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Welcome!

HR FORUM



April 8, 2009, Human Resource Services

Agenda

- New General Deduction Codes
- Fringe Benefit Pool
- Employment Updates
- Short Work Break for 9 & 10 Month Faculty
- Faculty & Graduate Assistant Summer Appointments
- Fiscal Year-End Compensatory Leave Cash-Out
- Race & Ethnicity Code Changes
- Red Flags Overview – Identity Theft Protection
- Important Dates



Two new general deduction codes related
to garnishments were effective pay period
ending 4/2/09
(pay day 4/10/09)



This allows us to take advantage of the following provision, as stated in the garnishment orders:

- For administrative costs, Garnishee shall collect \$5.00 against the salary or wages of employee for the first deduction and \$2.00 for each deduction afterward.



Effective pay period ending 4/2/09

Deduction code **GRNINI**

- A \$5.00 fee will be charged for each new garnishment. This one-time fee will not affect the amount of the garnishment.

Deduction code **GRNREC**

- A \$2.00 fee for each garnishment will be charged each biweekly pay cycle. For example, if an employee has 3 child support orders, the GRNREC will be \$6.00 each biweekly. This recurring fee will not affect the amount of the garnishment.



Notification to Employees

- Employees with current garnishments were notified of this change by email the week of March 30th.



Fringe Benefit Pool



New proposed rates –

DRAFT - subject to final review & approval of DHHS

- Faculty (9, 10, 12 month) 27.88%
- Clinical Faculty (COM – GNV, JAX) 22.74%
- Exempt TEAMS/USPS 33.12%
- Non-Exempt (Hourly) TEAMS/USPS 42.11%
- Post Docs, House staff 18.24%
- Other Non-Student OPS/Temp Fac. 2.13%
- Graduate Students 11.60%
- Student OPS 0.54%



New proposed rates - details

	1	2	3	4	5	6	7	8
Proposed 2009-10	Clinical Faculty	Faculty	TEAMS/USPS Exempt	TEAMS/USPS Hourly	Housestaff & Regular Post Docs	Grad Ast	Other OPS/Temp Faculty	STAS/FWSP
FICA OASDI	3.19%	5.22%	5.96%	6.06%	0.00%	0.00%	0.00%	0.00%
FICA Medicare	1.45%	1.45%	1.43%	1.42%	1.43%	0.00%	1.45%	0.00%
Health Ins.	5.22%	8.17%	13.43%	22.61%	15.93%	0.00%	0.00%	0.00%
Life Ins.	0.27%	0.30%	0.22%	0.20%	0.05%	0.00%	0.00%	0.00%
Retirement	9.45%	10.27%	10.17%	10.16%	0.02%	0.00%	0.00%	0.00%
Other (Incl. Grad Ast Ins.)	1.19%	0.34%	0.22%	0.32%	0.12%	11.06%	0.00%	0.00%
Worker's Comp	0.54%	0.54%	0.54%	0.54%	0.54%	0.54%	0.54%	0.54%
UnComp/Sick Lv Pool	0.14%	0.14%	0.14%	0.14%	0.14%	0.00%	0.14%	0.00%
Leave Cash outs	1.29%	1.46%	1.00%	0.65%	0.00%	0.00%	0.00%	0.00%
Total	22.74%	27.88%	33.12%	42.11%	18.24%	11.60%	2.13%	0.54%

Transition Issues

- HR/FI Configuration changes required in My UFL system
- Re-engineering of Payroll Distribution screens and functionality
- New General Ledger Account Codes for Salary and OPS
- Changes to Payroll Cost Distribution and Payroll Projection reports



Fringe Benefit Pool DDD

<http://www.admin.ufl.edu/ddd/default.asp?doc=14.10.2360.6>



Employment Updates



Employment Updates

- E-Verify still pending lawsuit and administration review.
- UF Appointment Review available later this month.
- New I-9 effective April 3. Please be sure to update any bookmarks.
- Name changes require new SSN card.
- Remember to close out open in GatorJobs when complete or inactive.



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) have been put on Short Work Break in the myUFL system for the summer semester.
- Reports are available under Enterprise Reporting. Navigate to Public Folder > Human Resources > Workforce Information
- 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

- 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.
- 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 file is available via myUFL system and may be accessed via the navigation: Workforce Administration>Job information>UF Summer Job Review.
- The review file is available to departments now.
- Departments will have until April 16, to review and update the file.

