



2012 Administrative Leadership Conference

Current Issues in University Payroll & Benefits (UPB)

October 24, 2012



Workshop Presenters

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Please...

- Turn off cell phones.
- Avoid side conversations.
- Questions may be asked at the end of each topic and at the conclusion of the presentation.
- Sign the attendance roster.
- Complete the evaluation at the end of the workshop.



Workshop Objectives

- Review current and upcoming changes in payroll processing regarding awards and timesheet approvals.
- Examine how taxable tuition waivers impact student income.
- Discuss timely topics regarding employee benefits.
- Review issues involving Foreign Nationals and how to make payments.
- Identify year-end tax issues relating to payroll and benefits.
- Explore the new Payroll Adjustment Request Interface System (PARIS) for use now and later.



Topics

- Awards and Timesheet Approvals
- Taxable Tuition Waivers
- Employee Benefits
- Foreign Nationals and Payments
- Finishing well: the 2012 tax year-end
- PARIS



Awards & Timesheet Approvals



Awards

Most Awards will soon require approvals before processing.

- All Springfield issued Awards (Chancellor)
- Any Award exceeding \$400 (Provost-UIC/UIUC)
- Any part of an Award paid on a Grant Fund
- Any Award exceeding \$2,500 (Campus HR)
- Approval forms online in OBFS “Forms” section of website



Timesheet Approvals

- Timesheet Approval issue: employees with security access to approve timesheets in their timesheet org *may not* approve their own timesheet or adjust their own leave balances.
- OBFS Policy and Procedure Manual (Section 4) includes language prohibiting such activity.
- OBFS training materials have been updated.



Timesheet Approvals

- Timesheet / Leave Balance Monitoring by UA and Campus Human Resources:
 - Review reports identifying offenders
 - Contact offenders
 - Confirmation required by supervisor
 - Warns unit director or department head with a Warning Letter of Non-Compliance
 - Time approval / PEALEAV access may be revoked for offender



Taxable Tuition Waivers



About Tuition Waivers

- A tuition waiver is any tuition or service fee “waived” as a benefit of employment at the University of Illinois.
- Internal Revenue Code (IRC) §117
 - Undergraduate waivers excluded from taxation
 - Graduate waivers taxable, except qualified RA/TA



Internal Revenue Code (IRC) §127 Educational Assistance Program

- Graduate education for employees
- \$5,250.00 maximum excluded from taxable income
- Over \$5,250.00 is taxable
- Through December 31, 2012



Internal Revenue Code (IRC) §127 Educational Assistance Program

The University's §127 plan for assistants:

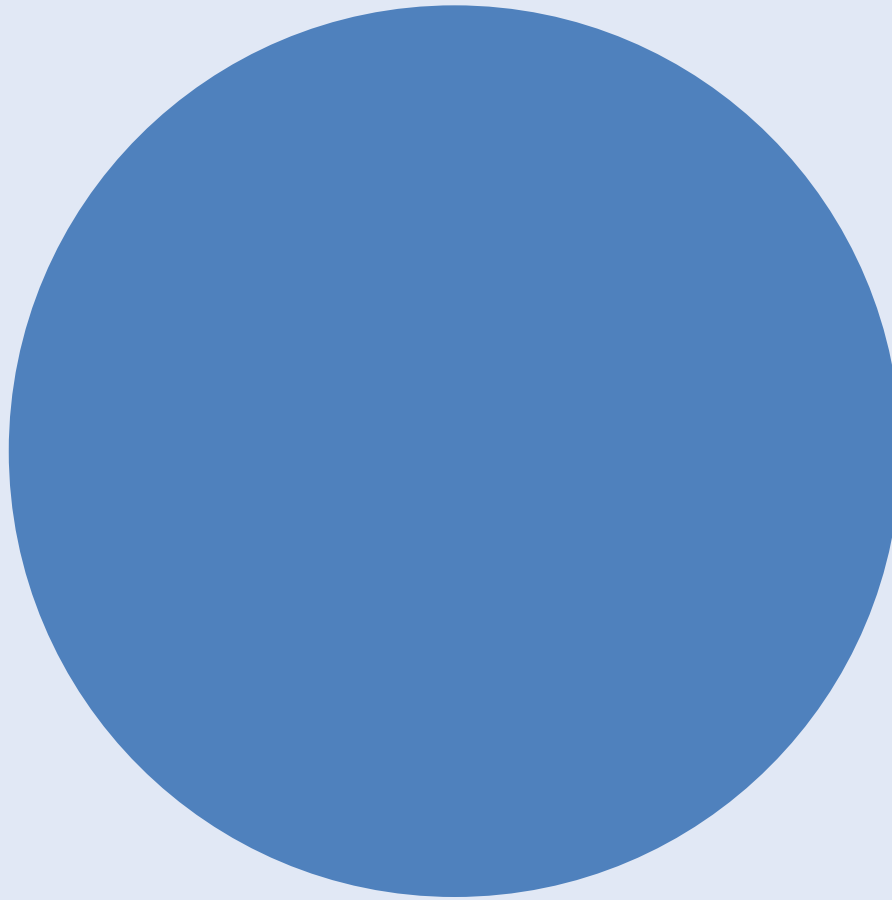
- Total appointment between .25 and .67 *and*
- 91/41 days employed during the semester
- Must maintain 8/3 semester hours



Internal Revenue Code (IRC) §117

- Allows for graduate level tuition waivers.
- *Specifically excludes taxation for RA's and TA's whose RA/TA positions equal 50% or more of their total employment.*

