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Welcome!

HR FORUM



March 11, 2009
Human Resource Services

Today's Agenda

- Tax Changes
- Fringe Benefit Pool
- Short Work Break for 9 & 10 Month Faculty
- Faculty & Graduate Assistant Summer Appointments
- myUF Market
- Flexible Spending Account/Medical Reimbursement
- COBRA Subsidy
- Veterans Status Resurveying
- Employment Updates
- Important Dates



Tax Changes



New Withholding Tables Released by IRS; More take-home pay for employees

- The Internal Revenue Service has released new income tax withholding tables that may result in more take-home pay this spring for most employees.
- The new tables incorporate the new Making Work Pay Tax Credit, one of the key tax provisions included in the American Recovery and Reinvestment Act of 2009 that became law last month, February 2009.
- The Making Work Pay Tax Credit will provide a refundable tax credit of up to \$400 for working individuals and \$800 for married taxpayers filing joint returns. The tax credit will be spread out over the paychecks workers receive beginning this spring through the end of the calendar year.
- The credit will phase out for taxpayers with adjusted gross income in excess of \$75,000, or \$150,000 for married couples filing jointly.
- The new withholding tables will be effective for the **pay period 3/20/09-4/02/09, pay date 4/10/09.**



New Withholding Tables Released by IRS; More take-home pay for employees

- Employees will get the benefit of this change without any action on their part. It is not necessary for employees to submit an IRS Form W-4 to receive the Making Work Pay Tax Credit reflected in their take-home pay.
- However, employees with multiple jobs, or married couples whose combined income places them in a higher tax bracket, may want to submit 2009 IRS W-4 forms to ensure that adequate tax is withheld to cover the tax for the combined income.
- The amount of the credit must be reported on the employee's 2009 income tax return filed in 2010. Taxpayers who do not have taxes withheld by an employer during the year can also claim the credit on their 2009 tax return.



New Withholding Tables Released by IRS; More take-home pay for employees

- For more information, visit the IRS website:
<http://www.irs.gov/newsroom/article/0,,id=204447,00.html>
- Please note: The Making Work Pay Tax Credit does not affect 2008 income tax returns. For more information, visit: <http://www.irs.gov/newsroom/article/0,,id=204335,00.html>.