Faculty and Graduate Assistant Summer Appointment

- Data on the Summer Job Review file will include salary and other information for current 9 month faculty and graduate assistants.
- 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.



Fiscal Year-End Compensatory Leave Cash-out



Comp Leave Cash-out

- Unused overtime comp (OTC) & special comp (SC) will be cashed out in the May 15 – 28 pay period, and paid on June 5.
- Regular compensatory leave balances are retained (not cashed out).
- OTC, SC earned from May 15 forward will carry over to 2009-10 balances.



Comp Leave Cash-out

- May 14 - deadline for all entries related to 2008/09 comp leave, including usage thru 6/30/09; Approval by 9 am, May 15.
- Time approvers should not approve OTC and SC entries made during May 15-28.
- Supervisors can require comp use before approving vacation to minimize cash-out payments.



Comp Leave Cash-out

- OTC or SC entered after May 14 deadline will result in overpayments and/or negative balances.
- Enterprise Reporting report available - “Leave Accruals, Usage and Balances by Pay Period, Department”.



Comp leave cashout

- Contact Leave Administration:
 - About hours accrued in error to prevent payment.
 - About entries made and/or approved after the May 14th deadline.
- For more information, see April InfoGator.

Questions?





Updates: Race & Ethnicity Code Transition Team

New Race & Ethnicity Code Changes

- In 1976, in response to an apparent undercount of Americans with Spanish origin in the 1970 Census, the Congress passed Public Law 94-311, calling for the collection and analysis of Federal statistics on person with Spanish origin.
- On October 19, 2007, the U.S. Department of Education posted to the Federal Register “Final Guidance on Maintaining, Collecting and Report Data on Race and Ethnicity to the U.S. Department of Education.” (Volume 72, Number 202)
- 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.



NEW RACE & ETHNICITY CODE CHANGES

Collection

① Are you Hispanic or Latino?

- 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 you race to be.*

② How would you describe yourself?

(Select one or more races from the following racial groups)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Reporting

Checking Hispanic trumps other choices

- Hispanic
- Non-Hispanic
 - ___ White
 - ___ Black or African American
 - ___ Asian
 - ___ Native Hawaiian or Other Pacific Islander
 - ___ American Indian or Alaska Native
- Non-Hispanic (2 or more races)
- Nonresident Alien
- Unknown



SYSTEMS, DATABASES, PROGRAMS & REPORTS

- Human Resources
- Equal Opportunity
- General Counsel
- Public Relations
- Institutional Research
- Information Technology
- Purchasing
- UF Bridges
- Admissions
- Registrar (all levels)
- Financial Aid
- Athletics
- Alumni



New Race & Ethnicity Code Transition Teams

Policy & Practice Team (P)

- The role of the “P” Team is to develop the underlying policies, practices and standards that will guide the change to the new race and ethnicity codes on the University of Florida campus.

Implementation Team (I)

- The role of the “I” Team is to plan and lead the implementation of the new race & ethnicity codes changes.

Updates: Implementation Team

- Drafted a DDD which was released on April 3rd.
- Identifying all systems, data bases, reports and programs that will be affected by the changes.
- Working with Bridges, the Chief Information Officer, and other IT providers at UF to carry-out the resurveying of continuing employees, students and alumni.

Updates: Policy & Practice Team

- Recommended the Level of Coding Details for the data collection.
- Recommended the Coding Structure for the data storage.
- Developing Compliance Guidelines for collecting, storing and reporting the data.
- Developing Collection Strategies to get all faculty, staff, students and alumni to complete the resurvey.

