

UF | UNIVERSITY *of*
FLORIDA

The Foundation for The Gator Nation



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FLORIDA

Welcome!

HR FORUM



October 7, 2009, Human Resource Services

Agenda

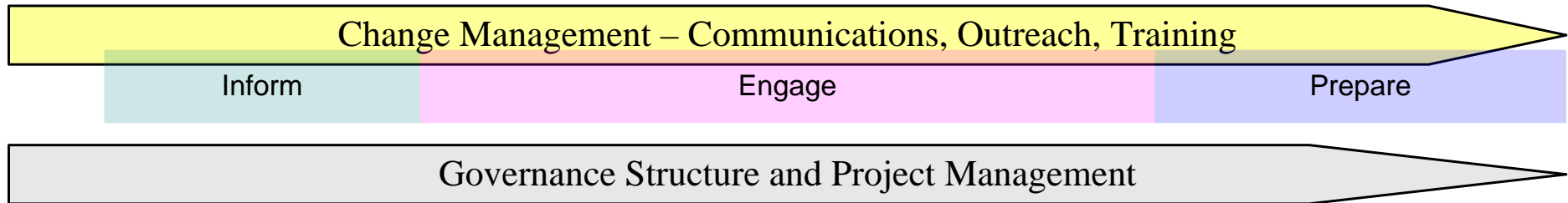
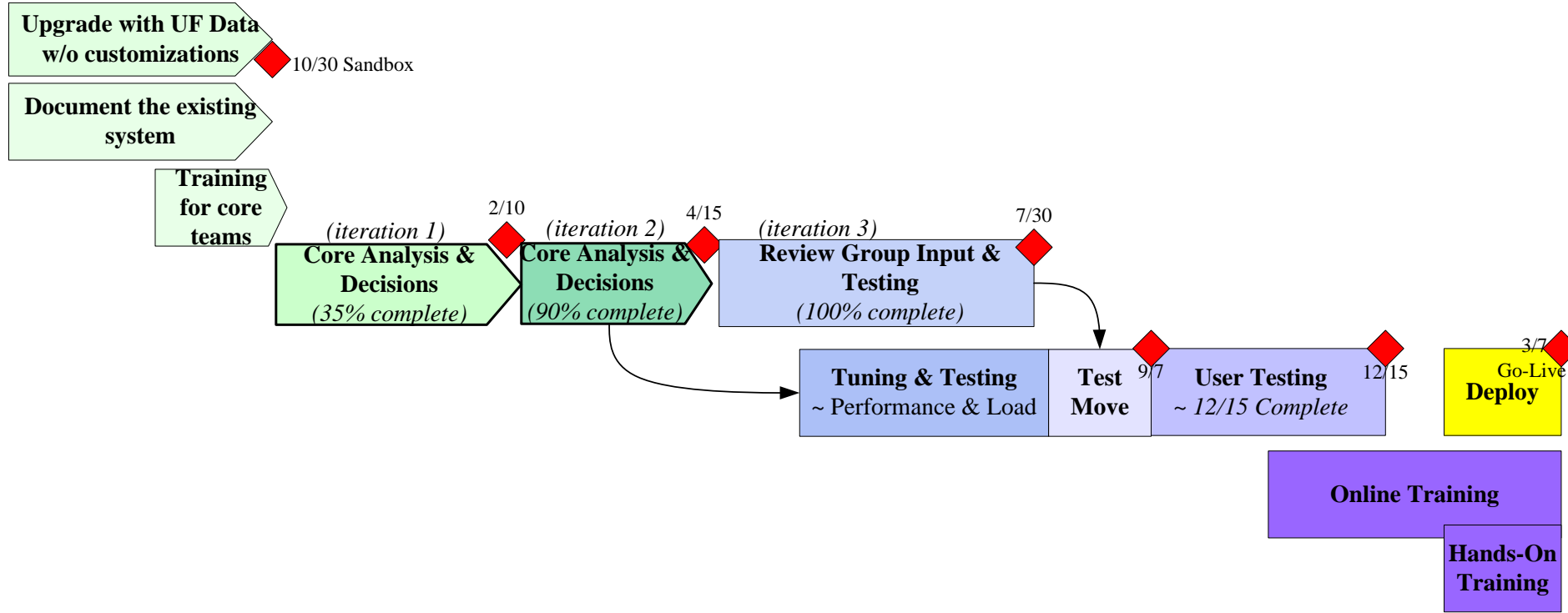
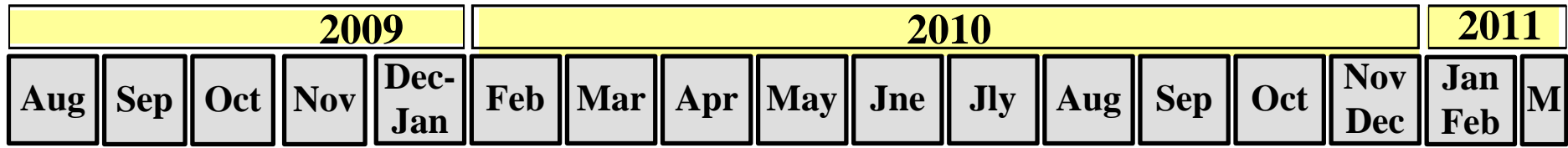
- myUFL Financial Systems Upgrade
- One Less Car Challenge
- Online W-2's
- E-Verify
- Race & Ethnicity Survey
- 4th Annual EEO Conference
- Employee Appraisals
- Retirement Enhancement Program
- Open Enrollment Update
- Domestic Partner Benefits
- Grad Assistant Minimum Salaries
- HR Forum Membership
- Collective Bargaining Update
- Important Dates



