Agenda

• UF Community Campaign
• Change in Tax Method for Awards (AWD) Earnings Code
• Guide to Greater Gainesville
• Employment Reference Policy
• Superior Accomplishment Awards
• Raises for In-Unit Faculty
• Faculty Position Updates
• ePAF Update
• myTraining Upgrade
• Benefit Reminders
• Important Dates
UF Community Campaign
The UFCC has been the UF charitable fundraising drive for more than 28 years.

UF employees have given almost $1 million through the UFCC for each of the last 13 years.

Since 1989, employees have given more than $22 million to our community.
Leadership Campaign
Sept 5th – 22nd

General Campaign
Oct 2nd – Oct 20th
UFCC Communications:

✓ Weekly Emails
✓ Leadership Brochure and Letter
✓ Postcard
97 Agencies are participating in the 2017 campaign

- Vetted by our Planning Committee
- Serve widely varied missions
- Full list of agencies can be found on our website
How Does the Campaign Work?
✓ Online Pledging - Most UF employees give online through the UFCC giving site.
  ✓ www.ufcc.ufl.edu OR through Myufl > Self Service > UFCC Sign on

✓ Paper pledge cards are available for employee without access to computers – located on the website.

✓ Pledges made by payroll deduction will roll over to the following year unless:
  ✓ The pledge is stopped mid-year by contacting Susan Farrell (sfarrell@ufl.edu or email employment@ufl.edu) in UF Human Resource Services.
  ✓ The donor elects to not renew the pledge for the following year – using the online system.

✓ Pledges can also be made via cash, check, credit card or stock transfer.
Employees must log on to the giving site:

✓ To give for the first time.

✓ To change their pledge amount or agency designations.

✓ To stop their pledge at the end of 2017.
UFCC donors may give to the UFCC through:

- A designated gift – naming the agency to receive the donation.
- An undesignated gift – giving to the general campaign fund, which is divided among all the agencies.
- In the 2016 UFCC, approximately 32% of total giving was undesignated.
Why give through the UFCC?

✓ Ease of payroll deduction.

✓ Affordability. (giving a little each paycheck)

✓ Agencies receive portion of undesignated funds – increasing their gift by a significant amount.

✓ 2016 Donations were increased by 32%!
How can you help?

✓ Make your units aware of the campaign.

✓ Display Posters & Donor Recognition Cards.

✓ Make Announcements at faculty/staff meetings.

✓ Print Pledge Cards for Employees who don’t have computer access.
Want to know more about the UFCC?

- Website:  www.ufcc.ufl.edu

- Contact UF Community Relations
  - 392-4567
  - ufcc@ufl.edu
Change in Tax Method for Awards (AWD) Earnings Code
AWD Earnings Code

- Most earnings paid in myUFL are taxed using the Annualized, or employees’ W-4, tax method.
- Effective 8/11/17, the tax method for Awards (AWD) was changed to the supplemental tax rate.
- The supplemental tax rate is set by the IRS and is currently 25%.
- Superior Accomplishment Awards (SDD) are also taxed at the supplemental tax rate.
AWD Earnings Code

- The 25% supplemental tax rate applies only to federal withholding. Any applicable OASDI, Medicare, Additional Medicare or FICA Alternative are deducted in addition to the 25% supplemental tax rate.
- On the same biweekly paycheck, regular earnings will be taxed at the employee’s W-4 rate and any AWD earnings will be taxed at the supplemental tax rate.
AWD Earnings Code

• While the majority of AWD payments are currently entered in ePAF, many are still entered on a paper form, routed to HR for approval, and then sent to Payroll & Tax Services for payment on the off-cycle.

