Welcome!
HR Forum

November 9, 2011, Human Resource Services
Agenda

- U Matter We Care
- GatorAdvantage
- Shared Services
- Tenure and Promotion
- Salary Pay Plan
- Fellowship Payments
- HR/Payroll Upgrade
- GatorJobs
- Florida Minimum Wage
- Staff Reclassifications
- Executive Appointments
- Leave Updates
- Open Enrollment 2011 Reminders/ Updates
- 3% Salary Increase and Leave Changes for Faculty
- Important Reminders
U Matter, We Care
The underlying philosophy of the *U Matter, We Care* initiative is that UF community members care about each other and proactively reach out to help when needed. *U Matter, We Care* extends UF’s caring culture by educating our community about signs and symptoms of distress, and providing those in distress the appropriate resources.
Gator Advantage

Czerne M. Reid
czerne@ufl.edu, 352-273-5814

UF & Shands
University of Florida Academic Health Center
Overview

• Expedited access for employees and dependents covered by any health insurance accepted at UF Physicians practices and Shands ancillary facilities
• Complimentary parking
• Help Line: 352-265-UFMD or 352-265-8363
• View UF Physicians directory at http://www.med.ufl.edu/patients/ufclinics/ufp_physician_directory.pdf
And the password is ... **GatorAdvantage**

Program puts HSC employees in the fast lane for care

By Czern M. Reid

Health Science Center employees can now more easily take advantage of the outstanding care offered by medical providers at UF and Shands through the GatorAdvantage program, an initiative of UF Physicians.

The GatorAdvantage program gives HSC employees and their family members who are covered by a state of Florida-sponsored health insurance plan expedited access — including next-day appointments — to medical providers at UF Physicians and Shands at UF outpatient facilities.

Experts in various specialties and subspecialties are available at 40 group practices throughout Gainesville. They provide both pediatric and adult care to meet the basic as well as the more complex health-care needs of the UF community.

Starting Nov. 15, HSC employees in Gainesville can begin using the service by mentioning they are GatorAdvantage members when making appointments. The program is in development for employees of the Jacksonville Health Science Center. The program is already available to Shands employees.

To use **GatorAdvantage**:

- Visit [www.med.ufl.edu/patients/ufclinics/ufp_physician_directory.pdf](http://www.med.ufl.edu/patients/ufclinics/ufp_physician_directory.pdf) to find a physician who offers the kind of care you need.
- Tell the practice representative that you are a GatorAdvantage member when you call.
- Indicate the timeframe in which you would like to see a provider.

If you have difficulty getting an appointment, need answers to additional questions or want to learn more about UF Physicians, call the GatorAdvantage help line at 352-265-8383.

For more information on individual UF Physicians practices, visit [www.med.ufl.edu/patients/ufclinics.shtml](http://www.med.ufl.edu/patients/ufclinics.shtml).
New GatorAdvantage program gives UF employees priority at UF Physicians practices.

Need a doctor fast? Just say "GatorAdvantage."

Starting February 21, all University of Florida employees can have fast access to outstanding care from medical providers at the University of Florida and Shands HealthCare thanks to the University of Florida Physicians’ new GatorAdvantage initiative.

GatorAdvantage gives UF employees and their family members who are covered by any health insurance plan accepted by UF Physicians expanded access—including next-day appointments—to medical providers at UF Physicians and Shands at UF outpatient facilities. Accepted plans include all state of Florida-sponsored plans, as well as Shands Preferred Blue Cross Blue Shield. In addition, GatorAdvantage members do not have to pay parking fees when they visit one of the practices on campus.

Experts in various specialties and subspecialties are available at 46 group practices throughout Gainesville, providing pediatric and adult care for the basic and more complex healthcare needs of the UF community.

To use GatorAdvantage:

1. Check the University of Florida Physicians directory to find a physician who offers the kind of care you need.
2. Say "I am a GatorAdvantage member" when you call to make an appointment.
3. Indicate the time frame in which you would like to see a provider.
4. Repeat "I am a GatorAdvantage member" when you check out from your appointment if you need a parking voucher. This is the only way you can get a voucher.
5. If you get a parking ticket in the patient garage during your appointment, give your parking voucher and the ticket to the parking attendant to have it voided.

If you have difficulty getting an appointment, have problems related to parking, or need more information, call the GatorAdvantage help line at (352) 866-1663. For more on individual practices, visit the UF Physicians website.
NEED A GOOD DOCTOR FAST? JUST SAY

“GatorAdvantage”

What: Get expedited appointments in the time frame you need at UF Physicians practices and Shands outpatient facilities.