Fringe Benefit Pool



Old Account	Old Description	New Account	New Description	Old Account	Old Description	New Account	New Description
611000	FACULTY-EARNINGS	611110	FACULTY-EARNINGS	653100	CLIN PST DOC FELL/INT EARNINGS	653110	CLIN PST DOC FELL/INT EARNINGS
612000	FACULTY-BENEFITS & TAXES	611120	FACULTY-EARNINGS FRINGE POOL	653200	CLIN PST DOC/FELL/INT BENS&TAX	653120	CLIN PST DOC/FELL/INT FRINGE POOL
612001	MOVING EXPENSE (FACULTY)	611210	FACULTY-MOVING EXPENSE			653310	CLIN PST DOC FELL/INT ADDL PAY
	MOVING EXP FACULTY	611220	FACULTY-MOVING FRINGE			653320	CLIN PST DOC/FELL/INT ADDL PAY FRINGE
		611310	FACULTY-ADDL PAY				
		611320	FACULTY-ADDL PAY FRINGE	654100	RESIDENTS & INTERNS EARNINGS	654110	RESIDENTS & INTERNS EARNINGS
		611400	FACULTY LEAVE CASHOUTS	654200	RESIDENTS & INTERNS BENS & TAX	654120	RESIDENTS & INTERNS FRINGE POOL
		612110	COM FACULTY-EARNINGS			654310	RESIDENTS & INTERNS- ADDL PAY
		612120	COM FACULTY-EARNINGS FRINGE POOL			654320	RESIDENTS & INTERNS ADDL PAY FRINGE
		612210	COM FACULTY-MOVING EXPENSE				
		612220	COM FACULTY-MOVING FRINGE	655100	STUDENT ASSISTANTS EARNINGS	655110	STUDENT ASSISTANTS EARNINGS
		612310	COM FACULTY-ADDL PAY	655200	STUDENT ASSISTANTS BEN & TAXES	655120	STUDENT ASSISTANTS FRINGE POOL
		612320	COM FACULTY-ADDL PAY FRINGE			656110	POST DOC EARNINGS
		612400	COM FACULTY LEAVE CASHOUTS			656120	POST DOC EARNINGS FRINGE POOL
						656310	POST DOC-ADDL PAY
621000	TEAMS-EARNINGS	621110	EXEMPT TEAMS/USPS EARNINGS			656320	POST DOC-ADDL PAY FRINGE
622000	TEAMS-BENEFITS & TAXES	621120	EXEMPT TEAMS/USPS EARNINGS FRINGE POOL				
622001	MOVING EXPENSE (TEAMS)	621210	EXEMPT TEAMS/USPS MOVING EXPENSE	659100	OTHER OPS EARNINGS	659110	OTHER OPS EARNINGS
		621220	EXEMPT TEAMS/USPS MOVING FRINGE	659200	OTHER OPS BENEFITS & TAXES	659120	OTHER OPS FRINGE POOL
		621310	EXEMPT TEAMS/USPS-ADDL PAY				
		621320	EXEMPT TEAMS/USPS-ADDL PAY FRINGE			680000	BENEFITS & TAXES ACTUAL
		621400	EXEMPT TEAMS/USPS LEAVE CASHOUTS				
				699000	COMPENSATED ABSENCES	699000	COMPENSATED ABSENCES
631000	USPS-EARNINGS	631110	NONEXEMPT TEAMS/USPS EARNINGS	699100	OTHER SALARIES	699100	OTHER SALARIES
632000	USPS-BENEFITS & TAXES	631120	NONEXEMPT TEAMS/USPS EARNINGS FRINGE POOL	699200	OTHER BENEFITS AND TAXES	699200	OTHER BENEFITS AND TAXES
		631310	NONEXEMPT TEAMS/USPS-ADDL PAY	699999	MISC PR CORRECTIONS (F&A ONLY)	699999	MISC PR CORRECTIONS (F&A ONLY)
		631320	NONEXEMPT TEAMS/USPS-ADDL PAY FRINGE	719300	OTHER PAYMENTS - NON EMPLOYEES	719300	OTHER PAYMENTS - NON EMPLOYEES
		631400	NONEXEMPT TEAMS/USPS LEAVE CASHOUTS	751000	SCHOLARSHIPS	751000	SCHOLARSHIPS
				752000	FELLOWSHIPS/ STIPENDS	752000	FELLOWSHIPS/ STIPENDS
651100	TEMPORARY FACULTY - EARNINGS	651110	TEMPORARY FACULTY - EARNINGS	752100	HLTH INS FELLOWS W/ STIPENDS	752100	HLTH INS FELLOWS W/ STIPENDS
651200	TEMP FACULTY BENEFIT & TAXES	651120	TEMP FACULTY FRINGE POOL	796000	ROYALTIES PATENTS & COPYRIGHTS	796000	ROYALTIES PATENTS & COPYRIGHTS
				799200	AWARDS & COMMENDATIONS	799200	AWARDS & COMMENDATIONS
652100	GRADUATE ASSISTANTS EARNINGS	652110	GRADUATE ASSISTANTS EARNINGS				
652200	GRAD ASSTS BENEFITS & TAXES	652120	GRAD ASSTS FRINGE POOL				
		652310	GRAD ASSTS-ADDL PAY				
		652320	GRAD ASSTS-ADDL PAY FRINGE				

Short Work Breaks for Nine and Ten Month Employees



Short Work Breaks for Nine and Ten Month Employees

- Nine and ten month employees (faculty, graduate assistants and TEAMS) will be put on Short Work Break in the myUFL system for the summer semester.
- Reports will be available to review on March 16. Navigate to Public Folder > Human Resources > Workforce information under Enterprise Reporting
- Effective date of the break will be 5/16/09 for 9 month and 6/11/09 for ten month employees.



Short Work Breaks for Nine and Ten Month Employees

- Please review your employee's data by Thursday, March 26, to ensure that an employee does not have any pending or future dated rows and that any terminations are entered by this date.
- The process will be completed the weekend of March 28, in which a new job row will be created with the action/reason of Short Work Break.
- Time reporting will be inactivated for the short work break period. Departments still need to review their employees to ensure that they do not continue to be paid beyond the end of the Spring Semester.



Short Work Breaks for Nine and Ten Month Employees

- Questions? Contact Academic Personnel for Faculty and Graduate Assistants at 392-2477 and Recruitment and Staffing for Teams employees at 392-2477.