50% rule



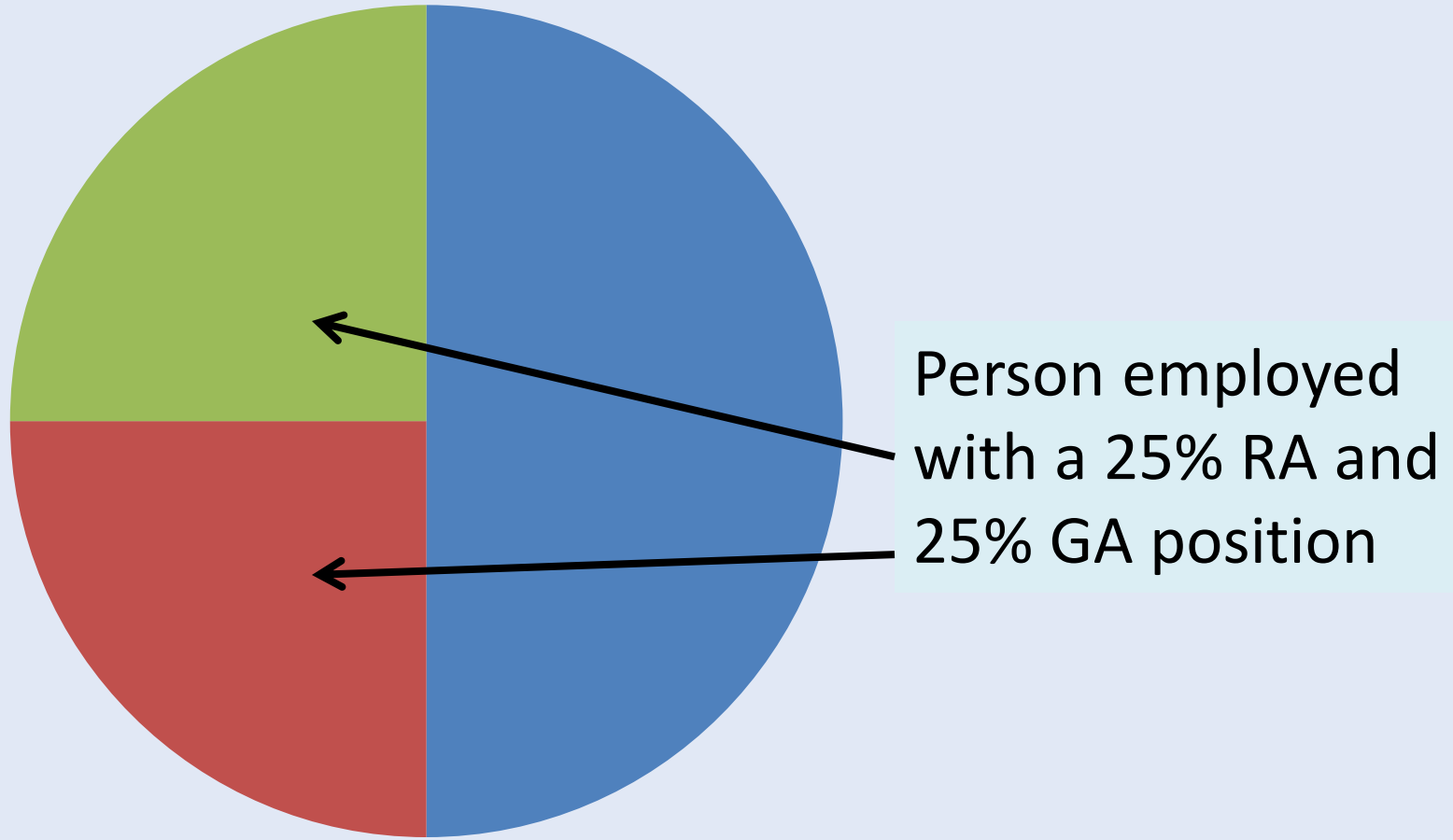
Employment
Potential (1 FTE)

50% rule

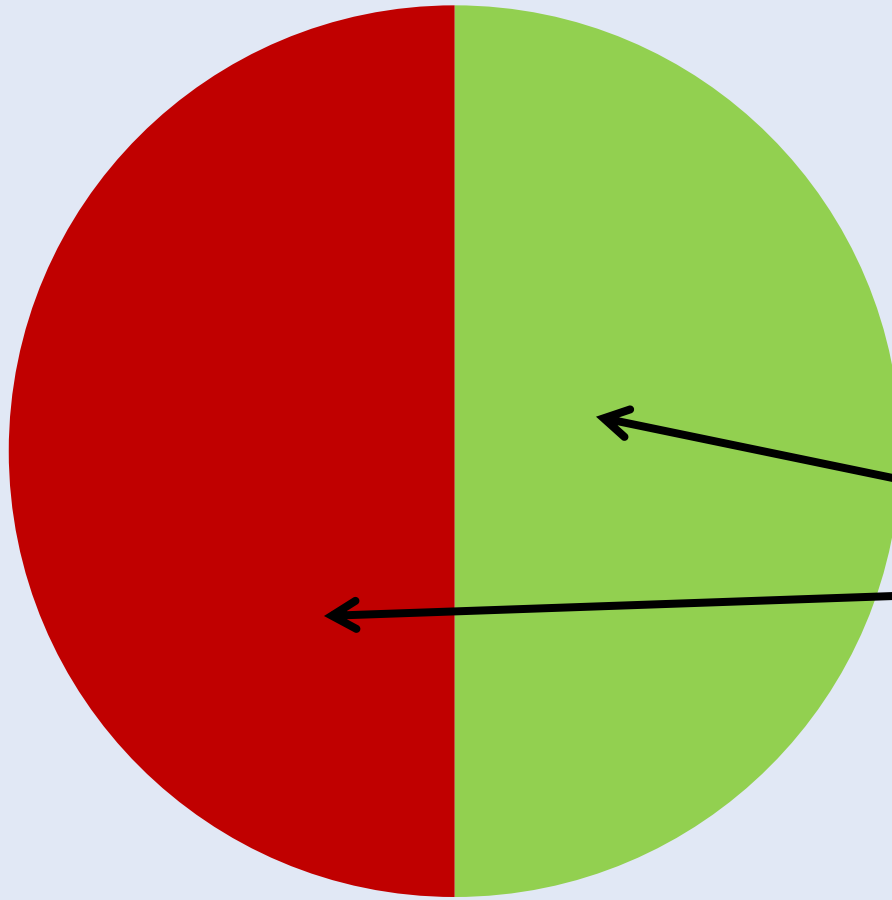


Person employed
with 50%
appointment(s)
(.5 FTE)

