Welcome! HR Forum

October 12, 2011, Human Resource Services
Agenda

- Effort Reporting Update
- Sick Leave Pool Open Enrollment
- December Vacation Cashout
- Holidays 2012
- Superior Accomplishment Awards Program
- Additional University Employment
- GatorJobs Upgrade
- Lump Sum Payment Business Practice
- Retirement Updates
- Open Enrollment
- Leave Changes & 3% Salary Increases for Faculty
- Important Reminders
New Effort Certification System!

Brenda Harrell
Cost Analysis
Finance & Accounting
Project Overview

• In 2010, UF was awarded $678 million in sponsored research funding - more than all the other Florida universities combined.

• To meet the needs of our growing research enterprise, it’s critical the University continues to refine its business processes and demonstrate value to sponsors.
Project Overview

• Effort reporting has become a main focus of federal auditors at educational institutions.

• Several audits identified the need for UF to improve its grant accounting practices, especially in the area of effort reporting.
Project Overview

- The offices of the Chief Financial Officer, Chief Information Officer, Provost and Institutional Planning and Research partnered to develop a new Effort Reporting system.

- After surveying other institutions, CedarCrestone was selected to implement the Effort Reporting Toolkit.
Developed With Care

- Project has been guided by a steering committee that includes faculty, grant administrators, and core office staff members.

- Developed with the input and involvement of UF deans, department chairs, faculty, and department coordinators.

- Focus groups were held across campus to query users about their needs and how they use the FAR.

- The offices of Contracts and Grants, Division of Sponsored Research and the University Controller have been working to provide better documentation and support of the policies related to Effort Reporting, Cost Sharing, and Cost Transfers.
Why is Effort Reporting Important?

Effort reporting is required for all federally sponsored research projects, based on OMB Circular A-21, Revised - “Cost Principles for Educational Institutions.”

At the state level, effort reporting is used to demonstrate compliance with the 12-hour law (Florida Statute 1012.945) through reporting to Board of Governors.
A Main Focus for Federal Audits

Effort reporting has become a main focus for federal audits and some universities have had to pay millions of dollars in fines.

• Northwestern University – $5.5 million paid, plus costs, attorneys’ fees and disallowances.

• University of Chicago – $650,000 paid to settle charges; the University is reported to have paid $250,000, while the PI accused of the impropriety reportedly paid $400,000.

• University of South Florida – Returned $4.4 million to settle a number of issues including effort reporting.

• Yale – $7.6 million settlement paid, including $3.8M in actual damages and $3.8M in penalties.
System Overview

• Comprised of 3 Modules
  – Faculty Assignment Report
  – Commitments
  – Effort Certification
What Does the New System Look
Effort Entry

- **Report ID**: 12MONTH
- **ER Period**: 3 - Summer 11 (5-13-2011 - 8-18-2011)
- **Employee**: 78978978, Forrest, Richard
- **Gross Payroll**: $31,532.55
- **Job FTE**: 1.00
- **Contact Hours**: 5.0000
- **Department**: 29741600 - MD-PEDS
- **Job FTE**: 1.00
- **Actual Effort**:
  - Units: Percent
  - Entered: 62
  - Remaining: 38

**Enter Effort by Activity**

- **Instructional Activity**
  - **Courses**
    - BCC7140 - 7E47 (Pediatric Clerkship)
      - Actual Effort: 4
    - BCC7140 - 8031 (Pediatric Clerkship)
      - Actual Effort: 4
    - BCC7141 - 9630 (Senior Pediatric Clk)
      - Actual Effort: 24

- **Thesis & Dissertation**
- **Other Instructional Activity**
### A-21 View

#### Department: 29741600 - MD-PEDS

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<th>Sponsored Activities (A21)</th>
<th>OTC %</th>
<th>Committed (%)</th>
<th>Gross Payroll $</th>
<th>Pay Diat (%)</th>
<th>Expected Effort</th>
<th>Actual Effort (%)</th>
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#### Non-Sponsored Activities

| Eligible for Cost sharing           |       |               |                | 81           | 70              |                  |
| Auxiliary Funding                   |       |               |                |              |                 |                  |

**Annual Salary**: $164,500.00  
**Gross Payroll**: $31,532.55  
**Job FTE**: 1.00
Important Dates

October 17th: Go-Live Date for All of Campus

November 23rd: All Entries by Effort Coordinators Completed

December 9th: All Faculty and PI’s Certified
Sick Leave Pool Open Enrollment
Sick Leave Pool Open Enrollment
October 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

• Applications must be received in Leave Administration by 5 p.m., Monday, October 31
Sick Leave Pool Open Enrollment
October 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/sickleavelpool/default.asp

• Please note that Leave Administration has a new fax number 352-392-1726

• Contact Leave Administration at 392-2477 with questions
December Vacation Cashout
December Vacation Cashout

