

## University of Illinois at Chicago – University Payroll and Benefits (UPB)

### Helpful Links

- **State of Illinois Benefits:**
  - Elections at MyBenefits: <https://mybenefits.illinois.gov/account/login/choseclient>
  - IL Department of Central Management Services (CMS): <https://www2.illinois.gov/cms/benefits/StateEmployee/Pages/default.aspx>
- **My UI Info: My Benefits & My Pay**
  - <https://www.hr.uillinois.edu/myinfo>
- **Payroll Schedule:**
  - <https://www.obfs.uillinois.edu/payroll/schedules/>
- **New Employee Info Directory on the SURS Website:**
  - <http://www.surs.com/life-events/new-to-surs>
- **Links to Register for Benefits Overview or SURS Webinar:**
  - <https://www.obfs.uillinois.edu/training/registration/>

<b>Enrollment Assistance Session</b>	Hands-on assistance with Benefit enrollment	Benefits	<a href="https://www.obfs.uillinois.edu/training/registration/">https://www.obfs.uillinois.edu/training/registration/</a>
<b>SURS Plan Choice Webinar</b>	The Retirement Webinar will provide an overview of SURS benefits and is for Tier II members who have not yet made a retirement plan choice. Tier II members are SURS participants who first begin their SURS (or other eligible Illinois reciprocal system) participation on or after January 1, 2011.	Benefits	<a href="https://uillinois.abilitylms.com/Uillinois/LearnerWeb_PTM.php?ActionID=Module&amp;SegmentID=CourseHomePage&amp;CourseID=UPB_SURS_U">https://uillinois.abilitylms.com/Uillinois/LearnerWeb_PTM.php?ActionID=Module&amp;SegmentID=CourseHomePage&amp;CourseID=UPB_SURS_U</a>
<b>New Hire Benefits Sessions</b>	The Benefits Overview Orientation is designed to provide comprehensive information and benefit material to assist new benefit-eligible employees with making the required health, dental, life, and dependent enrollment decisions within their first 30 days of employment.	Benefits	<a href="https://uillinois.abilitylms.com/Uillinois/LearnerWeb_PTM.php?ActionID=Module&amp;SegmentID=CourseHomePage&amp;CourseID=UPB_BEN_E_C">https://uillinois.abilitylms.com/Uillinois/LearnerWeb_PTM.php?ActionID=Module&amp;SegmentID=CourseHomePage&amp;CourseID=UPB_BEN_E_C</a>
<b>Foreign National Payments Resource Page</b>	Web page containing a variety of training resources and reference materials related to foreign national payments.	Foreign National Payments	<a href="https://www.obfs.uillinois.edu/payments-foreign-nationals/foreign-national-resource-page">https://www.obfs.uillinois.edu/payments-foreign-nationals/foreign-national-resource-page</a>
<b>Qualifying Events Infographic</b>	Infographic on how to change your State benefit plan selections to support life events.	Benefits	<a href="https://www.obfs.uillinois.edu/payroll/benefits-information/">https://www.obfs.uillinois.edu/payroll/benefits-information/</a>
<b>Important State Benefits Enrollment</b>		Benefits	<a href="https://www.obfs.uillinois.edu/payroll/benefits-information/">https://www.obfs.uillinois.edu/payroll/benefits-information/</a>

<b>Information for New Hires and Newly Eligible Employees</b>	Infographic on the State benefit enrollment and important deadlines for employees.		
<b>MyBenefits - How to Register and Login to MyBenefits</b>	Job aid on how to login to MyBenefits portal.	Benefits	<a href="https://www.obfs.uillinois.edu/payroll/benefits-information/">https://www.obfs.uillinois.edu/payroll/benefits-information/</a>
<b>Approving Timesheets</b>	Video of the approval steps in Web Time Entry.	Time Reporting	<a href="https://www.obfs.uillinois.edu/cms/One.aspx?portalId=77176&amp;pageId=91721#webtimeentry">https://www.obfs.uillinois.edu/cms/One.aspx?portalId=77176&amp;pageId=91721#webtimeentry</a>
<b>Changing Employees' Timesheets</b>	Video of the steps to change an employee's timesheet while approving.	Time Reporting	<a href="https://www.obfs.uillinois.edu/cms/One.aspx?portalId=77176&amp;pageId=91721#webtimeentry">https://www.obfs.uillinois.edu/cms/One.aspx?portalId=77176&amp;pageId=91721#webtimeentry</a>
<b>Approving Bi-Weekly Timesheets in Banner (using PHATIME)</b>	Steps on how to approve bi-weekly timesheets in Department Time Entry (PHATIME).	Time Reporting	<a href="https://www.obfs.uillinois.edu/cms/One.aspx?portalId=77176&amp;pageId=91721#departmenttime">https://www.obfs.uillinois.edu/cms/One.aspx?portalId=77176&amp;pageId=91721#departmenttime</a>
<b>Decoding the Payroll Schedule</b>	Overview of how to read the payroll schedule.	Payroll Schedule	<a href="https://www.obfs.uillinois.edu/cms/One.aspx?portalId=77176&amp;pageId=91721#schedule">https://www.obfs.uillinois.edu/cms/One.aspx?portalId=77176&amp;pageId=91721#schedule</a>
<b>Decoding the Payroll Schedule</b>	Interactive overview of how to read the payroll schedule.	Payroll Schedule	<a href="https://www.obfs.uillinois.edu/cms/One.aspx?portalId=77176&amp;pageId=91721#schedule">https://www.obfs.uillinois.edu/cms/One.aspx?portalId=77176&amp;pageId=91721#schedule</a>