myUFL Financial Systems Upgrade



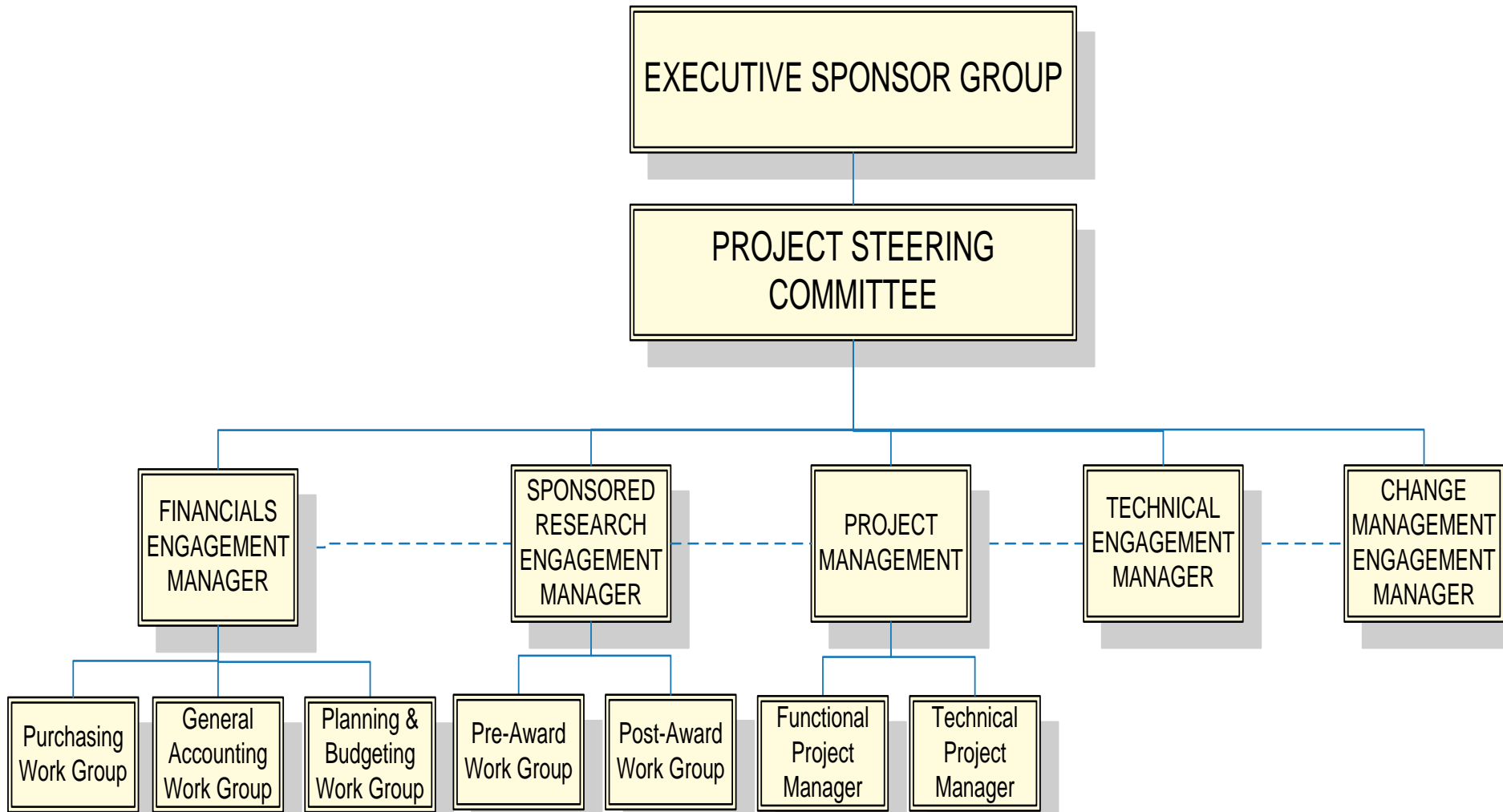
Projected myUFL Financial System 9.0 Timeline



