Welcome!
HR Forum

March 11, 2009
Human Resource Services
Today’s Agenda

• Tax Changes
• Fringe Benefit Pool
• Short Work Break for 9 & 10 Month Faculty
• Faculty & Graduate Assistant Summer Appointments
• myUF Market
• Flexible Spending Account/Medical Reimbursement
• COBRA Subsidy
• Veterans Status Resurveying
• Employment Updates
• Important Dates
The Internal Revenue Service has released new income tax withholding tables that may result in more take-home pay this spring for most employees.

The new tables incorporate the new Making Work Pay Tax Credit, one of the key tax provisions included in the American Recovery and Reinvestment Act of 2009 that became law last month, February 2009.

The Making Work Pay Tax Credit will provide a refundable tax credit of up to $400 for working individuals and $800 for married taxpayers filing joint returns. The tax credit will be spread out over the paychecks workers receive beginning this spring through the end of the calendar year.

The credit will phase out for taxpayers with adjusted gross income in excess of $75,000, or $150,000 for married couples filing jointly.

The new withholding tables will be effective for the pay period 3/20/09-4/02/09, pay date 4/10/09.
New Withholding Tables Released by IRS; More take-home pay for employees

• Employees will get the benefit of this change without any action on their part. It is not necessary for employees to submit an IRS Form W-4 to receive the Making Work Pay Tax Credit reflected in their take-home pay.

• However, employees with multiple jobs, or married couples whose combined income places them in a higher tax bracket, may want to submit 2009 IRS W-4 forms to ensure that adequate tax is withheld to cover the tax for the combined income.

• The amount of the credit must be reported on the employee's 2009 income tax return filed in 2010. Taxpayers who do not have taxes withheld by an employer during the year can also claim the credit on their 2009 tax return.
New Withholding Tables Released by IRS; More take-home pay for employees

• For more information, visit the IRS website: http://www.irs.gov/newsroom/article/0,,id=204447,00.html

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Short Work Breaks for Nine and Ten Month Employees
Short Work Breaks for Nine and Ten Month Employees

• Nine and ten month employees (faculty, graduate assistants and TEAMS) will be put on Short Work Break in the myUFL system for the summer semester.

• Reports will be available to review on March 16. Navigate to Public Folder > Human Resources > Workforce information under Enterprise Reporting.

• Effective date of the break will be 5/16/09 for 9 month and 6/11/09 for ten month employees.
Short Work Breaks for Nine and Ten Month Employees

• Please review your employee’s data by Thursday, March 26, to ensure that an employee does not have any pending or future dated rows and that any terminations are entered by this date.

• The process will be completed the weekend of March 28, in which a new job row will be created with the action/reason of Short Work Break.

• Time reporting will be inactivated for the short work break period. Departments still need to review their employees to ensure that they do not continue to be paid beyond the end of the Spring Semester.
Short Work Breaks for Nine and Ten Month Employees

- Questions? Contact Academic Personnel for Faculty and Graduate Assistants at 392-2477 and Recruitment and Staffing for Teams employees at 392-2477.
Faculty & Graduate Assistant Summer Appointments
Faculty and Graduate Assistant Summer Appointments

• Summer jobs for faculty and graduate assistants will be processed via the Summer Job Review file.

• The review file will be available to departments the week of March 30.

• The file will be available via myUFL system and may be accessed via the navigation: Workforce Administration>Job information>UF Summer Job Review.
Faculty and Graduate Assistant Summer Appointments

• Data on the Summer Job Review file will include salary and other information for current 9 month faculty and graduate assistants.

• Departments will have until April 16, to review and update the data.

• The departments will be able to change the following:
  FTE-salary will adjust accordingly.
  Title- (for graduate assistants only)
  Department ID
Faculty and Graduate Assistant
Summer Appointments

- Departments will also need to indicate the term (A, B or C) of the appointment. A termination row will be applied at the same time the summer job row is applied in job data.

- The appointments will be applied into myUFL the weekend of April 25.

- Departments will be able to view the summer jobs starting on April 27.
Faculty and Graduate Assistant
Summer Appointments

- Distributions for summer jobs will need to be completed once these jobs have been applied to job data. This will be for the pay period of 5/15/2009-5/28/2009.

