

**UF** | UNIVERSITY *of*  
**FLORIDA**

*The Foundation for The Gator Nation*



**UF** | UNIVERSITY *of*  
**FLORIDA**

**Welcome!**

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**HR FORUM**



September 9, 2009, Human Resource Services

# Agenda

- Online W-2's
- Superior Accomplishment Awards
- Open Enrollment for Sick Leave Pool
- Chronicle of Higher Education Advertising
- E-Verify
- Employment Updates
- GatorJobs Reference Collection Tool
- Open Enrollment
- Important Dates



# New for 2009 calendar year end: On-line W-2 Statements



# WOW!

- I'll be able to get my W-2 on-line from the comfort of my computer!
- Available 24/7, any time of day and on weekends.
- Can print multiple copies at your convenience and with no delay. No need to request a duplicate if misplaced.
- Available earlier on-line to those that consent to the electronic copy, no waiting for the mail.
- For those that sign-up for the on-line copy, prior years will be available on-line also, back to 2004!



# Where do I sign-up?

- **Access to sign-up (consent), and to print will be available through My Self Service via the secure myUFL website.**
- **Communication will be sent promoting this and advising when it's in production. Please start promoting this new feature.**
- **Consent is required per Federal regulations. If an employee does not consent, a paper copy will be sent via U.S. Post Office.**
- **Consent is valid for all subsequent years unless revoked or upon termination of employment.**
- **Confirmation e-mails will be sent when consent is given or revoked.**



# Sample Consent Statement

Sample Consent Form

UNIVERSITY OF FLORIDA

## CONSENT TO RECEIVE FORM W-2 IN ELECTRONIC FORMAT IN LIEU OF PAPER FORM

The Internal Revenue Service (IRS) allows the use and distribution of Form W-2 Wage and Tax Statements in electronic format in lieu of paper forms only with the consent of the employee. To receive all future Form W-2 Wage and Tax Statements only in electronic format, please read this entire Notice and provide your consent by clicking the **Consent** box, “*Check here to indicate your consent to receive electronic W-2 and W-2c forms,*” and click the “SUBMIT CONSENT” icon.

### Disclosure Notices

An employee who consents to receiving his/her Form W-2 online will not receive a paper copy of the W-2 from Payroll Services. An employee can access and print his/her Form W-2 using any computer with internet access. If an employee does not consent, a paper copy of the Form W-2 will be mailed on or before January 31<sup>st</sup> of each year to the mailing address on file. The employee is responsible for updating and maintaining current information in the directory which includes the mailing address.

Consent will be valid for all subsequent tax years unless revoked by you or upon your termination of employment. You may revoke your consent by accessing My Self Service via [myUFL](#).

*By checking the Consent box, “Check here to indicate your consent to receive electronic W2 and W-2c forms,” I acknowledge that I understand the above information and hereby consent to receive all future Form W-2 statements only in electronic format via My Self Service in the myUFL Portal Page.*

**Submit Consent**

# Superior Accomplishment Awards



# Superior Accomplishment Awards

- Nomination period:
  - September 15-October 30
- Award Amounts:
  - Divisional Winners: \$200
  - University Winners:
    - 6, \$2000 award winners
    - 8, \$1000 award winners
- For outstanding performance during the previous academic year:
  - August 1, 2008-July 31, 2009
- Submit nomination form and support letters to Divisional Chairs by October 30, 2009



# Divisional Chairs

- Div 1- Pres Office, Research and Grad Prog, Public Relations, Gen. Counsel, Foundation, HR
  - Melissa Orth, 392-4574
- Div 3- Academic Affairs
  - Susan Ciccarone, 846-1138
- Div 4- IFAS
  - Joel Mcquagge, 392-6363
- Div 5- Health Affairs
  - Colette Cimino, 273-5329
- Div 6- Student Affairs
  - Myra Morgan, 392-1265 x 401
- Div 7- Business Affairs
  - Tom Casserly, 273-1381



# Open Enrollment for Sick Leave Pool



Sick Leave Pool  
Open enrollment Oct 1-31

- Combined individual sick leave for collective use.
- Hours awarded by committee for personal use for catastrophic conditions.
- October 1-31 is annual open enrollment period!