Who: University of Florida and Shands HealthCare employees and family members with insurance plans accepted at UF & Shands.

How: Say, “I am a GatorAdvantage member” when you call to make an appointment and when you check out. You will receive a parking voucher, if needed.

Find a doctor: View the UF Physicians directory at www.med.ufl.edu/patients/ufclinics/ufp_physician_directory.pdf

Questions? Call the GatorAdvantage help line at 352-265-UFMD or 352-265-8663.
How can you participate?
Shared Service Centers (SSC) Announcement
Last spring, President Machen led a discussion with the Faculty Senate that addressed the budget cuts the University of Florida faces:  http://www.hr.ufl.edu/budget_message_2011-12.pdf.

The challenges posed by such cuts require—among other measures—innovative approaches to administrative processes.

In an effort to find cost-saving solutions through creative collaboration, the offices of the CFO, CIO and HRS are working on the development of Shared Service Centers (SSCs) at UF.
What are SSCs?

SSCs are co-located university staff who are experts in executing defined responsibilities that ensure effective, efficient processes support the university’s infrastructure and its mission of teaching, research and service. SSCs aim to:

• Fund core priorities through efficiencies in non-core activities – preventing administrative tasks from crowding out core tasks, i.e., research

• Improve quality as well as reduce costs through process standardization, consolidation, automation, and training

• Rely on Specialists vs. Generalists
Priorities and Outcomes

• Customer Focus
• Improved Compliance and Internal Controls
• Consistent Practices
• Continuity of Services
• Leveraging Technology
• Efficient Processes
• Teams of Experts
What units will use SSCs?
Where will SSCs be located?

This will be determined by a consultant and UF during an assessment (see below) and will be conducted in conjunction with a team of UF personnel from all areas of campus.
When will SSCs be implemented?

Some colleges and units have already started moving forward with an SSC model. If the decision is made to move forward with a university-wide implementation, existing SSCs will be evaluated for consistency with the adopted operating procedures.

The timeframe for the invitation to negotiate (ITN) is to have the consultant on the ground by January 2012 and the final assessment report by August 2012.
Assessment of university’s needs?

To assist with the evaluation of a business case for shared services centers, UF is hiring an assessment consulting firm.
Assessment of university’s needs?

The selected consulting firm will conduct the current state analysis and assess the cost of the currently decentralized administrative functions including, but not limited to:

– Human Resources
– Budget Management
– Accounting and Finance (payroll, voucher processing, deposit processing, travel, accounting corrections, reconciliations)
– Procurement
– Communications (alumni publications, newsletters, advertising)
– IT Desktop Support, Systems Administration & Application Support
– Research Compliance & Fiscal Administration
– Gift Processing
In addition to determining what services are performed where and by whom, it will also:

• Determine feasibility, including best opportunities for cost savings
• Provide a most effective service delivery model and recommended organizational structure
• Propose increased efficiencies by recommending standard operating procedures (SOPs) and any changes to business processes
Finally, the consultants will deliver a comprehensive three to five year business execution and change management plan that encompasses all aspects of the development of the shared services delivery function.
Moving forward

Shared services implementations require significant integration and coordination to ensure success. Listed below are key elements that are essential to implementations, but frequently forgotten or ignored:

– Proper executive-level sponsorship with support organizations and operating units
– Well-articulated drivers for implementing shared services
– A detailed business case that specifies qualitative and quantitative benefits
– A comprehensive, integrated, phased implementation plan
– Customer and corporate (HR and IT, for example) input and buy-in regarding:
  • Governance
  • Scope agreement
  • Service levels
  • Operating model
  • Managing impact
– Matching positions and skill sets
– Leveraging and integrating technology
– Streamlining and reworking processes to fit shared services
– Leveraging internal resources to design and build
– Marketing and communicating the concept
Moving forward

• We are confident the members of our university community possess the innovation and drive to address the budget challenges we face in a collaborative manner. We look forward to working with you all in the months ahead.
Tenure and Promotion
Tenure and Promotion

Tenure and promotion packets are due on January 9, 2012

Online Promotion and Tenure Pilot – 17 cases

Academic Personnel Board will begin the review process in late January through early April

President approves promotions and will recommend tenure nominations to the Board of Trustees (June meeting)

Announcements will be made in late May - for promotion approval and tenure recommendations to the BOT and mid June - for tenure approval

Questions about tenure and promotion should be directed to Janet Malphurs, jmmalph@ufl.edu or 352-273-1737.
Salary Pay Plan
Salary Pay Plan

Guidelines and eligible list have been sent out to the College Dean’s Office (sent out late October 2011)

Packets are due to Academic Personnel Office on March 12, 2012.