Faculty & Graduate Assistant Summer Appointments



Faculty and Graduate Assistant Summer Appointments

- Summer jobs for faculty and graduate assistants will be processed via the Summer Job Review file.
- The review file will be available to departments the week of March 30.
- The file will be available via myUFL system and may be accessed via the navigation: Workforce Administration>Job information>UF Summer Job Review.



Faculty and Graduate Assistant Summer Appointments

- Data on the Summer Job Review file will include salary and other information for current 9 month faculty and graduate assistants.
- Departments will have until April 16, to review and update the data.
- The departments will be able to change the following:
FTE-salary will adjust accordingly.
Title- (for graduate assistants only)
Department ID



Faculty and Graduate Assistant Summer Appointments

- Departments will also need to indicate the term (A,B or C) of the appointment. A termination row will be applied at the same time the summer job row is applied in job data.
- The appointments will be applied into myUFL the weekend of April 25.
- Departments will be able to view the summer jobs starting on April 27.



Faculty and Graduate Assistant Summer Appointments

- Distributions for summer jobs will need to be completed once these jobs have been applied to job data. This will be for the pay period of **5/15/2009-5/28/2009**.
- Instructional guide is located at:
<http://www.hr.ufl.edu/training/myUFL/toolkits/HiringAddPay.asp>
- Questions? Please contact Academic Personnel at 392-2477.





*my*uf market

The logo for 'myuf market' is centered within a dark blue oval. The word 'my' is written in a lowercase, orange, cursive font. The word 'uf' is written in a lowercase, white, serif font. The word 'market' is written in a lowercase, white, serif font.

myUF Market

- The myUF Market is a user-friendly online marketplace designed to streamline the way departments purchase their goods and services
 - This new procurement system will replace purchasing requisitions in myUFL
- Pilot group is preparing to use/test the system
 - Approximately 200 people throughout campus



myUF Market

- Learn more by attending a myUF Market Overview session , which will introduce the new system along with:
 - Electronic catalogs
 - Using PCards in myUF Market
 - Roles and responsibilities of those who create and approve requisitions
 - Requisition workflow
 - Ease of data retrieval



myUF Market

- The myUF Market Overview sessions are currently open for registration
 - March 17 through end of April
 - To register, visit my.ufl.edu > My Self Service > Training and Development > Request Training Enrollment
 - Search for **PST072** myUF Market Overview



myUF Market

- Hands-on training for “requestors” will start in May
 - Registration opens April 13
 - Targets current “requisitioners”
 - Colleges will be given designated weeks in which to attend to ensure space availability
- Must attend training to be given access to new system as a requisitioner



myUF Market

- Shoppers/approvers will have online training available
 - Not required but strongly recommended



www.purchasing.ufl.edu/ myufmarket

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Project Team



Purchasing. Simplified.

NEW! PST 072 myUF Market Overview sessions to be offered throughout March and April.

- View schedule
- Register now

Welcome to a new way of doing business at the University of Florida. UF Purchasing is pleased to introduce *myuf* Market, a user-friendly online marketplace designed to streamline the way your department purchases its goods and services.

The adoption of *myuf* Market represents UF's ongoing commitment to initiatives that strategically reduce costs without sacrificing quality. Using familiar, intuitive tools like search boxes, price comparisons, favorites, and shopping carts, your purchasing experience will be more convenient than ever before—all while saving your department time and money.

No more time wasted searching through catalogs, waiting on hold with vendors, and tracking down approvals. With *myuf* Market, faculty and staff can make their purchases, initiate requisitions, verify budgets, and route approvals in a "one-stop" environment.

The virtues of virtual purchasing

The benefits of the new *myuf* Market include:

- Efficiency:** Order from a variety of vendors without picking up the phone; no more sorting through catalogs, waiting on hold, or visiting multiple locations to find what you need. No more struggling to remember passwords—only one logon is needed. Approval processes are flexible and streamlined.
- Ease:** Store regularly made purchases in the system to simply click and buy when you need to restock. Create and submit error-free requisitions electronically.
- Value:** Easier access to UF-contracted prices and terms for the products you buy, saving your department or project money during this period of tighter budgeting.

WHO WILL USE *myuf* MARKET?

- Shoppers.** Quick and easy access to a variety of vendors and products. Point and click to compare prices and purchase with ease.
- Requisitioners.** Streamlined processes mean easier shopping, approval routing, budget-checking, and tracking.
- Approvers.** Enjoy flexible approval processes. Perform a range of actions on entire requisitions or individual line items.