# Sick Leave Pool Membership Requirements

- Minimum balance of 64 hours (or 8 days) of accrued sick leave.
- Contribution of 8 hours (or 1 day) of sick leave upon enrollment in pool.
- Balance, contribution pro-rated based on FTE.
- Application must be received by Leave Administration by 5pm, Oct 31.



# Resources

- Please contact Leave Administration at 392-2477 with questions, or:
- Visit the link below to get information and applications about sick leave pool membership and applications to request hours:

<http://www.hr.ufl.edu/leave/sickleavepool/default.asp>



# Chronicle of Higher Education Advertising



# Chronicle of Higher Education Advertising

- Contract in place for 2009-2010
- Unlimited web ads
- 35% discount on all box print ads
- Full page UF ad scheduled for October 16 Diversity issue
- Templates designed by University Relations available within a few weeks
- Emails will be sent to department administrators detailing specifics



# E-Verify



# E-Verify

- Executive Order requiring federal contracts to use E-Verify was effective September 8.
- We expect to begin using E-Verify around October 8.
- Bridges is currently working with HRS to provide a technical solution for both new hires and currently employees.
- Penalties for not complying with E-Verify within 3 days of the hire include fines and loss of federal funding.



# Employment Updates



# Employment Updates

- Processing Deadlines

Please remember to adhere to the HR payroll deadlines. A schedule can be found at:

<http://www.fa.ufl.edu/payroll/paydays-2009-2010.asp>

- I-9 Compliance

New I-9 available on the HR website. Please be sure to update your saved links.

# Employment Updates

- Veteran's Survey Form now required as a part of hire paperwork.
- Viable Outreach Process Report  
As we review faculty recruitment processes in preparation to require online applications, we are modifying processes as needed. The VOPR is no longer required effective immediately.



# Employment Updates

- The Work Number is now live.

More information and detailed instructions can be found on the HR website at:

[http://hr.ufl.edu/recruitment/employment\\_verification/default.asp](http://hr.ufl.edu/recruitment/employment_verification/default.asp)



# GatorJobs Reference Collection Tool



# GatorJobs Reference Collection Tool

- Additional tool for collecting references
- Email requests to references automatically – Time Saver!
- Applicant will not be able to see the actual reference, just who sent in



## REQUISITIONS

[SEARCH REQ'S](#)

## 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](#)

• Welcome **John Sun**. You are logged in.  
 Your Current Group: LevelThree (HR).

Tuesday, September 8, 2009

## Create Requisition - ACCOUNTANT

<a href="#">Posting Details</a>	<a href="#">Posting Specific Questions</a>	<a href="#">Disqualifying</a>	<a href="#">Guest User</a>	<a href="#">Notes / History</a>	<a href="#">Versions</a>	<a href="#">Reference Letters</a>
---------------------------------	--	-------------------------------	----------------------------	---------------------------------	--------------------------	-----------------------------------

**CONTINUE TO NEXT PAGE >>**

To create a requisition, first complete the information on this screen, then click **Continue to Next Page>>**. Proceed through all sections completing all necessary information. To submit the requisition to human resources, you must click on the **Continue to Next Page>>** button from the last section. Once a summary page appears, select the **Submit** button and click **Continue**. Your requisition will not be saved or sent to the next status until you see the confirmation page and click the **Confirm** button.

\*Required information is denoted with an asterisk.

**Requisition number:**

Name of Person Being Replaced:

### POSITION INFORMATION

Position Frozen?