- TEAMS employees may cash out up to 16 hours of vacation leave in the pay period November 11-24
- Minimum balance of 40 hours of vacation leave required after end of pay period
- Payment to be received in December 2 paycheck
- Instruction guide available to assist with this process: http://www.hr.ufl.edu/training/myUFL/instructionguides/ReportingDecemberCashout.pdf
December Vacation Cashout

- Previous years – one pay period open for eligible employees to enter DLC code, following pay period open for corrections only
- **New this year** – only one pay period open to enter DLC, corrections made in following pay period by payroll
Holidays 2012
Holidays 2012

• New Year’s Day 2012- Monday, January 2, 2012 (observed)
• Martin Luther King, Jr.’s Birthday - Monday, January 16th
• Memorial Day - Monday, May 28th
• Independence Day - Wednesday, July 4th
• Labor Day – Monday, September 3rd
• UF Homecoming – to be determined
• Veterans Day - Monday, November 12th (observed)
• Thanksgiving - Thursday, November 22nd & Friday, November 23rd
• Christmas - Tuesday, December 25th
Superior Accomplishment Awards
Superior Accomplishment Awards

• Nomination period:
  – September 12-October 31

• Award Amounts:
  – Divisional Winners: $200
  – University Winners:
    • 6, $2000 award winners
    • 8, $1000 award winners

• Two new awards: Diversity & Inclusion and Community Service
  • 1, $2000 award winner for each award
  • 6, $200 divisional awards, one divisional winner for each award

• For outstanding performance during the previous academic year:
  – August 1, 2010-July 31, 2011

• Submit nomination form and support letters to Divisional Chairs by October 31, 2011
Additional University Employment
Additional University Employment

• With the recent 3% salary increases for eligible staff effective September 16th, please remember to review all pay rates for TEAMS and USPS employees working secondary OPS jobs.

• If an employee’s primary position is non-exempt, the secondary department is often required to pay overtime for the secondary position.

• The department should complete an ePAF to adjust the rate of pay for the secondary job to the overtime equivalent rate. In this scenario, the department does not need to send an updated HR-600 form.
GatorJobs Upgrade
GatorJobs Upgrade

• Target go-live is mid December
• New, exciting features
• Existing information will not migrate into the new system
• Current version will be available for approximately 2 months in order to complete searches
• Applicants will create new accounts and application data in the new system
• Online training will be available
Lump Sum Payment
Business Practice
Lump Sum Payment Authorization Form

- Based on an audit recommendation to better protect departments and the University, we will require the Lump Sum Payment Authorization form for Additional Payment with the earnings code of ‘LSP’ for all salary admin plans
- Reason for LSP must be documented on form and attached to the ePAF through ePAF fax prior to approval by level 1 and level 2.
- Form required effective Friday, October 14.
Lump Sum Payment Authorization

A lump sum payment (LSP) is a one-time payment to someone outside of UF. Lump sum payments are to be used for a one-time task and should not be used for an on-going employment relationship.

Name: ___________________________  UFID: ___________________________

College: ___________________________  Department: ___________________________

Contact Name: ___________________________  Contact Phone: ___________________________

☐ Yes ☐ No
Is payee a current UF employee?

☐ Yes ☐ No
If yes, what is the current salary admin plan?

If the payee is a foreign national and both the department and payee agree there is no employee/employer relationship you must complete additional requirements for payments and obtain approval from University Tax Services.

Please provide justification for payment below:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Department Signature: ___________________________  Date: ____________
Retirement Updates
403(b) Universal Availability Rule

• All employees are eligible to contribute to UF 403(b) plan
  – Faculty
  – TEAMS
  – USPS
  – OPS
  – GAs
  – Post Docs
  – Housestaff

• Students are not eligible to participate
Vendor Representatives

- [http://www.hr.ufl.edu/retirement/vendors.asp#ing](http://www.hr.ufl.edu/retirement/vendors.asp#ing)

  - Retirement
  - Training
  - Vice President's Office

  **RETIREMENT**
  - State Plans
  - Voluntary Plans
  - Provider/Vendor Representative List
  - Fica Alternative Plan
  - Special Pay Plan
  - Retirement Plan Comparison
  - Forms and Publications
  - For New Employees
  - Preparing to Retire

- List includes individual reps with direct numbers and email
- Provide benefits and retirement related services via payroll deduction at UF
# Important Dates