50% rule



50% rule



Tuition Waiver is not taxable and is **exempt** from withholding

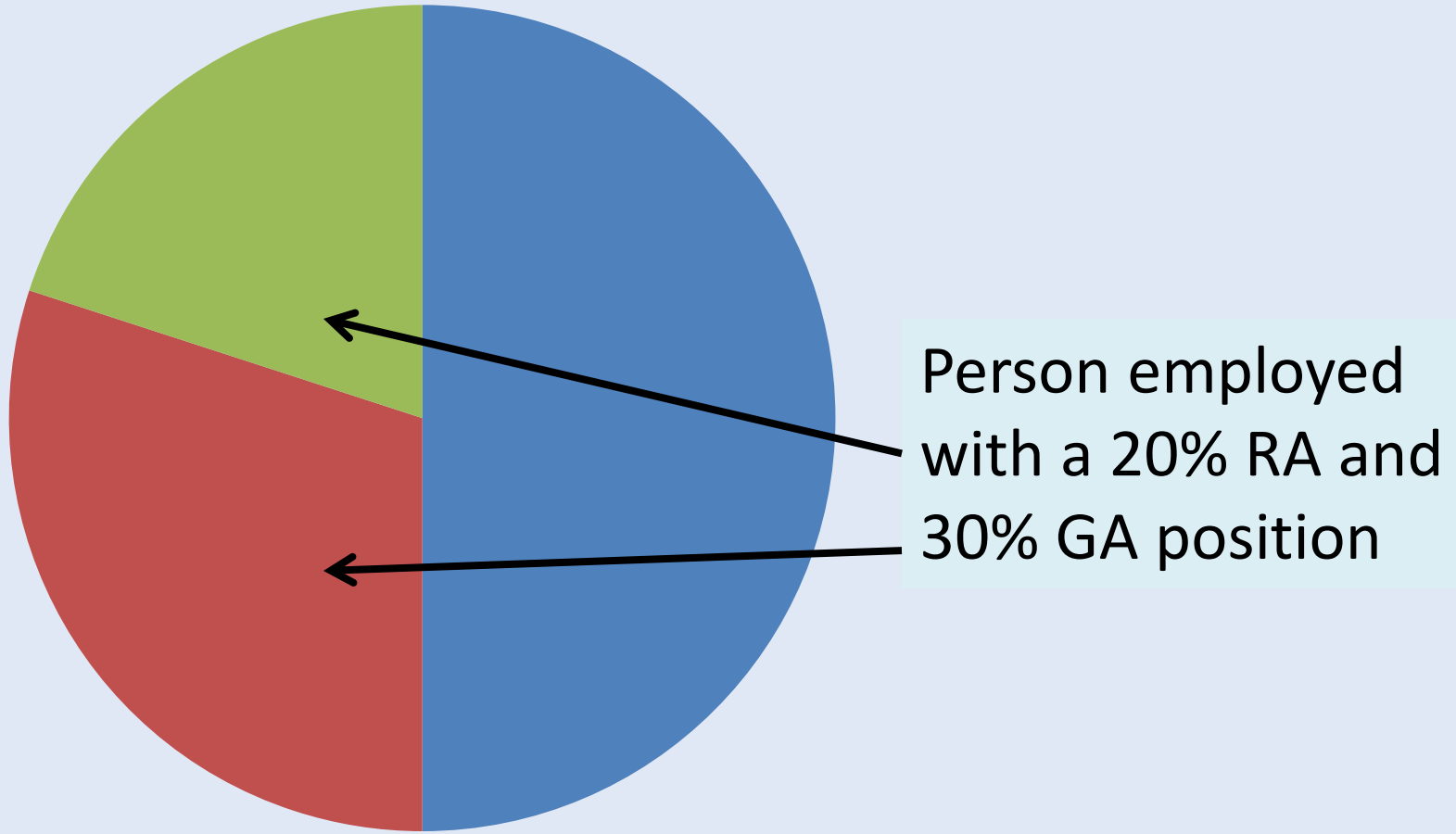
Person employed with a 25% RA and 25% GA position.
50% of total employment is RA

