Welcome!

HR Forum

September 8, 2010, Human Resource Services
Agenda

• Gator Growl
• Gainesville Regional Airport Updates
• Office of Sustainability
• Campaign for Charities
• Open Enrollment (OE) 2010
• Sick Leave Pool Open Enrollment
• Employment Updates
• Important Dates
Gator Growl
Gainesville Regional Airport Updates
Office of Sustainability

- Gator CSA Program
- One Less Car Challenge
- UF Directories
Gator Community Supported Agriculture Program (CSA)

- Pilot year for CSA
- Four farms participating
- Spots will fill on first come, first serve basis – sign up directly with farmer
  - Questions about sign-up, farming practices, memberships → farmer
  - Questions about logistics or CSA in general → Office of Sustainability
- Pickup – Mondays, 4:30-6:30pm later this fall (decal lot on Bledsoe Drive)

www.sustainable.ufl.edu/initiatives/dining.html
One Less Car Challenge

- Asks campus community to pledge by alternative transportation throughout fall and on One Less Car Day ([www.sustainable.ufl.edu/onelesscar](http://www.sustainable.ufl.edu/onelesscar))
  - Challenge runs August 23-November 19
  - One Less Car Day, October 6, 11am-1pm, Reitz Union North Lawn – Games, activities, free food and prizes!
- Bicycle Benefits program
- Sign up at UF GreenRide ([www.uf.greenride.com](http://www.uf.greenride.com))
Departments only receive the number of directories their office orders.

Encourage you to check with the individual responsible for ordering to revise count.

Look for a DDD memo regarding distribution from Telecommunications:
- Both CDs and printed campus directories are available.
- There is an online searchable directory available at http://universityofflorida.dirxion.com/
Questions

Visit our website:
http://www.sustainability.ufl.edu

Ashley Pennington
amp1986@ufl.edu
352-392-7578

THANK YOU!!
2010

UF Campaign for Charities

Gators Give
What is the UF Campaign for Charities?

- The official UF multi-agency charitable fundraising drive
- All employees can participate
- Allows employees to give through payroll deduction, cash, check, credit card, stock
## SEC School Campaign Comparison

<table>
<thead>
<tr>
<th>University</th>
<th>Number of Employees</th>
<th>Total Pledges</th>
<th>Per Capita</th>
<th>% Participation</th>
<th>Leadership Donors</th>
<th>Tocqueville Donors</th>
<th>Leadership Pledges</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Alabama</td>
<td>4,568</td>
<td>$320,969</td>
<td>$70</td>
<td>62%</td>
<td>153</td>
<td>2</td>
<td>$136,391</td>
</tr>
<tr>
<td>University of Arkansas</td>
<td>4,914</td>
<td>$153,158</td>
<td>$31</td>
<td>25%</td>
<td>29</td>
<td>0</td>
<td>$49,500</td>
</tr>
<tr>
<td>Auburn University</td>
<td>4,637</td>
<td>$150,077</td>
<td>$32</td>
<td>23%</td>
<td>31</td>
<td>0</td>
<td>$36,141</td>
</tr>
<tr>
<td>University of Florida^</td>
<td>13,000</td>
<td>$1,016,808</td>
<td>$78</td>
<td>27%</td>
<td>631</td>
<td>3</td>
<td>$671,878</td>
</tr>
<tr>
<td>University of Georgia^</td>
<td>10,500</td>
<td>$190,902</td>
<td>$18</td>
<td>22%</td>
<td>86</td>
<td>0</td>
<td>$78,383</td>
</tr>
<tr>
<td>University of Kentucky</td>
<td>13,028</td>
<td>$448,817</td>
<td>$34</td>
<td>18%</td>
<td>91</td>
<td>1</td>
<td>$124,811</td>
</tr>
<tr>
<td>Louisiana State University</td>
<td>6,800</td>
<td>$153,166</td>
<td>$23</td>
<td>3%</td>
<td>52</td>
<td>1</td>
<td>$64,348</td>
</tr>
<tr>
<td>University of Mississippi</td>
<td>2,638</td>
<td>$140,000</td>
<td>$53</td>
<td>17%</td>
<td>92</td>
<td>0</td>
<td>$78,988</td>
</tr>
<tr>
<td>Mississippi State University</td>
<td>4,000</td>
<td>$113,967</td>
<td>$28</td>
<td>72%</td>
<td>62</td>
<td>0</td>
<td>$47,724</td>
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<tr>
<td>University of South Carolina</td>
<td>4,603</td>
<td>$112,000</td>
<td>$24</td>
<td>12%</td>
<td>15</td>
<td>2</td>
<td>$67,052</td>
</tr>
<tr>
<td>University of Tennessee^</td>
<td>5,200</td>
<td>$368,905</td>
<td>$57</td>
<td>20%</td>
<td>79</td>
<td>3</td>
<td>$162,397</td>
</tr>
<tr>
<td>Vanderbilt University^</td>
<td>21,300</td>
<td>$903,640</td>
<td>$42</td>
<td>18%</td>
<td>272</td>
<td>7</td>
<td>$464,392</td>
</tr>
</tbody>
</table>

| United Way Totals              | 95,188              | $4,072,411      | $43        | 27%             | 1593             | 19                 | $1,982,005        |

