



## Considerations Upon Position Reclassification

Note that some actions are more applicable the closer it is to the date of reclassification.

### **Discuss with your supervisor or HR contact:**

Vacation and Sick Leave: Civil Service vacation and sick leave accrual occurs each pay period, the same as Academic Professional employees. Due to a recent standardization of leave usage, exempt Civil Service employees are now able to use vacation and sick leave prior to it accruing in Banner; this is also the same way Academic Professionals may use time. Exempt Civil Service employees also now receive an additional 13 days of noncumulative sick leave, which may be used after cumulative sick leave accruals for the year have been exhausted.

Civil Service vacation leave accruals vary by years of service, and the accrual schedule can be found here ([https://www.hr.uillinois.edu/leave/vacation/civil\\_service\\_vacation\\_accrual](https://www.hr.uillinois.edu/leave/vacation/civil_service_vacation_accrual)) under schedule B. If you have questions about your years of service, please contact [ihr@uillinois.edu](mailto:ihr@uillinois.edu).

Timesheets: Exempt Civil Service employees also no longer complete a bi-weekly timesheet. Leave usage is reported through a vacation and sick leave reporting portal. Please talk to your supervisor or unit HR contact for information on reporting leave usage.

### **Things to know about payroll:**

**Know the biweekly payroll schedule.** Pay dates can be found at <https://www.obfs.uillinois.edu/payroll/schedules/>. Please note the time between the end of a biweekly pay period and the biweekly pay date.

**Review (and consider editing) any voluntary deductions** you have arranged to be deducted from your paychecks. If you have a specific or additional amount set to come out of each paycheck, consider adjusting this to half of what you set the amount as a monthly paid employee, as you will be paid twice as often. Your deductions can be found within your earnings statement at: <https://www.hr.uillinois.edu/pay/earnstmt>.

*Example:* any additional amount being taken for federal or state taxes, an amount directed to go into a 403(b) savings account, an amount paid to a secondary bank or credit union, Campus Recreation membership, or a charitable fund deduction.

*Example:* You contribute \$100.00 monthly to The American Cancer Society and wish to continue donating \$100.00 per month as a biweekly employee. You will need to decrease your deduction to \$50.00 to be taken from your paycheck.

If you have any State Deferred Compensation 457 Plan deductions, and want to change the contribution amount, you will need to fill out a change form. The change form can be found here: <https://www2.illinois.gov/cms/benefits/deferred/pages/deferredcompensationforms.aspx>. University Payroll and Benefits has asked that employees with contribution changes take the change form directly to their office at least two months prior to reclassification as it may take several pay periods to change the deduction amount.

If you have a University 403(b) Plan, you may change the contribution deduction amount online at <https://www.hr.uillinois.edu/benefits/retirement/403b>; however, it can only be done one pay period in advance electronically. If you would like to do it further in advance of your reclassification date, you should go to University Payroll and Benefits to complete a paper copy. If you have any questions regarding the timing of making the contribution change, please contact UPB directly.

If you are in the Visiting Academic Professionals union and you signed a dues authorization card, union membership dues deductions will continue unless you sign a union dues revocation card. Revocation cards are available for download here: <https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=94731>. After filling out the revocation form, you should deliver the form to University Payroll and Benefits. Questions about union membership dues should be directed to the appropriate union.

Most monthly deductions, like health insurance premiums, will be taken out of biweekly checks as half of your current monthly amount. In months when there are three paychecks, the third check of the month will not have health, life, or dental premiums deducted. SURS and taxes will be taken out as usual.

Parking annual costs are the same for non-represented professional staff, whether academic or civil service. Deductions will come from biweekly checks in half of your current monthly amount (no deduction will be taken from a third pay of a month). **Contact parking directly at 217-333-3530 one to two weeks before your reclassification date to have the monthly deduction changed to bi-weekly.**

If you have contributed to the Shared Benefits Program as an academic professional, this donation remains applicable to you as a civil service employee.

If you have questions concerning payroll and benefits, please contact University Payroll and Benefits:

**University Payroll and Benefits Customer Service**

Henry Administration Building 177

506 South Wright Street

Urbana, IL 61801

Phone Number: 217-265-6363



# Additional Resources

This document and other information about the reclassification process are posted on Professional Employment Redesign (PER) website at <https://humanresources.illinois.edu/professional-empl-redesign-per/resources/index.html>

## **Policies**

Civil Service Staff Policy and Rules

[https://www.hr.uillinois.edu/policy/policy\\_library/policy\\_and\\_rules\\_for\\_civil\\_service\\_staff](https://www.hr.uillinois.edu/policy/policy_library/policy_and_rules_for_civil_service_staff)

Sick Leave Policy

<https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5634>

Vacation Policy

<https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5636>

## **Time and Pay Calculator**

Biweekly Net Pay Calculator

<https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=174440>

Positive Time Reporting

<https://humanresources.illinois.edu/employees/policies/positive-time-reporting.html>

Vacation and Sick Leave Reporting

<https://humanresources.illinois.edu/hr-professionals/current-employees/time-reporting.html>

<https://uofi.box.com/s/j5n221d9su8q1d2hltog14woxw1mfck>

## **Benefits**

Faculty Staff Assistance Services

<http://humanresources.illinois.edu/fsas>

Shared Benefits

<https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5633>

If you have donated to the Shared Benefits pool as an academic professional, you do not need to donate again to be eligible as a civil service professional.

State Universities Retirement System

<https://surs.org/>



Tuition Waiver

<https://www.hr.uillinois.edu/benefits/tuitionwaivers>

My UI Info (W-4, Earnings Statement, Direct Deposit, etc.)

<https://www.hr.uillinois.edu/myinfo>

## **State Universities Civil Service System**

State Universities Civil Service System Procedure Manual

<https://www.sucss.illinois.gov/pages/ProcMan/default.aspx>

State Universities Civil Service System Statute and Rules

<https://www.sucss.illinois.gov/pages/sar/default.aspx>

## **Bargaining Agreements, if applicable**

<https://humanresources.illinois.edu/hr-professionals/labor-and-employee-relations/union-represented-groups/Bargaining-Agreements.html>

