Welcome!
HR Forum

July 13, 2011, Human Resource Services
Agenda

- FAR/Effort Reporting Project
- Hurricane Season
- Academic Personnel Updates
- Employment Updates
- Retirement Changes
- Budget Update
- myufl HRMS Upgrade
- Important Dates
FAR/Effort Reporting Project
To Learn More:

• Review the online information session (RSH 200) in myUFL
  
  My Self Service > Training and Development > Request Training Enrollment

• Attend the upcoming Town Hall meetings

  July 13, 2011, 1:00pm – 3:00 pm
  McKnight Brain Institute 110A

  July 18, 2011, 1:00pm – 3:00 pm
  Emerson Alumni Hall Classroom

  July 20, 2011, 9:30am- 11:30 am
  McCarty Hall G001
Hurricane Season 2011
Hurricanes – Getting Information

• Daily:
  – Tropical Weather Outlook discusses the potential for development of tropical systems in Atlantic out to 48 hours
  – Issued at 8 am/pm and 2 am/pm

• Active storm:
  – Forecasts and advisories
  – Issued at 5 am/pm and 11 am/pm

www.hurricanes.gov
Hurricanes – Getting Information

• Locally (during active storm):
  – Graphical Hurricane Local Statement
  – Depicts impact level to Counties - Winds, Tornadoes and Flood
  – Ranked on scale of None, Low, Moderate, High and Extreme

www.weather.gov/ghls
Hurricanes – Getting Information

Locally - NWS forecasts will contain the following phrases as storm nears the region:

- For longer range or low probability forecasts:
  - Hurricane/Tropical Storm Conditions Possible
- For shorter range or higher probability forecasts:
  - Hurricane/Tropical Storm Conditions Expected
- For immediate ongoing tropical events:
  - Hurricane/Tropical Storm Conditions

http://tinyurl.com/uf-forecast
Hurricanes – Historical Tracks

Hurricanes within 50 miles of UF campus

Source: csc.noaa.gov/hurricanes
Hurricanes – Historical Tracks

Hurricanes & Tropical Storms within 50 miles of UF campus

Source: csc.noaa.gov/hurricanes
...now the *probably* meaningless baseball statistics...
Record Number of days without a US landfall

- 1,412 days, 11/2/1861 – 9/13/1865
- 1,104 days, 8/10/1980 – 8/18/1983
- 1,083 days, 10/16/1999 – 10/3/2002
- 1,050 days, 9/30/1929 – 8/14/1932
- 1,033 days, 9/13/2008 - ???

- Last US landfall – Ike near Galveston, TX (1033 days on 7/13/2011)
- Note – despite lack of US landfalls, 2010 season was extremely active. 19 names storms (tied for 3rd highest) and 12 hurricanes (tied for 2nd highest).

Source – Jerzy Sobski, MARCOR Environmental LP
Preparedness in all areas is key!

- Individual/Family
- Unit/Department
- Division/College
- University-wide
UF Actions

- **Departmental Tropical Weather Response & Recovery Plan**
- **Guidance for developing unit level hurricane plan**
- **Please review and update**
- **Template available at** [www.ehs.ufl.edu/disasterplan](http://www.ehs.ufl.edu/disasterplan)
Departmental Actions (Pre-Storm)

• Review Tropical Weather Response & Recovery Plan along with department specific plans
• Alert personnel with essential functions & specific roles
• Make necessary preparations for possibility of UF closure (even on a weekend)
• Fuel state vehicles (keep ½ minimum during hurricane season)
Departmental Actions (Closure)

- Complete appropriate checklist (lab/research & admin/office areas)
- Survey around each building & rooftop where accessible to bring in or secure loose items. Shared facilities should coordinate actions.
- Follow guidance from IT provider for computer & data systems
- Park fueled UF vehicles in secure locations (Interior sections of garages or parking lots away from trees)
Laboratory / Research Checklist

• Protect or cover equipment
• Secure valuable files, research samples and notebook in place or move to a secure location
• Back-up electronic data and store in multiple locations
• Emergency power issues
• Update contact information on lab door if different during a storm situation
• Ensure arrangements have been made for animal care

Reference Laboratory / Research Document
Office / Administrative Checklist

• Protect or cover office equipment, records and files
• Take valuable, personal possessions home
• Clear exposed surfaces (desks, tables, etc)
• Lock all windows and doors, including interiors doors, before leaving
• Follow IT provider instructions
• Clear refrigerators and freezers of items that could spoil

Reference Office / Administrative Document
Departmental Actions (During Storm)

• When normal operations are suspended only those performing essential functions, on-campus residents & those in UF shelters should be on campus

• UF shelters available for faculty, staff, students & their families

• Departments with essential functions complete contact information form & fax to UFPD
Departmental Actions (Post-Storm)

• Monitor when UF will resume schedule
• Only return to campus when safe & use care when returning to campus
• Initial damage assessment & mitigation of immediate threats/unsafe areas
• Monitor & follow guidance from UF Administration
• Account for faculty & staff at work unit level
Questions???