• This change in tax method will eliminate the need for the manual process, allowing all AWD payments to be entered in ePAF.
AWD Earnings Code

• Reminders:
  o Department faculty and staff recognition programs require pre-approval by the Vice President for Human Resource Services and must comply with UF regulation 3.040. For more information, please visit: [http://hr.ufl.edu/manager-resources/classification-compensation/policies/employee-award-and-recognition-programs/](http://hr.ufl.edu/manager-resources/classification-compensation/policies/employee-award-and-recognition-programs/)
  o Codes to be used for payments to nonresident aliens (NRAs) are provided under earning codes specifically designed for NRAs.
AWD Earnings Code

• Reminders:
  o All awards paid to UF students should be processed through Student Financial Services.
  o Non-employee and non-UF student award payments should be processed through Accounts Payable.
Guide to Greater Gainesville
Guide to Greater Gainesville

• Guides available in HR
• Please email melissa-curry@ufl.edu to arrange to pick up
• 2018 Guide is currently being designed and will be available in January.
Employment Reference Policy

• Only provide an employment reference if you have personal knowledge of the employee.

• Employment references for employees who have been involuntarily terminated from UF must be discussed with UFHR before being provided.

• Restrict your comments to those aspects of the employee’s job performance about which you have specific and personal knowledge.
Employment Reference Policy

- Avoid providing negative information about an employee’s job performance if you did not make the employee aware of the performance problem or behavioral concern.
- Do not disclose medical information while providing a reference.
- Do not disclose any details regarding, addressing, or alluding to the employee’s known or suspected membership in a protected class.
Employment Reference Policy

• Do not provide information about an employee that is not directly work related.

Detailed policy is available at http://hr.ufl.edu/manager-resources/policies-2/employment-reference-policy/
Superior Accomplishment Awards
Superior Accomplishment Awards

- Nomination period:
  - Monday, September 11- Tuesday, October 31.

- Award Amounts:
  - Divisional Winners: $200.
  - University Winners:
    - Eight, "$2000" award winners.
    - Eight, "$1000" award winners.
  - Diversity & Inclusion and Community Service:
    - One, "$2000" award winner for each award.
    - Six, "$200" divisional awards, one divisional winner for each award.

- For outstanding performance during the previous academic year:
  - August 1, 2016-July 31, 2017.

- Submit nomination form and support letters to Divisional Chairs by October 31, 2017.
Criteria for Employment Category Awards

• Nominees shall have accomplished noteworthy performance and have made a positive impact on the overall goals and objectives of the department. The committee will consider the following:
  o Excellence in overall job performance.
  o Outstanding service to students, staff, academic personnel, visitors, and university clientele.
  o Willingness to assist above and beyond normal expectations.
  o Dedication to the job and the university.
  o Significant focus and attention to safety in the workplace to include; development and/or compliance with safety policies, plans, and procedures.
  o Consistent cooperation and helpfulness.
  o Initiative and/or creativity in performing assigned duties.
Community Service and Diversity & Inclusion Awards

• Community Service Award
  o Nominees should have shown a record of significant and sustained community service such as volunteering with charitable/non-profit organizations through civic service, or within the local or University community. Time commitment to community service should be 50 hours, or more, in the award year.

• Diversity & Inclusion Award
  o To recognize an employee who demonstrates exemplary conduct that fosters full participation by diverse faculty, students, and staff creates a climate of inclusion on campus or in the community, and promotes diversity to enhance educational, research, or other work outcomes.
Divisional Chairs

- Div. 1- President's Office, COO Office, CFO Office, CIO Office, Research and Graduate Programs, University Relations, General Counsel, Foundation, HR, Alumni Affairs, Development -- Melissa Orth, 392-4574.
- Div. 3- Academic Affairs -- Jonathan Peine, 294-7617
- Div. 4- IFAS – Jana Barnash, 294-3330
- Div. 5- Health Affairs – Lavina Gramig, 273-5163
- Div. 6- Student Affairs – Myra Morgan, 392-1265
- Div. 7- Business Affairs – David Looney, 392-0306
- Community Service Award – Josh Funderburke, 392-1215
- Diversity & Inclusion Award Contact – Elnora Mitchell, 273-1725
In-Unit Faculty Market Equity Increases
In-unit Faculty Market Equity Increases