Academic Personnel Board will begin the review process after the Tenure and Promotion Process is completed – early April

Questions about the eligible list should be directed to Janet Malphurs, jmmalph@ufl.edu or 352-273-1737.
Fellowship Payments
Fellowship Payments

Revised Memo of Understanding

Payments can be paid biweekly, quarterly, or as one time payment

Reduced paperwork – see new checklist on HR website

ePAF’s can be entered for Hires, Rehire, reappoint (via additional pay) and Terminations (to end a payment)
myUFL HR/Payroll Upgrade
• Keeping current is good business
• To reduce maintenance and support
  – myUFL Financial Systems Upgrade reduced customizations 72%

Activity that will affect you:
• GatorJobs—upgrade in December/January
• Online hiring process—in early spring
• Portal upgrade—in February
• When HR/Payroll upgrade “goes live”
  – Biggest anticipated change: Payroll Distributions
  – Largest impact (widespread): Time and Labor
  – Not many anticipated changes to ePAF—except addition of Position Actions
### High-Level Timeline

<table>
<thead>
<tr>
<th>Fall 2011 (September to December)</th>
<th>Spring 2012 (January to April)</th>
<th>Summer 2012 (May to August)</th>
<th>Fall 2012 (September to December)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work groups reviewing new version of system (9.1) and are making decisions</td>
<td>Technical work will continue</td>
<td>myBeta finalized (copy of upgraded system)</td>
<td>“Go live” date cannot extend beyond September</td>
</tr>
<tr>
<td>Technical work to prepare is ongoing</td>
<td>Overview session about changes will be available and upgrade communication will begin in earnest</td>
<td>Online training will begin</td>
<td></td>
</tr>
<tr>
<td>Now is the time to decide “go live” date</td>
<td>Testing strategy will begin (end users invited in mid-January)</td>
<td>“Go live” date will be in August or September</td>
<td></td>
</tr>
</tbody>
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What Do You Think?

<table>
<thead>
<tr>
<th>Date</th>
<th>Pros</th>
<th>Cons</th>
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<tbody>
<tr>
<td>8/17/2012</td>
<td>Early in August in case “go live” dates needs to be adjusted</td>
<td>High ePAF volume</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Impact on campus a concern</td>
</tr>
<tr>
<td>8/31/2012</td>
<td>Less system down time given holiday weekend</td>
<td>Impact on campus still a concern</td>
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<tr>
<td></td>
<td>9/14 “fall back” date, if needed, that would still fall within</td>
<td></td>
</tr>
<tr>
<td></td>
<td>acceptable timeframe</td>
<td></td>
</tr>
<tr>
<td>9/14/2012</td>
<td>ePAF volume begins to return to normal</td>
<td>Close to a large anticipated benefits</td>
</tr>
<tr>
<td></td>
<td></td>
<td>project—competing technical resources</td>
</tr>
</tbody>
</table>
Update

• Testing in progress

• Required online training
  – Available in late December/January

• Launch date in late January (January 23)
  – GatorJobs will be available for posting during the holiday break and in January
  – Active job posting beyond January 23 will need to be reposted in the new system & applicant need to reapply
Applicant View

- Detailed posting (documents & supplemental questions)
- RSS Feed
- Bookmark
- Email to Friends
- Withdraw option
Supplemental Questions

Required fields are indicated with an asterisk (*).

1. Do you have a high school diploma and four years of appropriate experience? Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.
   • Yes
   • No

2. Have you ever received a pension or distribution/withdrawal from any State of Florida administered retirement plan (e.g. FRS Pension Plan, FRS Investment Plan, SUSORP or CCORP)?
   *If yes, you are still eligible to be considered for employment but are not eligible to participate or renew membership in a State of Florida retirement plan if you are rehired by an FRS-covered employer. Please refer to https://www.rol.fr.state.fl.us/forms/reminder.pdf for additional information.
   • Yes
   • No

3. If you are a current TEAMS or USPS employee, have you completed at least six months of satisfactory service in your current position? If this does not apply to you, please select "N/A".
   • Yes
   • No
   • N/A

4. How did you learn about this opening?
   • HigherJobs.com
   • Chronicle of Philanthropy (online)
   • Chronicle of Higher Education
   • Association for Fundraising Professionals
   • Chronicle of Philanthropy (print)
   • GatorJobs (Jobs at UF) University of Florida
   • Other

Required Documents

Required Documents
1. Curriculum Vitae or Resume

Optional Documents
1. Cover Letter
HR Representative

Below you will find the details for the position including any supplementary documentation and questions you should review before applying to the opening. To apply to the position, please click the Apply to this Job link/button.