[^]: University of Florida
[^]: University of Georgia
<table>
<thead>
<tr>
<th>University</th>
<th>Student Body</th>
<th>Campaign Donations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida State University</td>
<td>40,000</td>
<td>$410,000</td>
</tr>
<tr>
<td>Indiana University</td>
<td>42,000</td>
<td>$760,000</td>
</tr>
<tr>
<td>Michigan State</td>
<td>47,000</td>
<td>$591,971</td>
</tr>
<tr>
<td>North Carolina State</td>
<td>31,000</td>
<td>$525,000</td>
</tr>
<tr>
<td>Ohio State University</td>
<td>55,000</td>
<td>$1,100,000</td>
</tr>
<tr>
<td>Penn State University</td>
<td>45,000</td>
<td>$900,000</td>
</tr>
<tr>
<td>Purdue University</td>
<td>40,000</td>
<td>$730,000</td>
</tr>
<tr>
<td><strong>University of Florida</strong></td>
<td><strong>50,000+</strong></td>
<td><strong>$1,000,000</strong></td>
</tr>
<tr>
<td>University of Georgia</td>
<td>34,000</td>
<td>$400,000</td>
</tr>
<tr>
<td>University of Illinois</td>
<td>41,000</td>
<td>$1,400,000</td>
</tr>
<tr>
<td>University of Michigan</td>
<td>56,000</td>
<td>1,000,000</td>
</tr>
<tr>
<td>University of North Carolina</td>
<td>29,000</td>
<td>$814,000</td>
</tr>
<tr>
<td>University of Texas</td>
<td>50,000+</td>
<td>$670,000</td>
</tr>
<tr>
<td>University of Virginia</td>
<td>21,000</td>
<td>815,000</td>
</tr>
</tbody>
</table>
2010
New Name – Same Campaign

UF Community Campaign
becomes
UF Campaign for Charities
Consistent Campaign Theme
How does the campaign begin?

Campaign Leadership Appointed by the President:

**Campaign Chairman:** Dr. Kirby Barrick
Dean - College of Agricultural and Life Sciences

**Leadership Chairman:** Dr. Cammy Abernathy
Dean - College of Engineering
Planning Committee Appointed by the President

Planning Committee:

• Oversees UFCC in accordance with UF regulations
• Determines campaign theme and goal
• Approves campaign logos
• Reviews agencies and determines which will qualify for the UFCC
2010 Planning Committee

• **Chairmen Dr. Kirby Barrick** and **Dr. Cammy Abernathy**
• **Mary Ann Hagler** Office of the Registrar
• **Erika Henderson** UF Foundation
• **Dennis Hines** College of Medicine
• **Lucinda Lavelli** Dean – College of Fine Arts
• **Derrick Bacon** Asst Dir. Bldg Services – Physical Plant Division
• **Myra Morgan** Student Affairs
• **Rebecca Pauly, M.D.** Assoc VP, Assoc Prof – College of Medicine
• **Dr. John Wright** Dean – College of Journalism
• **Barbara Wingo** General Counsel (Ex-Officio)
• **Susan Crowley** Asst VP Community Relations UFCC Executive Director
Campaign Goal – Set by Planning Committee

2010 Goal:

$1,100,000.00

Boys & Girls Club

Ronald McDonald House
Steering Committee is Selected

Deans and VPs appoint two steering committee members from each college or unit.

These people run the campaigns in their areas and recruit coordinators to assist.
Agency Application and Review Process

To be considered for the UFCC, an agency must:

- Be a nonprofit agency and must address health, social service, diversity, relief, development, and environmental issues of local importance.
- Provide services directly benefiting people residing in Alachua and surrounding counties.
- Have operating/fundraising expense less than 25% of their budget. (75% of funds should go to program costs.)
Agency Application and Review Process-cont

• UFCC agency applications are available in late December of each year

• Applications are due to Community Relations office by February 1 of each year

• Planning Committee reviews applications in March
• Applications are approved, conditionally approved, or denied.