50% rule

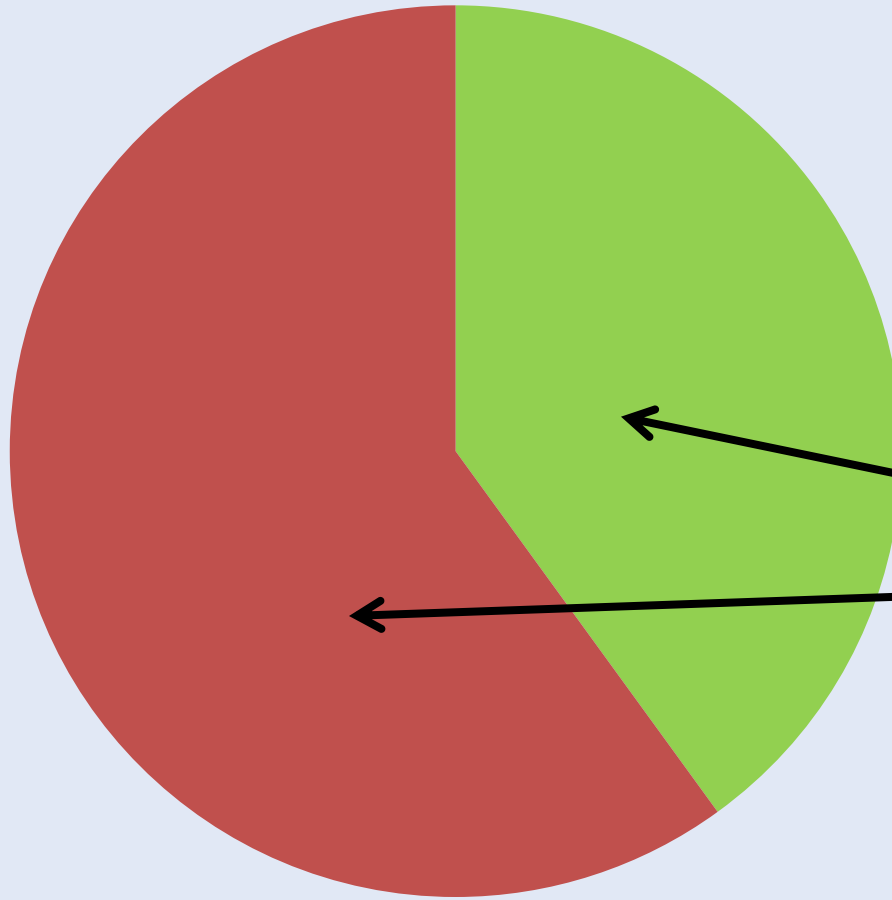


Person employed
with 50%
appointment

50% rule



50% rule



Tuition Waiver is **taxable** and is subject to withholding

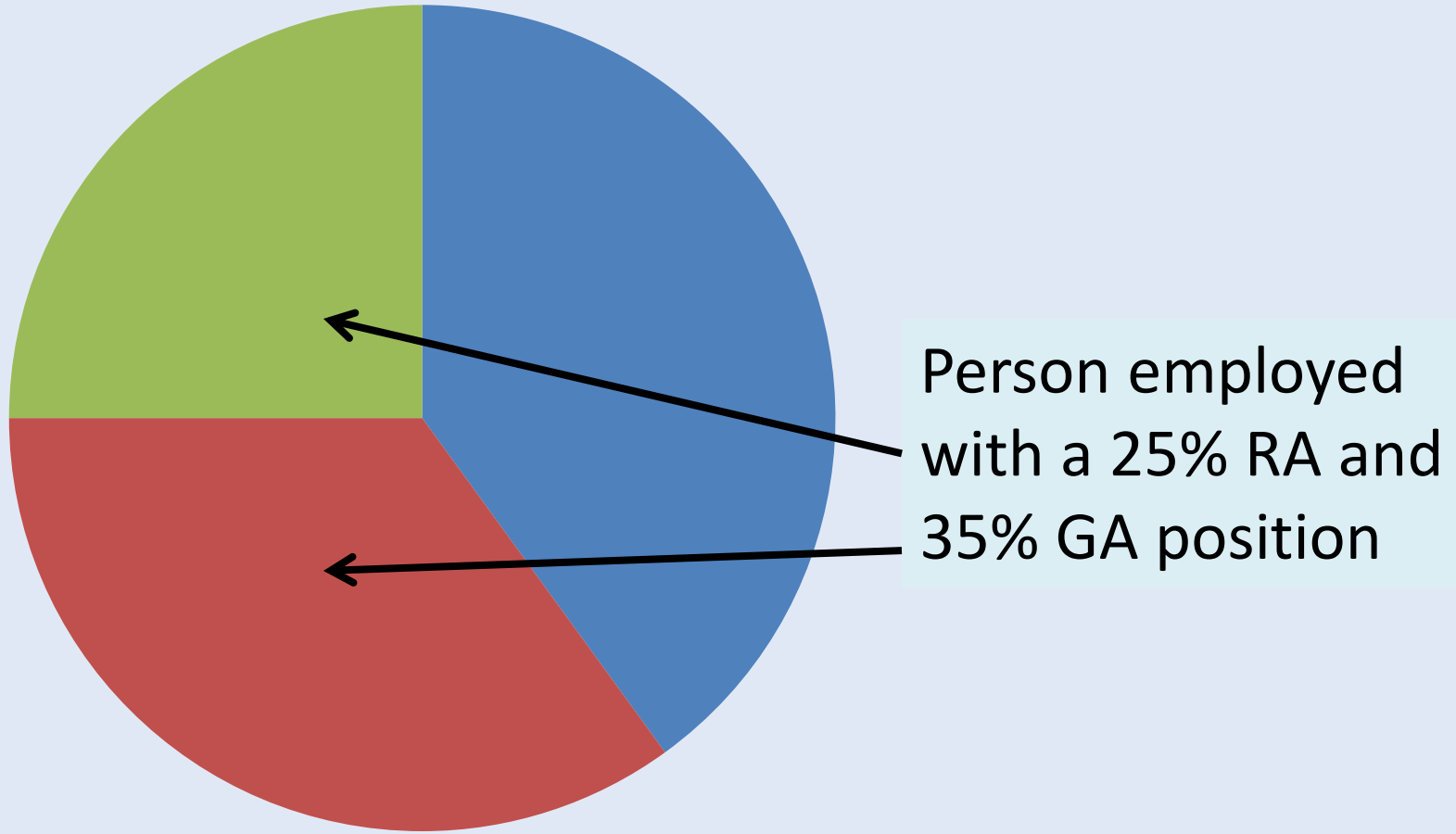
Person employed with a 20% RA and 30% GA position. **40% of total employment is RA**