RACE & ETHNICITY CODES

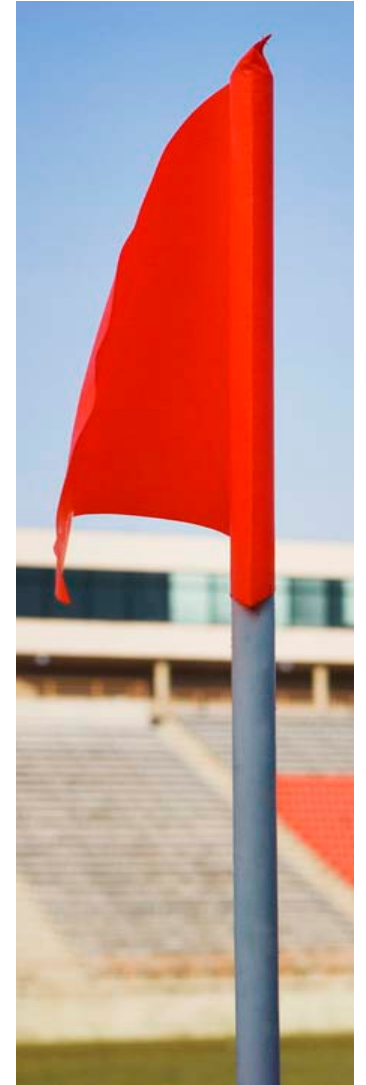
EFFECTIVE DATES:

- COLLECTING
 - FALL 2008 – ADMISSIONS
 - FALL 2009 – HRS
- REPORTING
 - WINTER 2010 – HRS
 - SPRING 2011 – FALL ENROLLMENT



The Red Flag Rule

Detecting, Preventing, and
Mitigating Identity Theft





Flag



- *Noun:*
 - A piece of cloth, usually rectangular, of distinctive color and design, used as a symbol, standard, signal, or emblem.
- *Verb:*
 - To communicate by means of such devices as lights or signs.



Red Flag

- *Noun:*
 - A warning signal.
 - Something that demands attention or provokes an irritated reaction.



Identity theft - Red Flags



- **A pattern, practice, or specific activity that indicates the possible existence of identity theft.**

THE Red flag rules



- In November 2007, final rules were issued to implement the *Identity Theft Red Flags Rule*.
- The Rule applies to financial institutions and **creditors** that offer or maintain **Accounts**.
- The Rule requires the implementation of a **written Identity Theft Prevention Program**.
- All procedures must be **fully implemented** by May 1, 2009!

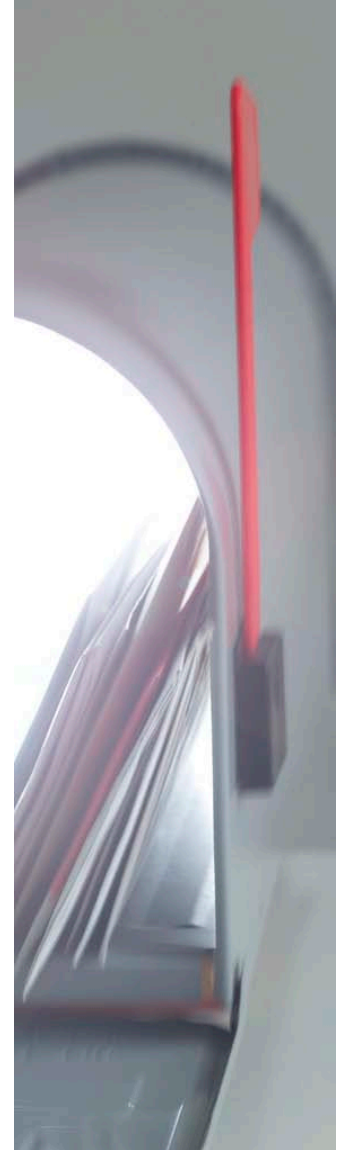
Yes, UF Really is a Creditor



- UF falls within the scope of the Red Flag Rules because we act as a “creditor” by:
 - regularly extending, renewing, or continuing credit;
 - or
 - regularly arranging for such credit;
 - or
 - acting as an assignee of an original creditor.
- Did we mention that all procedures must be **fully implemented** by May 1, 2009!

