April 4, 2012, Human Resource Services
Agenda

• Office of Sustainability
• Office of Postdoctoral Affairs
• Short Work Break for Nine and Ten Month Employees
• Faculty & Graduate Assistant Summer Appointments
• Overtime Pay and Special Comp Pay
• Address Update
• GatorCare
• Voluntary Benefits
• HRMS Upgrade
• Leadership Development
• Important Dates
Office of Sustainability
Spring Greening – 4/25

Help us close out Food for Thought by helping those in need AND going green! Participate in “Spring Greening” by donating items at locations across campus.

When: Wednesday, April 25th from 7:30am – 1:30pm

Where: O’Connell Center parking lot
UF Cultural Plaza parking lot on Hull Rd
Frazier Rogers Hall parking lot

What: Personal hazardous and electronic waste (Alachua County)
Non-perishable food items (Bread of the Mighty Food Bank)
Gently used clothing (Salvation Army)

For more info: www.sustainable.ufl.edu/collection
Departmental Bicycles

Be One Less Car!

• Refurbished from abandoned property and available for faculty and staff use

• Request forms available online:
  – http://sustainability.ufl.edu/wp-content/docs/DepartmentalBicycleProgram-RequestForm.docx

• Bicycles delivered over the summer
UF Office of Postdoctoral Affairs
UF Office of Postdoctoral Affairs

• Formed in November 2011
• Mission:
  • Support
  • Inform
  • Connect

the UF postdoctoral community
UF Office of Postdoctoral Affairs

Postdoc Profile:

539
Postdoc / Research Associates
(Fall 2011)
Postdocs by College

- Agricultural and Life Sciences (172)
- Medicine (149)
- Liberal Arts and Sciences (76)
- Engineering (59)
- Pharmacy (18)
- Public Health & Health Professions (14)
- Other (51)

Other: Dentistry, Vet Med, Business, Administration, Research & Sponsored Programs, FLMNH, HHP, Medicine – JAX, Whitney Marine Lab, Academic Affairs, DCP, Education, Student Affairs, Info Tech & Services, Lat. Am. Studies
Postdoc Profile (Survey Results)

- 94 responses
- 34.2 – average age
- 51.6% work 40-49 hours/week
- 42% work 50+
- 50.5% are married
- 69.6% - Academic / Faculty Career Goal
Postdoc Profile (Survey Results)
Postdoc Benefits:

Postdoc Care Health Plan:
• 42.7%: Satisfied – Very Satisfied
• 27.0%: Neutral
• 30.3%: Dissatisfied – Very Dissatisfied
Postdoc Profile (Survey Results)

Postdoc Benefits:

Postdoc Leave Plan:
• 41.6%: Satisfied – Very Satisfied
• 38.2%: Neutral
• 20.2%: Dissatisfied – Very Dissatisfied
Web site: postdoc.aa.ufl.edu
Web site: postdoc.aa.ufl.edu

Advisory Committee
College Contacts

The following is a list of specialists on postdoctoral issues within the University of Florida colleges who may be contacted for postdoctoral questions.

- College of Agricultural and Life Sciences / IFAS
- Warrington College of Business Administration
- College of Education
- College of Engineering
- College of Health and Human Performance
- College of Journalism and Communications
- College of Liberal Arts and Sciences
- College of Medicine
- College of Public Health and Health Professions
- College of Veterinary Medicine
March 21, 2012

- Postdoc Survey
- Legislature approves UF proposal to self-insure
- Webinar Wednesdays: Information Webinars for using E-Learning
- 2nd USA Science & Engineering Festival - Washington DC, April 27-29, 2012
- Invitation to Attend Family Day at the UF Dairy Farm
- Reminder: Lunch with the Provost
- Reminder: Career Development Workshop: March 21
- Reminder: Postdoc Discussion Board

Postdoc Survey
Resources:
postdoc.aa.ufl.edu/resources

Resources for Postdoctoral Associates

University of Florida Resources and Information:

- **Research**
- **Teaching**
- **International Postdocs**
  - Exchange Visitor Services (J-1 Visa holders)
    - Online Orientation
  - Immigration Compliance Services (Human Resource Services)
    - University Sponsored H1B Status
- **UF Human Resource Services**
  - PostDocCare Health Plan
  - UF Jobs
  - UF Postdoctoral Positions
- **Housing**
  - Off Campus Life
    - Off Campus Housing Locator
  - The Continuum: Graduate Community Housing
- **Workshops (UF Libraries)**
  - Schedule
  - Registration
- **Postdoctoral Opportunities** (UF Graduate School)
Upcoming programs and events:

- Grants workshops
- Career development workshops
- Speakers / panel discussions
- Mentoring resources and toolkits
Contact me:

• Information for postdocs?
• Information for postdoc college contacts?
• Suggestions? Ideas?