• Those agencies that are conditionally approved must provide additional information to be approved.

• Those agencies that are denied may appeal at the April meeting of the Planning Committee.
2010 Campaign will support 86 Agencies:

- **31 Community Health Charities Agencies**
- **38 Independent Agencies**
- **17 United Way Agencies**
Campaign Contributions

Contributions to the UFCC that are not designated to a specific agency are distributed by the campaign based on the percentage of designated funds given to each agency. For example, if an agency received .5% of the campaign total in specific designations, .5% of the undesignated funds have been earned by that agency.

If an agency is part of a federation, the federation is given the funds for distribution according to their federation agreements.
Funds are distributed according to UFCC regulation as follows:

*Independent Agencies* receive the funds that have been specifically designated to them and receive their earned percentage of the undesignated funds.

*Community Health Charities* receives the funds that have been specifically designated to them and all undesignated funds earned by their agencies and distributes these - as earned - to the agencies.
**United Way** receives all undesignated funds earned by their agencies.

These funds are distributed through United Way's community impact fund to selected agencies and programs.

The selection process is overseen by a group of volunteers who evaluate program outcomes, impacts and budgets to ensure that United Way funds are directed at programs creating measurable results in the local community.
2010 UFCC Key Campaign Dates

Aug 30th – Sept 17th
Leadership Campaign

September 30th
Kick-off Breakfast and Agency Fair
JWRU Gr. Ballroom – 9:00AM

Oct 4th – Oct 22nd
General Campaign

October 29th
Pledge cards, reports, cash/checks
due to Office of Community Relations
Leadership Campaign
Aug 30th – Sept 17th

Leadership Campaign Target:

➢ Those who gave > $500 in 2009
➢ Those who did not give in 2009, but have salaries > $50,000.00

Note: Campaign website can be accessed by all employees beginning with the Leadership Campaign
The last week of August potential donors received a letter and leadership brochure from Leadership Chairman Dr. Cammy Abernathy – urging them to give. They will receive an email each week throughout the campaign.

Statement from President Bernie Machen

Every year the University of Florida faculty and staff give generously to local charities. As a result of their generosity the UF Campaign for Charities, or UCCF, raises more annually than almost any university charitable campaign in the country.

We will kick off our 2010 UCCF “Gators Give” campaign this fall with the goal of a sixth year of contributions exceeding $1 million. As in previous years, many worthy agencies and causes benefit from our campaign, and we are confident that faculty and staff will come together to reach that goal.

The 85 agencies in the 2010 UCCF seek to help abused children, the elderly and the hungry. They protect animals and the environment. In addition, many of the health-related agencies return millions of dollars to UF and Florida in research grants aimed at the elimination of disease and disability.

I urge you to give thoughtfully consideration to the many charities of the UF campaign. Let's continue to lead in academia, research, sports — and in sharing our good fortune with others.

A Message from Dr. Cammy Abernathy

Chair, 2010 UCCF Leadership Campaign

As we close out every year since 1993, the University of Florida is kicking off its charitable campaign benefiting a wide variety of area charities. With 85 agencies to choose from this year the special interests of most employees are represented in the UCCF charities.

Our campaign has been called the UF Community Campaign for many years. This year, however, the campaign has a new name that more accurately describes its focus. We will now refer to the UF Campaign for Charities — still the UCCF — and our new theme — “Gators Give” — will be kept from year to year.

You may know that giving through the UF charitable campaign can significantly increase your donation impact. Your gift to your favorite agency brings not only UF's dollars to that cause, but, in addition, the agency gets a portion of the campaign funds that are given by employees but not specifically designated to an agency.

Our goal for 2010 is $1.00 billion. While your goal total for 2009 was $85 million, and exceeded our goal as we support agencies that fight disease, protect children and pets, assist the elderly and protect our environment and more.

Campaign leaders like you form the backbone of our effort to reach our goal. Leadership giving can be done at multiple levels as you will see in this brochure.

The UCCF Leadership Campaign begins on August 20. You will receive emails during the year with a link to the online giving system. If you would like to give early log on to the UCCF website at www.ufccf.ufl.edu for the "Pledge Now" link. The General Campaign for others on campus will be October 4th - 22nd.

United Way Tocqueville Society

The United Way Tocqueville Society is a leadership and recognition society established to recognize and honor individuals who contribute $10,000 or more.