Legend:

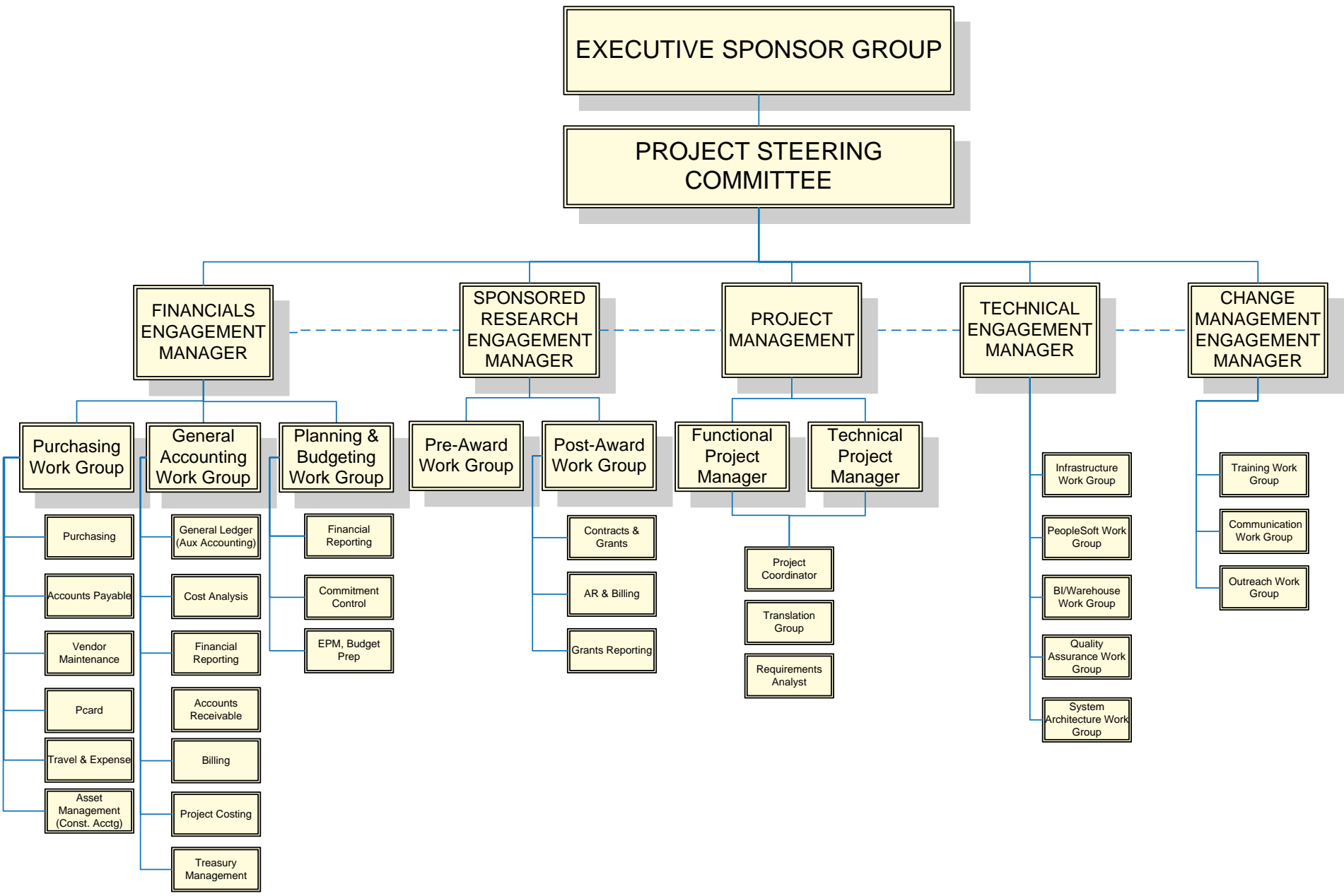
◆ 1) Indicates milestone w/ key deliverable

