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Welcome!

HR FORUM



April 7, 2010, Human Resource Services

Agenda

- Financial System Upgrades
- Office of Sustainability
- Supervisory Challenge Redesign
- Preventing Sexual Harassment Refresher
- Employer Contribution Increase
- People First Changes
- Health Care Reform
- Special & Overtime Compensatory Leave Cashout
- New Student Employment Process for Summer
- Late Hires & Scorecard
- Preliminary Position Descriptions Reviews
- HRS Reorganization
- Important Dates



myUFL Financial Systems Upgrade



- Upgrading the Financial Systems to PeopleSoft version 9.1 in spring 2011
 - We are working hard to ensure the myUFL system works for you now and in the future
- Project structure:
 - Executive sponsor group
 - Project steering committee
 - Work groups: Sponsored Research, Financial, Technical, Change Management



myUFL Financial Systems Upgrade



- Work groups
 - Composed of campus and core office representatives
- Sponsored Research and Financial work groups:
 - Completing review of customizations: Asking “Will we still need the customization(s) when we move to the upgraded system?”
 - Have found that 9.1 has a lot of the needed functionality, which means fewer customizations—and that saves UF money



myUFL Financial Systems Upgrade



- Sponsored Research and Financial work groups:
 - Also developing “delta” documents that describe the differences between current system and 9.1 upgraded version
- Change Management
 - Will conduct “preview sessions” for campus, based on these “delta” documents, in June and July



myUFL Financial Systems Upgrade



- Change Management
 - Already launched monthly “online presentations” to provide information about the upcoming upgrade (via accounting listserv and *InfoGator*)
 - February—Greg Dubois introduced upgrade generally
 - March—Randy Staples explained Travel and Expense modifications
 - April—Bryan Cooke will discuss enterprise reporting/warehouse changes

myUFL Financial Systems Upgrade



- Change Management
 - Identifying “communication partners” in each college and division to support outreach efforts
 - Won’t replace campus-wide communication or training effort but will help us further define and tailor our efforts
- myUFL system security also is currently being reviewed to identify ways to simplify roles
 - Department Security Administrators (DSAs) will receive information and training support in early fall



myUFL Financial Systems Upgrade



- Visit upgrade.my.ufl.edu for details
 - Online project newsletter—*Upgrade Update*
 - Online presentations
 - FAQs ... and more!
- Send questions to askgrady@ufl.edu
- Watch for project information in the *InfoGator*



Office of Sustainability

- Florida Food Summit
- Campus Earth Day
- Sustainable Products Trade Show



Florida Food Summit

- ❖ April 12-13th, 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 **UF**

Campus Earth Day Celebration

- ❖ April 21, Plaza of the Americas
- ❖ Activities such as a clothing exchange, a plant giveaway, a **household hazardous waste roundup** and interactive opportunities to learn more about UF's commitment to sustainability
- ❖ Highlights:
 - *Green Career Panel* – 11am
 - *President Machen's State of Sustainability* – 1pm
 - *Sustainable Solutions Awards Presentation* – following President Machen's speech



Sustainable Products Trade Show

- ❖ April 20, 10 a.m. – 2 p.m., Reitz Union Grand Ballroom
- ❖ Students, Staff, Faculty welcome
- ❖ Highlights:
 - ❖ Meet sustainable product vendors
 - ❖ Try sustainable products
 - ❖ Learn about UF's Sustainable Purchasing Policy
- Free food and door prizes!



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Questions

Visit our website:

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

Ashley Pennington

amp1986@ufl.edu

352-392-7578

THANK YOU!!



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Supervisory Challenge Redesign



Supervisory Challenge Redesign

- Completed management/leadership competency project in summer 2009
- Identified knowledge, skills, behaviors needed to be a successful leader at UF



UNLEASH TALENT

INSPIRE TRUST



GENERATE ALIGNMENT

CREATE AND COMMUNICATE VISION

Execution

Strategic Thinking

Coaching/Mentoring

Talent Selection

Resolve

Fair and Legal Management

Financial Management

Judgment

Accountability

Emotional Intelligence

Humility

Role Model

Integrity

Transparency

Communication

Problem Solving

Political Savvy

Collaboration

Facilitative Decision-making

Advocacy

INSPIRE TRUST

UNLEASH TALENT

GENERATE ALIGNMENT

CREATE AND COMMUNICATE VISION

Supervisory Challenge Redesign

- Are realigning Supervisory Challenge curriculum with this competency model
 - Supervisory Challenge in its current state has been in place, more or less, for more than a decade
 - Currently 4 core courses, 2 electives of choice
 - Summer is the “last chance” to achieve the certification with these requirements
 - Will contact employees with 1 or 2 classes remaining to notify of changing requirements