50% rule

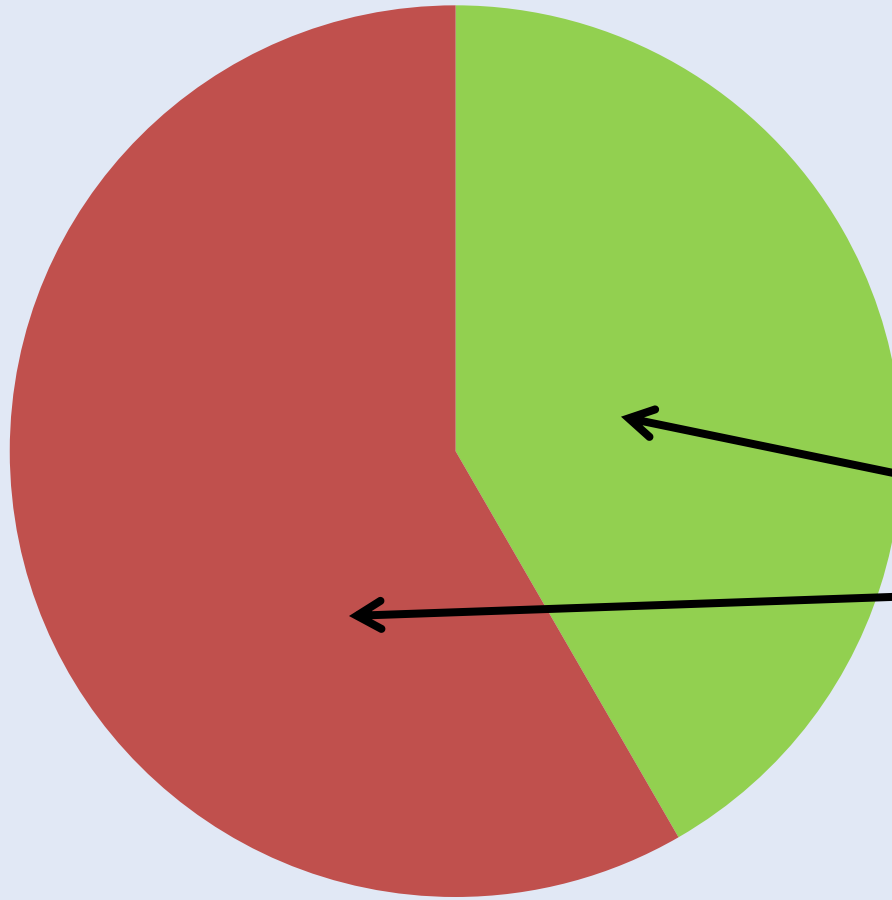


Person employed
with 60%
appointment

50% rule



50% rule



Tuition Waiver is **taxable** and is subject to withholding

Person employed with a 25% RA and 35% GA position.
42% of total employment is RA



UPB Tuition Waiver Schedule

2012 Tuition Waiver Taxation Schedule					
	Spring 1	Spring 2	Summer	Fall 1	Fall 2
Data run	2/20/2012	4/25/2012	6/25/2012	9/17/2012	11/19/2012
File load	3/5/2012	5/7/2012	7/6/2012	10/1/2012	11/26/2012
Notification	3/6/2012	5/8/2012	7/9/2012	10/2/2012	11/27/2012
Reconciliation	4/19/2012	6/1/2012	8/12/2012	11/16/2012	12/13/2012
MN Assessed	MN 3 (3/16)	MN 5 (5/16)	MN 7 (7/16)	MN 10 (10/16)	MN 12 (12/16)
	MN 4 (4/16)		MN 8 (8/16)	MN 11 (11/16)	
BW Assessed	BW 6 (3/14)	BW 11 (5/23)	BW 15 (7/18)	BW 21 (10/10)	BW 25 (12/5)
	BW 7 (3/28)	BW 12 (6/6)	BW 16 (8/1)	BW 22 (10/24)	BW 26 (12/19)
	BW 8 (4/11)		BW 17 (8/15)	BW 23 (11/7)	
	BW 9 (4/25)		BW 18 (8/29)	BW 24 (11/21)	

Taxation

- Terminology:
 - **Tax Liability** is the individual responsibility
 - **Withholding** is the University's responsibility
- Graduated rate method of withholding effective January 1, 2012. TX7 Earnings code.
- W-4 impact on withholding
https://nessie.uihr.uillinois.edu/cf/comp/index.cfm?Item_id=1056&rlink=674
- UPB and U of I does not advise employees on how to complete the W-4

Arrearage

- Withholding balance due
- Will attempt to “catch up” by end of year
 - Additional withholding on future pay
- Unable to catch up:
 - University pays arrearage amount owed on employee’s behalf.
 - Amount paid get’s grossed up to cover required withholding on the amount
 - Becomes taxable benefit to employee



Adjustments

- All corrections will occur on next assessment pay period
- Approved exceptions applied on next regular pay
- Corrections outside of regular pay cycle will be assessed supplemental rate



This calculator is for estimating purposes ONLY. This will calculate net pay based on information entered and will provide a reasonable approximation of net pay. You do not need to do any calculations, the tool will do the calculations.

GRADUATE ASSISTANT NET PAY CALCULATION 2012

Tuition Benefit Affect on Net Pay

MONTHLY SALARY			\$1,229.94
ADDITIONS to Taxable Gross:			
Taxable tuition waiver amount (amount over \$5250 per calendar year)	\$7,267.00		
Number of months to include taxable benefit	2		\$3,633.50
Other Taxable Benefits			
Other Taxable Benefits			
Total Taxable Benefits			\$0.00
PRE-TAX DEDUCTIONS:			
403b plan Flat Rate (Current Month amt from Earnings Statement)			
403b plan Percentage enter percentage in column B	0.00%		\$0.00
457 plan (Current Month amt from Earnings Statement)			
Total Pre-Tax Deductions			\$0.00
AFTER TAX DEDUCTIONS:			
Roth 403b Flat Rate (Current Month amt from Earnings Statement)			
Roth 403b plan Percentage enter percentage in column B			\$0.00
Union Dues (Current Month amt from Earnings Statement)			\$10.17
Total After Tax Deductions			\$10.17



		Enter # of Allowances	
TAXABLE GROSS			\$4,863.44
W4 Status	MARRIED	<input type="text"/>	\$4,863.44
TAX AMOUNT FILING MARRIED	tax amount		\$555.77
Tax on Taxable Benefits (tax at supplemental rates)			\$0.00
ADDITIONAL WITHHOLDING or FILING EXEMPT		<input type="text"/>	
TOTAL FEDERAL TAX WITHHOLDING			\$555.77
TAXABLE GROSS	SINGLE	<input type="text" value="1"/>	\$4,863.44
TAX AMOUNT FILING SINGLE	tax amount		\$4,546.77
Tax on Taxable Benefits (tax at supplemental rates)			\$761.09
ADDITIONAL WITHHOLDING or FILING EXEMPT		<input type="text"/>	\$0.00
TOTAL FEDERAL TAX WITHHOLDING			\$761.09
ILLINOIS			
TAXABLE GROSS			\$4,863.44
STATE W4 ALLOWANCES		<input type="text" value="0"/>	\$0.00
Tax on Taxable Benefits (tax at supplemental rates)			\$0.00
ADDITIONAL WITHHOLDING or FILING EXEMPT		<input type="text"/>	
TAX AMOUNT	tax amount		\$243.17



NET PAY CALCULATION		W4- MARRIED STATUS	W4- SINGLE STATUS
GROSS		\$1,229.94	\$1,229.94
Total Pre-Tax Deductions		\$0.00	\$0.00
TAX WITHHOLDING - FEDERAL		\$555.77	\$761.09
TAX WITHHOLDING - STATE		\$243.17	\$243.17
Social Security		\$204.26	\$204.26
MEDICARE		\$70.52	\$70.52
Total AfterTax Deductions		\$10.17	\$10.17
		W4 Married	W4 Single
NET PAY		\$146.05	(\$59.28)
		W4 Married	W4 Single
NET PAY not subject to Social Security and Medicare		\$420.83	\$215.51

<http://www.obfs.uillinois.edu/payroll/>



This information is being furnished to the Internal Revenue Service.