Kenneth Allen
Emergency Management Coordinator
Environmental Health & Safety
392-1591
kallen@ehs.ufl.edu
Academic Personnel Updates
Faculty Promotions & Salary Pay Plan Increases

Promotional increases and Salary Pay Plan increases are effective:
- 7/1/11 for 12 month faculty
- 8/11/11 for 10 month faculty
- 8/16/11 for 9 month faculty

Tenure and Permanent status dates are effective:
- 7/1/11 for 12 month faculty
- 8/11/11 for 10 month faculty
- 8/16/11 for 9 month faculty

No need to do anything in job data, Academic Personnel will enter salary increases into job data and update tenure status
Faculty and Graduate Assistant
Summer Job Terminations

- Please make sure that summer jobs that have been entered through ePAF are terminated on a timely basis:
  - Term A ends June 30, 2011
  - Term B ends August 15, 2011
  - Term C ends August 15, 2011
- Best practice, when an ePAF has been approved for the summer hire or job edit change, then enter in the ePAF for the termination.
Return from Short Work Break Process

• Review job data for 9 and 10 month employee’s

• Contact HR with any concerns at 392-2477.
Employment Updates
Employment Updates

Fellowship Processing Changes
• Based on feedback from departments
• Changes to roll out in July/August

Processing and GatorJobs Deadlines
• Postings will be approved by Recruitment and staffing on the same day if received at level 3 by noon.
• Please adhere by the HR payroll deadlines at: http://fa.ufl.edu/payroll/paydays-2011-2012.asp
# Employment Updates

## Schedule of Paydays and Critical Dates for Fiscal Year 2011-2012

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<th>Pay Period Ends</th>
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*Trustee*
Retirement Changes
Retirement Contributions

*Retirement benefit based on formula
  – Years of creditable service x Average final compensation x Percentage value

Current employer + mandatory employee contribution will not equal previous employer contribution on paycheck
Mandatory and Voluntary Contributions

• Mandated Employee Contributions
  – 3% for all plans
  – 0% for DROP participants
  – Tax deferred
  – Not included in IRS voluntary limit

• Voluntary Employee Contributions
  – IRS voluntary 403(b) contribution limit is $16,500/$22,000
  – Deferred Compensation Plan (457) is separate IRS limit of $16,500/$22,000
### SUSORP Participant Account Impact

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<th>Now</th>
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<tr>
<td>Mandated Employee Contribution</td>
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<td>Voluntary Employee Contribution</td>
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<tr>
<td>Maximum Contribution to ORP Account</td>
<td>20.84%</td>
<td>17.84%</td>
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### Contribution to ORP Account

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<td>Voluntary Employee Contribution</td>
<td>6.00%</td>
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<tr>
<td>Contribution to ORP Account</td>
<td>16.42%</td>
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SUSORP Voluntary Contributions

• Example
  – $100,000 annual salary
  – 47 years old
  – ORP participant

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<td>SUSORP Voluntary Contributions</td>
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<td>UF 403(b) Voluntary Contributions</td>
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<td>Total Voluntary Contributions</td>
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FRS Pension Plan Changes

• DROP Interest Rate
  – 6.5% if entered June 2011 or earlier
  – 1.3% if begin July 1, 2011 or after

• Cost of Living Adjustment
  – Based on creditable service earned up to June 30, 2011
  – Years of service June 2011/total years of service x 3%

• Vesting for new members after July 1, 2011
  – 6 years of service → 8 years of service

• Average final compensation for new members after July 1, 2011
  – Highest 5 years → Highest 8 years
FRS PP & FRS IP
Changes

• Normal retirement for new members after July 1, 2011
  – Regular Class/Senior Management Class
    – Age 62 → 65
    – 30 years of service → 33 years of service
  – Special Risk Class
    – Age 55 → 60
    – 25 years of service → 30 years of service
Budget Update
Budget Update

• Loss of state and financial aid funding offset through tuition increase and by pooling various operational, administrative reductions and one-time funds

• Actions allows UF to enter the new fiscal year without any reductions in staff or academic programs

• Legislature requires employees to contribute 3 percent of their pay toward their retirement
Budget Update

• President would like to provide 3 percent increases to faculty and staff who have been required to pay 3% for retirement (September $75K or less, January greater than $75K)

• 3% possible with savings from proposed leave changes:
  – Require the use of personal leave for the four days of winter break (campus will close)
  – Require the use of personal leave for the Homecoming holiday (campus will close)
  – Elimination of USPS personal holiday
  – Adjustments in payment of sick and vacation leave
myUFL HRMS Upgrade
• Keeping current is good business
• To reduce maintenance and support
  – FI Upgrade reduced customizations 72%
• Become aligned with current HRMS trends and tax regulations
Project Steering Committee

- **Mary Alice Albritton**, Human Resources
- **Andy Blakeslee**, Enterprise Systems (Vice-Chair)
- **Jan Eller**, College of Medicine
- **Jim Ferrer**, Office of the CFO
- **Margaret Fields**, College of Liberal Arts and Sciences
- **Tim Fitzpatrick**, Computing and Network Services
- **Jodi Gentry**, Training and Organizational Development
- **Dave Gruber**, Enterprise Systems (Committee Chair)
- **Mark Law**, College of Engineering
- **Mike McKee**, Finance and Accounting
- **Mary Ann Morgan**, Human Resources, IFAS
- **Linda Orfield**, Payroll Services
- **Brad Staats**, Contracts and Grants
- **Debra Staats**, Levin College of Law
- **Kathleen Tillett**, Finance and Accounting
## Timeline

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Important Dates

• **August 1\(^{st}\)** – Training registration for Fall opens
  – Manager Cohort
• **August 10\(^{th}\)** – Next HR Forum
• **September 26\(^{th}\) to October 21\(^{st}\)** – Open Enrollment
• **October 7\(^{th}\)** – Benefits Fair
Thank you for attending!