If you would like to bookmark this position for later review, click on the Bookmark link. To email this position to a friend, click on the Email to a Friend link. If you would like to print a copy of this position for your records, click on the Print Preview link.

Remove Bookmark  |  Email this Listing to a Friend  |  Print Preview  |  Apply to this Job

Posting Details

To create a requisition, first complete the information on this screen, then click the Next button or select the page in the left hand navigation menu. Proceed through all sections completing all necessary information.

To submit the requisition to the next level, you must go to the Requisition Summary Page by clicking on the Next button until you reach the Requisition Summary Page or select Requisition Summary Page from the left navigation menu. Once a summary page appears, hover your mouse over the orange Action button for a list of possible approval step options.

Posting Details

| Requisition number: | 0000001 |

POSITION INFORMATION
Department View

• InBox
• Watch List
• Spell Checker
• Auto-generate email on access information to Search Committee and Guest Users
• Ad-Hoc Reports
• Report Export
Welcome to your Online Recruitment System

**Inbox** (1 items need your attention)

Displaying items for group "Level Three”.

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**Watch List** (3 items)

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<td>Externship</td>
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clicking on the NEXT button until you reach the Requisition Summary Page or Select Requisition Summary Page from the left navigation menu. Once a summary page appears, hover your mouse over the orange Action button for a list of possible approval step options.

* Required Information

Posting Details

Requisition number:

Name of Person Being Replaced:

new position. Check the speling chk feature

spelling
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POSITION INFORMATION

* Time Limited? No

* Classification Title: OPS Hourly Clerical

Working Title Applicant Tracking System

Job/Class Code

* Position number:
## Staff/Faculty Requisitions

### Search
- **Search:**
- **Add Column:**

### Ad hoc Search
- **Test**

### Saved Search: "Test" (9 Items Found)

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## Staff/Faculty Requisitions

### Open Saved Search
- **Search:**

### Add Column: **Add Column**

### Ad hoc Search
- **Test**

### Ad hoc Search (9 Items Found)

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</table>
Florida Minimum Wage
Florida Minimum Wage

- On January 1, 2012, the minimum hourly wage for the state of Florida will increase from $7.31 to $7.67 per hour. Affects FWSP, STAS, OPS, and STBW salary plans.

- All pay increases due to the new state minimum wage will be processed on 12/19 effective January 1st. The pay increase will be reflected on the January 13th paycheck.

- The Federal minimum wage remains unchanged at $7.25.

- The University of Florida’s minimum hourly wage for TEAMS and USPS employees is $9.75 per hour.

- If you have questions, please contact Classification and Compensation at 392-2477 or compensation@ufl.edu. For questions regarding Student Employment, please contact Monica Pestana or Jessica Friesen at 392-0296 or via email at Student_Employment@sfa.ufl.edu.
Staff Reclassifications
Staff Reclassifications

• Reclassifying a filled position to a new title may be appropriate when the duties of a position have changed significantly over time.

• A reclassification to a higher title requires that an employee meet the following criteria:
  • The employee must meet the minimum qualifications for the new classification
  • The employee must perform the higher level functions for a period of six months prior to the reclassification
  • Employees who do not meet the minimum qualifications for the new classification but meet the equivalent through a combination of education and experience must have performed the higher level functions for an extended period of time prior to the reclassification request

• A Special Pay Increase may be requested during the period the employee performs the higher level functions prior to the reclassification
Executive Appointments
Executive Appointments

An appointment without recruitment to the level of Director or above of an employee who does not meet the criteria for reclassifications requires approval from the Vice President for Human Resource Services.
Leave Updates
Sick Leave Pool Open Enrollment Update

• 201 employees joined the Sick Leave Pool during Open Enrollment

• Total contribution of 1,597.84 hours of sick leave to the pool
December Vacation Cashout

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

- Available for 12-month Faculty and TEAMS employees
- Must be in paid status “reasonable portion of day” before Christmas holiday to be eligible for holidays and December Personal Leave Days
- Used during the period December 26-31 unless employees designated as “essential personnel”
- Additional information available via instruction guide: [http://www.hr.ufl.edu/training/myUFL/toolkits/TimeLabor.asp](http://www.hr.ufl.edu/training/myUFL/toolkits/TimeLabor.asp)
USPS Vacation Leave Advancement