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kpace@aa.ufl.edu
(352) 392-2404 235 Tigert Hall
Short Work Break for Nine and Ten Month Employees
Short Work Breaks for Nine and Ten Month Employees

• Nine and ten month employees (faculty, graduate assistants and TEAMS) will be put on Short Work Break in the myUFL system for the summer semester. Job data will reflect the Short Work Break beginning April 30.

• Navigate to Public Folder>Human Resources>Workforce Information under Enterprise Reporting to view employees who will be on Short Work Break.

• Effective date of the Short Work Break will be 5/15/12 for 9 month and 6/12/12 for 10 month employees.
Short Work Breaks for Nine and Ten Month Employees

- Time reporting will be inactivated for the short work break period.
- Departments still need to review employees to ensure that they do not continue to be paid beyond the end of the Spring Semester
- Questions? Contact Human Resource Services at 392-2477
Faculty & Graduate Assistant Summer Appointments
Faculty and Graduate Assistant Summer Appointments

- Summer appointments for faculty and graduate assistants can be processed via the summer job file, as appropriate. When the summer job file cannot be used, the unit will need to submit an ePAF for the summer job.

- The file will be available via myUFL system and may be accessed via the navigation: Workforce Administration>Job Information>UF Summer Job Job Review.

- The file will be available to departments from April 30 to May 15.

- Summer jobs will appear in myUFL – job data – on May 21.
Faculty and Graduate Assistant Summer Appointments

- Departments will be able to change the following:
  - FTE
  - Salary (Reminder - for Graduate Assistants – must be at the minimum salary based on FTE.)
  - Title (for graduate assistants only)
Faculty and Graduate Assistant Summer Appointments

• Departments will indicate the Term (A, B, or C) of the appointment.

• A termination row will be applied at the same time the summer appointment is applied in job data.

• Distributions for summer appointments will need to be completed. The pay period for summer jobs is 5/11/12 to 5/24/12.

• An instruction guide will be available on the Job and Position Action myUFL Toolkit.

• Questions? Please call Human Resource Services at 392-2477
2011-2012
Fiscal Year-End
Compensatory Leave Cashout
Comp Leave Cashout

• Unused overtime comp (OTC) & special comp (SC) will be cashed out in the **May 11-24** pay period, and paid on **June 1**
• Regular compensatory leave not cashed out
• OTC, SC earned in PPE May 10 forward apply to 2012-2013 balances
• Supervisors may require comp use before approving vacation to minimize cashout payments
• Enterprise Reporting available
  – Leave Accruals, Usage and Balances by Pay Period, Department
Comp Leave Cashout

• **May 10** - Deadline for all entries related to 2011-2012 comp leave, including changes to previous pay periods and usage through 6/30/12

• **May 11** - Approval by 9 a.m.

• **After May 10** - Time approvers should not approve OTC and SC entered or changed in the system, or will result in overpayments and/or negative balances
Comp Leave Cashout

• Departments may have cashouts taken from a different account than their normal distribution
  – OCC and SCC included in list of earnings codes that may be distributed through UF Payroll Distributions
  – Contact University Payroll & Tax Services with questions, 392-1231
myUFL Directory Address Verification

Ensure employees receive important GatorCare mailings
GatorCare
GatorCare

- Medical Proposals Received:
  - AETNA
  - AVMED
  - BCBS of Florida
  - Meritain
  - UnitedHealthCare
GatorCare

• Pharmacy Proposals Received:
  • Catalyst
  • CVS Caremark
  • Icore
  • Navitus
  • Prescription Solutions
  • Scriptcare
Voluntary Benefits
Voluntary Benefits

• **FBMC Benefits Management, Inc.**

  FBMC Benefits Management, Inc. (FBMC), an industry leader for over 35 years, provides comprehensive employee benefits management. FBMC affords employers customized solutions, including: brokerage of voluntary/core products, benefits education and communications, enrollment management, and administrative and compliance services.

• [www.fbmc.com](http://www.fbmc.com)

• [www.fbmclearningcenter.com](http://www.fbmclearningcenter.com)
HRMS Upgrade
Enterprise Reporting Input
and Upcoming Testing
Leadership Development

- Call for applications underway for two programs: Advanced Leadership for Academics and Professionals and UF Academy
  - Applications accepted during April
  - Selection in May
  - Programs start in August and run through academic year (May/June)
  - See brochure on table to learn more or visit http://www.hr.ufl.edu/training/leadership/default.asp
Important Dates

• **May 2\textsuperscript{nd}** – Next HR Forum
• **May 10\textsuperscript{th}** – Deadline for 2011-12 Comp Leave entries
Thank you for attending!