Supervisory Challenge Redesign

- In the fall, we will launch new “Managing at UF: The Supervisory Challenge” certification
 - 10 required courses, 2 electives
 - Some of the current curriculum will continue; new workshops also added



Supervisory Challenge Redesign

- Curriculum to be previewed this summer:
 - Accountability in the Workplace: A Manager's Guide to High Standards, Great Results
 - Leveraging Emotional Intelligence for Effective Leadership
 - Thinking Strategically: Using Vision, Purpose, and Goals to Get Results
 - Inspiring Trust: Being an Example, Setting a Standard
- Additional workshops will be added in the fall



Supervisory Challenge Redesign

- Workshops will be available on an ongoing basis as is our standard practice
- Each month, one of the workshops from the new “Managing at UF: The Supervisory Challenge” will be offered especially for a “managers only” cohort as well
 - To provide a forum for like-minded leaders to discuss leadership and management
 - *Call for applications will occur starting August 2*



Preventing Sexual Harassment Refresher



Health Premium Changes



Premium Increases

- Due to the 09-10 legislative session, rates were increased affecting:
 - Employer's contribution
 - Part-time employee's premiums
 - And overage dependent coverage premiums
- New rates will start on the first paycheck in May (5/7/10) – which is applied to June 2010 coverage
- Full –time employee premiums stay the same:
 - \$50/mo for Individual
 - \$180/mo for Family coverage



Premium Increases

New rates

Coverage level	Old Employer Rates	New Employer Rates
Individual	\$448.68/mo	\$473.62/mo
Family	\$947.74/mo	\$1004.14/mo
Spouse Program	\$1,127.74/mo	\$1,184.14/mo

Coverage level	Old Employee Rates	New Employee Rates
Overage Dependent	\$498.68/mo per dependent	\$523.62/mo per dependent



Premium Increases

- Once the rate change goes into affect on May 1st employees may elect to cancel health insurance if:
 - They initiate the change within 31 days or before May 28 (end of the month due to holiday)
 - And the cost increase represents at least \$20 more per month
- Otherwise employees will have to cancel the plan during the upcoming open enrollment period



New look for People First



People First

- In July 2010, People First will have a new look and feel to make benefits enrollment easier
 - New Logo and easy to read message center
 - Allows temporary address updates, however UF employees should change addresses by W-4 or thru the UF directory for a permanent update to our system and theirs
 - Improved benefit letters –showing correct early effective dates and better/plain language to make letters easier to read
 - QSC enhancements that allow multiples enrollments to occur as opposed to the current system lock after one change
 - New and enhanced reports available to the Benefits office
- Information regarding the new look is being communicated to employees in this months' InfoGator -- updates to come



Health care reform— changes to come



Health care reform

- Changes within 6 months to a year
 - No Pre-existing condition exclusions for children
 - Access to affordable coverage for the uninsured with Pre-existing
 - Patient Protection – eliminate prior authorizations for OB/GYN & emergency care
 - Extension of coverage for young adults up to age 26 if they are not eligible for their own employer coverage
 - Free preventive care benefits (remove deductible & co-insurance)
 - Free preventive and wellness visits in Medicare
 - Access to Quality Care for at risk populations
 - Ensure value of premium payments to members –new standards and accountability for plans to meet or have to provide rebates



Health care reform

- Changes within 6 months to a year
 - No lifetime limits on coverage
 - Regulated annual limits on coverage- to be defined. In 2014 annual limits will be banned from plans
 - Protection from loss of coverage when claims are filed except in cases of fraud or misrepresentation
 - Public access to comparable information on insurance - likely development of a Federal website to assist with consumer options
 - Health insurance consumer information – assistance to states who set up an office for consumer information or an ombudsman program to assist individuals with complaints and appeals
 - Appeals Process – procedures for review of denied claims
 - New Voluntary Long-Term Care Insurance Program



Health care reform— years to come

- 2011
 - Voluntary long-term care insurance program option
 - Medicare recipients in the RX coverage gap will get a 50% discount on brand name drugs
 - Requires employers to report the value of health care benefits on employees' W-2 tax statements
- 2012
 - Create nonprofit insurance co-ops that would compete with commercial insurers
 - Initiate Medicare payment reforms by encouraging hospitals and doctors to band together into "accountable care organizations" similar to the Mayo Clinic