Deadline for
Flex Spending Accounts (FSAs)
claims -- April 15, 2009



FSA Deadline

Medical & Dependent Reimb. Accounts

- Deadline for claims is 4/15/09
- New Grace Period – gives extra time to use money in your 2008 accounts
- Grace Period runs from 1/1 through 3/15 each calendar year
- Expenses not incurred by 3/15 is still subject to the IRS "use-it-or-lose-it" rule



New COBRA provisions



American Recovery & Reinvestment Act (ARRA) or Stimulus Package

- Signed into law 2/17/09
- Expanded COBRA eligibility & premium subsidy for individuals that involuntarily terminate from 9/1/08 thru 12/31/09
 - Plan administrators are required to send new COBRA notices by 4/18/09
 - Special Election -- 2nd chance to elect COBRA
 - Offers a 65% premium subsidy –paid by the employer
 - Subsidy lasts for 9 months
 - Employers will need to reclaim the 65% subsidy thru payroll tax credits



American Recovery & Reinvestment Act (ARRA) or Stimulus Package

How this will impact UF:

- Employees laid off or terminated for cause between 9/1/08 – 12/31/09 may be eligible for the 65% subsidy
- Employees who were terminated during that time, but didn't elect COBRA or later dropped it will be eligible to re-enroll
- UF Benefits may be involved in the premium collection process – for collecting the employee's portion and charging the employer



American Recovery & Reinvestment Act (ARRA) or Stimulus Package

How this will impact UF:

- Possible impact to departmental budgets --It's undetermined whether the 65% will be charged directly to the department or if it can be taken from a central account
- Payroll and Tax Services will likely be involved with reclaiming UF's portion of the subsidy by filing payroll tax credits quarterly
- Depending where the employer's portion is paid from, once the subsidy is reimbursed by the Government, it will have to be refunded to the appropriate Department OR Central accounts



Veteran Status Resurveying Effort



VETS-100A Report

- The U.S. Department of Labor requires recipients of federal contracts in excess of \$100,000 to submit an annual report (VETS-100A) by September 30th of each year.
- The VETS-100A Report includes data on regular full-time and part-time employees and new hires who were:
 - Disabled Veterans
 - Other Protected Veterans
 - Armed Forces Service Medal Veterans
 - Recently Separated Veterans



Mapping vs. Re-Surveying

- Current Data Collection Fields

- Active Reserve
- Retired Military
- Not a Vietnam-Era Veteran
- Other Protected Veteran
- Post-Vietnam-Era Veteran
- Pre-Vietnam- Era Veteran
- Veteran (VA Ineligible)
- Veteran of the Vietnam Era
- Vietnam-Era Veterans
- Vietnam & Other Protected Veterans
- No Military Service
- Not Indicated
- Not a Veteran

- VETS-100A Fields

- Disabled Veterans
- Armed Forces Service Metal Veterans
- Recently Separated Veterans
- Other Protected Veterans

VETS-100A Report

- HRS is working with UF Bridges to:
 1. Change PeopleSoft storage of veteran's data to match the federal reporting data,
 2. Change collection data in ePAF to match the federal reporting data, and
 3. Complete a one-time resurvey of all campus employees through a My Self Service application in MyUFL.

Employment Updates



Employment Updates

- E-Verify still pending lawsuit and administration review.
- Outsourcing employment verifications set to launch late spring.
- HireRight implementation underway and more information will be available next month. Please call us if you have a specific situation you would like to discuss.
- Terminate inactive appointments!



Student Appointment Review File

- Automated online file will be made available in April for easy review of student hourly appointments.
- Select checkbox if student needs to be terminated.
- Initiate ePAF if student is moving to an OPS position.
- No action required if student will continue employment as STAS.