myUFL Financials System Upgrade – Organizational Structure





myUFL Financials System Upgrade – Organizational Structure



One Less Car Challenge



One Less Car Challenge

- Join departmental or student group/interest teams, earn points, and win prizes!
- Alternative Transportation Info Sessions
- One Less Car Day- October 23rd, North Lawn
- Last year- more than 1,500 participants prevented almost 70 tons of CO2 emissions
- Learn more and register at
 - <http://www.sustainability.ufl.edu/onelesscar/>

Online W-2's New for 2009!



Sign up now to receive electronic IRS W-2 forms

- Sign up now by logging in to the myUFL system and navigating to >My Self Service>W-2/W-2c Consent.
- Available in the near future! Unlimited access to prior years' documents dating back to 2005.
- Electronic W-2 forms are expected to be available earlier than printed forms, employees can file earlier.
- Once an employee has signed up, consent is valid for all subsequent years unless the employee chooses to withdraw consent or upon termination of employment.

- Employees who do not consent to the electronic W-2 form will continue to receive a paper form through the U.S. Postal Service.
- Printed forms will be mailed by January 31, 2010 to the address listed in the UF directory. Employees are responsible for updating their contact information in the myUFL system.
- Convenience.
- Sustainable campus.



- Please promote this new feature and encourage employees to sign up.
- Prizes!!!
- Stay tuned!



E-Verify



E-Verify

- Executive Order requiring federal contracts to use E-Verify was effective September 8.
- We estimate beginning the use of E-Verify this fall.
- Bridges is currently working on a technical solution for both new hires and current employees.
- Penalties for not complying with E-Verify within 3 days of the hire include fines and loss of federal funding.





UF Ethnicity & Race Survey



UF Ethnicity & Race Survey

LAUNCH DATES

- October 1, 2009 Employee Survey
- October 15, 2009 Student Survey

SURVEY NAVIGATION

- MyUFL > My Self Service > UF Ethnicity and Race Survey
- Prompt to Re-set GatorLink Password

FOR MORE INFORMATION

- http://www.ir.ufl.edu/OIRApps/ethnic_code_changes/info.html

DDD from VPHR Paula Fussell

October 1, 2009

Resurvey is under way for federal changes in reporting race and ethnicity of faculty, staff, and students

Beginning today, the University of Florida will be resurveying individual faculty, staff, and students to give them the opportunity to identify their race and ethnicities using new federal guidelines.

As I wrote to you last spring, on October 19, 2007, the federal government issued guidelines for changes in the reporting of race and ethnicity status of individuals. The goal of the federal reporting changes is to capture a more accurate picture of diversity of the U.S. population. The 2000 U.S. Census was the first experiment with the new coding structure. Educational institutions and other recipients of DOE contracts and grants are required to utilize the new standards and aggregation categories for collection and reporting of racial and ethnic data.

Beginning in 2010, federal and state data reporting will include new choices to describe race and ethnicity. The new reporting structure separates race and ethnicity data into two sections. The first section allows individuals to reclassify their ethnicity from two choices; "No, not Hispanic or Latino" or "Yes, Hispanic or Latino". The second section allows individuals to choose one or more race descriptors. In the past, only one race descriptor could be selected.

Faculty and staff will have the opportunity to reclassify their race or ethnicity by choosing from one of two options.

The first option is for individuals to logon to my.ufl.edu and navigate to My Self Service > UF Ethnicity and Race Survey.

The second option allows individuals to update this information when prompted to re-set their GatorLink password.

The student resurvey will begin October 15, 2009, and students who wish to reclassify their race or ethnicity may do so through ISIS.

