cases resolved each month between January and March 2022.

Cases Closed:

January:..... 3,522
 February:..... 3,794
 March:..... 4,656
TOTAL:..... 11,972

Payroll Operations Metrics

During the first quarter of 2022, there were 94 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 2022 is:

Adjustment Pay Transactions:

January:..... 4,637
 February:..... 4,846
 March:..... 5,189
TOTAL:..... 14,672

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 3, 2022	May 4, 2022	May 11, 2022
Monthly 05	--	May 10, 2022	May 16, 2022
Bi-Weekly 11	May 17, 2022	May 18, 2022	May 25, 2022
Bi-Weekly 12	June 1, 2022	June 2, 2022	June 8, 2022
Monthly 06	--	June 8, 2022	June 16, 2022
Bi-Weekly 13	June 14, 2022	June 15, 2022	June 22, 2022
Bi-Weekly 14	June 28, 2022	June 29, 2022	July 6, 2022
Monthly 07	--	July 8, 2022	July 15, 2022
Bi-Weekly 15	July 12, 2022	July 13, 2022	July 20, 2022
Bi-Weekly 16	July 26, 2022	July 27, 2022	August 3, 2022

Foreign National Tax Status Review Appointments

Chicago

June: 7, 15, 23
 July: 12, 21, 27
 August: 3, 11, 16, 24

Urbana-Champaign

June: 8, 16, 21, 29
 July: 13, 19, 28
 August: 2, 10, 18, 23, 25, 31

Springfield

June: 7, 14, 21, 28
 July: 5, 12, 19, 26
 August: 2, 9, 16, 23, 30

For updates or changes to the Foreign National Mass Appointment Lab offerings, please refer to the registration site at:

<https://www.obfs.uillinois.edu/payments-foreign-nationals/tax-status-review-appointments/>