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FLORIDA

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Welcome!

HR FORUM



January 12, 2011, Human Resource Services

Agenda

- Electronic W-2s
- 2010 Tax Relief Act
- Vacation Leave Conversion/ USPS Vacation Advance
- Post Doc Leave Conversion
- UF Paid Parental Leave
- UF Employee Memorial Walkway
- Florida Pre-paid Open Enrollment
- myMRA Card
- Reemployed Retirees
- Regulation Updates
- Employment Updates
- Financials Upgrade Update
- Important Dates



Electronic W-2s



W-2 and you

electronic IRS forms

- There's still time for employees to consent to receive their W-2s electronically!
- EYES will only be available electronically.



2010 Tax Relief Act





2010 Tax Relief Act

- This act reduces the employee share of the Social Security (or OASDI) portion of the FICA taxes from 6.2% to 4.2% for wages paid in calendar year 2011 up to the taxable wage base of \$106,800.
- The employer's share of OASDI remains at 6.2%.
- The expiration of the Making Work Pay credit may result in an increase in employees' federal withholding taxes.

Vacation Leave Conversion/ USPS Vacation Advance



Vacation Leave Conversion/ USPS Vacation Advance

- Vacation over max converted to sick after payroll closed on January 6, 2011
 - TEAMS & Faculty– 480 hrs
 - USPS – 240 hrs
- USPS employees allowed to go in the negative for vacation leave during holiday closing are not permitted to use further vacation leave until balance is back to a positive balance



Post Doc Leave Conversion



Post Doc Leave Conversion

For Post Docs who changed to the new benefit plan effective 11/12/2010

- Sick leave balance as of 01/06/2011 will be converted to Post Doc Leave
- Employees will notice the change in their balance with the 01/28/2011 paycheck



UF Paid Parental Leave



UF Paid Parental Leave

- Approved by the Board of Trustees on 12/10/2010
- Provides up to 6 weeks of paid leave for TEAMS, Faculty (non-UFF) and USPS employees in leave-accruing positions
- If both parents are employed at UF, both are eligible



UF Paid Parental Leave

UF Parental Leave Policy

- permits employees to use their personal accrued leave, unpaid leave, or a combination of paid and unpaid leave, along with paid parental leave
- with department approval, employee may work a reduced work schedule
- total parental leave, including paid parental leave, cannot exceed 6 months from the first date of use



UF Paid Parental Leave

- Employee repays the paid parental leave hours advanced within 3 years from first date used from their personal accrued sick and/or vacation balances
- Repayment expected to begin one year from the first date used
- Cost of leave is taken from the Fringe Benefit Pool



UF Paid Parental Leave

- If employee terminates employment prior to repayment, hours will be deducted from the total balances of sick and/or vacation leave or other payment owed by UF, prior to leave cashout.
- If paid parental leave debt exceeds the available balance of leave, employee owes the difference



UF Paid Parental Leave

- More information, including procedures and forms, are located on the HR website at <http://www.hr.ufl.edu/leave/fmla.asp>.
- The UF Regulation may be viewed at <http://regulations.ufl.edu/chapter1/>



UF Employee Memorial Walkway



Memorial Walkway

- A way for UF to recognize and honor employees who passed away during their service with the university
- The walkway will be located on campus in the Ficke Gardens next to the Baughman Center
- A brick will be inscribed in memory of the employee and placed along the walkway
- Benefits will began contacting families of former employees who passed away since January 2009



Florida Pre-paid Open Enrollment



Florida Pre-paid Tuition Open Enrollment

- Open Enrollment for Florida Prepaid ends January 31, 2011
- The Prepaid Plan and the Investment Plan (a 529 Plan) offers affordable ways to save for future college expenses
- Enroll by visiting the [Florida Prepaid](#) website or call 1-800-552-GRAD (4723) to request an application
- Once approved by Florida Prepaid, complete a payroll deduction form located on their website and fax it to HR Benefits at 392-5166



myMRA Card



myMRA card



- Cards were mailed in December 2010 to employees enrolled in a medical or limited purpose flexible spending account
- If you haven't received your card, check your address on file with People First and UF to make sure it's accurate
- Two cards were issued in the employee's name. Your spouse may sign the 2nd card and use it for eligible expenses
- The card must be activated online via [People First](#)

myMRA card

- Documentation may be required for certain transactions that are flagged by the People First system
- Continue to maintain receipts, bills, and statements for all purchases in the event documentation is requested; Retain documentation for at least a year
- If documentation is required, you will receive notification via email or you can view your online account status at any time



myMRA card

- Documentation includes itemized statements and/or bills (e.g., an explanation of benefits). Your documentation must include:
 - Patient name
 - Type of service
 - Date of service
 - Provider name
 - Total amount
- Failure to submit documentation may result in suspension of the account
- Visit the [myBenefits](#) website under Tips and FAQs for more information on the myMRA card

Reemployed Retirees



Reemployed Retirees

➤ Florida Statute Change

- Reemployment

- Not work for 6 calendar months
- Suspend retirement benefit for months 7 - 12

- Renewed Membership

- No additional retirement benefit

➤ UF Policy

- Rehire Exception Request required unless

- Non-state funds
- OPS or adjunct faculty
- 0.5 FTE or less
- One year or less

➤ Proposed Legislation – Renewed Membership

- Allowed if “retiree” status occurred prior to July 1, 2010



Regulation Changes:

1.006 Non-Discrimination, Harassment, and Invasion of Privacy Policies



NON-DISCRIMINATION, HARASSMENT, & INVASION OF PRIVACY POLICIES

- **COVERED CATEGORIES:**

Equal opportunity and non-discrimination with respect to race, creed, color, religion, age disability, sex, sexual orientation, **gender identity and expression**, marital status, national origin, political opinions or affiliations, genetic information, and veteran status.