Copy B-To Be Filed With Employee's FEDERAL Tax Return.		Form W-2 Wage and Tax Statement	OMB No. 1545-0008
2011	1 Wages, tips, other comp. 66473.18	2 Federal income tax withheld 12218.24	
Employee's SSN	3 Social security wages	4 Social security tax withheld	
Employer Ident. No. (EIN)	5 Medicare wages and tips 70899.26	6 Medicare tax withheld 1028.04	
Employer's name, address, and ZIP code UNIVERSITY OF ILLINOIS UNIVERSITY PAYROLL MC 547 809 S. MARSHFIELD AVENUE CHICAGO, IL 60612-7205			
Control number			
Employee's first name and initial Last name Suff. EXAMPLE, MADEUP 111 IMAGINATION WAY CHICAGO, IL			
Employee's address, and ZIP code			
7 Social security tips	8 Allocated tips	9	
10 Dependent care benefits	11 Nonqualified plans	12a code See instr. for box 12	
13 Statutory employee <input type="checkbox"/>	Retirement plan <input type="checkbox"/>	Third-party sick pay <input type="checkbox"/>	12b code
14 Other TUWAIV 17478.01			12c code
			12d code
15 State IL	Employer's state ID no. 37-6000511	16 State wages, tips, etc. 66473.18	17 State income tax 3241.99
18 Local wages, tips, etc.		19 Local income tax	20 Locality name

Department of the Treasury-Internal Revenue Service

Tuition waiver taxable amount
included in Box 1

When applicable, tuition waiver
taxable amount included in
Box 5

Box 14 "TUWAIV" identifies the
taxable amount of the tuition
waiver

Tuition waiver taxable amount
included in
Box 16

What you should do

- Inform Graduate Students of the possible tax implications of receiving a tuition waiver
- Communicate to ensure tuition waivers are coded appropriately
 - Job correctly set up
 - Waiver correctly coded
 - Cooperation across each unit and campus



Employee Benefits



Employee Benefits

- Benefit Eligibility
- State Department of Central Management Services (CMS) 10-Calendar Day Deadline
- Job FTE Changes
- Leaves of Absence
- Substantial Presence Test (SPT) and Insurance Eligibility



Who is Eligible for Insurance Benefits?

- Employee with job/appointment of 50% time or more and eligible to participate in SURS
- Full-time Insurance Status - 100 % for 9 months (one academic year) or longer
- Part-time Insurance Status
 - 100% & appointment that is greater than, or equal to, 4.5 months but less than 9 months
 - 50 – 99% appointment for 9 months (one academic year) or longer
 - Please contact UPB Benefits Services to verify benefit eligibility if appointment is less than 9 months



Who is Eligible for Insurance Benefits?

Part-Time Eligibility

- Employees hired less than 9 months and more than 4.5 months
 - May qualify for coverage and will be considered part-time for insurance purposes
 - CMS insurance FTE calculation
 - $(\text{Length of contract}/9) \times \text{JOB FTE} = \text{Insurance FTE}$
 - Insurance FTE must be equal to or greater than 50%
 - NOTE- CMS insurance FTE may result in the employee being considered part-time even if the employee's job FTE = 100%
 - Contact UPB Benefits with any FTE changes



Who is Eligible for Insurance Benefits?

Foreign National Eligibility

- Foreign National employees are not eligible for insurance until Substantial Presence has been determined
- H1B, TN and O-1 are not automatically benefits eligible unless they are eligible for SURS and meet CMS eligibility requirements
- Review of the offer letter or job in Banner is required to make a determination of benefits eligibility
- The process is expedited by contacting UPB for a tax status appointment (SPT) ASAP.
- Employees should supply a copy of their offer letter to UPB if not on file in Banner



CMS 10-Calendar Day Deadline

- Employees newly eligible for benefits have *10 calendar days* from their hire date or eligibility date to make State health/vision, dental, life and dependent elections including declining coverage
- Deadline is in force regardless of whether the job is in Banner
- Exception: Foreign National employees requiring the SPT to determine tax status. Benefit Eligibility date is the date of UPB notification
- Public access NESSIE contains all the information necessary for new hires to make an election
 - (select Benefits Tab)



CMS 10-Calendar Day Deadline Benefits Default Election

Per CMS in compliance with the Group Insurance Act of 1971, an employee who does not submit insurance elections within their first 10 days of employment will:

- Default to the Quality Care Health and Dental plans
- Will not be allowed to add dependents until:
 - Next Benefit Choice period
 - “Qualifying Event” occurs
- Receive basic life insurance coverage equal to annual salary



Job FTE Changes

- Please remind employees to contact UPB prior to the effective date of any FTE change or other changes impacting premiums or eligibility
- Part-time employees who have waived coverage and change to full-time must make an election before the effective date of the FTE change to avoid being defaulted into the Quality Care Health and Dental plans
- Employees have 60 days to make carrier changes or add dependents



Leaves of Absence

- Employees who are going on an approved leave should contact the UPB Leave Unit for the cost of insurance and billing information while on leave
- Employees have the option to change, reduce or drop coverage while off payroll based on their leave type



Substantial Presence Test

- Each year in the month of November the SPT test is run to determine the status of foreign national employees for the next calendar year (January 1, 2013)
- Employees can gain or lose insurance eligibility based on the SPT determination



Substantial Presence Test

- Employees losing insurance eligibility are notified that their State of Illinois Group Insurance coverage will end at midnight on December 31
- Employees who have not reported any changes in tax residency status to payroll should contact UPB ASAP



Foreign Nationals and Payments



FN Topics Covered

- Payment Eligibility
- Tax Withholding and Reporting
 - Individual's Tax Residency Status
 - Type of Payment
 - Source of Payment
 - Tax Treaty
- Tax Status Review Appointments
- Taxpayer Identification Numbers
- Temporary Control Numbers
- NRA Withholding
- Tax Status Changes

Payment Eligibility

- Eligibility is determined by the foreign national's entry (visa) status.
- Ineligible payments can affect immigration status in the U.S. and must be taxed at the highest rate.

