Agenda

• Retirement Updates
• State Minimum Wage Increase
• Recruitment Advertising
• Rush Fees for H-1B Extensions
• SACS – Faculty Transcripts
• December Leave Days
• Open Enrollment 2012 Reminders
• Important Dates
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
2013 IRS Contribution Limits

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>403(b) Elective Deferral (Traditional &amp; Roth)</td>
<td>$17,000</td>
<td>$17,500</td>
</tr>
<tr>
<td>457(b) Deferred Compensation Plan</td>
<td>$17,000</td>
<td>$17,500</td>
</tr>
<tr>
<td>Age-based Catch-up (age 50 by 12/31)</td>
<td>$5,500</td>
<td>$5,500</td>
</tr>
<tr>
<td>415 Annual Addition Limit (ER + EE)</td>
<td>$50,000</td>
<td>$51,000</td>
</tr>
</tbody>
</table>

- 403(b) includes SUSORP voluntary and UF 403(b)
- 403(b) and 457(b) are separate limits allowing an employee to contribute the maximum in each plan
- Age-based catch-up applies separately to both 403(b) and 457(b) allowing contributions up to $23,000 in each
- 415 limit includes SUSORP, UF 403(b) and UF AEF 403(b)
State Minimum Wage Increase
Florida Minimum Wage

• On January 1, 2013, the minimum hourly wage for the state of Florida will increase from $7.67 to $7.79 per hour. This affects FWSP, STAS, OPS, and STBW salary plans.

• All pay increases due to the new state minimum wage will be processed on 12/24 effective January 1st. The pay increase will be reflected on the January 11th paycheck.

• The Federal minimum wage remains unchanged at $7.25.

• The University of Florida’s minimum hourly wage for TEAMS and USPS employees is $10.00 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 at 392-0296 or via email at Student_Employment@sfa.ufl.edu.
Recruitment Advertising
Recruitment Advertising

• We are pleased to announce we have negotiated a university-wide contract with Insight to Diversity for free unlimited online job postings.

• Insight Into Diversity has become a major resource for employers to reach out to diverse professionals.
Recruitment Advertising

- Recruitment and Staffing is currently working on developing a formal automated process to post vacancies from GatorJobs directly into Insight to Diversity; meanwhile, please select “Insight to Diversity” in the “if you plan to advertise externally” field and your recruitment coordinator will gladly post the vacancy for you.

- This compliments our current contracts with The Chronicle of Higher Education and Inside to Higher Ed.

- We are still under negotiations with The Chronicle for print discounts. We anticipate negotiations to be wrapped up by the end of this week.
Rush Fees for H-1B Extensions
Rush Fees for H-1B Extensions

Due to the number of rush cases submitted for H-1B extensions, we are increasing the rush fees in addition to normal filing fees effective January 1, 2013 as follows:

<table>
<thead>
<tr>
<th>Days before current visa expiration</th>
<th>Rush Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>91-105</td>
<td>$1,000</td>
</tr>
<tr>
<td>46-90</td>
<td>$1,500</td>
</tr>
<tr>
<td>16-45</td>
<td>$2,000</td>
</tr>
<tr>
<td>0-15</td>
<td>Not possible</td>
</tr>
</tbody>
</table>
SACS – Faculty Transcripts
Faculty Transcripts

• SACS COC Comprehensive Standard 3.7.1
  – The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline....
Faculty Transcripts

• SACS COC Comprehensive Standard 3.7.1
  – …. For all cases, the institution is responsible for justifying and **documenting** the qualifications of its faculty.

  – Resource note: “Transcripts for faculty should be available during the on-site reviews....”
Faculty Transcripts-FAQs

• What to do if transcripts not provided from institution?
• Where are the transcripts housed?
• Does this include master’s/doctoral research course instructors?
• Do we request transcripts for graduate assistants/alumni?
• Do we need transcripts for all degrees earned?
Leave Updates
Sick Leave Pool Open Enrollment Update

- 327 employees joined the Sick Leave Pool during Open Enrollment (last year – 201)
- Total contribution of 2,605.60 hours of sick leave to the pool (last year 1,597)
December Vacation Cashout

• TEAMS employees may cash out up to 16 hours of vacation leave this 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.
• 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/instructionguides/Personal%20Leave%20Days%202009.pdf](http://www.hr.ufl.edu/training/myUFL/instructionguides/Personal%20Leave%20Days%202009.pdf)
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 26-31 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 26-31 starting 12/03/2012 – must be entered by 01/03/2013
Vacation Leave Conversion

• Conversion of vacation over the maximum at the end of the 2012 calendar year will occur after the pay period ends on 01/17/2013.
• Below are the vacation maximums
  – In-unit faculty and Federal employees 480
  – TEAMS and out-of-unit faculty 352
  – USPS 240
Open Enrollment 2012
Reminders
Open Enrollment

- Benefits Fair - over 1,400 employees attended

- Open Enrollment ended 11/2

- State/People First – Correction Period runs 11/6 to 11/16 at 6:00pm EST

- OE transactions that reflect cancellation or reduced coverage for UFSelect Term Life and/or Disability plans, employees will receive an email asking to them to confirm the change

- Errors related to UFSelect plans should be reported to the University Benefits office as soon as possible for review
Open Enrollment

- OE Online stats:
  - **UFSelect** -- 2,097 employees made an election with a total of 5,322 plans elected

- **People First** (reported as of 10/31)

<table>
<thead>
<tr>
<th>2011 Agency Percentage</th>
<th># of Elections</th>
<th># of Elections Online</th>
<th>% of Online Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>90.3%</td>
<td>1,850</td>
<td>1,770</td>
<td>95.68%</td>
</tr>
</tbody>
</table>

- Open Enrollment Feedback?
Important Dates

• **December 3rd** – Spring training registration opens

• **December 12th** - Next HR Forum (Should we cancel?)
Thank you for attending!