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)
      o How to submit Overpayment-Adjustment-Request-Biweekly: https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=242171
    • 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
      o add notes to the old event(s)
      o create new event with new dates, if applicable
    • PEAFMLA
      o add note to original event
      o create new event if applicable
    • PEAEMPL - 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 needed 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 SURLS 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 empreg@surs.org
☐ Answer additional questions if needed
☐ PEALEAV adjustments if needed from ANA leave balance adjustments
☐ Review PEAEML
  - 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: paying@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