Additional information may be found online at:

http://www.ir.ufl.edu/OIRApps/ethnic_code_changes/info.html





Sign On

GatorLink Username:

Password:

[Forgot your password?](#)

[GatorLink Account Creation](#)

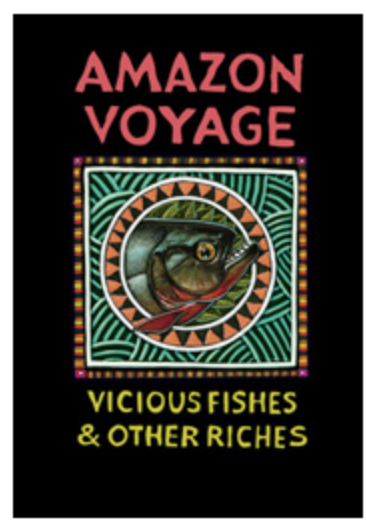
[Having trouble signing on?](#)

[myUFL browser requirements](#)

[Alert Notices](#)



Explore the Amazon



Travel into the Amazon at the Florida Museum of Natural History with "Amazon Voyage: Vicious Fishes and Other Riches," showing October 3 through January 17, 2010. Visit seven ports of call along the Amazon, the world's most biologically diverse river. Encounter amazing creatures including piranhas, anacondas, stingrays and pink dolphins. Visitors can experience new discoveries related to the river through hands-on activities, original multimedia presentations, interactive exhibits, live fish exhibits and original artifact displays. Developed by the University of Miami Museum of Science, this bilingual exhibition can be enjoyed by everyone.

Admission is \$8 for adults (\$7 Florida residents), \$6 for students and \$5 for youth ages 3-12. Museum members admitted FREE! Visitors can also view butterflies from the Amazon in the Butterfly Rainforest! Butterfly Rainforest admission is \$9.50 for adults (\$8 Florida residents), \$7 for students and \$5 for youth ages 3-12. Combo rates are available.

The Florida Museum is located near the intersection of Southwest 34th Street and Hull Road in the UF Cultural Plaza. The Museum is open from 10:00 a.m. to 5:00 p.m. Monday through Saturday and from 1:00 p.m. to 5:00 p.m. on Sunday. For more information, including directions and parking, call (352) 846-2000 or visit www.flmnh.ufl.edu/amazon.

Stand Up and Be Counted!

Now is your chance to tell us who you really are under the U.S. Census' new race and ethnicity guidelines. Go to www.ir.ufl.edu/OIRApps/ethnicity_code_changes/ethnicityinformation.html.



UF Ethnicity and Race

Larry Ellis

The U.S. Department of Education has changed the questions the university must use to collect race and ethnicity information for students and employees. There are now two questions instead of one. Please review and respond to both questions. When possible, the university has pre-filled answers based on your existing information. These show how you would be classified if you make no changes, but you can change the answers if you believe another choice is more appropriate for you. In particular, the changes mean that:

- If you are Hispanic or Latino, you should also select a race in the second question
- If you are Asian or Pacific Islander, you need to select a new category
- If you are a nonresident alien, you are also asked to respond these questions

If you would like more information about the new questions and how the information will be used, please visit

http://www.ir.ufl.edu/OIRApps/ethnicity_code_changes/ethnicityinformation.html.

1) Are you Hispanic or Latino?

(A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

- No, not Hispanic or Latino
 Yes, Hispanic or Latino

The above part of the question is about ethnicity, not race. No matter what you selected above, **please continue to answer the following, if applicable**, by marking one or more boxes to indicate what you consider your race to be.

2) How would you describe yourself?

(Choose one or more from the following racial groups)

- American Indian or Alaska Native
(A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.)
- Asian
(A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)
- Black or African American
(A person having origins in any of the Black racial groups of Africa - includes Caribbean Islanders and others of African origin.)
- Native Hawaiian or Other Pacific Islander
(A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)
- White
(A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)

4th Annual Equal Employment Opportunity Conference



Save the date!

THE UNIVERSITY OF FLORIDA



Human Resource Services Fourth Annual

Equal Employment Opportunity Conference

UF UNIVERSITY OF
FLORIDA
Office of Human
Resource Services

NOVEMBER 4, 2009

GAINESVILLE, FL

www.hr.ufl.edu/eoo/conference/2009

Location: Emerson Alumni Hall, 1938 W. University Ave.