- Doug & Macky Barrett
- Jeremy N. Foley
- Bernie & Chris Machen
- Gary & Laura McGill
- Douglas E. & Pamela S. Solts

Platinum Division

Individuals & families giving $5000 - $9999
- Joe & Pat Alba
- Jill & Keith Hendon
- Chris & Liz Janiszewski
- Dr. S no & White

Diamond Division

Individuals & families giving $2500 - $4999
- Jane and Steve Adams
- William A. Bomberger
- Carolyn & Dave Brown
- Amy & Lee Catledge
- Catherine & Ronald Emichovich
- Joe Glover
- Dave & Laura Gruber
- Jonathan H. Hamilton
- Tom V. & Claudia A. Harris
- Joel & Sherry Houston
- Prasad & Seema Khangresses
- Dr. Tim Fynn and Dr.
- Marian Liniacher
- Lawrence Lokken & Sue
- Clarke
- Dr. Michael E. Mahla
- Melinda Jeanne McNamara
- Martin & Pamela McManus
- Betty & Michael Wolf

UF Department of Human Resources Services

University of Florida
General Campaign

Oct 4th – Oct 22nd

Sept 27th – Introductory Email
Oct 4th – “First opportunity to give” Email
Oct 11th – “Second opportunity to give” Email
Oct 18th – “Last opportunity to give” Email

