

UF | UNIVERSITY *of*
FLORIDA

The Foundation for The Gator Nation



UF | UNIVERSITY *of*
FLORIDA

Welcome!

HR FORUM



May 6, 2009, Human Resource Services

Agenda

- Employee Smoking Cessation Program
- University-wide Budget Reduction Proposals
- myUF Market
- Cobra Subsidy
- Health Insurance Increase
- Regulations Update
- 2010 Administrative Assessment Changes
- Fringe Benefit Pool Update
- New Salary Admin Plan
- Employment Updates
- New Hire Faculty Checklist
- Minimum Wage Increase
- Personal Holidays & Personal Leave Days
- Alternate Work Location
- Important Dates



Employee Smoking Cessation Program



Employee Smoking Cessation Program

- The Student Health Care Center (SHCC) has teamed up with the University's Employee Assistance Program (EAP) and the University of Florida Area Health Education Centers (AHEC) to offer all UF employees a **free** comprehensive smoking cessation program.
- The next program starts Monday, May 11th, and **[registration is available online.](#)**
- <http://shcc.ufl.edu/occmed/esc.shtml>



Smoking Cessation Program Info

- All employees, including OPS, who are interested in quitting smoking are encouraged to learn more about this program.
- Groups will be offered on Mondays, starting May 11th, from 12 to 1 p.m. The six-week program (one hour per week) comprises three components: education, group support and medical oversight with pharmaceutical smoking cessation medications.
- Discounted medications will be available under the prescription and management of a skilled medical provider. There will be no cost for attending the smoking cessation classes and medications prescribed to assist with cessation attempts will be significantly discounted.
- Spouses and partners are encouraged to participate with the employee as successful quitting is dramatically increased when partners quit together. There will be a one time fee of \$100 for spouse/partner participation plus cost of medication.

University-wide Budget Reduction Proposals



myUF Market Update



myUF Market

- Intro to Purchasing in myUF Market (PST073) now underway
 - Hands-on training, required for those will be “requestors” in the new system
 - Held in HR Building, Bridges, HSC, JAX, and IFAS locations across state
 - Where possible, employees should attend during the targeted weeks of training
 - www.purchasing.ufl.edu/myufmarket



Update on COBRA provisions



American Recovery & Reinvestment Act (ARRA) or Stimulus Package Signed 2/17/09

Updates

- Part of the Stimulus Package expanded COBRA eligibility & created a temporary premium subsidy for those who involuntarily terminated on 9/1/08 thru 12/31/09
- The state has defined 4 reasons as involuntary terminations: layoff, probationary dismissal, job abandonment and termination for cause -- time limited and non-renewals are not eligible
- The law requires notification to **ALL** individuals who either terminated or will terminate during this period of time--Even though the termination wasn't involuntary
- Notifications were mailed by the state during the week of April 13, 2009 providing detailed information on how to apply



American Recovery & Reinvestment Act (ARRA) or Stimulus Package

- This provides a 2nd chance to elect COBRA for those who did not initially enroll
- Qualified individuals can receive a 65% premium reduction on health, dental, and vision coverage (based on the enrollments prior to termination) – which will be paid by UF
- The subsidy/premium reduction lasts for 9 months
- People First will mail a monthly invoice to UF and premiums will be charged to a central account
- Payroll and Tax Services will file for the tax credit on a 941 form quarterly to reclaim the 65% subsidy paid on behalf of the individuals



Reminders on Employer and Part-time Employee Premium Increases



Reminder --Premium Increases

Health Premiums --only

- Starting the first paycheck in May (5/08/09) – which is applied to June 2009 coverage
- Increase will impact Employer rates and premiums paid by part-time staff
- Premiums paid by full-time staff are not affected—they will continue to pay \$50/mo for Individual and \$180/mo for family coverage

Coverage level	Old Employer Rates	New Employer Rates
Individual	\$399.26/mo	\$448.68/mo
Family	\$835.98/mo	\$974.74/mo
Spouse Program	\$1,015.98/mo	\$1,127.74/mo