- Instructional guide is located at:
  [http://www.hr.ufl.edu/training/myUFL/toolkits/HiringAddPay.asp](http://www.hr.ufl.edu/training/myUFL/toolkits/HiringAddPay.asp)

- Questions? Please contact Academic Personnel at 392-2477.
myUF Market

• The myUF Market is a user-friendly online marketplace designed to streamline the way departments purchase their goods and services
  – This new procurement system will replace purchasing requisitions in myUFL

• Pilot group is preparing to use/test the system
  – Approximately 200 people throughout campus
myUF Market

• Learn more by attending a myUF Market Overview session, which will introduce the new system along with:
  – Electronic catalogs
  – Using PCards in myUF Market
  – Roles and responsibilities of those who create and approve requisitions
  – Requisition workflow
  – Ease of data retrieval
myUF Market

• The myUF Market Overview sessions are currently open for registration
  – March 17 through end of April
  – To register, visit my.ufl.edu > My Self Service > Training and Development > Request Training Enrollment
  – Search for PST072 myUF Market Overview
myUF Market

• Hands-on training for “requestors” will start in May
  – Registration opens April 13
  – Targets current “requisitioners”
  – Colleges will be given designated weeks in which to attend to ensure space availability

• Must attend training to be given access to new system as a requisitioner
myUF Market

- Shoppers/approvers will have online training available
  - Not required but strongly recommended
Purchasing. Simplified.

Welcome to a new way of doing business at the University of Florida. UF Purchasing is pleased to introduce myUF Market, a user-friendly online marketplace designed to streamline the way your department purchases its goods and services.

The adoption of myUF Market represents UF’s ongoing commitment to initiatives that strategically reduce costs without sacrificing quality. Using familiar, intuitive tools like search boxes, price comparisons, favorites, and shopping carts, your purchasing experience will be more convenient than ever before—all while saving your department time and money.

No more time wasted searching through catalogs, waiting on hold with vendors, and tracking down approvals. With myUF Market, faculty and staff can make their purchases, initiate requisitions, verify budgets, and route approvals in a “one-stop” environment.

The virtues of virtual purchasing

The benefits of the new myUF Market include:

- **Efficiency:** Order from a variety of vendors without picking up the phone; no more sorting through catalogs, waiting on hold, or visiting multiple locations to find what you need. No more struggling to remember passwords—only one login is needed. Approval processes are flexible and streamlined.
- **Ease:** Store regularly made purchases in the system to simply click and buy when you need to restock. Create and submit error-free requisitions electronically.
- **Value:** Easier access to UF-contracted prices and terms for the products you buy, saving your department money.

WHO WILL USE myUF MARKET?

- **Shoppers.** Quick and easy access to a variety of vendors and products. Point and click to compare prices and purchase with ease.
- **Requisitioners.** Streamlined processes mean easier shopping, approval routing, budget-checking, and tracking.
- **Approvers.** Enjoy flexible approval processes. Perform a range of actions on entire requisitions or individual line items.
Deadline for Flex Spending Accounts (FSAs) claims -- April 15, 2009
FSA Deadline

Medical & Dependent Reimb. Accounts

• Deadline for claims is 4/15/09
• New Grace Period – gives extra time to use money in your 2008 accounts
• Grace Period runs from 1/1 through 3/15 each calendar year
• Expenses not incurred by 3/15 is still subject to the IRS "use-it-or-lose-it" rule
New COBRA provisions
American Recovery & Reinvestment Act (ARRA) or Stimulus Package

• Signed into law 2/17/09
• Expanded COBRA eligibility & premium subsidy for individuals that involuntarily terminate from 9/1/08 thru 12/31/09
  • Plan administrators are required to send new COBRA notices by 4/18/09
  • Special Election -- 2nd chance to elect COBRA
  • Offers a 65% premium subsidy –paid by the employer
  • Subsidy lasts for 9 months
  • Employers will need to reclaim the 65% subsidy thru payroll tax credits
American Recovery & Reinvestment Act (ARRA) or Stimulus Package

How this will impact UF:

• Employees laid off or terminated for cause between 9/1/08 – 12/31/09 may be eligible for the 65% subsidy

• Employees who were terminated during that time, but didn’t elect COBRA or later dropped it will be eligible to re-enroll

