



MEMORANDUM

TO: Central Payroll Users

FROM: Central Payroll Support

DATE: 5/3/2016

SUBJECT: FY2017 Mass Updates

Central Payroll Users:

FLEXIBLE SPENDING DEDUCTIONS

This year Central Payroll will **delete** all Flexible Spending deductions (Dependent Care and Medical) after the last deduction for FY2016 is taken. A report will be provided listing all Flexible Spending Deductions that were deleted. Central Payroll will mass load all Flexible Spending deductions that have been entered into the Group Insurance Flexible Spending System through **JUNE 17, 2016**. Any deductions entered into the Group Insurance Flexible Spending System after June 17, 2016 will need to be entered manually on payroll. A report of all Flexible Spending deductions that were mass loaded will be provided. **Please verify all reports for accuracy, if any discrepancies are found manual corrections will be necessary.**

PAYROLL INSURANCE CHANGES FOR FY 2017 - Benefit Choice Period

Central Payroll will again this year mass update all employee insurance information gathered by C.M.S. Group Insurance Division during benefit choice period. This mass update will reflect all changes that have been entered into the Group Insurance System through **JUNE 17, 2016**. Entries made into the Group Insurance System after June 17, 2016 will need to be entered manually on the Central Payroll System. There will be some occasions that an employee's record will not be updated or missed and it will be the responsibility of each agency to ensure the correctness of all payroll insurance records that have been updated. Central Payroll will also mass update the Group Insurance Health Deduct Code Salary Ranges. **BE SURE TO CHECK ALL REPORTS as soon as possible to insure proper insurance codes for all employees.**

UNION DUES/FAIR SHARE

If Union Dues/Fair Share amount should change, Central Payroll can automatically apply the changes if the user wishes. Please send a memo requesting the union dues/fair share changes with the following information: union code, old union dues amount, new union dues amount, old fair share amount and new fair share amount. The memo needs to be received by Central Payroll by **JUNE 17, 2016**. If you receive a Union Dues/Fair Share increase after June 17, 2016, please contact Central Payroll at CMS.BCCS.EBAS.Payroll.Support.Team@illinois.gov so that we can work together to see if we can assist you on making the change. A report will be sent indicating all union dues/fair share changes that were mass updated. The report will include the employee's name, old union dues/fair share, and new union dues/fair share. **There will be some occasions that an employee's union dues/fair share will not be updated or missed and it will be the responsibility of each agency to ensure the correctness of the mass union dues/fair share updates.**

Please **review all reports** concerning the changes for the July 1 payroll as soon as possible. It is **your agency's responsibility** to insure the final correctness of all payrolls.

IMPORTANT REMINDERS

For July payrolls, all appropriations must be coded with **FISCAL YEAR 2017 ON SCREEN 01** with the exception of special appropriations that must be paid out of FY 2016. Failure to change fiscal year may result in late warrants.

PLEASE REVIEW ALL REPORTS AS SOON AS THEY ARE RECEIVED.

If you have questions regarding the information provided by Central Payroll, please contact the Central Payroll Support Team at CMS.BCCS.EBAS.Payroll.Support.Team@illinois.gov

Sincerely,

James Larson
Central Payroll System

cc: James Larson
Kelli Finley
Kurt Frank
Todd Lutz