Regulation Update



6C1-1.0063

- Identifies office responsible for investigating discrimination and sexual harassment



6C1-3.040

- Appoints SA Committee
- Organizes Divisions for Awards
- Increases Monetary Amounts
- Requires HR Approval for Recognition Programs



6C1-3.046

- Removes performance as reason for disciplinary action/emphasis placed on other appropriate actions



6C1-3.054

- Appointment dates aligned in to one time period—letters no longer needed



2010 Administrative Assessment Changes



General Accounting

- Administrative Overhead Assessment Changes



General Accounting

Administrative Overhead Assessment Changes

- Types of administrative overhead
 1. Auxiliary funds: 141-163
 2. MG&G funds: 171, 179 and 279
 3. Sponsored Programs: 201-214
 4. Student Government fund: 191
- Monthly allocations are currently charged based on the *previous* month's expenses.
- However, the June 2009 allocations will be run *in* June before FY09 GL close, based on the current rates.



General Accounting

Auxiliary Effective July 1st, 2009

- Funds:
 - 141 Reitz Union
 - 142 Transportation & Parking
 - 144 Academic Technology & CNS
 - 145 Student Health Care Center
 - 146 & 147 Housing
 - 149 Other Auxiliaries
 - 161 Service Centers
- Rate increase from 3% to 8% of all operating expenses.



General Accounting

Auxiliary Effective July 1st, 2009

- Fund 143, DOCE
 - Self-Funded (formerly Off Book) revenues: 3% of all operating expenses
 - Conferences & Other revenues: 8% of all operating expenses
 - Expenses will be tracked using the flex field.



General Accounting

Auxiliary Effective July 1st, 2009

- Funds:
 - 152 UPD Forfeiture Trust Fund
 - 159 Other Activities
 - 162 Material & Supplies
 - 163 Equipment Fee
will still be exempt.
- Some departments in assessed funds will continue to be excluded.



General Accounting

Auxiliary Effective July 1st, 2009

- Fund 151 (PPD) is currently assessed a \$400,000 annual flat fee. This fee will increase to \$875,000 annually, and will continue to be charged on a monthly basis.
- All auxiliary allocations will now be run in the current month before GL closing.



General Accounting

MG&G Effective July 1st, 2009

- Funds 179 and 279 will continue to be assessed 3% of all payroll expenses.
- Fund 171 will also be assessed 3% of all payroll expenses except for those with an HSC Source of Fund:
 - HSC SOF will be assessed a flat fee paid by individual HSC Colleges.
- MG&G allocations will now be run in the current month before GL closing.



General Accounting

Sponsored Programs Effective July 1st, 2009

- Funds 201-214
 - 0.5% rate of all operating expense will remain unchanged.
- All Sponsored Research allocations (Main, ENG, IFAS) will now be run in the current month before GL closing.



General Accounting

Student Government Effective July 1st, 2009

- Fund 191
 - Student Government is currently assessed a \$150,000 annual flat fee. This fee will increase to \$300,000 annually, and will continue to be assessed once a year.



General Accounting

Administrative Overhead Summary

		-ALLOCATION-		
	FUND	BASIS	CURRENT	7/1/2009
Auxiliary	141,142,144, 145, 146, 147, 149, 161	Op Exp	3%	8%
	143 (Off-Book)	Op Exp	3%	3%
	143 (Conf & Other)	Op Exp	3%	8%
	151	Flat Rate	\$400,000/yr	\$875,000/yr
	152, 159, 162, 163	Exempt	-	-
MG&G	171	Payroll Exp	3%	3%
	171 (HSC SOF)	Flat Rate	3%	Flat Fee
	179, 279	Payroll Exp	3%	3%
Sponsored Programs	201-214	Op Exp	0.5%	0.5%
Student Government	191	Flat Rate	\$150,000/yr	\$300,000/yr

General Accounting

- FICA and SPP Assessment Changes



General Accounting

FICALT / SPP Effective July 1st, 2009

- Funds 141,142,144,145,146,147,149,161 and 191.
With the increase of the Overhead Assessment on these funds, they will be excluded from FICALT and SPP.
- Funds 201, 209, 211, 214, 221 and 222 (except where project_user3 = Y),
These funds will remain exempt from FICALT and SPP.



