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**FLORIDA**

*The Foundation for The Gator Nation*



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**Welcome!**

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**HR FORUM**



January 11, 2012, Human Resource Services

# Agenda

- W-2's
- Wireless Device Reimbursement
- Research Participant Payments
- GatorHire
- Criminal Background Funding
- New Employee Orientation
- Portal/Tools Upgrade
- Leave Updates
- Health Insurance & Voluntary Benefits
- 3% Salary Increases for Faculty
- Important Dates



**W-2** and you  
electronic IRS forms





- Active employees can still consent to receive their 2011 W-2s electronically
  - Consent by **January 16, 2012**
  - myUFL: **My Self Service > W-2/W-2c Consent**
  - Electronic W-2s will be available later this month
  - Email will be sent when they are ready to view
- Employee Year End Statements (EYES) available electronically



- Printed W-2s (for inactive employees or those who do not consent) will be mailed on **January 31, 2012** to the Mailing address in the UF Directory.
- To ensure W-2 delivery, terminated employees with 2011 earnings should provide HR with any updates to their mailing address.
- Direct questions to University Payroll and Tax Services at [fauts@admin.ufl.edu](mailto:fauts@admin.ufl.edu) or 392-1231

# Wireless Device Reimbursements



# Wireless Device Reimbursements

- All Wireless Device Allowances (WDA) created through Payroll Additional Pay were systematically removed for 2012
- New policy, effective January 1, 2012
- Non-taxable to the employee, so no “gross up” for taxes needed
- Service/device for noncompensatory business purposes (documented by the department using “Reimbursement Request Form”)

# University of Florida Cell Phone/Similar Wireless Communication Devices Reimbursement Request Form

Type of Reimbursement Request:  New  Update  Terminate

Today's Date:   
Employee's Name:   
UFID:   
Department:   
Dept ID:   
GL Account: 722200 - Cellular Telephone Expense  
Chartfield:

Dept. Contact:   
Contact Phone#:   
Contact Email:

Device Type: Chose one and mark the appropriate box

Cell Phone \* Monthly Reimbursement:  \* Purchase Reimbursement:

Other:  \* Monthly Reimbursement:  \* Purchase Reimbursement:

Initiate Date:  End Date:

\* This reimbursement is not taxable to the employee. Typically, such reimbursements would be in the \$40 per month range. However, because the use and needs can vary so significantly the appropriate reimbursement should be determined and documented by the department head, but should not be more than \$150 per month. The purchase reimbursement limit for each device is \$150.00 for cell phones and \$250.00 for similar wireless communication devices. These purchases are limited to once every two years.

Amount Justification / Business Purpose:

Type of employee meeting the official business need for cell phone/similar wireless communication devices use (mark all that apply):

- Department Head level position or above
- Key critical situation members (requiring 24/7 contact: i.e., network administrators, police, facilities staff, etc.)
- Field staff (job duties require being out of the office a significant amount of the time)
- Other (please provide justification):

Certification and Signature:

I certify that I have read and understand the UF Cell Phone and Similar Wireless Communication Devices Directive. It is my responsibility to report changes or interruptions in service of the device to my department contact. I also affirm that a reimbursement, other than the one stated above, is not being received from another department or activity affiliated with the University of Florida.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

I certify that I have read and understand the UF Cell Phone and Similar Wireless Communication Devices Directive. I further certify that use of an employee's cell phone and/or other wireless communications device and reimbursement amounts are a requirement to fulfill this employee's job duties. I affirm that the reimbursement requested is appropriate for the level of usage.

\_\_\_\_\_  
Signature of Dean/Director/Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Dean/Director/Department Head

Retain this completed form in the department, along with any other necessary documentation to support the justification of amount and approvals for audit purposes.

**Reset**

# Wireless Device Reimbursements

- No additional substantiation of personal or business use required
- Payment via Accounts Payable unencumbered vouchers, rather than through Payroll
- Enter one voucher per fiscal year, to be paid out monthly for wireless service reimbursement
- Reimbursement may not always cover full cost, given some personal use is involved

# Wireless Device Reimbursements

- Device Purchase reimbursement made no more than once every 2 years
- Employee transfers or terminations?
  - Contact Disbursement Services to close the voucher and prevent future reimbursements
- Allowable grant expenditure guidelines must still be followed

# Wireless Device Reimbursements

## **Additional Resources:**

<http://www.admin.ufl.edu/DDD/portal.asp?doc=17.6.2677.7>.

