

CHECKLIST FOR HANDLING A RETROACTIVE WORK COMP AWARD

PROCESS PROMPT: *Work Comp Office notifies Campus HR and College/Dept HR Office of the retroactive award with dates covered*

CAMPUS HR OFFICE

Send Reconciliation Worksheet and Checklist to Department/Unit for completion

DEPARTMENT/COLLEGE HR

Collect dates and details on Reconciliation Worksheet

- Send completed worksheet to Campus HR for review
- Campus HR reviews and returns to college/department for ANA and PARIS transactions

Initiate Corrections/Adjustments to pay events:

- ANAs for dates paid using PTO which is now covered by Work Comp Total Temporary Disability (TTD)
 - How to submit Overpayment-Adjustment-Request-**Biweekly**:
<https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=242171>
 - How to submit Overpayment-Adjustment-Request-**Monthly**:
<https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=242222>
- PARIS ONLY if applying benefit time to new dates
- Receive copy of overpayment notice (that was sent to employee) from UPB
- Receive copy of Closed Notification from UPB

Update/Create BANNER records through HRFE:

- PZAELOA
 - add notes to the old event(s)
 - create new event with new dates, if applicable
- PEAFMLA
 - add note to original event
 - create new event if applicable
- PEAEML - If Civil service, update Leave of Absence section with reason *Worker's Compensation* and the begin date
- NBAJOBS - If Civil Service, update job to active status; include comments as need to explain

Update Leave Balance adjustments (if needed)

- If Civil Service, submit ANA Leave Balance Adjustment (based on received notification from UPB)
- If Academic, complete reconciliation and update PEALEAV, and Leave System, if applicable (Based on received notification from UPB)

Notifications

- Forward UPB's Closed Notification to Campus HR (which alerts that overpayment has been recovered)
- Notify UPB of retroactive changes (summary with retroactive dates) as FYI, reference the ANA or PARIS adjustment number(s)

UNIVERSITY PAYROLL & BENEFITS (UPB)

Receive adjustment(s) from college/department and complete processing

Communicate to employee initial overpayment process

SURS deductions related to the overpayment will be reversed immediately

Send closed overpayment notification to person who requested the ANA and the employee

CAMPUS HR OFFICE

- Create notification to SURS for reversals & new LPI
 - Submit a SURS web event (if current), or complete manual SURS “Report of Status” form (for retroactive correction, 1 year or prior) and email to emprep@surs.org
- Answer additional questions if needed
- PEALEAV adjustments if needed from ANA leave balance adjustments
- Review PEAEMPL
 - If Civil Service – update leave of absence to reflect work comp
 - If Academic – not required
- Review PZAELOA
 - add notes to the old event(s)
 - create new event with new dates, if applicable
- Review PEAFMLA
 - add note to original event
 - create new event if applicable
- Review NBAJOBS: If Civil Service – Update job to active status, include comments as need to explain
- Notify Prudential of retroactive award dates: claims.request@prudential.com

CONTACTS FOR QUESTIONS

Process Assistance

- Chicago: UIC HR - UICHRLeaves@uillinois.edu
- Hospital and Health Sciences: UI Health HR - uihloa@uic.edu
- Springfield: UIS HR - uishr@uis.edu
- Urbana-Champaign: Illinois HR - SHR-RECORDS@mx.uillinois.edu or 217-333-2143
- System Offices: System Human Resource Services - erhr@uillinois.edu or 217-333-2600

Overpayment/Adjustment Assistance

- University Payroll & Benefits (UPB) Customer Service
 - Email: payinq@uillinois.edu
 - Urbana: 217-265-6363
 - Chicago: 312-996-7200
 - Springfield: 217-206-7144

Claims Assistance

- Office of Claims Management and Workers’ Compensation
workcomp@uillinois.edu

Please send feedback or updates needed on this job aid to SystemHRServices@uillinois.edu