Topics to be covered include...

- 1) The Impact of New Race and Ethnicity Codes in Academics
- 2) The Obama Effect on Race and Social Economic Discrimination
- 3) A Sustainable Approach to Achieving Broad Diversity
- 4) Ledbetter Interpretations After One Year
- 5) Hiring Foreign Nationals and EEO Implications

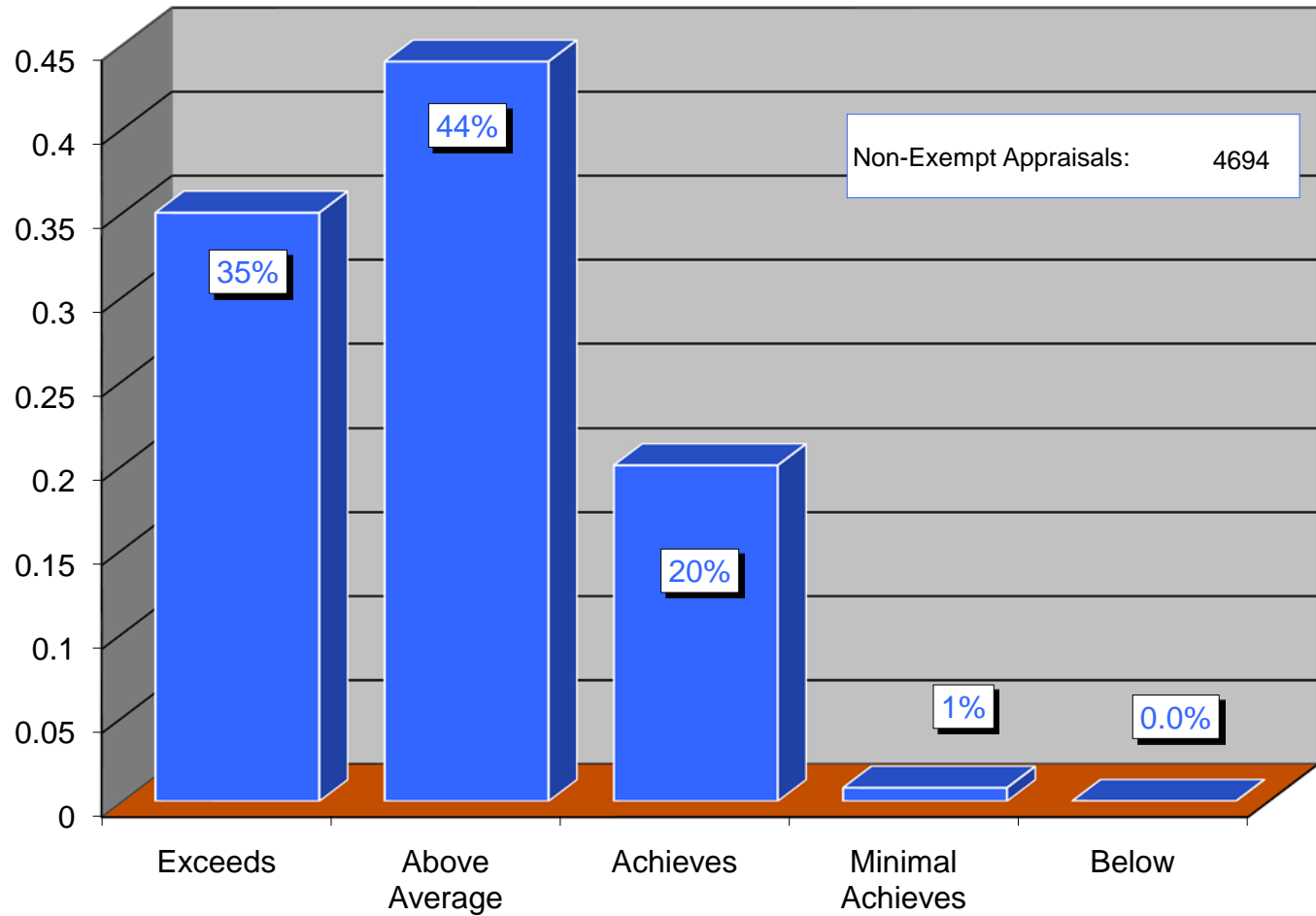
For more information, please contact Shelton Davis at sheltond@ufl.edu or (352) 392-2HRS.