- Must be in paid status “reasonable portion of day” before Christmas and New Year’s Day holidays to be eligible for holidays
- USPS staff not designated as “essential” may request advanced vacation leave for December 27-30 if insufficient balance of vacation or compensatory leave to cover period when department is closed
- Upon employee’s request, may use leave without pay
- Departments are obligated to grant request
- Vacation balance permitted to go negative for that pay period only
- May begin to enter advanced vacation leave for December 27-30 starting 12/03/2011 – must be entered by 01/05/2012
Vacation Leave Conversion

- There will be NO conversion of vacation over the maximum at the end of the 2011 calendar year for ANY vacation-accruing employees

- HR web site lists conversion date as 07/05/2012

- Pending regulation changes in December 2011 – conversion expected to be changed to end of 2012 calendar year
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 – Friday, November 9th**
• Veterans Day - Monday, November 12th (observed)
• Thanksgiving - Thursday, November 22nd & Friday, November 23rd
• Christmas - Tuesday, December 25th
Open Enrollment 2011
Reminders/Updates
# Important Dates

<table>
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<tr>
<th>Event</th>
<th>Dates</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td><strong>UF OE Period</strong> <em>(LTD, LTC, UF Term Life insurance, Domestic Partner Health)</em></td>
<td>10/7 – 11/18</td>
<td>Ends 11/18 By 6pm EST</td>
</tr>
<tr>
<td><strong>State OE Period</strong> <em>(health, basic &amp; opt life, dental, vision, STD, Cancer, Hospital, FSA)</em></td>
<td>11/ 7 – 11/18 <strong>--2 Weeks Only</strong></td>
<td>Ends 11/18 By 6pm EST</td>
</tr>
<tr>
<td><strong>Post Docs OE Period</strong> <em>(health plan with BCBS)</em></td>
<td>11/ 7 – 11/18 <strong>--2 Weeks Only</strong></td>
<td>Ends 11/18 By 6pm EST</td>
</tr>
<tr>
<td><strong>State Correction Period</strong></td>
<td>11/21 – 12/2</td>
<td>Ends 12/2 By 6pm EST</td>
</tr>
<tr>
<td><strong>December Payroll Deductions for Jan. coverage &amp; OE changes</strong></td>
<td>12/16 &amp; 12/30 paychecks</td>
<td>No <em>state sponsored plan insurance deductions</em> on the first check in December (12/2/11 paycheck)</td>
</tr>
</tbody>
</table>
Open Enrollment (OE) Update

Information sessions for AvMed HMO & Long Term Disability

- **November 10, 8 a.m. to 12 noon** – AvMed Health HMO & Capital Insurance will be available in Room 283, Reitz Union to answer questions about the HMO changes & select supplemental plans

- **November 10, 9 a.m. to 12 noon** – Long Term Disability information sessions every 30 minutes – in the Reitz Union, Room 346

- **November 14 & 15, 11 a.m. & 11:30 a.m.** – Two Long Term Disability information sessions each day in the Human Resources Building

- **November 16, 1 p.m. to 3:30 p.m.** – Long Term Disability information sessions every 30 minutes – in the Reitz Union, Room 346

Registration not required. View the HR [open enrollment webpage](http://example.com) for additional information on session times.
Questions
3% Salary Increases and Leave Changes for Faculty
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• All faculty paying the state-required 3% retirement contribution would receive a 3% salary increase to their base salary January 20, 2012.

• All eligible employees who retire (or who exit DROP) by June 30, 2016 would receive a payment for unused sick leave.

• Eliminate payment of unused sick leave after June 30, 2016

• Accrual for sick leave remains the same with no maximum

• Changes in payment for sick leave needed to cover cost of salary increases
3% Salary Increases and Leave Changes

• Aligns vacation changes for faculty with those for staff - payout upon termination reduced to 200 hours and maximum annual accrual reduced to 352 hours (roll over to sick occurs December 2012)

• Regulation in comment period and will be sent to BOT to review/approve during December 2011 meeting.
Faculty Salary Increases

- Tentative Dates:
  - 12/2-Board of Trustees vote on regulation changes
  - 1/12-Create Raise File
  - 1/13- 1/23-Raise File open for Dept review
  - 1/30-Load Raise File into Job Data
  - Effective date is 1/20 (PPE 2/2)
  - Eligibility: Hire on or before 1/19/2012
  - 2/10-Raises reflected in paycheck

*Raises for faculty in bargaining unit subject to agreement*
Important Reminders

• **October 7\textsuperscript{th} to November 18\textsuperscript{th}** – Open Enrollment for UF sponsored plans

• **November 7\textsuperscript{th} to November 18\textsuperscript{th}** – Open Enrollment for state sponsored plans

• **December 5\textsuperscript{th}** – Registration for training opens for spring semester

• **December 14\textsuperscript{th}** – Next HR Forum
Thank you for attending!