- UFF will hold a ratification vote on September 6th and 7th.
- Once the agreement is ratified by UFF, Classification & Compensation will begin implementing the market equity increases.
- Market equity increases will be reflected in faculty pay checks on Friday, September 29th.
Benefits Implications

- Because the raises have a retroactive effective date of August 16, employees may experience underpayments for select optional benefit programs, such as optional life insurance.
- Once the raises are complete, benefits will identify employees who may experience underpayment in order to develop a strategy to resolve the underpayments.
Faculty Position Updates
Faculty Position Action ePAF’s

• Starting in August, Class and Comp began to assume responsibility for some Academic ePAF transactions.

• Over the coming weeks, faculty position actions will migrate to Class & Comp.
  o Title Changes (TTL)
  o Position Updates (UPD)
  o Add Admin Supplement (AAS)
  o Remove Admin Supplement (DAS)
  o New Position (ADD)
ePAF Update
ePAF Update

• On August 30, we went live with the ability to add documents to all position update ePAFs.

• Departments are encouraged to attach supporting documents to position update ePAFs, rather than sending them via email.
My Training Upgrade
The Upgrade is Coming!
Monday, 9/18
Introducing new features on the myTRAINING Dashboard...

Timeline. Use it to find, cancel, or start all assigned training, current enrollments, or past due assignments.

Search. Use it to search the catalog for online or in-person training offered by UF and UF Health Shands.
Introducing new features on the myTraining Dashboard...

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Activity Search
System Tour
Training Transcript
Evaluations
Schedule / Calendar
Guides & Help
ACTIVITY (4)

<table>
<thead>
<tr>
<th>Title</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospitality &amp; Service Standards of Behavior: Staff Training</td>
<td>Course: Instructor-Led, UFHS_Hospitality&amp;ServiceStandardsOfBehavior</td>
</tr>
<tr>
<td>New Employee Challenge: Part 1</td>
<td>Online Course, UF_NEO100_OLT</td>
</tr>
</tbody>
</table>

Welcome to the University of Florida! This interactive online training serves as the official UF orientation for newly-hired TEAMS employees—both exempt.
Introducing new features on the myTRAINING Dashboard...

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Guides & Help
## TRAINING TRANSCRIPT

Select a year or date range to filter completed training records.

Start Date  End Date
9/1/2016 12:00am  9/1/2017 12:00am

[REFRESH]

## SCOTT W BLADES

List of completed activities from 9/1/2016 to 9/1/2017

**Username:**
50223670

**E-mail:**
s blades1@ufl.edu

**User number:**
50223670

## ACTIVITIES

<table>
<thead>
<tr>
<th>Activity</th>
<th>Start Date</th>
<th>Completion Date</th>
<th>Expiration Date</th>
<th>Score</th>
<th>Estimated Credit Hours</th>
<th>Code</th>
<th>Completion Status</th>
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<tr>
<td>[ ] Versional: Preventing Harassment&lt;br&gt;You are compliant</td>
<td>10/19/2016</td>
<td>10/19/2016</td>
<td>10/19/2018</td>
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<td></td>
<td>UF_GET802v</td>
<td>Attended</td>
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<tr>
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<td>1/1/2017</td>
<td>1/1/2019</td>
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<td></td>
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<td>Attended</td>
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</table>
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Activity Search  Training Transcript  Schedule / Calendar
System Tour  Evaluations  Guides & Help
<table>
<thead>
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<th>Activity Name</th>
<th>Status</th>
<th>Code</th>
<th>Region</th>
<th>Start Date</th>
<th>End Date</th>
<th>Actions</th>
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</thead>
<tbody>
<tr>
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<td>IN PROGRESS</td>
<td>UF_ADV100_OLT</td>
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<td>5/23/2017</td>
<td></td>
<td>START</td>
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<tr>
<td>myTraining Partner Program - Introduction</td>
<td>IN PROGRESS</td>
<td>UF_MTP100_OLT</td>
<td></td>
<td>5/24/2017</td>
<td></td>
<td>START</td>
</tr>
<tr>
<td>New Employee Challenge: Part 1 Online Course</td>
<td>IN PROGRESS</td>
<td>UF_NEO100_OLT</td>
<td></td>
<td>1/6/2017</td>
<td></td>
<td>START</td>
</tr>
</tbody>
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Search. Use it to search the catalog for online or in-person training offered by UF and UF Health Shands.