No Response

## Create Requisition - ACCOUNTANT

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

[Posting  
Details](#)

[Posting Specific  
Questions](#)

[Disqualifying](#)

[Guest  
User](#)

[Notes /  
History](#)

[Versions](#)

[Reference  
Letters](#)

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

Use the fields on this tab to define applicant reference letters.

\*Required information is denoted with an asterisk.

### Reference Letters

Will this position accept reference letters?

No letters requested ▾

Number of reference letters required?

No letters required ▾

Instructions to Applicant:

Instructions to Reference:

Completed/End Instructions to Reference:

\*Required information is denoted with an asterisk.

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

**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

• Welcome **John Sun**. You are logged in.  
Your Current Group: SuperUser.

Tuesday, September 8, 2009

## View/Edit Requisition - 0802146 - ACCOUNTANT

<a href="#">Applicants</a>	<a href="#">Posting Details</a>	<a href="#">Posting Specific Questions</a>	<a href="#">Disqualifying</a>	<a href="#">Guest User</a>	<a href="#">Notes / History</a>	<a href="#">Versions</a>	<a href="#">Reference Letters</a>
----------------------------	---------------------------------	--	-------------------------------	----------------------------	---------------------------------	--------------------------	-----------------------------------

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

Use the fields on this tab to define applicant reference letters.

\*Required information is denoted with an asterisk.

### Reference Letters

Will this position accept reference letters?	Letters accepted
Number of reference letters required?	3
Instructions to Applicant:	In order to complete your application, you must submit three professional references. Your references will be contacted by email automatically if you have been selected to continue on the recruitment process.
Instructions to Reference:	In order to proceed with the recruitment process, your prompt submission and candid feedback on the reference is much appreciated. In your reference, please include information on the applicant's leadership skills, reliability, and
Completed/End Instructions to Reference:	Thank you so much for your submission.

**REQUISITIONS**

SEARCH REQ'S

**CREATE REQUISITION**

FOR OPS AND STUDENT  
FROM PREVIOUS  
FOR FACULTY OR TEAMS

**APPLICANTS**

SEARCH APPLICANTS  
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**ADMIN**

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CHANGE USER TYPE  
LOGOUT

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Tuesday, September 8, 2009

## View/Edit Requisition - 0802146 - ACCOUNTANT

<b>Applicants</b>	<a href="#">Posting Details</a>	<a href="#">Posting Specific Questions</a>	<a href="#">Disqualifying</a>	<a href="#">Guest User</a>	<a href="#">Notes / History</a>	<a href="#">Versions</a>	<a href="#">Reference Letters</a>
-------------------	---------------------------------	--	-------------------------------	----------------------------	---------------------------------	--------------------------	-----------------------------------

### Active Applicants

1 Record

<input checked="" type="checkbox"/> Name	Documents	<input checked="" type="checkbox"/> Date Applied	<input checked="" type="checkbox"/> Status	External Status	References Received	All / None
<b>Sun, John</b> <a href="#">View TEAMS,OPS,Student Emp,&amp; Coop Ext Application</a>		08-11-2009 <a href="#">History / Notes</a>	Under Review by Manager <a href="#">Change Status</a>	In Progress	2 of 3 <a href="#">Manage References</a>	<input type="checkbox"/>

**CHANGE MULTIPLE APPLICANT STATUSES**

**Refresh**

Include:

- Active Applicants  
 Inactive Applicants

**REFRESH**

**View Multiple**

**VIEW MULTIPLE APPLICATIONS**

**VIEW MULTIPLE DOCUMENTS**

Applications / documents will open in a new window. To print, select File > Print after documents appear in that window.

Documents may take several minutes to load.

**CONTINUE TO NEXT PAGE >>**

**SAVE AND STAY ON THIS PAGE**

**REQUISITIONS**

SEARCH REQ'S

**CREATE REQUISITION**

FOR OPS AND STUDENT  
FROM PREVIOUS  
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**ADMIN**

HOME  
CHANGE USER TYPE  
LOGOUT

• Welcome **John Sun**. You are logged in.  
Your Current Group: SuperUser.