## **DDD announcement**

<http://fa.ufl.edu/uco/cell-phone-reimbursement-policy.asp>

## **More Information**

<http://fa.ufl.edu/uco/cell-phone-faq.asp>

## **FAQ**

<http://fa.ufl.edu/uco/handbook/handbook.asp?doc=1.4.17.2>

## **Directives and Procedures**



# Wireless Device Reimbursements

For Assistance:

- Payroll and Tax Services 392-1231
  - Brian Kuhl or Linda Orfield
- Disbursement Services 392-1241
  - Randy Staples



# Research Participant Payments

Treasury Management  
Finance and Accounting



# RPP program - Overview

- Over \$2m to research participants per year
- Current process can be improved
- F&A soliciting feedback to improve process
- Feedback received
  - Payments to UF employees
  - Participant concerns over SSNs
  - Process for obtaining gift cards
  - General concerns/confusion on process



# RPP program - Goals

## **Customer Service, Compliance, Confidentiality**

- Streamlined, efficient process for obtaining and reporting payments
- Central office for processing payments, regardless of type
- Improved security and reporting of participant payment information

# Effective January 1, 2012

- UF employees are no longer paid through payroll; they are paid same as other participants
- Studies that pay \$25.00 or less per participant per study do not need to collect participant SSN (but must collect name/address)



# RPP program – Future Plans

- Online application/approval for all study payments
- Secure system in which to report participant payment information
- Central purchasing of gift cards (and returns)
- Prepaid debit card option
- No restrictions on method of payment per participant (re: \$600 threshold)

# Questions?

Treasury Management

Laura Ling Donovan

[lbling@ufl.edu](mailto:lbling@ufl.edu)

273-0493



**GatorJobs**

**GatorStart**

**GatorResources** 



# GatorHire

*A new hire experience*

We are pleased to announce a new hiring process effective February 27, 2011 which will include:

- GatorJobs—an upgrade and new look and feel
- GatorStart—an online onboarding process
- GatorResources—a dedicated resource page for employees



# GatorJobs

## *An applicant tracking system*

- New and updated look and feel
- New features for departments and applicants
- Enhanced flexible reporting capabilities
- Further guidelines regarding “down” time coming this later this month
- Continue to close out completed or stalled recruitments, paying close attention to OPS and student jobs
- R&S will assist departments with transition
- Training available online January 25, 2012
- Training required by March 5, 2012 to retain security



# GatorStart

*An online onboarding system*

- Smart online forms to minimize errors and missing fields
- Online I-9 management and reporting, automatic submission to E-Verify
- Ability (and goal) to have the new employee complete the hiring packet prior to arriving onsite and being “ready to work” on their first day
- Provide new hire with useful information to introduce them to the University
- Live demonstration at next HR Forum
- Training available online January 25, 2012
- Training required by March 5, 2012 to retain security



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Job Data | Employment Center X

Home | RSS | Email | Print | Page | Safety | Tools | Help »

**Employment Center Login**



**Please enter your Login ID and Password:**

Login ID:

Password:

Continue

[Terms and Conditions](#) →

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**Main Menu**

- [Home](#)
- [Change Password](#)

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- [Logout](#)



**Jack Jackson**

Date	Location	Position
11/11/2008	Independence	Customer Service

**Hiring Packet Forms**

not complete  completed  view only

- [Welcome](#)
- [Personal Information](#)
- [Hiring Form One](#)
- [Hiring Form Two](#)
- [Hiring Form Three](#)
- [Hiring Form Four](#)
- [Hiring Form Five](#)
- [Hiring Form Six](#)
- [Hiring Form Seven](#)
- [Hiring Form Eight](#)

# GatorResources

*An employee resource website*

New website to provide employees with information on:

- Getting settled (orientation/benefits/parking etc)
- Getting started in myUFL (time reporting etc)
- Getting to know UF
- Work/life balance
- International employee information
- Personal & professional development
- Support (U Matter We Care, EAP etc)
- Explore (on campus/off campus)

# Criminal Background Checks



## Criminal Background Checks

In order to support the continuous effort in maintaining and fostering safety and security of students, faculty, and staff at the University of Florida, we are pleased to announce:

- Effective March 1, HRS will pay the costs of all criminal background checks conducted by our office
- Currently, costs are covered only when the background check is required (Teams/Faculty)
- HRS will now centrally pay for optional checks (OPS/Student)

# New Employee Orientation



# New Employee Orientation

- Alongside Recruitment and Staffing's overall GatorHire initiative, T&OD is focused on improving the broader new employee orientation process
  - Focus group invitations to new employees as well as recent hires (randomly selected)
  - Will use feedback to help design online NEO as well as other resources as appropriate



# Portal/Tools Upgrade



# Portal/Tools Upgrade

- Scheduled for February 19
- Affects underlying elements of system—  
not how we complete transactions
- Users will “click” rather than “hover” when  
navigating through system
- Please work with your IT support to ensure  
browsers are updated. Specifically:
  - Not supported: Internet Explorer 6, Firefox 3.5  
and Firefox versions between 3.6 and 7
  - Supported: Firefox 3.6 and 7 as well as  
Internet Explorer 8 and 9



# Leave Updates



# Leave Updates

- December Personal Leave
- Sick Leave
  - Accruals
  - Cashouts
- Vacation Leave Rollover



# Health Insurance Voluntary Benefits



# 3% Salary Increase



# Important Dates

- **January 13<sup>th</sup>** – Review Paycheck – confirm correct insurance deductions
- **January 31<sup>st</sup>** – Florida Prepaid/529 Plan – Open Enrollment Deadline
- **February 8<sup>th</sup>** – Next HR Forum





**Thank you for attending!**