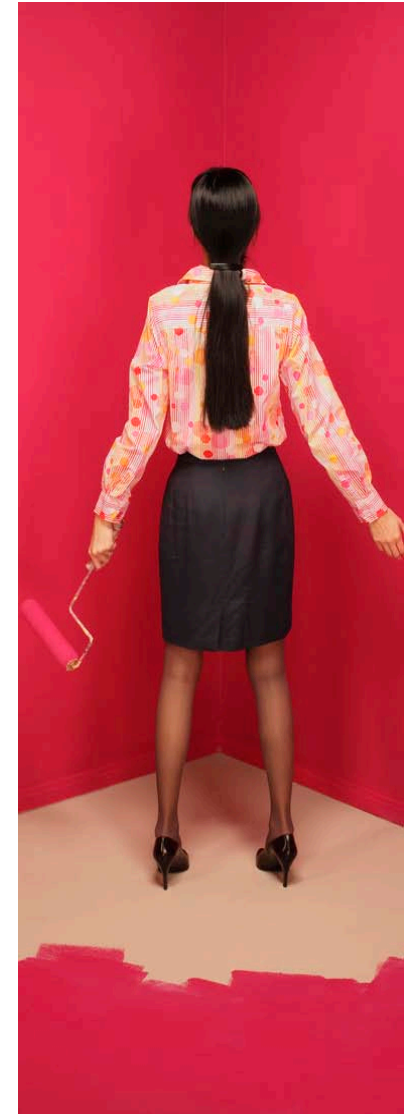
Covered Accounts

- The Rule's goal is to detect, prevent, and mitigate identity theft in certain *"covered accounts."*
- A **'covered account'** is one that the University of Florida offers or maintains:
 - Primarily for personal, family, or household purposes, (as opposed to business purposes),
 - That permits multiple payments or transactions, such as, a credit card account, student account, or other financial accounts
 - For which there is a reasonably foreseeable risk of identity theft.



The Rule...

- ...is actually three different but related rules, all will definitely apply to the following areas at UF:
 - (681.1) *Users of consumer reports*
 - (681.2) *Creditors holding 'covered accounts'*
 - (681.3) *Debit and credit card issuers*



Users of consumer reports



- (681.1) *Users of consumer reports must develop **reasonable policies and procedures** to verify the identity of consumers and confirm their addresses, when necessary.*
 - Applies to any areas of UF that utilize consumer reporting agencies for any reason, i.e. credit or background checks for loans or collection purposes, or for new hire applicants.
- All procedures must be **fully implemented** by May 1, 2009!

creditors

- (681.2) “...creditors holding ‘covered accounts’ must develop and implement **written procedures** for both new and existing accounts.”
 - **This provision applies to any areas of UF that issue any type of credit**, i.e. Perkins Loans, Housing or Transportation Payment Plans, Student Deferred Payment Plans, or Faculty Group Practices.
- And, you guessed it – all procedures must be **fully implemented** by May 1, 2009!



Debit and credit card issuers

- *(681.3) Debit and credit card issuers must develop reasonable policies and procedures to **assess the validity** of a request for change of address followed closely by a request for an additional or replacement card*
 - Only applies to Gator1 cards.
 - They have already done this.



Identifying Red Flags

- ***A Red Flag, or any situation closely resembling one, should be investigated for verification.***
- ***The following Red Flags are potential indicators of fraud:***
 - Alerts, notifications, or other warnings
 - Suspicious documents or personal identifying information
 - Unusual or suspicious account activities
 - Notices from customers, victims of identity theft, law enforcement authorities, or others



Alerts, notifications, and warnings

- **Watch for these notices** from consumer reporting agencies, service providers, or fraud detection services:
 - A fraud or active duty alert included with a consumer report;
 - A notice of credit freeze in response to a request for a consumer report; or
 - A notice of address discrepancy.



Suspicious documents

- Identification documents that appear to have been **altered or forged**.
- The photograph or physical description on an ID that **doesn't match** the Customer presenting it.
- Information on the identification that is **not consistent** with other information provided or readily accessible, such as a signature card or a recent check.
- An application that appears to have been **destroyed and reassembled**.



Suspicious Personal information



- **PII provided is inconsistent** with PII that is on file, or when compared to external sources. For example,
 - The **address does not match** any address in the consumer report;
 - The SSN has not been issued or is listed on the Social Security Administration's **Death Master File**;
 - There is a **lack of correlation** between the SSN range and date of birth.

Fraudulent Personal information

- **PII provided is associated with known fraudulent activity**, or is of a type commonly associated with fraudulent activity. For example,
 - The address on a document is the same as the address provided on a known fraudulent document ;
 - The address on a document is fictitious, a mail drop, or a prison;
 - The phone number is invalid or is associated with a pager or answering service.