Tuesday, September 8, 2009

## Manage References - Accountant

In order to complete your application, you must submit three professional references. Your references will be contacted by email automatically if you have been selected to continue on the recruitment process.

To add a new Entry, click the **Add New Entry** Button Below. To view more details about an existing entry, click the **View** link for the entry. To edit an existing entry, click the **Edit** link for that entry. To delete an existing entry, click the **Delete** link for that entry.

**Existing Entries**

3 Records

<input type="checkbox"/> Name	<input type="checkbox"/> Email Address	<input type="checkbox"/> Hide From Applicant	Portal Link	References	<input type="checkbox"/> Email Reference Automatically	<input type="checkbox"/> Referrer Relationship
<b>Dana Smith</b> <a href="#">View</a>    <a href="#">Edit</a> <a href="#">Delete</a>	dana-smith@ufl.edu		<a href="https://cs274.peopleadmin.com/userfiles/Central?referenceId=779891_3_4003446466608796">https://cs274.peopleadmin.com/userfiles/Central?referenceId=779891_3_4003446466608796</a>	<a href="#">Remove</a>    <a href="#">View</a>	Yes	co-worker
<b>Marjorie Belcher</b> <a href="#">View</a>    <a href="#">Edit</a> <a href="#">Delete</a>	marjorie-belcher@ufl.edu		<a href="https://cs274.peopleadmin.com/userfiles/Central?referenceId=779891_1_4003446345841049">https://cs274.peopleadmin.com/userfiles/Central?referenceId=779891_1_4003446345841049</a>	<a href="#">Attach</a>	Yes	co-worker
<b>Shannon Pettit</b> <a href="#">View</a>    <a href="#">Edit</a> <a href="#">Delete</a>	smpettit@ufl.edu		<a href="https://cs274.peopleadmin.com/userfiles/Central?referenceId=779891_2_4003446408630401">https://cs274.peopleadmin.com/userfiles/Central?referenceId=779891_2_4003446408630401</a>	<a href="#">Remove</a>    <a href="#">View</a>	Yes	co-worker

# Open Enrollment



# Open Enrollment (OE)

## Key Dates

### Early September

- 9/1 - 9/13 OE Packets mailed from People First
- 9/2 Campus DDD
- 9/4 Email to employees from HR

Information available thru the HR forum, OE web page, posters, and *InfoGator*

### Mid to Late September

- 9/14 Open Enrollment begins at 8:30 a.m. EST
- 9/18 Overview/enroll sessions begin and continue thru early October
- 9/25 Benefits Fair, Touchdown Terrace , 9am to 4pm

More information on shuttle times/locations & flu shot can be found on the OE web page at:

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



# Open Enrollment (OE) Key Dates

## Early October

- 10/9 Open Enrollment ends at 5:30 p.m. EST
- 10/12 - 10/16 Confirmation statements mailed for those who made changes during OE

Forms received in the last week 10/5 – 10/9 will be processed; however, confirmations statements may arrive late, possibly after the correction period has ended

## Mid to Late October

- 10/12 - 10/30 Correction period. Employees must call the People First to make corrections during this period
- 10/30 Correction period closes at 5:30 p.m. EST



- ✦ Academic Personnel
- ✦ Awards & Recognition
- ✦ Benefits
- ✦ Class/Compensation
- ✦ Employee Relations
- ✦ Equal Employment
- ✦ Forms/Communications
- ✦ Leave Administration
- ✦ Policies/Handbook
- ✦ Recruitment/Staffing
- ✦ Retirement
- ✦ Training
- ✦ Vice President's Office

**BENEFITS**

[Health Insurance](#)  
[Life Insurance](#)  
[Supplemental & Other Insurances](#)  
[Flexible Spending Accounts](#)  
[Fringe Benefits Pool](#)  
[Education Benefits](#)  
[Other Benefits](#)  
[Work/Life Events](#)  
[Enroll](#)  
[Open Enrollment](#)  
[Forms](#)  
[BabyGator](#)  
[GatorGradCare](#)



## Open Enrollment - September 14 - October 9, 2009

Each year, Annual Open Enrollment gives employees an opportunity to take a look at their existing benefit plans to evaluate any anticipated needs and to make adjustments for the upcoming plan year.