Activity Search  Training Transcript  Schedule / Calendar
System Tour  Evaluations  Guides & Help
Welcome to myTraining
Introducing new features on the myTRAINING Dashboard...

Timeline. Use it to find, cancel, or start all assigned training, current enrollments, or past due assignments.

Search. Use it to search the catalog for online or in-person training offered by UF and UF Health Shands.

Activity Search
Training Transcript
Evaluations
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Guides & Help
LEARNING ACTIVITY EVALUATIONS

This is a list of all evaluations assigned to you. Select from the View list to see pending, expired, and completed evaluations.

<table>
<thead>
<tr>
<th>Evaluation Name</th>
<th>Activity Name</th>
<th>Code</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>UF T&amp;OD Workshop Evaluation 2.0</td>
<td>Effort Fundamentals</td>
<td>UF_RSH220_OLT</td>
<td>5/26/2017</td>
<td></td>
</tr>
</tbody>
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Search. Use it to search the catalog for online or in-person training offered by UF and UF Health Shands.

Activity Search
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Guides & Help
Quicker Access
Start an Online Course

New Employee Challenge: Part 1
Welcome to the University of Florida! This interactive online training serves as the official UF orientation for newly-hired employees.

Antibiotics in the Critically Ill - Part 1
Antibiotics in the Critically Ill (Part 1) course will cover the following learning objectives:
1. Discuss common pathogenic bacteria associated with critical illness.
2. Understand the role of antibiotics in the treatment of critically ill patients.
3. Evaluate the appropriate use of antibiotics in different clinical scenarios.

Options:
Start
Cancel Registration
View Details
Complete a Curriculum Structure

MANDATORY: Bedside Blo...
This education module reviews the staff responsibilities when using the
Curriculum UFHS_NSG_G...
Complete a Curriculum Structure

Document
MANDATORY: Bedside Blood Glucose Monitoring with the Accu-Chek® Inform II Glucose Meter 2017 PDF

Assessment
MANDATORY: Bedside Blood Glucose Monitoring with the Accu-Chek® Inform II Glucose Meter 2017 Quiz
Register for Classroom Training
Course: Instructor-Led

In this advanced session, you will explore grade book functions and how to grade student assignments. With hands-on exercises, learn the advanced features of Groups, Rubrics and Question Banks to enhance your online teaching. Note: Participants need to have a strong working knowledge of our e-Learning course management system. We highly recommend attending e-Learning @UF: Getting started and e-Learning @UF: Intermediate before attending this. This workshop is part 3 in 3-part set, in order to earn a certificate of completion you must register for and complete all 3 trainings.
View Activity Details

New Employee Challenge: Part 1
Welcome to the University of Florida! This interactive online training serves as the Online Course UF_NEO100_OLT
View Activity Details

ACTIVITY SUMMARY

Additional Information
Below are the additional details about this activity such as facility, location and so on.

Code: UF NEO100 OLT
Activity status: Active
Contact: UF Training & Organizational Development, 352-392-4626
Training organization: UF
Upgrade Timeline

• Friday, September 15 at 5 PM until Monday, September 18 at 3 AM.