Employee Appraisals

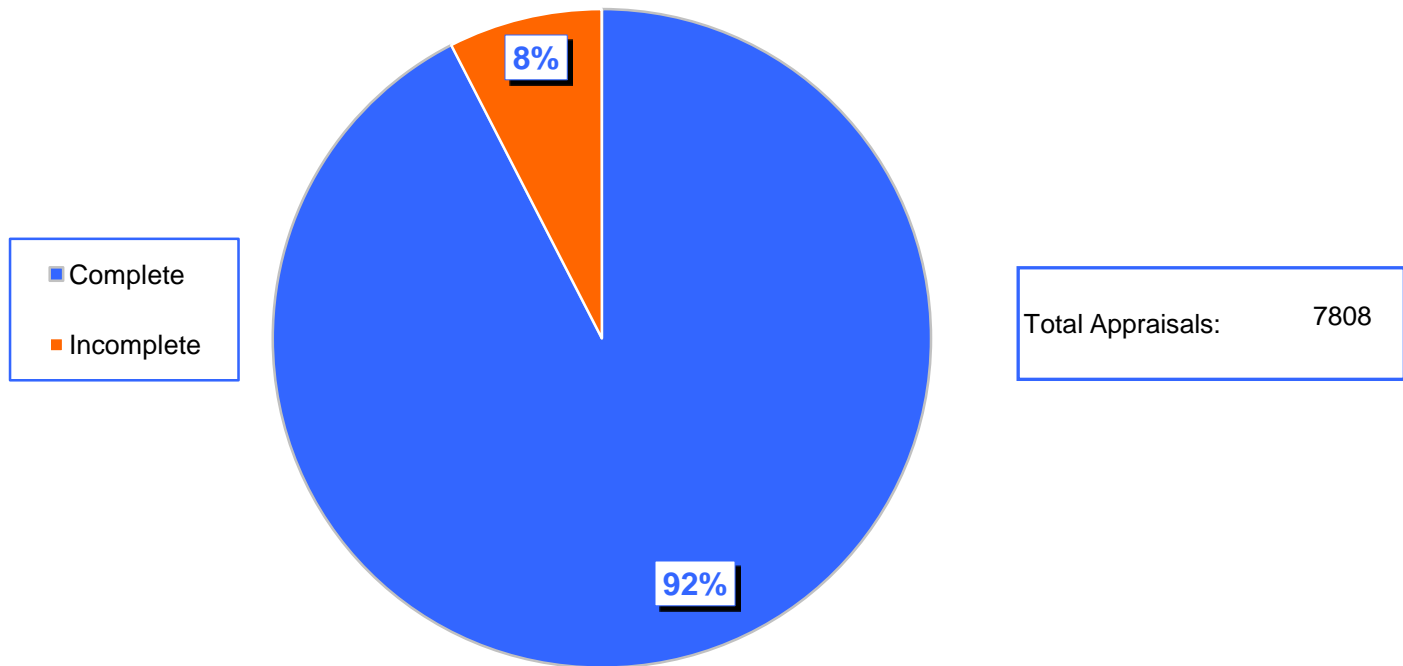


UF Appraisals

Distribution of Ratings Non-Exempt Only



Completed Appraisals - Combined Exempt and Non-Exempt



Retirement Enhancement Program



Retirement Enhancement Program (REP)

Objective

- The REP offers an attractive incentive to the eligible employee who may be considering separation (or retirement), while allowing the University to reduce recurring salary expenditures as part of the University's budget reduction plan.



Retirement Enhancement Program

Eligibility Criteria

- Age 65 or older, as of June 30, 2010,
and
- Six or more years of active, continuous,
creditable service in a faculty or staff
benefit eligible position with the University
of Florida as of November 23, 2009.