**[Don't miss this year's Benefits Fair](#)**  
**[September 25, 2009— One day only!](#)**

[News](#) | [State-Sponsored Benefits](#) | [UF-Sponsored Benefits](#)  
[Open Enrollment Resources](#) | [UF Information](#)

**News**

- [Annual Benefits Open Enrollment period runs Sept. 14 - Oct. 9.](#)
- [Benefits Fair, information sessions provided](#)
- [Open enrollment Adoption benefits currently underway thru Sept. 30](#)
- [Watch your mail and visit People First's web site for current Open Enrollment news](#)
- [Keep track of your People First User ID and password](#)
- [Open enrollment timeline](#)
- [Watch for state-sponsored plan changes](#)
- [UF-sponsored plans available to add or update during Open Enrollment](#)
- [New --Dependent Eligibility enhancement and Chance to add/increase term life or personal accident insurance coverage](#)
- [Health plan costs for full-time employees hold steady for fourth consecutive year](#)
- [Contribution limits for Health Savings Accounts increases for 2010](#)
- [Signing up for a state-sponsored supplemental plan?](#)
- [Be sure to report all work/life-event changes](#)

# What is not changing

- Several State sponsored plan designs remain unchanged for Plan year 2010.
  - Health plan choices will be the same— PPO, HMO and Health Investor options.
  - Health premiums for full-time employee remain unchanged for 4<sup>th</sup> consecutive year.
  - State Life premiums for basic and optional life are the same.
  - Supplemental Plans (Dental, STD, Hospital, Cancer) – choices are the same.



# Changes for OE 2009

- Health plan enhancements improving coverage for Mental Health, Autism services and Direct Assignment
- Increased contribution limit for Health Savings Accounts (HSA)
- Expanded dependent eligibility criteria for UF Term Life and Personal Accident plans
- Employer health contributions & general supplemental rate changes
- New HMO coverage areas added
- Current Long Term Care participants will be offered a buy up option



# Health Plan Enhancements

- Mental Health Parity
  - This measure requires plans to cover mental illness and substance abuse on the same basis as physical conditions
  - Previous coverage limited Inpatient mental/nervous and alcohol/drug treatment to 31 days per calendar year combined. These limits will now be removed



# Health Plan Enhancements

- Autism Spectrum Disorders
  - This measure requires plans to cover to individuals for well-baby and well-child screening, diagnosis, and treatment through speech, occupational and physical therapy and applied behavior analysis
  - Coverage is limited the prescribed treatment plan and is limited to \$36,000 annually and may not exceed \$200,000 in total lifetime benefits



# Health Plan Enhancements

## ■ Direct Assignment

- This measure requires plans (State PPO) to pay out-of-network providers directly rather than send reimbursements to patients. The state's new law took effect July 1, 2009

- HMO's are not affected -- in-network coverage only

## ■ Benefits?

- Patient may not have to pay entire cost at the time of visit

- But you may still be balanced billed

- Provider will now file the claim for you (BCBS will pay Provider)

## ■ Possible negatives?

- Insurer believes it could cost the company more to administer

- Possibility more providers leave your network

- Increased balance billed to patients



# Health Savings Account (HSA)

- Maximum annual contribution limit increased for 2010 to:
  - \$3,050 individual coverage (employee \$2,550 + \$500 from the employer\*)
  - \$6,150 family coverage (employee \$5,150 + \$1,000 from the employer\*)
  