Health care reform— years to come

- 2013
 - Standardized insurance paperwork to reduce administrative costs
 - Reduced limits to Flexible Spending Accounts (FSAs) to \$2,500 a year. Raises threshold for claiming itemized tax deduction for medical expenses from 7.5 % of income to 10 %
 - Increases Medicare payroll tax on couples making more than \$250,000 and individuals making more than \$200,000. The tax rate on wages above those thresholds would rise to 2.35% from the current 1.45%



Health care reform— years to come

- 2014
 - Pre-existing exclusions will be prohibited in all plans
 - Health Insurance Exchanges kick into high gear — providing access to individuals and small businesses to buy coverage. People who already have employer coverage – no change
 - Income-based tax credits for most consumers in the exchanges, reducing costs for many
 - Mandated health insurance, except in cases of financial hardship, or pay a fine to the IRS. Penalty starts at \$95 per person in 2014, rising to \$695 in 2016. Family penalty capped at \$2,250
 - Employers are penalized if any of their employees enroll in coverage through the Exchange and receive a tax credit. The penalty is \$2,000 times the total number of workers employed at the company



2009-2010 Fiscal Year-End Compensatory Leave Cashout



Comp Leave Cashout

- Unused overtime comp (OTC) & special comp (SC) will be cashed out in the May 14-27 pay period, and paid on June 4.
- Regular compensatory leave balances are retained (not cashed out).
- OTC, SC earned from May 14 forward will carry over to 2010-2011 balances.



Comp Leave Cashout

- **May 13**: Deadline for all entries related to 2009-2010 comp leave, including changes to previous pay periods and usage through 6/30/10. **Approval by 9 a.m., May 14.**
- Time approvers should not approve OTC and SC entries made during May 14-27.
- Supervisors can require comp use before approving vacation to minimize cashout payments.

Comp Leave Cashout

- OTC or SC entered or changed after **May 13** deadline will result in overpayments and/or negative balances.
- Enterprise Reporting available
 - Leave Accruals, Usage and Balances by Pay Period, Department

Summer Student Appointments



Summer Student Appointments

- Changes to summer process for student employees.
- If you have students that are not taking summer classes but will take classes in the fall, then you may leave them as STAS for the summer.
- A file will run bi-weekly that will ensure that proper taxes are calculated.
- FICA and Medicare taxes will be paid by both employee and employer.
- Students will not be enrolled in the FICA Alternative Plan.



Summer Student Appointments

- If you have students that are graduating or not planning on returning to class in the fall, but will work for you during the summer then you will need to submit an ePAF to change them to OPS.
- OPS employees will continue to be enrolled automatically in the FICA Alternative Plan.



Summer Student Appointments

- If you have students that are not going to work at UF during the summer, then you should initiate an ePAF to terminate their employment.
- The Student Appointment File will be available mid-to-late summer to help you manage your student employees.



Score Cards and Late Appointments



Score Cards and Late Appointments

- Action Date of 1/1 to 2/28
 - 1378 new hires
 - 150 entered early (10.8%)
 - 604 entered late (43.8%)
 - 624 entered timely (45.2%)
- Latest entry was 38 business days late
- Employee missed 4 paychecks
- Hire date 1/1, first paycheck 3/12



Employment Updates

- Non-exempt TEAMS letter of offer now available at <http://www.hr.ufl.edu/forms/default.asp#>
- FBI Background Checks Services will be delayed April 28 thru May 3. Fingerprints may still be submitted during this time but they will not be processed until after May 3.
- Exemption Request forms to post faculty positions can now be sent to:
PO Box 115002 or
392.7094 Fax or
jobinquiries@ufl.edu



Preliminary Position Description Reviews



Preliminary Position Description Reviews

- Classification and Compensation receives many requests for preliminary reviews of position descriptions.
- You can help the area manage the volume of requests by submitting preliminary reviews in MyUfl through:

Organizational Development > Maintain Positions/Budgets > Add/Update Position Info

Preliminary Position Description Reviews

- Submitting the Position Description in Organizational Development helps to improve the efficiency of our response.
- Use the Comments Box to indicate if you want to be contacted by Class & Comp before the Position Action is finalized.



Preliminary Position Description Reviews

- Some situations may require a preliminary review of the position description outside of Organizational Development.
- If you are unsure about the process or whether to submit a position description in Organizational Development, please contact Classification and Compensation at 392-2477 or compensation@ufl.edu.



HRS Reorganization



Important Dates

- **May 5th** – Next HR Forum
- **April 15th** – Deadline to file Medical and Dependent Care reimbursement claims
- **April 23rd** – Deductions end for the summer (Lincoln Financial Life, Personal Accident & others for 9 month faculty)





Thank you for attending!

