May 2, 2012, Human Resource Services
Agenda

• Introductions
• Year-End Closing – Payroll Distributions
• Fiscal Year-End – Leave Processes
• HRMS Upgrade and ePAF
• GatorStart (I-9 and E-Verify)
• Short Work Break
• Summer Appointments
• Gator Care Update
• Important Dates
Introductions
Year End Closing for FY 2012

Payroll Distributions
Monday June 4
Tuesday June 5

• 6/4/12 - Last day to edit FY12 Distributions before Rollover occurs.

• Level 2 approval must be completed for job data actions.

• 6/5/12- System Rollover for all existing FY12 Distributions. FY13 Distributions are created.
Wednesday June 6

- Departments may start to review FY13 Distributions, save and post.
- ALL Rollover Distributions must be POSTED by departments.
- If grant expires before 6/30/13 – will then need to use a different EAC.
- Departments will have until noon on Friday, 7/6/12 to review, save and post.
Please Note

• **ANY** FY13 Distributions that are not posted by noon, 7/06/12 will be deleted.

• If needed later, then Departments will need to create FY13.
New Hires in June

• For any new hires entered after Rollover occurs, Department will need to create FY12 and FY13 Distribution.

• Deadline is noon on Friday, 6/22/12, to create a new FY12 Distribution.

• Both FY12 and FY13 Distributions will be needed to pay crossover ppe 070512.
New Hires in June cont.

• University Payroll and Tax Services will be able to create FY12 Distributions from noon on Friday, 6/22/12, through Thursday, 7/5/12, but requests must be received no later than noon on 7/6.

• FY13 Distributions for New Hires will need to be created by Departments.
FY 12 Distributions

• Once ppe 070512 is closed, FY12 Distributions cannot be created.

• Deadline to submit CREATE FY12 distributions is noon 7/5/12.
Last Retro for FY12

• Last payroll distribution retro for FY12 will occur on Thursday, 6/21/12.

• Distribution Module will be locked from noon, 6/22/12 until sometime after 7/2/12.
FY End Workshops

- Thursday, May 17 (polycom available)
  - 3:00 p.m. – 5:00 p.m.
  - G001 McCarty Hall D
2011-2012
Fiscal Year-End
Leave Processes
Reminder - 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**

• **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.** Time approvers **should not** approve OTC and SC entries made during May 11-24.

• OTC or SC entered or changed after **May 10** deadline **will** result in overpayments and/or negative balances.
USPS Personal Holiday &
TEAMS/Faculty Personal Leave Days

• Must be used by July 5 or they will expire
• 2011-2012 USPS Personal Holidays will be awarded and on balance by July 9
• Usage cannot be reported in the system until July 23 or later
• 2011-2012 TEAMS/Faculty Personal Leave Days are awarded in December
HRMS Upgrade and ePAF
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• All ePAFs must be approved or denied prior to the myUFL HRMS upgrade.

• In preparation, we will begin denying ePAFs that have been pending departmental action for one month or longer.

• August deadline dates will be accelerated—exact dates coming soon.
GatorStart
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• Over 1,000 packets created since go-live.
• New hire feedback has been excellent.
• Additional security added for departmental web managers which allows hiring managers to edit packets (email address), reset passwords, resend emails, and cancel packets.
• Paper I-9’s must be converted to electronic I-9 by the department by the end of the 3rd day of hire.
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) are on Short Work Break in the myUFL system for the summer semester. Effective date is 5/15/12 for 9 month and 6/12/12 for 10 month.

• Navigate to Public Folder>Human Resources>Workforce Information under Enterprise Reporting to view employees who were put on Short Work Break.
Short Work Breaks for Nine and Ten Month Employees

- Time reporting has been 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
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• 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 summer job file is now available via myUFL system and may be accessed via the navigation: Workforce Administration>Job Information>UF Summer Job Review.

• The summer job 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
  – 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 is available on the Job and Position Actions myUFL Toolkit.
• Questions? Please call Human Resource Services at 392-2477
Important Dates

• **May 10th** – Deadline for 2011-12 Comp Leave entries

• **June 13th** - Next HR Forum
Thank you for attending!