Welcome!
HR Forum

October 3, 2012, Human Resource Services
Agenda

- Gator Growl 2012
- Sick Leave Pool Open Enrollment
- December Vacation Cashout
- Holidays 2013
- UF Open Enrollment
- UF Open Enrollment – UF Select
- Education Verification and SCAS Accreditation
- Human Resources/Payroll Upgrade
- UF minimum wage for TEAMS & USPS
- Adjustments to SPI Process
- Superior Accomplishment Awards Program
- Protection of Vulnerable Persons Law
- Important Dates
Gator Growl 2012
Gator Growl 2012
Ben Hill Griffin Stadium
November 9th at 7pm

• United We Growl
• Honor veterans who have served
  – Sponsor a Wounded Warrior
  – Can be purchased through Ticketmaster for $25
• This year’s talent:
  – Josh Turner
  – Tracy Morgan
• Faculty/Staff Tickets $20
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., Wednesday, October 31
• Information and forms
  http://www.hr.ufl.edu/leave/sickleavepool/default.asp
• FBMC Enrollment Counselors will have information in the event employees have questions
• 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 9-22
- Minimum balance of 40 hours of vacation leave required after end of pay period
- Payment to be received in November 30 paycheck (reminder - 3rd pay of the month with fewer payroll deductions)
- Instruction guide available to assist with this process:
  http://hr.ufl.edu/training/myUFL/instructionguides/ReportingDecemberCashout12.pdf
Holidays 2013
Holidays 2013

• New Year’s Day - Tuesday, January 1st
• Martin Luther King, Jr.’s Birthday - Monday, January 21st
• Memorial Day - Monday, May 27th
• Independence Day - Thursday, July 4th
• Labor Day – Monday, September 2nd
• UF Homecoming – to be determined
• Veterans Day - Monday, November 11th
• Thanksgiving - Thursday, November 28th & Friday, November 29th
• Christmas - Wednesday, December 25th
Holidays 2013

• Wednesday, November 21\textsuperscript{st} – Classes Cancelled, University open

• Monday, December 24\textsuperscript{th} – University open

• Encourage supervisors to approve employee requests for vacation leave for those days
Open Enrollment 2012
Open Enrollment 2012

- Open Enrollment -- 10/8/12 thru 11/2/12
  - GatorCare
  - PeopleFirst Benefits
  - UFSelect Voluntary Benefits

- Post Doc Open Enrollment - 10/8/12 thru 11/2/12

- UF’s Benefits Fair 10/23/12, 9am - 3pm in the Touchdown Terrace
Open Enrollment 2012

State/People First Changes

- FSA annual contribution maximum amounts decrease from $5,000 to $2,500 annually
- Name change
  - BlueCross and BlueShield of Florida to Florida Blue
  - Medco has changed to Express Scripts
  - CompBenefits has changed to Humana
- Some dental rates and copays are changing
- New Address Updates and Verification Process
- New Dependent Eligibility Certification Process
- New Enrollment Screens/Process
Open Enrollment 2012

GatorCare

- New UF’s self insured health plan
- Florida Blue is the claims administrator
- Magellan Pharmacy Solutions is the pharmacy manager
- 2 new health plan options
  - Prime Plus plan (PPO with steerage)
  - Premium plan (PPO)
- Eligibility for specific employee groups
  - UF domestic partners effective 1/1/2013
  - UF Foundation - 5/1/2013
  - Clinical faculty & housestaff/residents – 7/1/2013
  - Post docs and postdoc fellows – 7/1/2013
  - Vet Medicine residents- 7/1/2013
  - GA’s on appointment and Predoc Fellows- 8/16/2013
  - UFICO -5/1/2013
  - Florida Seed Producers – 5/1/2013

- Other entities joining GatorCare 1/1/2013 include: Shands Gainesville and Jacksonville, UF JHI/JPI,
**PPO with GatorCare network steerage**
- For employees seeking majority of care with UF&Shands providers
- 2 network tiers
- Plan pays 95% co-insurance at Tier 1
PPO plan design
- Offers flexibility and choice
- 3 network tiers
- Based on tier, plan pays at different co-insurance levels
  - Tier 1 – 90% / 10%
  - Tier 2 – 80% / 20%
  - Tier 3 – 60% / 40%
UFSelect

- New voluntary plans managed by FBMC Management company
- Various post-tax plan options available during open enrollment
- Eligible groups:
  - UF Faculty, TEAMS, USPS
  - Clinical faculty, Housestaff/Residents
  - Post doc associates and post doc fellows
  - Vet Medicine residents for 7/1/13

- 2 ways to enroll:
  - Online enrollment via the myUFL portal. Navigation:
    - Main menu > My Self Service >Benefits > UFSelect & GatorCare Benefits
  - Meet with an FBMC Enrollment counselor
    - Visit https://www.myenrollmentschedule.com/uf
    - Or call (866) 998-2915
UF Open Enrollment – UF Select
UF Open Enrollment

During the open enrollment period, please contact Jordon Schultz for the following issues:

• Your department needs additional enrollment days scheduled

• Your department needs additional Enrollment Counselors

• Any questions or concerns for Worksite/FBMC

  jordon_schultz@worksitecomm.com
  Direct Line: 888-636-0112 ext 126
Enrollment Scheduling

• Go to [www.myenrollmentschedule.com/uf](http://www.myenrollmentschedule.com/uf)

• Click on the SCHEDULE YOUR APPOINTMENT BOX
• Locate your Department/Work Location from the pull down menu. You may choose any location that is convenient.
• Select the day then time that best works for you.
• Enter your name, phone number and e-mail address.
• You will receive an e-mail within 24 hours confirming your appointment.
• You will also receive a reminder e-mail the day before your appointment.

