Welcome!

HR Forum

January 14, 2009
Human Resource Services
University of Florida
Today’s Agenda

• Update W-2 Address Information
• E-Verify
• Form I-9
• Florida Prepaid Tuition Deadline
• 403(b) Plan – Retirement Manager
• Performance Appraisals
• FMLA Changes
• Salary Pay Plan – Important Dates
• Important Dates
W-2 Information
W-2 Information

• Employees’ 2008 IRS Form W-2s will be distributed on or before January 31, 2009, along with Employee Year-End Earnings Statements.

• In preparation for the distribution of W-2s this month, please review your home and work addresses in the directory to ensure that they are accurate. Instructions for updating this information will be in the January InfoGator.
E-Verify
E-Verify

• SHRM and a handful of other employment related associations filed a federal lawsuit to stop the new rule requiring federal contractors and subcontractors to use the E-Verify system to verify work eligibility.

• The parties reached an agreement with the U.S. Justice Department to delay the new rule until February 20, 2009—allowing time for an expedited hearing on the merits of the case.
E-Verify

- Employer must enroll within 30 days of being awarded a federal contract.
- Employer must begin using within 90 days of enrollment date.
- Employer must enter data for current employees within 120 days of enrolling to do so.
E-Verify

• Implementation Committee has been established and is currently working on business policy and implementation.
• Training plan is currently being developed and will consist of informational sessions and online training.
• More information expected at the February HR Forum.
New I-9

• A new version of Form I-9, Employment Eligibility Verification, will be required for use on February 2, 2009 and no previous editions will be accepted.

• The new version of the form will be available from links on the HR website. Please update your bookmarks on or before February 2.

• When completing the new I-9, please be sure to note the changes to List A.
Open Enrollment for Florida Prepaid Tuition
Florida Prepaid

- Open Enrollment for Florida Prepaid ends January 31, 2009
- 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 the application is approved by Florida Prepaid, you can request a UF payroll deduction form
- Deduction forms can be obtained thru HR Benefits by calling 392-2477 or emailing benefits@ufl.edu
403(b) Plan
Retirement Manager
Retirement Manager

• Final 403(b) regulations governing loans and hardship withdrawals place greater burden on plan sponsors

• ARSCO (AIG Retirement Services Company) will provide administrative and compliance monitoring services
Retirement Manager

ARSCO

- will receive monthly data feed from UF 403(b) vendors
- will store information for use in determining eligibility for loans and hardships
Retirement Manager

- On-line application for loans and hardships
- Distribution Eligibility Certificate issued by ARSCO, when appropriate
- Providers will require certificate to process loans and hardship requests
Retirement Manager

– Loan eligibility and limitations
  • Cannot exceed the lesser of $50,000
  • Or 1/2 of present account value across vendors

– Hardship eligibility
  • Immediate and heavy financial need
  • Deferral cessation
Retirement Manager

QUESTIONS?

retirement@ufl.edu

392-2477
Performance Appraisals
Performance Appraisals

• Evaluation Period
  - March 1\textsuperscript{st} to February 28\textsuperscript{th}

• Signatures with Dates
  - March 31\textsuperscript{st}
Performance Appraisals

• Use Form
  - Non-exempt TEAMS and all USPS

• Use Narrative Format
  - Exempt TEAMS
Performance Appraisals

• Training Date Listed on Website

• Call Employee Relations for Minimal Achieves and Belows
  - 392-1072
New FMLA Regulations
New FMLA Regulations

- Intended to improve communication between employers, employees & healthcare providers
- Provide clarity about the employee’s rights & responsibilities under FMLA
- Updates certification forms
Military Leave

- Eligible employees with a spouse, child, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies.
Military Leave

- **Military Caregiver Leave:** Eligible employee who is the spouse, son, daughter, parent, or next of kin of a service member recovering from serious illness, injury sustained in line of duty on active duty entitled to up to 26 weeks of leave in a single 12-month period.
What this means for you

• Updated Extended Leave of Absence form will include:
  – Eligibility Notice
  – Rights & Responsibilities
  – Designation of Leave
2008-2009
Salary Pay Plan for Senior Faculty
Salary Pay Plan for Senior Faculty

- Guidelines and eligible list went out in December 2008 to College Dean’s Office
- Packets are due to Academic Personnel Office on February 20, 2009
- APB will begin the review process after the Tenure and Promotion Process is completed (normally in late March or early April)
- Increases for faculty who will receive the SPP award will be in the 2009-2010 year
- Questions about the eligible list should be directed to Janet Malphurs, Academic Personnel Office
Important Dates

- January 31, 2009 – Deadline to complete online Sexual Harassment Training
- February 2, 2009 – New I-9 Form
- February 11, 2009 – Next HR Forum
Thank you for attending!