- “Catch up” contributions for enrollees aged 55 and older is \$1000
  
- \* Employer contribution based on 1.0 FTE



# Expanded Dependent Eligibility Criteria

- New for the UF Term Life & Personal Accident plans
  
- **Now covers children:**
  - Up thru age 25
  - Must be a part or full-time student enrolled in an accredited educational institution
  
- **What do I need to do given this change?**
  - No action is required to add dependents during open enrollment
  - Dependents must maintain continuous eligibility status
  - Claims will not be processed for dependents who don't meet the eligibility criteria
  - You are required to cancel dependent coverage when the last eligible child no longer qualifies for coverage



# Term Life & Personal Accident Reminders

## ■ Just reminders

- Dependents must be permanently/totally disabled; became disabled prior to age 19; been continuously covered & remains totally disabled
- Check your coverage levels
- Check the tobacco use indicator for you and/or your spouse for the UF term life plan –it factors into your cost
- Make sure beneficiaries are always up to date!

■ View your coverage for these two plans on the [myUFL portal](#) using the navigation below:

My Self Service → Benefits → Insurance Summary

Note: Beneficiary information for the UF Term Life is the only plan currently being updated online for viewing thru the portal

# Health Insurance rates for Plan Year 2010

- Employee rates stay the same
  
- Employer rates increase in May 2010 (June Coverage)
  - Individual -- from \$448.68 to \$473.62 /mo.
  - Family – from \$947.74 to \$1,004.14 /mo.
  - Part-time employees will have an increase based on FTE



# New HMO Coverage areas

- State HMO options have expanded to several counties in Florida:

- Calhoun
- Dixie
- Franklin
- Gadsden
- Gilchrist
- Glades
- Gulf
- Hamilton
- Hardee
- Hendry

- Holmes
- Jackson
- Lafayette
- Levy
- Liberty
- Martin
- St. Lucie
- Sumter
- Washington

# Long Term Care Buy Up

- Long Term Care – Buy up option
  - Must be currently enrolled in the plan
  - To keep up with inflation -higher facility costs & care
  - Buy up ranges from \$20-\$70 based on your current plan
  - Guaranteed issued – no medical application



# Benefits Open Enrollment

## How To Enroll

- State plans
  - Online via the People First website at <https://peoplefirst.myflorida.com>
  - Call 1-866-663-4735 or
  - Fax the enrollment form to PF
  
- UF Plans (Term Life, Long Term Disability, etc. )
  - Complete forms on the HR website at [www.hr.ufl.edu](http://www.hr.ufl.edu)
  - Mail or fax to the nearest HR office on campus
  
- OE transactions cannot be made or accepted before September 14 & must be completed by October 9



# Open Enrollment Resources

- People First Website

<https://peoplefirst.myflorida.com>

- MyFlorida, MyBenefits Website

<http://www.myflorida.com/MyBenefits/>

- 2009 HRS Open Enrollment Website

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

HRS website also includes:

- Link to InfoGator Articles
- Instruction guides -- navigating/enrolling on People First
- Open Enrollment plan changes
- Information sessions times and locations
- Benefits Fair Shuttle times/locations
- Important dates



QUESTIONS?



# Important Dates

- **September 14<sup>th</sup>** – Open Enrollment Begins
- **September 25<sup>th</sup>** – Benefits Fair
- **September 30<sup>th</sup>** – Deadline Davis Productivity Award applications (See [www.hr.ufl.edu/awards/davis](http://www.hr.ufl.edu/awards/davis) for more information, including link to online nomination forms)
- **October 1<sup>st</sup>** – Launch of the Race & Ethnicity Code Survey for Employees
- **October 7<sup>th</sup>** – Next HR Forum
- **October 9<sup>th</sup>** – Open Enrollment ends
- **October 15<sup>th</sup>** – Launch of the Race & Ethnicity Code Survey for Students
- **October 30<sup>th</sup>** – Deadline for Superior Accomplishment Award nominations





**Thank you for attending!**