<table>
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<tr>
<th>Event</th>
<th>Dates</th>
<th>Comments</th>
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<tr>
<td>People First OE Snapshot</td>
<td>10/21</td>
<td>Update address in myUFL by 10/20 to receive OE mailings</td>
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<tr>
<td>State Mails OE Packets</td>
<td>Week of 10/24</td>
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<tr>
<td>State Benefit Fairs</td>
<td>9/26 – 10/14</td>
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<tr>
<td><strong>State OE Period</strong> <strong>(health, basic &amp; opt life, dental, vision, STD, Cancer, Hospital, FSA)</strong></td>
<td><strong>11/7 – 11/18</strong> <strong>-2 Weeks Only</strong></td>
<td>Ends 11/18 By 6pm EST</td>
</tr>
<tr>
<td><strong>UF OE Period</strong> <strong>(LTD, LTC, UF Term Life insurance, Domestic Partner Health)</strong></td>
<td><strong>10/7 – 11/18</strong></td>
<td>Ends 11/18 By 6pm EST</td>
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<tr>
<td>State Correction Period</td>
<td>11/21 – 12/2</td>
<td>Ends 12/2 By 6pm EST</td>
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<td>December Payroll Deductions for Jan. coverage &amp; OE changes</td>
<td>12/16 &amp; 12/30 paychecks</td>
<td>No insurance deductions on the first check in December</td>
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Open Enrollment (OE) Update

Major state changes for 2012

- HMO’s
  - One HMO for the majority of Florida counties
  - Some will have 2 HMOs (Broward, Flagler, Miami-Dade, Palm Beach, St. Lucie, & Volusia)

What happens to my coverage?
- If your HMO is no longer offered:
  - You will default to the HMO for your home county

- If there are 2 HMO options or 2 between the county where you “live “or “work”
  - You will default to the BCBS PPO plan

What should I do during Open Enrollment?
- Review your benefit statement carefully AND/OR
- Chose a new health plan during OE to ensure your selection for 2012

For more information refer to the state’s HMO FAQ section
Open Enrollment (OE) Update

Major state changes for 2012

▪ Medco - new pharmacy manager for both the PPO and HMO plans
  ▪ PPO members – will need to use mail order for maintenance RX; HMOs will not
  ▪ RX will be transferred unless they are controlled substances, compound medications or no refills left
  ▪ Welcome letter sent in September & New member cards will be sent in December

For more information refer to the state’s Pharmacy FAQ section

▪ BCBS – has contracted with new administrators to manage certain services or supplies
  ▪ Mental health services are being managed by New Directions
  ▪ Home health care and durable medical equipment is being managed by Care Centrix
  ▪ Check to make sure your provider is still in the network -- OR you could be subject to out of network costs!
  ▪ Members may call New Directions at 888-611-6285 OR Care Centrix at 877-561-9910 to nominate providers for the network
Open Enrollment (OE) Update

- **UF plan changes for 2012**
  - Long Term Care & Long Term Disability plans both offer
    - A special enrollment/Guarantee issue during OE this year with no medical application or review required!
  
- **UF Term Life plans**
  - Open enrollment/Guarantee issue limit
    - $10,000 employee
    - $5,000 for spouse/dependents up to plan limits
  - Review your plan to make sure beneficiaries and eligible dependents are up to date
There’s still time to....

- Update your **local home** address in myUFL by 10/20
  Navigation: my account > update directory profile

- Find your People First (PF) user ID in myUFL
  Navigation: self service > benefits > dependent & beneficiary information link

- Reset your password by logging onto the [People First web site](#). Refer to [Forgot Password instructions](#)

- Watch for state benefit summary

- Review state and UF information via the Monthly *Infogator* newsletters

- Refer to the state’s [myBenefits](#) and [HR’s](#) websites for details

Make OE changes early online.... Don’t wait until the last day!
3% Salary Increases & Leave Changes
3% Salary Increases & Leave Changes

- **OPTION 1**
  - Faculty paying the state-required 3% retirement contribution would receive a 3% salary increase to their base salary in January 2012.
  - Eliminate payment of unused sick leave*
  - Vacation payout reduced to 200 hours (5 weeks)
  - Vacation leave maximum annual accrual reduced to 352 hours
  - *Faculty who formally retire by June 30, 2016, would keep their current sick leave structure and receive any eligible payment of unused sick leave. This would include faculty enrolled in DROP, the Optional Retirement Plan, or the Florida Investment Plan.
3% Salary Increases & Leave Changes (continued)

• **OPTION 2**
  • Faculty paying the 3% retirement contribution could choose between a 3% salary increase to their base salary** in January 2012 or their current leave structure.
  • Yes for 3% salary increase:
    – Eliminate payment for unused sick leave***
    – Vacation payout reduced to 200 hours (5 weeks)
    – Vacation annual maximum reduced from 480 to 352 hours
  • **Up to the base salary of $245,000 – the IRS retirement contribution limit**
  • ***Only faculty enrolled in DROP whose last day at UF is on or before June 30, 2016, would keep current sick leave structure and receive payment for unused sick leave.
  • No for 3% salary increase:
    – No change in payments for unused sick leave
    – No change in vacation payout
    – No change in vacation annual maximum
Questions
Important Reminders

• **October 1\(^{st}\) to 31\(^{st}\) – Sick Leave Pool Open Enrollment**
• **October 7\(^{th}\) to November 18\(^{th}\) – Open Enrollment for UF sponsored plans**
• **November 7\(^{th}\) to November 18\(^{th}\) – Open Enrollment for state sponsored plans**
• **November 9\(^{th}\) – Next HR Forum**
Thank you for attending!