Haven Hospice
Employees who have not given in the previous year and who do not want to give do not need to take any action on the email.

~~~~~~~~~~~~~~~~~~~~

Employees who gave in the previous year and want to keep their donation amount and agency designation the same do not need to take any action on the email.
Employees must log on to the giving site to:
• give for the first time
• change their pledge amount or agency designations
• stop their pledge for the next year

After logging on, employees will be able to make a pledge or choose the option: “I would prefer not to donate this year.”

After choosing either option, employees should not receive future Emails.
Rollover of Pledges

Pledges made by payroll deduction will rollover to the following year unless:

• the pledge is stopped mid-year with the UF office of Human Resources (Kate Burch 273-1729)

OR

• the donor elects to not renew the pledge for the following year - using the online system.
Please Note!

If agencies were designated through the online system in past years, they will appear at sign-on.

Only those agencies that have been designated online carry over with rollovers.
Log On Incentive

Each week we will randomly select the name of one employee - who has logged on to the campaign giving site – to receive a great prize basket. All employees logging on will be eligible for the drawing whether they make a donation or choose not to give.
Posters: Can be printed from www.ufcc.ufl.edu

In addition – campaign announcements will appear on the UF splash pages, on the UF marquees and in Inside UF

Postcards: mailed to all employees
UFCC Kick-Off Breakfast
And Agency Fair
Thurs, Sept 30th ~ 9:00 – 10:30 ~ JWRU Ballroom

Kick-Off Breakfast Committee

Chair:
Florida Bridgewater-Alford

Members:
Janice Douglas, Shari Mack, Arlene Tabag, Erika Henderson, Jody Hewitt, Vanessa Fayo, Melissa Sisk, Lindsay Hochman, Kristi Gaver, Mabel Cardec, Marie Willey and Myra Morgan

Agency Booths

SIGN UP BY SEPT. 15th – email scrowley@ufl.edu

Awards!  Music  Door Prizes!  Food!
UFCC Online Campaign

- The UFCC uses “Truist” donation software developed by United Way in conjunction with Microsoft

- UF employees who do not have emails will receive preprinted paper pledge cards.
How Does Online Pledging Work?

You can start the giving process:

• By clicking on the www.ufcc.ufl.edu link in the UFCC Email
• By going to www.ufcc.ufl.edu and clicking “pledge now.”

• Or by going to the myUFL secure sign on, My Self Service, and then to the UFCC Sign On which leads to the UFCC pledging site.
Welcome to myUFL - Microsoft Internet Explorer

Sign On

GatorLink
Username:
Password:
Sign on

Forgot your password?
GatorLink Account Creation
Having trouble signing on?
myUFL browser requirements
Alert Notices

Thanks to UF employees for support of the 2009 UF Community Campaign:

$1,017,000.00 in donations for more than 75 area agencies!

2010 Campaign
Oct 4 - Oct 22

Visit www.ufcc.ufl.edu
Welcome

PLEDGE NOW!

Dear Susan Crowley,

Welcome to the site of the UF charitable campaign benefiting a wide variety of area charities. The campaign is structured to allow employees to do their charitable giving through payroll deduction. With 86 agencies to choose from this year, the special interests of most employees are represented in the UFCC charities.

You may know that giving through the UF charitable campaign can significantly increase your donation impact. Your gift to your favorite agency brings not only YOUR dollars to that cause, but—in addition—the agency gets a portion of the campaign funds that are given by employees but not specifically designated to an agency.

Our campaign has been called the UF Community Campaign for many years. This year however, the campaign has a new name that more accurately describes its focus. We will now give to the UF Campaign for Charities—still the UFCC—and our new theme—“Gators Give”—will be kept from year to year.

Our goal for 2010 is $1,100,000.00. This is slightly more than our donation total for 2009. We hope to meet and exceed our goal as we support agencies that fight disease, protect children and pets, assist the elderly, protect our environment and more.

Campus leaders like you form the basis of our effort to reach our goal. Leadership giving can be done at multiple levels. These levels will be explained as you move through the online giving system.

We hope you will consider supporting the UFCC and its many outstanding agencies.

Dr. Carolyn Abernethy
Dean, College of Engineering

Dollars Raised Towards Goal

100% 75% 50% 25% 0%

Help us reach our goal of $1,100,000

When donating, think about the dedicated volunteers from Rebuild Gainesville who are working to repair substandard housing in our area.
Pledge Now • Confirm Your Pledge

Step 1: Pledge Information

This gift would qualify you for the Gold Division Leadership Level!

Please confirm or alter your donation below. Please note that all employee payroll deduction donations or changes will take effect the first pay period in 2006.

Pledge Summary
Your pledge has been created as shown below:

Payment Type: Payroll Deduction
Pledge: $1,300.00
Payment Detail: $50.00 / pay period
Total Annual Amount: $1,300.00
Designations: 100.00 % UFCC undesignated funds

Pledge Options
- Increase my pledge as follows:
  Would you like to increase your per pay period deduction from last year?
  - 5.00 %
  - 10.00 %
  - 15.00 %
  - [ ] %

- Change my pledge and/or designations
- I do not wish to contribute this year - cancel my...
2010 UF Campaign for Charities: October 4th – 22nd

• Select Payment Type

Step 1: Pledge Information
Step 2: Donor Information
Step 3: Review
Step 4: Complete

Continue ➤

I would like to give to our community. My pledge will be made the following way:

- Payroll Deduction
  The easiest way to make an impact
- Credit Card
- Cash
- Check
- Direct Bill
- Stock
- I would prefer not to donate this year.