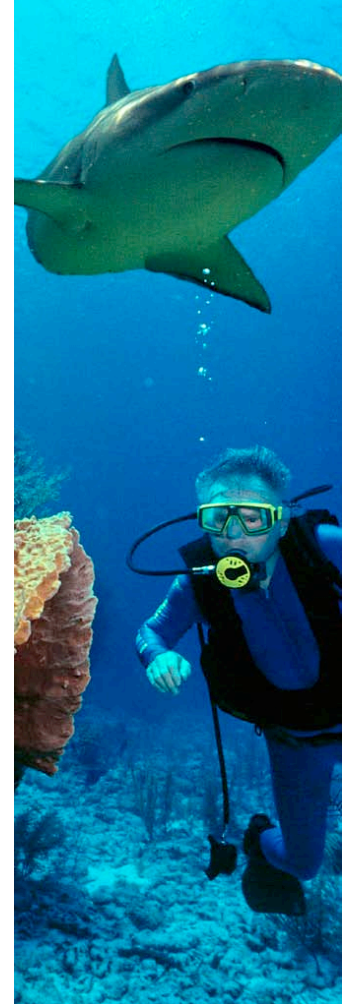
Just how suspicious....?

- **Would your red flag be raised if:**
 - ...a SSN provided for an account is the same as one provided by another person for a different account? **How would you know?**
 - ...the person opening a Covered Account fails to provide all the required personal identifying information on an application and then doesn't respond to notices that the application is incomplete? **What do you do next?**
 - ...a person requesting access to a Covered Account cannot answer the security questions (mother's maiden name, pet's name, etc.)? **How do you handle this?**



Looking below the surface

- Sometimes fraudulent activity is not that obvious. **Do you know what to do if...**
 - ...mail sent to the account-holder is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the Covered Account??
 - ...the University is notified that a customer is not receiving paper account statements, even though they are being mailed and not returned??



On The Other Hand...

- **Sometimes the problem is obvious, but *do you know the procedure* when...**
 - ...the University receives a notice regarding possible identity theft in connection with Covered Accounts held by your unit???
 - ...the University is notified that your department has opened a fraudulent account for a person engaged in identity theft???
- Remember, all procedures must be ***fully implemented*** by May 1, 2009!



Responding to Red Flags

- **Report** *known and suspected fraudulent activity immediately to protect Customers and the University from damages and loss:*
 - Gather all related documentation
 - Complete a Privacy Incident Report,
 - Available on the Privacy Office web site
 - Provide a complete description of the situation.
 - Send the report to the UF Privacy Office.



Taking action

- *If a transaction is or appears to be fraudulent, **take appropriate actions immediately**:*
 - Cancel the transaction;
 - Notify and cooperate with appropriate law enforcement;
 - Determine the extent of liability of the University;
 - Notify the Customer that fraud has been attempted.



Moving beyond the mandate

- **The Red Flag Rules address external threats, but what about internal threats?**
 - Is your area “data-rich”?
 - Do you know where all your data is?
 - Is access to the data strictly controlled?
 - Do you have both orientation and termination procedures related to data?
- **Be Aware:** Identity Theft is the #1 “white collar” crime in the US, and Florida ranks 3rd nationally.



It's all about security

- ✘ Here's how to **avoid** becoming an ID Theft statistic. Include these points in your procedures:
 - Store restricted information on secure servers, not on your workstation.
 - Password protect your computer and set your screensaver to come on automatically.
 - Avoid providing restricted data over the telephone or by email.
 - Cross-shred all restricted data documents before throwing them away.
 - Keep conversations quiet – make sure they cannot be overheard when exchanging restricted data.
- **And just to be sure you understand – all procedures must be **fully implemented** by May 1, 2009!**



resources

- Red Flags Website
 - <http://www.ftc.gov/bcp/edu/pubs/business/alerts/alt050.shtm>
- Identity Theft Brochure
 - <http://privacy.health.ufl.edu/identity/IdTheftBroch.pdf>
- SSN Death Indexes
 - <http://www.deathindexes.com/ssdi.html>



questions?

✘ The Privacy Office

<http://privacy.ufl.edu>

352-273-5094

Toll-free Hotline: 866-876-4472



Important Dates

- Registration for Summer Training opens April 13th
- Next HR Forum May 6th





Thank you for attending!