Retirement Enhancement Program

Exclusions

- DROP Participants
- Employees previously retired from UF
- Employees who have entered into an agreement prior to the program implementation date (October 1, 2009) with a predetermined employment end date



Retirement Enhancement Program

Exclusions (cont)

- Any employee who has received notice of termination, notice of non-renewal or cancellation of his or her employment
- OPS/temporary employees



Retirement Enhancement Program

Separation Incentive Payment (SIP)

- Equivalent to current base annual salary
- Lump sum payment (Direct Deposit)
- No retirement contributions on SIP
- No employer paid benefits
- All applicable taxes and required employee deductions



Retirement Enhancement Program

SIP (continued)

- Payment made within 30 days of termination
- Tax-deferred contributions to 403(b)* and/or 457** plans allowed, up to IRS maximum
\$22,000 maximum per plan for 2009



Retirement Enhancement Program

Funding

- State funded positions-Central Funds
Restrictions on filling position/OPS/adjunct faculty
(permission of Senior VP over the area)
- Grant funded positions-Central Funds
No restrictions on filling the position
- Non-state, non-grant funded positions-
Department funds
No restrictions on filling position



Retirement Enhancement Program

Reemployment Limitations

- UF Policy: With approval of area VP and VP of HR, a participant may be rehired in an OPS or adjunct faculty position. Reviewed on a case by case basis(Retired or not)
- Division of Retirement Policy: Varies by retirement plan and date of reemployment

<http://www.hr.ufl.edu/infogator/2009/july/expanded.htm#frs>



Retirement Enhancement Program

Timeline

- 09/25/09 Packets mailed to faculty (out of unit) & staff
- 10/01/09 First day to submit enrollment form and SAR
- 11/23/09 Earliest possible separation date
- 01/08/10 Last day to submit enrollment form and SAR
- 06/30/10 Last day to separate from UF



Retirement Enhancement Program

Information can be found on HR web site:

<http://hr.ufl.edu>

Please e-mail inquiries to

retirement@ufl.edu

Or

Call 392-2477



Open Enrollment



Open Enrollment (OE) Update/Reminders

- Benefits Fair - over 724 employees attended
- Open Enrollment ends this Friday 10/9/09, at 5:30 p.m. EST
- Look for confirmation statements if you made an OE change starting 10/12/09
- If you find an error, call People First before 10/30/09 at 5:30 p.m. EST

<http://www.hr.ufl.edu/benefits/openenrollment/default.asp>



Domestic Partner tax impact change



2009-2010 Graduate Assistant Minimum Salaries



An agreement between the University of Florida Board of Trustees and GAU was ratified in September 2009.

Each nine-month employee on a .50 FTE shall receive a minimum stipend of \$9,500 for 2009-2010 and \$10,000 for 2010-2011.

The funds for the 2009/10 increase will come from the colleges and departments. The increase to the minimum stipend of \$10,000 for the 2010-2011 will be calculated into that year's budget.



Graduate Assistants hired August 16, 2009, or after must receive the new minimum salary.

Graduate Assistants already hired or returning Graduate Assistants will need to have their salary adjusted to reflect the new minimum salary based on their FTE.

Academic Personnel Office will be working with each department/unit to ensure that the new minimum salary is updated on each GA that is below the minimum.

Questions?

Please contact Janet Malphurs at 273-1737 or e-mail at jmmalph@ufl.edu.

Graduate Assistant Minimum Salary

9- Month appointment (19.5 biweekly periods)

FTE	Annual	Biweekly Amount
1.0	\$19,000	\$974.36
.50	\$9,500	\$487.18
.33	\$6,270	\$321.54
.25	\$4,750	\$243.59

12- Month Appointment (26.1 biweekly periods)

FTE	Annual	Biweekly Amount
1.0	\$25,430.80	\$974.36
.50	\$12,715.40	\$487.18
.33	\$8,392.16	\$321.54
.25	\$6,357.70	\$243.59



HR Forum Membership



Collective Bargaining Update



Important Dates

- **October 1st to 30th** – Sick Leave Pool Open Enrollment
- **October 9th** – Open Enrollment ends
- **October 15th** – Launch of the Race & Ethnicity Code Survey for Students
- **October 30th** – Deadline for Superior Accomplishment Award nominations
- **October 1st to 30th** - **Advanced Leadership program**
 - Applications to participate are being accepted now through close of business on October 30
 - This year's program kicks off January 2010 and meets for six 1.5-day events over 2010
 - <http://www.hr.ufl.edu/training/leadership/alap.asp>
- **Higher Education Opportunity (HEO)**
 - Tuition assistance for children of full-time TEAMS employees
 - Application deadline – November 1
 - <http://www.hr.ufl.edu/education/heo/default.asp>
 - **Informational Session October 19th, 10:00 to 12:00, HRS Building, room 120**
- **December 2nd** – Next HR Forum



Thank you for attending!