•NOTE: All payroll deduction changes will take effect 1/1/2011.

Continue ➤
2010 UF Campaign for Charities: October 4th – 22nd

Payment Detail

Step 1: Pledge Information
Step 2: Donor Information
Step 3: Review
Step 4: Complete

Back Continue

Enter the amount you would like to be deducted each pay period.

Your total donation will be calculated on the next page. To calculate your total donation before you move on to the next page, simply multiply the per pay period amount by your annual number of pay periods. Remember:

- 9 month employee = 18 pay periods
- 10 month employee = 18 pay periods
- 12 month employee = 26 pay periods

Payroll Deduction Payment

I would like to contribute the following amount per pay period:

$ [ ] / pay period

Back Continue

When donating, think about Abby Neal who was diagnosed with Diabetes at just three years old...
Enter donation amounts by agency
Undesignated amount is shown

- $__________  Konaio McDonald House of Gainesville
  More Info

- $__________  Sickle Cell Association of Florida, Inc.
  More Info

- $__________  St. Francis House
  More Info

- $__________  Stop! Children's Cancer, Inc.
  More Info

- $__________  Three Rivers Legal Services, Inc.
  More Info

- $__________  United Way of North Central Florida
  More Info

- $__________  VETSPACE, Inc.
  More Info

- $310.00  Unallocated contributions will go to UFCC undesignated funds

- $520.00  Total

← Back  Continue →
Donor Information

Step 1: Pledge Information
Step 2: Donor Information
Step 3: Review
Step 4: Complete

Continue

Please carefully review your information below. To make changes to your personal information, enter the information in the spaces provided and click the 'Continue' button to complete the process. To make changes to your contribution, click on the 'Back' button.

Acknowledgements

☑ I would like to release my name to the agency(ies) receiving my contribution.
☑ I would like to receive e-mail communication from my agency(ies) about how my contribution is making a difference.

Leadership Recognition

This gift would qualify you for the Copper Division Leadership Level:

Preferred Recognition Name

☐ I prefer to remain anonymous in publications.

☑ I would like to include my spouse's gift for the purpose of qualifying for a leadership level.

Account Information

Username: test

Personal Information

First Name: Susan
Last Name: Crowley

Work Address

Work Country: United States

Work Address 1: (optional)
Work Address 2: (optional)
Final Review

When donating, think about Abby Neal who was diagnosed with Diabetes at just three years old...

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**Contribution Review**

Step 1: Pledge  
Step 2: Donor  
Step 3: Complete

- Back  
- Submit Contribution  
- Submit & Print

Please review your entire contribution below, using the "Edit" button to make any changes. If you are satisfied, please click "Submit Contribution" to complete this process. You will then have the opportunity to print your receipt.

- **Edit**
  - Personal Information
    - Name: Susan Crowley
    - Work Address: 123 Tigert Hall, Gainesville, FL 32607 US
    - Acknowledgements:
      - I would like to release my name to the agency(ies) receiving my contribution.
      - I would like to receive e-mail communication from my agencies about how my contribution is making a difference.
  - **Edit**
    - Transaction
      - Status: Pending
      - Payment Type: Payroll Deduction
      - Pledge: $520.00
      - Payment Detail: $20.00 x 26 pay periods = $520.00
      - Total Annual Amount: $520.00
  - **Edit**
    - Charity Details
      - $200.00 ACORN Clinic (Alachua County Organization for Rural Needs, Inc.)
      - $10.00 Alachua County Library District Foundation
      - $310.00 UFCC undesignated funds

Leadership Recognition

This gift would qualify you for the Copper Division Leadership Level!

Preferred Recognition Name:  
☐ I prefer to remain anonymous in publications.
Thank You

Thank you Susan Crowley for your generous donation of $520.00 to the University of Florida Community Campaign. Because of you, the UFCC will continue to be a positive agent of change in our community, committed to improving lives and sustaining the best quality of life for all. Your support matters.

**Please remember that all payroll deduction donations and changes will take effect January 1st, 2011.**

If you need to change or discontinue deductions effective immediately, please contact Kate Burch in Human Resources, (352) 273-1759.

Visit the University of Florida Website
# UF10 - Gators Give Contribution Summary

**7/23/2010**

## Personal Information
- **Name:** Susan Crowley
- **Work Address:** 123 Tigert Hall, Gainesville, FL 32607 US

## Acknowledgements
- [ ] I would like to release my name to the agency(ies) receiving my contribution.
- [ ] I would like to receive email communication from my agencies about how my contribution is making a difference.

## Transaction #10017404103
- **Date Created:** 7/23/2010 11:14:17 AM CST/CDT
- **Date Last Updated:** 7/23/2010 11:14:17 AM CST/CDT
- **Status:** Submitted
- **Pledge:** Payroll Deduction
- **Payment Amount:** $200.00
- **Total Annual Amount:** $200.00

## Charity Details
- $200.00 ACORN Clinic (alachua County Organization for Rural Needs, Inc.)
- $10.00 Alachua County Library District Foundation
- $310.00 UFCC undesignated funds

## IRS Notice
As fiscal agent, United Way of North Central Florida does not provide goods or services to the donor as a whole or partial consideration for any contribution. Contributions to United Way of North Central Florida, a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Services Code, are deductible for computing income and estate taxes.

## Leadership Recognition
This gift would qualify you for the Copper Division Leadership Level!

- [ ] I prefer to remain anonymous in publications.
Cash or Check Donation