Student Appointment Review File



- ▶ Manager Self Service
- ▶ North American Payroll
- ▶ Organizational Development
- ▶ Set Up Financials/Supply Chain
- ▶ Set Up HRMS
- ▶ Travel and Expenses
- ▶ UF Departmental Administration
- ▼ Workforce Administration
 - ▶ Increase Workforce
 - ▶ Personal Information
- ▼ Job Information
 - ▶ Contract Administration
 - ▶ Review Job Information
 - ▶ Reports
 - [Job Data](#)
 - [UF Raise Review](#)
 - [UF Mass Additional Pay Review](#)
 - [UF Summer Job Review](#)
 - [UF Appointment Review](#)
 - ▶ UF HR Approve Job
 - ▶ Workforce Development
 - ▶ Workforce Monitoring
 - ▶ UF Financial Custom Apps
 - ▶ PeopleSoft
 - ▶ Worklist
 - ▶ Tree Manager
 - ▶ PeopleTools

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UF Appointment Review

Calendar Year 2008 **Termination Date** 05/16/2008 **Cut-Off Date** 05/10/2008
Department 62010700 HR-TRAINING-DEVELOPMENT

Find | View All First ◀ 1-2 of 2 ▶ Last

Terminate Job Data Audit Data Comments <input type="text"/>										
Terminate	EmplID	Name	Empl Rcd	Department	Salary Plan	Job Code	FTE	Comp Rate	Workgroup	Eligible
<input type="checkbox"/>	12345678	Gator, Albert	0	62010700	STAS	001482	0.50	8.00	OPNSTA	<input checked="" type="checkbox"/>
<input type="checkbox"/>	90123456	Druff, Dan	0	62010700	STAS	001482	0.50	8.00	OPNSTA	<input checked="" type="checkbox"/>

Student Appointment Review File

- More Information to come in the April HR Forum.
- Please contact Student Employment at 392.0296 with questions or concerns.



Open Until Filled Positions

- After a review of the recruitment trends and in light of impending budget issues, we are suspending the use of *Open Until Filled* for TEAMS and OPS positions effective immediately.
- Exceptions may be granted for certain TEAMS positions.
- Exemption requests can be sent to Melissa Curry at melissa-curry@ufl.edu.



Open Until Filled Positions

- OPS and TEAMS positions currently posted *Open Until Filled* may continue to post as is but must be removed or have a hard deadline added by May 1, 2009.
- *Open Until Filled* may still be used for faculty positions at this time.



GatorJobs and the Chronicle of Higher Education

- We are pleased to offer a new and easy advertising tool through GatorJobs!
- When you select *Chronicle* under the external advertising section of your GatorJobs requisition, your vacancy will automatically download overnight to the Chronicle website.
- You will still need to work directly with the Chronicle to advertise in the paper publication.



GatorJobs and the Chronicle of Higher Education

University of Florida Job Site - Windows Internet Explorer

https://jobs.ufl.edu/userfiles/jsp/shared/frameset/Frameset.jsp?time=1236698674146

File Edit View Favorites Tools Help

Google Search

University of Florida Job Site

Jobs at UF **UNIVERSITY of FLORIDA**
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REQUISITIONS
SEARCH REQS
CREATE REQUISITION
FOR OPS AND STUDENT FROM PREVIOUS
FOR FACULTY OR TEAMS
APPLICANTS
SEARCH APPLICANTS
CONF NUMBER SEARCH
USERS
CREATE USER ACCOUNT
APPROVE
SEARCH USERS
ADMIN
HOME
CHANGE USER TYPE
LOGOUT

Please do not let this discourage you from applying for other positions that interest you.

Check All Clear All

- ASME (Web)
- Chiefland Citizen
- Chronicle (Publication & Web)
- Florida Times Union
- Gainesville Sun
- Job Search (Web)
- Lake City Reporter
- Lakeland Ledger
- MGMA (Web)
- Miami Herald
- Monster.com (Web)
- O'Dwyers (Web)
- Ocala Starbanner
- Orlando Sentinel
- OSMIS (Web)
- Palatka Daily News
- PRNewsonline (Web)
- SAAWeb
- St Petersburg Times
- Sumter County Times
- Tallahassee Democrat

If you plan to advertise externally, indicate the advertising sources:

Done Trusted sites 100%

start 2 Micros... U:\Employ... 3 Intern... 2 Micros... PeopleAd... 11:31 AM

Important Dates

- Employee Education Program (EEP)
 - To attend UF during Summer A/C 2009:
 - EEP Registration Period: May 7 – May 12, 2009
 - EEP Applications Due: 5 p.m. on May 13
 - Summer B 2009:
 - EEP Registration Period: June 25 – June 30, 2009
 - EEP Applications Due: 5 p.m. on July 1
- Summer Training Registration opens April 13th
- Employee Evaluations Due March 31st



Thank you for attending!