• All in progress, registered, and completed training details will transfer into the upgraded system.
To Learn More

- View the myTraining System Tour.
- Updated myTraining Toolkit available on September 15.
Questions?

Email: training@ufl.edu
Phone: (352) 392-4626
Benefit Updates
Chard Snyder Live Chat

• New live chat feature to contact customer service regarding FSA & HSA accounts.
• Available Monday-Friday, 8am – 5pm EST.
• To Access Live Chat:
  o Go to PeopleFirst.MyFlorida.com.
  o Click on the *FSA & HSA Information* quick link.
  o Click on the 'Chat with us' link under Live Chat in the left column, or
  o Go to the Tools & Support tab and click on the 'Chat with us' link under Live Chat in the Quick Links section.
Benefits
Open Enrollment
2018
Preparing for Open Enrollment

• Open Enrollment dates 10/16/17 - 11/3/17
  • Elections made during the OE period are effective 1/1/2018.
  • If enrolling/changing state benefits—have People First ID ready.
    o Locate your PFID in myUFL: Main Menu > My Self Service > Benefits > PFID & Beneficiary Info.
    o Passwords expire every 90 days.
  • Review/update your mailing address by September 30.
    o myUFL
    o People First
  • Watch for OE packets arriving by mail in mid-October.
  • Attend Benefits & Wellness Fair on 10/26. (more on next slide)
Meet ALEX!

- **Your personalized benefits counselor**
  - Beginning this fall, UF employees have a new way to explore their benefits options
  - Online, virtual benefits counselor designed to make exploring and choosing benefits less of a chore
  - Available now to new employees!
  - Beginning in October, ALEX will be updated for Open Enrollment to help make choosing your benefits easier than ever
  - New employees may access ALEX now via http://hr.ufl.edu/benefits-rewards/
Thursday, October 26th from 9 a.m. to 3 p.m.
New location this year--Champions Club at the Ben Hill Griffin Stadium.
Benefits & retirement vendors, wellness screenings, flu shots, freebies, and more!
Sick Leave Pool
Open Enrollment
Sick Leave Pool (SLP) Open Enrollment

- Open Enrollment for SLP 10/1/17 – 10/31/17.
- SLP enables participating employees to combine a portion of their individually accrued sick leave for collective use.
- Members may draw upon the pool when individual leave is depleted due to personal catastrophic injury or illness.
  - Note: Approval from SLP committee is required in order to use hours.
- To participate:
  - Submit application during SLP OE period.
  - Must have minimum balance of 64 hours of accrued sick leave.
  - Contribute 8 hours of sick leave upon enrollment in pool.
- Balance, contribution pro-rated based on FTE.
SLP Open Enrollment (continued)

- Not sure if you are participating in SLP? Check your status in **Main Menu > My Self Service > Benefits > Benefits Summary**. This indicates current membership:

- Current members of the Sick Leave Pool do not need to rejoin.
- Applications must be received by Central Leave by **October 31st**.
- Questions? Contact Central Leave at 273-2840 or email central-leave@ufl.edu.
Leave is now called “Time Away” on HR Benefits website.

SICK LEAVE

PERSONAL, IMMEDIATE FAMILY, PARENTAL, AND DEATH OF AN IMMEDIATE FAMILY MEMBER

Sick leave accrues Academic Personnel, USPS and TEAMs employees begin earning sick leave from the time they are employed. It is credited on the last day of each pay period. There is no waiting period for using sick leave. Employee may only use what is available in the balance prior to future accrual.

Helpful Links
- Sick Leave Pool
- Special Pay Plans
Important Dates

Deductions resume for 9/10 mo. Faculty: 9/1/17

Sick Leave Pool OE: 10/1/17-10/31/17

Benefits OE: 10/16/17 -11/3/17

Benefits Fair: 10/26/2017
Important Dates

HR FORUM

Thank you for attending the HR Forum!

WORKING TOGETHER
FOR THE

GATOR GOOD