• UF Benefits may be involved in the premium collection process – for collecting the employee’s portion and charging the employer
American Recovery & Reinvestment Act (ARRA) or Stimulus Package

How this will impact UF:
• Possible impact to departmental budgets -- It’s undetermined whether the 65% will be charged directly to the department or if it can be taken from a central account

• Payroll and Tax Services will likely be involved with reclaiming UF’s portion of the subsidy by filing payroll tax credits quarterly

• Depending where the employer’s portion is paid from, once the subsidy is reimbursed by the Government, it will have to be refunded to the appropriate Department OR Central accounts
Veteran Status
Resurveying Effort
VETS-100A Report

• The U.S. Department of Labor requires recipients of federal contracts in excess of $100,000 to submit an annual report (VETS-100A) by September 30th of each year.

• The VETS-100A Report includes data on regular full-time and part-time employees and new hires who were:
  - Disabled Veterans
  - Other Protected Veterans
  - Armed Forces Service Medal Veterans
  - Recently Separated Veterans
Mapping vs. Re-Surveying

- **Current Data Collection Fields**
  - Active Reserve
  - Retired Military
  - Not a Vietnam-Era Veteran
  - Other Protected Veteran
  - Post-Vietnam-Era Veteran
  - Pre-Vietnam-Era Veteran
  - Veteran (VA Ineligible)
  - Veteran of the Vietnam Era
  - Vietnam-Era Veterans
  - Vietnam & Other Protected Veterans
  - No Military Service
  - Not Indicated
  - Not a Veteran

- **VETS-100A Fields**
  - Disabled Veterans
  - Armed Forces Service Metal Veterans
  - Recently Separated Veterans
  - Other Protected Veterans
VETS-100A Report

• HRS is working with UF Bridges to:

1. Change PeopleSoft storage of veteran’s data to match the federal reporting data,

2. Change collection data in ePAF to match the federal reporting data, and

3. Complete a one-time resurvey of all campus employees through a My Self Service application in MyUFL.
Employment Updates
Employment Updates

• E-Verify still pending lawsuit and administration review.

• Outsourcing employment verifications set to launch late spring.

• HireRight implementation underway and more information will be available next month. Please call us if you have a specific situation you would like to discuss.

• Terminate inactive appointments!
Student Appointment Review File

• Automated online file will be made available in April for easy review of student hourly appointments.
• Select checkbox if student needs to be terminated.
• Initiate ePAF if student is moving to an OPS position.
• No action required if student will continue employment as STAS.
Student Appointment Review File

UF Appointment Review

Calendar Year 2008  Termination Date 05/15/2008  Cut-Off Date 05/10/2008

Department 62010700  HR-TRAINING-DEVELOPMENT

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Student Appointment Review File

• More Information to come in the April HR Forum.

• Please contact Student Employment at 392.0296 with questions or concerns.
Open Until Filled Positions

- After a review of the recruitment trends and in light of impending budget issues, we are suspending the use of *Open Until Filled* for TEAMS and OPS positions effective immediately.
- Exceptions may be granted for certain TEAMS positions.
- Exemption requests can be sent to Melissa Curry at melissa-curry@ufl.edu.
Open Until Filled Positions

• OPS and TEAMS positions currently posted *Open Until Filled* may continue to post as is but must be removed or have a hard deadline added by May 1, 2009.

• *Open Until Filled* may still be used for faculty positions at this time.
GatorJobs and the Chronicle of Higher Education

- We are pleased to offer a new and easy advertising tool through GatorJobs!
- When you select *Chronicle* under the external advertising section of your GatorJobs requisition, your vacancy will automatically download overnight to the Chronicle website.
- You will still need to work directly with the Chronicle to advertise in the paper publication.
GatorJobs and the Chronicle of Higher Education
Important Dates

• Employee Education Program (EEP)
  – To attend UF during Summer A/C 2009:
    • EEP Registration Period: May 7 – May 12, 2009
    • EEP Applications Due: 5 p.m. on May 13
  – Summer B 2009:
    • EEP Registration Period: June 25 – June 30, 2009
    • EEP Applications Due: 5 p.m. on July 1
• Summer Training Registration opens April 13th
• Employee Evaluations Due March 31st
Thank you for attending!