Eligibility-Grid

<http://www.obfs.uillinois.edu/cms/one.aspx?portalId=909965&pageId=919831>

Tax Withholding and Reporting

- Once eligibility is determined, we need to determine the tax withholding and reporting for the payment.
- This depends on:
 - Individual's Tax Residency Status
 - Type of Payment
 - Source of Payment
 - Tax Treaty

Individual's Tax Residency Status

Foreign Nationals are also referred to as aliens. An alien is any person present in the U.S. who is not a citizen of the U.S. Aliens are classified into two categories for tax purposes:

- Resident Alien (RA)
 - An alien present in the U.S. who meets the “green card” test or the substantial presence test (SPT)
- Non Resident Alien (NRA)
 - An alien who has not been issued a green card or passed the SPT



Individual's Tax Residency Status (Cont.)

Resident Alien	Non Resident Alien
<ul style="list-style-type: none">• Pays tax to the U.S. government on income from all sources worldwide.• Income is taxed the same as a U.S. citizen.• May not take advantage of tax treaties between U.S. and other countries (in most cases).	<ul style="list-style-type: none">• Pays U.S. tax only on U.S. sourced income• May be exempt from paying U.S. income tax if a tax treaty applies.



Individual's Tax Residency Status (Cont.)

Substantial Presence Test

The substantial presence test focuses on an alien's physical presence in the U.S. to determine the residency status. The test is comprised of two parts:

31-Day test

183-Day test

Type of Payment

IRS requirements vary depending on the type of payment.

Also, the method for submitting pay requests vary depending on the type of payment:

- SARS – Student Account Payment Request Form
- Foreign National Payment eForm – Foreign National Payment Form
- TEM – Travel & Expense Management Form



Federal Tax Withholding & Reporting by Payment Type*

Type of Payment **	Submission	Withholding	Report
Employment –	Payroll	Graduated	W-2
Independent Contractor - Including Honoraria	FN Payment e-form	30%	1042-S
Royalty	FN e-form	30%	1042-S
Awards/Prizes	FN e-form	30%	1042-S
Qualified Scholarships/Fellowships	Student AR e-form	None	None
Non Qualified Scholarships/Fellowships	Student AR e-form	30% except for F, J, M reduced rate 14%	1042-S
Travel Reimbursements Under Accountable Plan	TEM system	None	None
Other Income	FN e-form	30%	1042-S

* Illinois State tax rate of 5% applies when federal tax is withheld

**Payments assuming no Treaty Benefits

Source of Payment

U.S. Sourced vs. Foreign Sourced Payments

- U.S. Sourced – withholding and reporting is required for most payments.
- Foreign Sourced - the University does not have withholding or reporting requirements.



Source of Payment (cont.)

Identifying Source by Payment Type

Type of Income	Source Determined By
Personal Services	Where services are performed
Royalties—Patents, Copyrights, etc.	Where property is used
Royalties— Natural Resources	Where property is located
Scholarship and Fellowship Grants	Generally, residence of payor
Prizes and Awards	Where activities are performed



Tax Treaty

- A tax treaty is a taxation agreement between foreign countries.
- Defines tax treatment of citizens of one country present in another to minimize the potential of double taxation.
- Treaties identify taxation for each payment type
- If all criteria are met, the non-resident alien may qualify for reduced U.S. Federal or State withholding on the payment.

Tax Status Review Appointments

- To accurately determine residency tax status, treaty and benefit eligibility, foreign nationals must complete an appointment with the UPB Customer Service Center.
- For employees, appointments cannot be made until the foreign national has an active **PEAEMPL** record in Banner.
- Foreign nationals will be taxed at the highest rate until an appointment has been completed and a valid SSN has been received by UPB Customer Service.

Taxpayer Identification Numbers

SSN's and ITIN's

- Payments made to foreign nationals who do not have a valid SSN or ITIN, will be subject to the maximum withholding rate allowed.
- Tax treaty exemptions are not permitted without valid tax identification numbers.

Individual Taxpayer Identification Number (ITIN)

- ITIN is issued by the Internal Revenue Service
- Used for tax reporting and filing purposes **ONLY**
- If a foreign national is ineligible to receive an SSN, he/she is asked to obtain an ITIN.
- Form W-7, Application for IRS Individual Taxpayer Identification Number must be completed and submitted to the IRS or to a Certified Acceptance Agent accompanied by the required documentation, *see OBFS website*, to substantiate the individual's foreign status and identity to obtain an ITIN.

Temporary Control Numbers

- Every employee is required to have a social security number (SSN).
- Due to the DHS review process, foreign national SSN applications may be delayed.
- For employment purposes only, the University of Illinois will assign a temporary control number (TCN) to individuals whose applications have been delayed.
- The foreign national is required to provide the SSN to his/her department and UPB when received.



NRA Withholding

Federal Tax

- All wages paid to an NRA are subject to graduated withholding unless exempted by tax treaty or other IRS regulations.
- NRA employees have special withholding rules and requirements for completing their Form W-4.

NRA Withholding

FICA

- Federal Insurance Contribution Act (FICA)
Social Security (OASDI) / Medicare
 - FICA tax is applicable to payments made to NRA employees, unless exempt under section 3121(b)(19) of the IRS code.
 - An employee will not qualify for the above exemption, if the individual is an RA.



Tax Status Changes – *Becoming a Resident Alien*

- Many times a foreign national will become a Resident Alien while employed. This could affect:
 - Employee Class
 - Federal Tax withholding
 - State Tax Withholding
 - FICA
 - SURS
 - Benefits

Tax Status Changes –

Annual Tax Status Update

Resident to Non Resident Alien

- Due to this change in tax residency status, employees are no longer eligible to participate as a member of SURS.
- Only participants in SURS are eligible for state and University insurance coverage.



Foreign Nationals Resources

- Payments to Foreign Nationals website
<http://www.obfs.uillinois.edu/payments-foreign-nationals/>
- SAR e-form
https://apps.obfs.uillinois.edu/forms/dsp_USFSCO.cfm?UIName=USFSCOPaymentUI
- TEM <http://www.obfs.uillinois.edu/tem-resources/>
- FN E-form
<http://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=935856>



Finishing well: Ending the 2012 tax year



Deadlines and Changes

- Overpayment submission deadline:
 - November 30 to collect
 - December 14 to process
- Adjustment Calcs for the Holidays
 - Thanksgiving: Workflow Deadline is Friday November 16 at 5:00 to pay Wednesday November 21 (no Friday pay)
 - No adjustment calc during last week of December
 - New Years Day: Workflow deadline unchanged.



