Reclassification Actions Needed

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

Discuss with your supervisor or HR contact:

1. **Vacation.** You will earn vacation each pay period as a civil service employee, not as a one-time distribution at the beginning of the academic year. Vacation accrues each pay period for civil service employees.

   Example: If you are eligible to earn 28 days per year, the maximum amount you can accrue is 56 days. Accrual cannot happen if you are already at your maximum amount. If you have 56 days at the beginning of a pay period and you take two vacation days during that pay period, you will have 54 days at the beginning of the next pay period, because accrual happens first, then days decreased. This means your vacation balance must be the equivalent of at least two days less than your maximum in order to ensure accrual in each pay period.

   *If earning at maximum accrual rates (28 days a year)*

<table>
<thead>
<tr>
<th></th>
<th>Example 1</th>
<th>Example 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starting balance</td>
<td>56 days</td>
<td>54 days</td>
</tr>
<tr>
<td>Accrual</td>
<td>0 days</td>
<td>approximately 1 day</td>
</tr>
<tr>
<td>Used</td>
<td>2 days</td>
<td>2 days</td>
</tr>
<tr>
<td>Balance at next pay period</td>
<td>54 days</td>
<td>53 days approximately</td>
</tr>
</tbody>
</table>

   Vacation and sick leave benefits must be earned before taken. If you need to use time off which is greater than your accrued balances, please discuss with your supervisor. Up to date leave balances can be viewed on each earnings statement as civil service (may take a pay period or two to update).

2. **Timesheets.** You will need to know how your unit handles submission of civil service timesheets after your position is reclassified. As an exempt civil service employee, you will continue to report time weekly through Positive Time Reporting (recording time worked). This will be in addition to completing biweekly civil service timesheets (recording leave usage).

   #1 and #2 above: Beginning Fall 2021, exempt Civil Service employees can anticipate policy changes which create more similar benefits and timekeeping for exempt Civil Service and Academic Professionals.
Things to know about payroll:

1. **Know the biweekly payroll schedule.**
   
   [http://humanresources.illinois.edu/employees/current-employees/civil-service/Permanent/salary-info.html](http://humanresources.illinois.edu/employees/current-employees/civil-service/Permanent/salary-info.html). Please note the time between the end of a biweekly pay period and the biweekly pay date. In the below example, biweekly paid employees are paid on December 22, 2021, for work performed November 28, 2021 through December 11, 2021.

   **STAFF PAY PERIODS SCHEDULE AY 2022**

<table>
<thead>
<tr>
<th>First Day of Pay Period</th>
<th>Last Day of Pay Period</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 22, 2021</td>
<td>September 4, 2021</td>
<td>September 15, 2021</td>
</tr>
<tr>
<td>September 5, 2021</td>
<td>September 18, 2021</td>
<td>September 29, 2021</td>
</tr>
<tr>
<td>September 19, 2021</td>
<td>October 2, 2021</td>
<td>October 13, 2021</td>
</tr>
<tr>
<td>October 3, 2021</td>
<td>October 16, 2021</td>
<td>October 27, 2021</td>
</tr>
<tr>
<td>October 17, 2021</td>
<td>October 30, 2021</td>
<td>November 10, 2021</td>
</tr>
<tr>
<td>October 31, 2021</td>
<td>November 13, 2021</td>
<td>November 24, 2021</td>
</tr>
<tr>
<td>November 14, 2021</td>
<td>November 27, 2021</td>
<td>December 8, 2021</td>
</tr>
<tr>
<td>November 28, 2021</td>
<td>December 11, 2021</td>
<td>December 22, 2021</td>
</tr>
</tbody>
</table>

2. **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](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](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](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](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.


3. 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.

4. 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.

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

This document is posted on Professional Employment Redesign (PER) website at
https://humanresources.illinois.edu/professional-empl-redesign-per/resources/index.html

Illinois Human Resources, Professional Employment Redesign
http://humanresources.illinois.edu/professional-empl-redesign-per/index.html

My UI Info (W-4, Earnings Statement, Direct Deposit, etc.)
https://www.hr.uillinois.edu/myinfo

Policies

Civil Service Staff Policy and Rules
https://www.hr.uillinois.edu/policy/policy_library/policy_and_rules_for_civil_service_staff

Sick Leave Policy (under Leave tab)
https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5634

Vacation Policy (under Leave tab)
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=1465580

Positive Time Reporting
http://humanresources.illinois.edu/employees/policies/positive-time-reporting.html

Vacation and Sick Leave Reporting
http://humanresources.illinois.edu/hr-professionals/current-employees/time-reporting.html

humanresources.illinois.edu
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

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

http://www.sucss.illinois.edu/pages/sar/default.aspx

Bargaining Agreements, if applicable

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