General Accounting

FICALT / SPP Effective July 1st, 2009

- Monthly allocations are currently charged based on the *previous* month's expenses.
- However, the June 2009 allocations will be run *in* June before FY09 GL close.
- Going forward FICALT and SPP will be charged in the same month as the payroll.



Fringe Benefit Pool Update



Fringe Benefits Pool

- Web site – a new web site has been developed -
<http://www.hr.ufl.edu/benefits/fringepool/>
- Training Workshops are in the process of being scheduled; registration information will be available soon and posted on the web site
- Leave payments – Payments to employees whose last day worked is July 1 or later (date in job data is July 2 or later), will be charged to the pool.



New Salary Admin Plans



New Salary Admin Plans

- Due to the implementation of the Fringe Benefit Pool, two new salary plans are being created in PeopleSoft.
FACM - College of Medicine Faculty
FAPD – Post Doctorate Associates
- Separating these employee groups will allow the university to assign different fringe rates.
- Anticipated go-live is the weekend of May 16.



New Salary Admin Plans

- Active position and employee records will have an effective date of May 15, 2009.
- It is critical that all updates to these employees be submitted to HRS by Friday, May 12.
- Beginning Monday, May 18, any updates to these employees with an effective of May 15 or greater should be completed with an ePAF. Please contact HRS if you have a change to make that is prior to May 15.



Employment Updates



Employment Updates

- E-Verify delayed until June 30, 2009 to “permit the new administration an adequate opportunity to review the rule”.
- UF Appointment Review was uploaded and terminations are in Job Data for appropriate STAS and FWSP jobs. All changes now must be made by submitting an ePAF.



Employment Updates

- Be sure to accurately record applicant statuses in GatorJobs. This is the electronic recruitment file which is used for summaries, EEOC reporting, and recruitment challenges.
- Search Committee Meetings are open to the public and must be announced prior to the meeting.
- Revised New Hire Faculty Checklist-VOP and Compliance Report added.



Minimum Wage Increase



Minimum Wage Increase

- Federal and Florida Minimum Wage will increase to \$7.25 as of July 24, 2009
- Targeting to load the raises into PeopleSoft on July 17
- More information to come as it is made available



Unused personal leave expires

July 9

2008-2009

USPS Personal Holidays

&

TEAMS/Faculty

Personal Leave Days

to expire July 9



USPS Personal Holiday

- Must be used by July 9 or they will expire
- 2009-2010 Personal Holidays will be awarded and on balance by July 13
- Usage can't be reported in the system until July 27 or later.



TEAMS/Faculty Personal Leave Days

- Remaining balances must be used by July 9 or they will expire

Questions?

Call or email Leave Administration

392-2477

Or central-leave@ufl.edu



Alternate Work Location



Alternate Work Location

Eligibility

- USPS/TEAMS with 6 months of creditable service
- OPS

Considerations

- Is it advantageous for the unit and employee?
- Requires all essential functions of job be performed
- Reasonable Accommodation
- Work hours
- Space / Equipment



Alternate Work Location

- Form location:
<http://hr.ufl.edu/recruitment/forms/alternate.pdf>
- Review, Discuss, and Complete Agreement
- Include begin/end dates
- Update Position Description
- Dean/Director Approval and Signature
- VP Approval and Signature
- Submit completed form to Human Resources



Important Dates

- Compensatory leave that will be used by **June 30** must be entered into the system no later than **5 p.m. on May 14** or it will be cashed out automatically.
- **May 16, 2009** -- deadline for students to enroll in the GGC Summer only coverage
- **June 3, 2009** – Next HR Forum





Thank you for attending!

