

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

*The Foundation for The Gator Nation*



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**FLORIDA**

**Welcome!**

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**HR FORUM**



March 10, 2010, Human Resource Services

# Agenda

- Office of Sustainability
- Short Work Break
- Summer Appointments
- Deadline for Flexible Spending Accounts
- COBRA Updates
- GatorJobs Website
- Important Dates



# Office of Sustainability

- 40 Days of Change
  - Events March 16<sup>th</sup>-April 24<sup>th</sup>
  - Florida Food Summit
- Sustainable Solutions Awards



# 40 Days of Change

Celebrating the 40<sup>th</sup> anniversary of Earth Day

## ❖ March 16<sup>th</sup>-April 24<sup>th</sup>

- Activities encourage participants of all ages to get involved with campus and community events related to sustainability

## ❖ Highlights:

- March 16: Campaign Launch, Reitz Union Colonnade
- March 19-28: Environmental Film & Art Festival
- April 20: Sustainable Products Trade Show
- April 21: Campus Earth Day, Plaza of the Americas



# Florida Food Summit

April 12-13<sup>th</sup>, Reitz Union

- ❖ Forum to discuss the challenges and opportunities for expanding markets for and access to local food in Florida.
- ❖ Highlights:
  - “Food on the Lawn” Fair and Farmers Market
    - April 12, 11am-3pm, Reitz Union North Lawn
  - Can Food be Safe, Healthy and Fair?
    - Michael Dimock, Roots of Change
    - April 12, 8pm, Rion Ballroom
  - Florida Cowboys: Reflections on the Past and Visions for the Future
    - Robert Stone and Carlton Ward Jr.
    - April 13, 7:30pm, Rion Ballroom



# Sustainable Solutions Awards

- ❖ Nominations due March 26
  - Form available at [sustainable.ufl.edu](https://sustainable.ufl.edu)
  
- ❖ Recognizes individuals or teams which have made contributions toward advancing sustainability at UF
  - Categories:
    - Water Conservation
    - Energy Efficiency
    - Waste Reduction
    - Best Green Team
    - Best Student Organization
    - Bright Idea



# Questions

Visit our website:

<http://www.sustainability.ufl.edu>

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352-392-7578

THANK YOU!!



sustainable **UF**

# Short Work Break 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 for review on March 15. Navigate to Public Folder > Human Resources > Workforce Information under Enterprise Reporting
- Effective date of the break will be 5/16/10 for 9 month and 6/10/10 for ten month employees



## Short Work Breaks for Nine and Ten Month Employees

- Please review your employee's data by Thursday, March 25, 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 26. 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 are not paid beyond the end of the Spring Semester.



# Short Work Breaks for Nine and Ten Month Employees

Questions? Contact Human Resource Services at  
392-2477



# Faculty & Graduate Assistant Summer Appointments



## Faculty and Graduate Assistant Summer Appointments

- Summer appointments for faculty and graduate assistants will be processed via the Summer Job Review File.
- The file will be available to departments beginning March 29.
- 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 15, 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 appointment is applied in job data.
- The appointments will be applied into myUFL (job data) the weekend of April 23.
- Departments will be able to view the summer appointments on April 26.



## Faculty and Graduate Assistant Summer Appointments

- Distributions for summer appointments will need to be completed once these appointments have been applied to job data. This will be for the pay period of **5/14/2010-5/27/2010**.

Instructional guide is located at:

<http://www.hr.ufl.edu/training/myUFL/toolkits/HiringAddPay.asp>

Questions? Please contact Human Resource Services at 392-2477.

Deadline for  
Flex Spending Accounts (FSAs)  
claims -- April 15, 2010



# FSA Deadline

## Medical & Dependent Reimb. Accounts

- Deadline for claims is 4/15/10
- Grace Period – gives extra time to spend money in your 2009 account
- Grace Period – is 1/1 through 3/15 each calendar year
- Expenses not incurred by 3/15 are still subject to the IRS "use-it-or-lose-it" rule



# COBRA Updates



# COBRA Subsidy update

- 2/19/09 - Stimulus Package signed into law
- Expanded COBRA eligibility & a premium reduction for individuals that were involuntarily terminated during 9/1/08 thru 12/31/09
  - Individual pays 35%; Employer pays 65%
  - 9 month subsidy
  - Employer subsidy reclaimed thru tax credits
- 12/19/09 - extended to include involuntary terms thru 2/28/10 & extended the subsidy for 15 months
- 3/2/10 – another extension to include terms thru 3/31/10 – still offering 15 months of the subsidy



# GatorJobs Website



# GatorJobs Website

- Average 1.5 million hits per month
- Easier navigation
- More applicant information
- Convenient search feature
- More of a branded look
- Complete in 2-3 weeks



# UF UNIVERSITY of FLORIDA

## Become a part of *The Gator Nation*

- » Home
- » Search Job Vacancies
- » Create Application
- » Login

- » Applicant Tutorial
- » Human Resource Services
- » Institute of Food and Agricultural Sciences Faculty Positions
- » Labor Condition Application (ETA Form 9035): Notice of Filings
- » Application for permanent Employment Certification (ETS form 9089): Notices of Job Availability



### Working at The University of Florida

Welcome to the University of Florida, home of The Gator Nation. UF is one of only 17 public, land-grant universities that belong to the American Association of Universities. The university has 16 colleges and more than 100 research, service, and education centers. UF's main campus is located in Gainesville, Florida, with clinics and centers located throughout the state. Where nature and culture meet, Gainesville was named 1 of 13 of America's best college towns and 1 of 60 hotspots for talented workers in 2009.

Join UF's 150-year plus tradition of academic excellence, leading-edge research, medical care, flourishing arts, and world-class athletics. As part of The Gator Nation, you will enjoy outstanding benefits and play an integral role in contributing to the atmosphere, diverse culture, and traditions that make UF great.

Faculty Positions	Staff Positions	Student jobs
FAQ's	Benefits	Dual Career Services
Florida Retiree Rehire Policy	About UF	Gainesville, Florida

*Paula Varnes Fussell*

Paula Varnes Fussell  
Vice President, Human Resource Services

If you have questions or require assistance about your job search, please email Human Resource Services at [jobinquiries@ufl.edu](mailto:jobinquiries@ufl.edu), or call (352) 392-2477.

Equal Employment Opportunity Employer

# Important Dates

- **March 31<sup>st</sup>** – Performance Evaluations must be signed
- **March 31<sup>st</sup>** – Last day for In-Unit Faculty to submit their Retirement Enhancement Program forms
- **April 5<sup>th</sup>**—Training registration for summer opens
- **April 7<sup>th</sup>** – Next HR Forum





**Thank you for attending!**