- **HARASSMENT:**

Harassment is the creation of a hostile or intimidating environment in which verbal or physical conduct is so severe and pervasive that it is likely to interfere significantly with someone's work, education, or on-campus living condition.

*Examples of harassing conduct may include: epithets, slurs, negative stereotyping, or threatening, intimidating, hostile acts, or written or graphic material that denigrates or shows hostility or aversion toward an individual or group that relate to race, creed, color, religion, age disability, sex, sexual orientation, **gender identity and expression**, marital status, national origin, political opinions or affiliations, genetic information, and veteran status.*

Contact the Office of Institutional Equity & Diversity for assistance and for filing a complaint.



NON-DISCRIMINATION, HARASSMENT, & **INVASION OF PRIVACY POLICIES**

- **INVASION OF PRIVACY:**

Prohibits making, using, disclosing or distributing a recording of a person in a location or situation in which that person has a reasonable expectation of privacy and is unaware of the recording or does not consent to it; and any other conduct that constitutes an invasion of privacy of another person under applicable law or University regulations.

Recording is defined as any recording, visual (for example and without limitation, photographs, videos) audio, or both, in any medium, using and technology.

Contact the University Privacy Officer for assistance and for filing a complaint.



Employment Updates



- New contract signed with Inside Higher Ed
 - Unlimited **FREE** online ads
 - Submit online at insidehighered.com by setting up an account
- Chronicle of Higher Education contract renewed for FY 10-11
 - Unlimited free online ads
 - 40% discount on all print ads
 - Submit ads online through GatorJobs or contact Melissa Coup, Sr. Ad Specialist at 202.466.1050 or jobs@chronicle.com



Copies for ePAF Fax imaging

- Please enlarge and lighten SSN card and driver's license when copying.

Staffing

- New recruiting coordinators



Financial Upgrade



December 2010

Training

Training for the upgrade will be made available on a rolling basis, starting in December

In many cases, training will be required for security access and must be completed by the end of May to keep requested roles

December 1, 2010

- Look and Feel Tutorial (appropriate for all myUFL users—required for none)
- For the tutorial and training release dates, visit <http://upgrade.my.ufl.edu/training.html>

Early Access

Early access to myBeta (mybeta.ufl.edu). myBeta provides a great opportunity to check out the new features of the upgraded myUFL system. Department Security Administrators (DSAs) must request security access. A role inventory and role request template are both available here: <http://upgrade.my.ufl.edu/tech.html>

Roadmap to myBeta also available: <http://upgrade.my.ufl.edu/roadmap.pdf>

January 2011

Online Training Release Dates

January 18, 2011

- Budget and Commitment Control
- Travel

January 31, 2011

- Department Security Administrator Training

February 2011

DSA “Go-Live” Session

Training will be provided to DSAs in February to help prepare them for the role request period

Online Training Release Dates

February 15, 2011

- Journal Entry

February 21, 2011

- Accounts Payable



March 2011

Security

Request period for security roles to the upgraded 9.1 system will begin in mid-March and conclude on April 29

Q/A face-to-face sessions

March through June 2011

- To complement the online training sessions, end users will have an opportunity to attend face-to-face Q/A sessions with appropriate subject matter experts

Online Training Release Dates

March 14, 2011

- Enterprise Reporting: Basics

March 28, 2011

- P-Card

March 28, 2011

- Enterprise Reporting: Query Studio



April 2011

Security

No new roles for access to current financial system (version 8.4) will be approved past April 22

Request period for security roles to the upgraded 9.1 system will conclude on April 29

Online Training Release Dates

April 11, 2011

- Managerial Budgets

April 14, 2011

- PreAward

April 14, 2011

- Asset Management

April 14, 2011

- Purchasing



Deployment Window

May 3, Close of Business

- Current financial system (version 8.4) will become unavailable after 5 p.m.
- This timing will allow for:
 - April's financials to close
 - Enterprise Reporting to include April's financial information
 - Departments and colleges to proceed with their normal end-of-month financial reporting efforts
- The portal (including My Self Service functions), myUF Market, HR, Student Financials, and Enterprise Reporting (data warehouse) will continue to be available, except on Sunday, May 8

May 8

my.ufl.edu will be unavailable—not to exceed 12 hours—on Sunday, May 8

May 10

“Go-Live”

PostAward

- Instruction guide only—Available post go-live

Q/A face-to-face sessions

March through June 2011

- To complement the online training sessions, end users will have an opportunity to attend face-to-face Q/A sessions with appropriate subject matter experts

June 2011

Q/A face-to-face sessions

Through June 2011

- To complement the online training sessions, end users will have an opportunity to attend face-to-face Q/A sessions with appropriate subject matter experts—which will continue after “go-live”

Web site: <http://upgrade.my.ufl.edu/>

Submit your questions to askgrady@ufl.edu

Upgrade toolkit:

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

Important Dates

- **February 9th** – Next HR Forum





Thank you for attending!