OR

• Call [1-866-998-2915](tel:1-866-998-2915) and a representative will be able to schedule your appointment.
## Voluntary Benefits

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<thead>
<tr>
<th>Provider Company</th>
<th>Benefit</th>
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<tbody>
<tr>
<td>Eagles</td>
<td>Direct Reimbursement Dental</td>
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<tr>
<td>Humana</td>
<td>Dental (Preventive Plus PPO)</td>
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<tr>
<td>Humana</td>
<td>Dental (Advantage Plan AVN1)</td>
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<td>Humana</td>
<td>Vision</td>
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<td>Standard Insurance</td>
<td>Group Term Life</td>
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<td>Trustmark</td>
<td>Critical Illness w/ Cancer</td>
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<td>Trustmark</td>
<td>Accident</td>
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<td>Life Events</td>
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<td>Allstate/AHL</td>
<td>Hospital Indemnity</td>
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<td>Standard Insurance</td>
<td>Disability</td>
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<td>Legal Insurance</td>
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<td>Preferred Legal</td>
<td>Discount Legal Plan</td>
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<tr>
<td>VPI</td>
<td>Pet Insurance</td>
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<tr>
<td>Retail Benefits</td>
<td>Cash Back Retail</td>
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Voluntary Benefits

• All UF Select plans are offered on a post tax basis
• Domestic partners and their dependents are considered eligible on all UF Select plans
• New plans include dental, vision, critical illness, hospital, universal life with long-term care, accident, pet insurance and legal insurance
• UF Select plans do not affect eligibility for state-sponsored benefits, but employees should take care to avoid duplications of coverage
Education Verification and SACS Accreditation
Education Verification Policy

• Due to education verification requirements of the Southern Association of Colleges and Schools for UF’s reaffirmation of accreditation in 2014, we are in the process of implementing a new policy for education verifications upon hire for faculty.

• Previously, announced we would begin this effective October 1, but this has now been delayed and will be implemented over the next few weeks.
Education Verification Policy

Here’s what we know:

• Official transcripts for highest earned degree (or most related degree when appropriate) will be required for all newly hired faculty.

• Foreign degrees will require a degree equivalency from a foreign educational credential evaluation service. Please [http://www.naces.org/](http://www.naces.org/) for a listing of approved companies.

• New hires will be responsible for obtaining and providing required materials as well as any associated expense.

• All current faculty that are “instructors of record” for Fall 2012 and Spring 2013 will be required to submit transcripts.

Discussion:

• When is the best time to collect the transcripts? Time of interview? Time of hire?
• What works best for departments?
• How can HR best help collect transcripts for current faculty?
Human Resources/Payroll Upgrade
• myUFL HR and Payroll Upgrade went live on September 18
  – Thank you!
• Training required for certain security roles
  – Time & Labor
    • Time Approvers (short!)
    • Payroll Processors (comprehensive)
    • NOT required for time and leave entry
  – Commitment Accounting (Payroll Distributions)
  – ePAF—Fast Track Option for Position Actions
• Roles will be removed this weekend, so training must be completed by 5 p.m. on Friday
• E-card reminder will be sent to each person directly
UF minimum wage for TEAMS & USPS
UF minimum wage for TEAMS & USPS

• Effective October 12, 2012, the UF minimum wage for non-exempt TEAMS and USPS employees will increase from $9.75 to $10.00.

• TEAMS and USPS staff pay range minimums lower than $10.00 will also be adjusted to $10.00 effective October 12, 2012.
Adjustments to SPI Process
Adjustments to SPI Process

• SPI’s for additional duties:
  – Submit a Position Update (UPD) in ePAF
  – Note the proposed SPI in the ePAF comments section

• When you receive auto notification that the UPD is approved, simultaneously submit:
  – SPI Form by email to compensation@ufl.edu
  – Job Edit ePAF for the proposed pay rate change

• SPI’s for market equity and counteroffers can be submitted via email with a Job Edit ePAF.
Superior Accomplishment Awards
Superior Accomplishment Awards

- Nomination period:
  - September 10-October 31
- Award Amounts:
  - Divisional Winners: $200
  - University Winners:
    - 8, $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, 2011-July 31, 2012
- Submit nomination form and support letters to Divisional Chairs by October 31, 2012
Divisional Chairs

• Div 1- Pres Office, Research and Grad Prog, Public Relations, Gen. Counsel, Foundation, HR
  – Melissa Orth, 392-4574
• Div 3- Academic Affairs
  – Jonathan Peine, 294-2953
• Div 4- IFAS
  – Saundra Ten Broeck, 392-2789
• Div 5- Health Affairs
  – Beth Miller, 273-7545
• Div 6- Student Affairs
  – Myra Morgan, 392-1265
• Div 7- Business Affairs
  – Fred Gratto, 392-1148
Protection of Vulnerable Persons Law
Protection of Vulnerable Persons Law

- On October 1, 2012, a state law goes into effect that requires a state university **ADMINISTRATOR**, to report known or suspected child abuse, neglect or abandonment (including physical, sexual and/or emotional abuse) that occurred on university property or at a university sponsored event directly to the Department for Children and Families (“DCF”) via the Florida Abuse Hotline at **(800) 962-2873** or via myflfamilies.com. Children are people (including students and others) under 18 years old.

- Definition of administrators and training on HRS web site under policies [http://www.hr.ufl.edu/policies/policies.asp#abuse](http://www.hr.ufl.edu/policies/policies.asp#abuse)
Important Dates

• October 1\textsuperscript{st} to 31\textsuperscript{st} – Sick Leave Open Enrollment
• October 8\textsuperscript{th} to November 2\textsuperscript{nd} – Open Enrollment
• October 23\textsuperscript{rd} – Benefits Fair
• November 14\textsuperscript{th} - Next HR Forum
Thank you for attending!