Year End Reminders

- Substantial Presence Test in November
- IRC §127 excluding \$5,250 from tuition waiver taxation set to expire



PARIS

Payroll Adjustment Request
Interface System



Benefits of PARIS

1. User control: enhances business rules and filtering
2. Views actual payroll data
3. Interfaces with Banner, so fewer keying errors
4. Current Pay Adjustment (CPA) is like correcting a timesheet after time entry
5. Similar in look and feel to the HR Front End



CPA Window

Current Pay Adjustments (CPA's) may be processed during the correction window:

- Bi-Weekly: during the week of calc, normally Monday through 10:00am Wednesday.
- Monthly: begins the day after the calc date, ends the following day at 10:00am.
- Calc schedules may be different in certain pay periods—please review the Payroll Schedule.
<http://www.obfs.uillinois.edu/payroll/schedules/>



CPA Window-Biweekly

Monday	Tuesday	Wednesday Before 10:00 am
Civil Service Exempt: Initiate transaction, may view default hours in PARIS.	Civil Service Exempt: Initiate transaction, may view default hours in PARIS.	Civil Service Exempt: Initiate transaction, actual payroll data from Banner viewable in PARIS.
Civil Service Non-Exempt: Initiate transaction only if timesheet has been approved, may view Work Schedule in PARIS.	Civil Service Non-Exempt: Initiate transaction only if timesheet has been approved or after noon, may view Work Schedule in PARIS.	Civil Service Non-Exempt: Initiate transaction, actual payroll data from Banner viewable in PARIS.
Positive Time: Initiate transaction only if timesheet has been approved. No payroll data viewable in PARIS.	Positive Time: Initiate transaction only if timesheet has been approved or after noon. No payroll data viewable in PARIS.	Positive Time: Initiate transaction, actual payroll data from Banner viewable in PARIS.
Feeders: May not enter CPA.	Feeders: Initiate transaction. No payroll data viewable in PARIS.	Feeders: Initiate transaction, actual payroll data from Banner viewable in PARIS.



CPA Window-Monthly

Calc Begins	Day 1 of Calc	Day 2 of Calc Before 10:00 am
5:00 pm calc locks Job Records, no CPA allowed.	Initiate transaction. No payroll data viewable in PARIS.	Initiate transaction, actual payroll data from Banner viewable in PARIS.

- HRFE transaction for the job change must be in transit
- Dollars must be adjusted using ADD earnings code



CPA Window-Payroll Schedule

*NOTE: dates subject to change due to holiday schedule

University of Illinois Payroll Schedule															
Pay	# of	Pay	Pay	Begin	End	UIC	UIS	UIUC	Job Change	Time Entry	PARIS	Pay	Monthly	Feeder File	Feeder File
Year	Work Days	ID	Number	Date	Date	HRFE DUE	HRFE DUE IN HR	HRFE TRANS DUE	System Cut-off * at 5pm	Cutoff Noon Superuser 5:00 PM	Current Adj Cutoff 10:00 AM	Date	AVSL	InBound Due	Load Date
2012	21	MN	10	9/16/2012	10/15/2012	9/24/2012	10/1/2012	9/25/2012	10/7/2012		10/9/2012	10/16/2012	Yes		
2012		BW	22	9/30/2012	10/13/2012	10/5/2012	10/9/2012	10/5/2012	10/14/2012	10/16/2012	10/17/2012	10/24/2012		10/14/2012	10/15/2012
2012		BW	23	10/14/2012	10/27/2012	10/19/2012	10/23/2012	10/19/2012	10/28/2012	10/30/2012	10/31/2012	11/7/2012		10/28/2012	10/29/2012
2012	23	MN	11	10/16/2012	11/15/2012	10/28/2012	10/31/2012	10/25/2012	11/6/2012		11/8/2012	11/16/2012	Yes		
2012		BW	24	10/28/2012	11/10/2012	11/2/2012	11/6/2012	11/2/2012	11/11/2012	11/13/2012	11/14/2012	11/21/2012		11/11/2012	11/12/2012
2012		BW	25	11/11/2012	11/24/2012	11/16/2012	11/20/2012	11/16/2012	11/25/2012	11/27/2012	11/28/2012	12/5/2012		11/25/2012	11/26/2012
2012	21	MN	12	11/16/2012	12/15/2012	11/23/2012	11/26/2012	11/22/2012	12/5/2012		12/7/2012	12/14/2012			
2012		BW	26	11/25/2012	12/8/2012	12/4/2012	12/4/2012	11/30/2012	12/9/2012	12/11/2012	12/12/2012	12/19/2012		12/9/2012	12/10/2012
** denotes no voluntary deductions taken															

- Calc schedules may be different in certain pay periods—please review the Payroll Schedule.
<http://www.obfs.uillinois.edu/payroll/schedules/>



CPA Access

Current Pay Adjustments (CPA's) initially set up according to the security access for timesheet approvals:

- Timesheet initiators may initiate CPA's for the same timesheet org for which they enter time (Department Time Entry)
- Approvers or Superusers are able to both initiate and review (or approve) CPA's
- Security is set by through your unit's SCC in the Security Application.



CPA Warning

****CPA's overwrite all payroll information!****

1. Coordinate timesheet approval with CPA processing.
2. Actual approved payroll data cannot be viewed until after time populates in Banner (Tuesday night).

Other PARIS Adjustments

All other types of adjustments will eventually be processed through PARIS, and will migrate to PARIS as each module becomes available.

- Prior Pay Adjustments
- Awards
- Terminal Benefits Payouts
- Overpayments



UPB Contact Information

University Payroll and Benefits (UPB)

One University Plaza, HRB 18
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Benefits: 217-206-7144 Deanna Boyer

Payroll: 217-206-7211 Brook Jones

UPB Benefits

Call Center: 217-333-3112

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UPB Payroll

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UPB Leave Unit

Marion Feller 217-244-1047

Margaret Caston 217-265-6342

Walk-in hours: 9:00 a.m. to 4:00 p.m.

Call Center hours: 9:00 a.m. to 4:30 p.m.



Workshop Summary

- Awards and Timesheet Approvals
- Taxable Tuition Waivers
- Employee Benefits
- Foreign Nationals and Payments
- Finishing well: the 2012 tax year-end
- PARIS



Questions / Concerns?