Credit Card Donation
Thank you Albert Gator,

This confirms that you have supported the campaign with $100.00. Your donation will not be complete unless you submit your check and the receipt for your donation to your department's Steering Committee member in a sealed envelope. If you are unsure of who your Steering Committee member is, please visit [www.ufcc.ufl.edu](http://www.ufcc.ufl.edu).

Please make all checks payable to University of Florida Community Campaign.

To change your pledge or designations please log in to the University of Florida Community Campaign's online giving system.

$100.00 to UFCC undesignated funds
Online Donations of Cash or Checks

• If employees donate online by cash or check, they should print out the UFCC receipt and give to their Steering Committee member with the cash or check.

• Steering Committee members will have a “Dashboard” report of the cash and checks that have been donated.
Campaign “Dashboard”

Steering Committee members will find the latest data for their area in their “dashboard” that will appear on their site only.
Pop-Up Blockers

If the UFCC window fails to appear – it may be because pop-ups are blocked. To allow pop-ups:

Internet Explorer: Go to “Tools” > “Pop-up blocker” > “Turn off pop-up blocker”

Firefox: Go to “Tools” > “Options” ➢ “Content”: uncheck “Block Pop-ups Windows”
If you have reports that people are not receiving the UFCC emails:

Have them check their junk mail boxes.

Some individual computers may have high settings to block unwanted email. This varies from person to person.
UFCC Website: www.ufcc.ufl.edu
Your Efforts Make Great Things Happen!
Thanks for your support of the UFCC!
Open Enrollment (OE) 2010
Preparing for OE

Update home addresses in preparation for open enrollment mailings by 9/8/10

- Log on to the [myUFL portal](https://myUFL.portal)
- Click “My Account”
- Select “Update My Directory Profile.”
- Scroll down to the “Local Home Data”
- Update address in LINE 1 (only)
- NOTE: “Permanent home data” - Foreign nationals are required to maintain a foreign address for tax purposes and therefore should not modify that address
- Click “submit” to complete

**Identity Management Coordinators should use:**

- The Identity management system
- Update “Local Home Data”; Use line 3 (only)
- Also make sure the home and work counties are entered (ePAF)
Preparing for OE

Employee Self Service

Local Home Data
This information is used to mail material to you at your local residence. For most students or employees this would be your Gainesville or surrounding areas mailing address. If you do not have a local address, enter the address you wish to receive your mail. If you use a PO Box it is appropriate to enter it here.

Address Line 1: 123 University Ave
Address Line 2: **** LEAVE BLANK****
Address Line 3: **** LEAVE BLANK****
City: CAINESVILLE, State: FL, Zip: 32611, Phone Country Code: 1, Area Code: 352, Number: 329-1225

Permanent Home Data
This information is used to mail material to you at your permanent place of residence. For many students and visiting Faculty this is not in the Gainesville Local area.
If this address is the same as Local address check this box: ☐

Address Line 1: 
Address Line 2: 
Address Line 3: 
City: , State: , Zip: , Phone Country Code: , Area Code: , Number: , Ext:
Preparing for OE

Incorrect Address Entries

Address 1  Department of Human Resources
Address 2  Ms. Alberta Gator
Address 3  123 University Avenue Apt. 112

Incorrect Address Entries

Address 1  Ms. Alberta Gator
Address 2  123 University Avenue
Address 3  Apt. 112

For New hires with out of state addresses:

- Use a temporary in-town address or the department’s address
- Make sure home and work counties are entered
- Update the local home address once they’ve relocated
Preparing for OE

In addition

- Call People First to reset your password if necessary before OE begins
- Review your current plans
- Review OE communications about changes for the new plan year
- Attend the Benefits Fair and/or Information sessions
- Complete your OE transactions early!

Visit the HRS Open Enrollment website
Open Enrollment (OE) 2010

Open Enrollment dates/times:
- Begins -- Monday 9/27/10 @ 8:00 am EST
- Ends -- Friday 10/22/10 @ 6:00 pm EST
- OE packets mailed between 9/13 & 9/24

Benefits Fair – Friday 10/01/10
- Touchdown Terrace -- 9am to 4pm
- Vendors, Food, and Prizes!
OE Changes

Rate increases
- Employer & part-time employee health rate increases
- Dental and other supplemental plans increase slightly

Health Plan
- Co-pays change for some services
- Expanded dependent eligibility -- covers from age 19 up thru the end of the calendar year in which they turn 26 (if your dependent is not on the family plan, you will need to add him/her during OE)
- Mammograms covered as PPO preventive care benefit
- PPO eliminates $2M lifetime max & pre-existing for dependents <19
- Prescription Co-pay changes
- PPO only -- mail order required for some maintenance RX (after first 3 re-fills at a retail pharmacy)
- Expanded smoking cessation medications added
OE Changes

Medical Reimbursement Accounts (MRA)
- New debit cards for MRAs or you may continue filing by paper forms
- Over the counter meds require a prescription to be reimbursed thru your MRA or HSA

Company name changes
- Vista HMO changes to Coventry Healthcare HMO
- Philadelphia American (hospital supplement) changes to New Era

Colonial enhancements
- Colonial will no longer offer the following:
  - Cancer (code 6600)
  - Cancer/Intensive Care (code 7500)
- Current enrollees are grandfathered in and will remain in the plan
- If you make a future change, you’ll be enrolled in the new Cancer plan option (code 6601) and your grandfathered plan will terminate
- New participants will be enrolled in the new option which will no longer require underwriting
OE Changes

Basic State Life
- Coverage reduces to $25,000 for all employees
- Premiums are employer paid; Part-time pay cost based on FTE
- The following will be automatically enrolled in the new coverage:
  - Full or part-time who currently participate in basic life
  - Full-time staff who are not enrolled in basic life
- Part-time employees who do not currently participate in the plan, must actively sign up during open enrollment.

Optional life
- Two new coverage levels -- 6X and 7X salary up to $1 million (whichever is less)
- Open Enrollment options:

  **Sign up for 1X salary without a medical application if:**
  - You’re a new participant with no optional life coverage (this year only)
  - If you’re enrolled with 1 to 4X salary; you can increase by 1X (unless your coverage is already at $500,000)

  **Medical application needed if:**
  - You already have 5X salary or $500,000 in coverage and you want to increase 1X salary
OE Changes

Lincoln UF Term Life
- Plan provides coverage options for dependents
- Employees may increase coverage up to $300,000 guarantee issued --(this year only)
- Spouse and children can enroll/increase by $5,000 during OE guarantee issued. Coverage amounts are subject to 50% of employee coverage, and max. plan limits of $25,000 on the child)
- Additional dependent coverage may be requested by a medical application at any time -- subject to plan limits above

Long Term Disability - enhancement
- Maximum benefit will increase to $12,000/mo effective 1/1/2011
- Allows policy holders earning up to $215,000 to collect a higher monthly benefit if approved for disability
- Premiums will only increase on enrollees previously compensated for the max. of $162,000, but who now qualify for the higher monthly benefit
QUESTIONS?
Sick Leave Pool Open Enrollment
October 1-31
Sick Leave Pool Open Enrollment
Oct 1-31

• Combined individual sick leave for collective use

• Hours awarded by committee for personal use for catastrophic conditions
Sick Leave Pool Open Enrollment
Oct 1-31

Eligibility:

• Minimum balance of 64 hours of accrued sick leave
• Contribution of 8 hours of sick leave upon enrollment in pool
• Balance, contribution pro-rated based on FTE
• Application must be received in Leave Administration by 5pm, Oct 31
Sick Leave Pool Open Enrollment
Oct 1-31

- Visit the link below to get information about sick leave pool membership and applications to request hours
  http://www.hr.ufl.edu/leave/sickleavepool/default.asp

- Contact Leave Administration at 392-2477 with questions
Employment Updates
**Update Payroll forms**

**Office of Human Resource Services**

**UNIVERSITY of FLORIDA**

**New Hire Checklist—TEAMS and OPS General/Student**

Use this checklist to ensure all necessary paperwork for the pay plan into which the applicant is being hired has been completed.

Complete only as indicated:
- **R**—Required
- **A**—If Applicable
- **O**—Optional
- **X**—Not Required

Please route a completed checklist along with the appropriate paperwork to your level 1 approver. He or she will review the forms and ePAF transaction and send to the appropriate core office.

<table>
<thead>
<tr>
<th>Date Completed:</th>
<th>Recruiter’s Name (If applicable):</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hire’s Name:</td>
<td>UF ID:</td>
</tr>
<tr>
<td>Department:</td>
<td>Dept. Contact:</td>
</tr>
<tr>
<td>Dept. Contact Phone:</td>
<td>Dept. Contact E-Mail:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Papercork</th>
<th>TEAMS Exempt</th>
<th>TEAMS Nonexempt</th>
<th>General OPS-Nonexempt/Exempt</th>
<th>Student OPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>L-2 with Supporting Documents (Federal law requires this be completed on or before the employee’s first day of employment)</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td>W-4 with Copy of Social Security Card (or ITIN#) OR W-2 with Copy of Social Security Card</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td>Direct Deposit Form</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td>Four-in-One Form</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td>Retirement Certification Form</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td>Letter of Offer</td>
<td>R</td>
<td>O</td>
<td>X</td>
<td>R</td>
</tr>
<tr>
<td>Signed Application for TEAMS employees</td>
<td>R</td>
<td>R</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Signed Copy of OPS Application</td>
<td>X</td>
<td>X</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td>Education and Experience Verification Form</td>
<td>R</td>
<td>R</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Notice of Appointment</td>
<td>R</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Resume</td>
<td>R</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Retirement Plan Acknowledgement</td>
<td>R</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Child Labor Law Certification and Medical Release Form for Minor (under age 16)</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Criminal Background Check</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Driver’s License (Copy)</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
</tr>
</tbody>
</table>

IF ORP Eligible Submit to UF Retirement, PO Box 115065

115065
Updated Payroll Forms

• 4-in-1 form has been updated.
• Substance Abuse Questionnaire and the FRS New Employee Certification have been replaced with the Race and Ethnicity Survey and the Veteran’s Survey.
• FRS New Employee Questionnaire is now located on a separate required form.
Updated Payroll Forms

Forms now required:
• New 4-in-1 Form
• Retirement Certification Form

Forms no longer needed:
• Race and Ethnicity Survey
• Veteran’s Survey
Important Dates

• **September 8th** – **October 29th** – Superior Accomplishment Awards nomination period

• **September 10th** – Deadline to submit 2011 Prudential-Davis Productivity Award nominations (www.hr.ufl.edu/awards/davis/default.asp)

• **October 6th** – Next HR Forum
Thank you for attending!