Welcome!
HR Forum

September 5, 2012, Human Resource Services
Agenda

- HR and Payroll Upgrade
- UF Minimum Hourly Wage Increase
- GatorCare Open Enrollment
- FBMC/ Worksite Communication
- Community Supported Agriculture (CSA)
- Alternative Transportation Fair
- SACS/ Faculty Transcripts
- Important Dates
myufl
Human Resources/Payroll Upgrade
HR and Payroll Upgrade

• The myUFL HR and Payroll Upgrade will “go live” on September 18 at 8 a.m.

• Please clear cache and cookies before using the system for the first time that morning.
  – For step-by-step instructions on clearing cache and cookies, please visit https://wiki.helpdesk.ufl.edu/FAQs and click on the “myUFL Browser Requirements link”

• Deployment timeline: http://upgrade.my.ufl.edu/progress.html
HR and Payroll Upgrade

• Starting 5 p.m. on Friday, September 7, ePAF and position management will become unavailable

  – Special Pay Increases received after September 7 at 5 p.m. will be evaluated and assigned current effective dates and will be entered in ePAF by the department after go-live

• The rest of the HR and payroll systems—including those available via My Self Service—will become unavailable at 5 p.m. on Thursday, September 13
HR and Payroll Upgrade

• Payroll processing for the pay period ending September 13 will be on an accelerated schedule

  – Time and Labor will close at midnight on Wednesday, September 12, and payroll will close on Thursday, September 13

• All other elements of the myUFL system will remain available, including GatorJobs
HR and Payroll Upgrade

• Employees will NOT be able to view their paychecks online while the system is down
• Online training will NOT be available via myUFL but will be available at https://lss.at.ufl.edu/ for employees who have already registered for any needed online training; register by 5 p.m. on 9/13
• Required training must be completed by the end of September in order to keep any requested roles
• No training is required for employees in order to enter their time and leave; however, instructional support is available here: http://www.hr.ufl.edu/training/myUFL/toolkits/timeandlabor.asp
UF Minimum Hourly Wage Increase
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.
- Employees with questions regarding the UF Minimum Wage increase may contact Classification and Compensation at (352) 392-2477 or compensation@ufl.edu.
GatorCare /
Open Enrollment
Update
Open Enrollment for Benefits

• Open Enrollment
  • GatorCare
  • PeopleFirst Benefits
  • UF Select Voluntary Benefits

• Open enrollment dates: **10/8/12 thru 11/2/12**

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

• Dates: 10/8/12 thru 11/2/12

• Benefits Representatives will be onsite to conduct one-on-one meetings with University of Florida employees.

• The Benefits Representatives will educate employees on the *UF Select* Program and assist employees with completing their enrollment in voluntary benefits.

• Representatives will also assist employees with their GatorCare enrollment.
## Voluntary Benefits

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

• Worksite is in the process of creating the enrollment schedule

• Worksite’s advance staff will be contacting you by phone within the next couple of weeks to let you know your exact enrollment dates

• Worksite will also conduct onsite visits to assess enrollment locations

Pre-Scheduling an Appointment

• Employees can easily schedule their own appointment online at www.myenrollmentschedule.com/uf

• Employees can also call 866-998-2915 to make an appointment
Communication Distribution Dates

• All employee letters will be mailed to homes the end of September or early October.

• Advance packet and posters distributed at the next HR Forum, October 3rd.

• Jordan Schultz; Primary Enrollment Contact
Community Supported Agriculture (CSA)
Gator Community Supported Agriculture (CSA) Program

• Now accepting members for 2012-2013 season
• Four farmers to choose from...buy a share and get fresh weekly produce delivered to campus on Thursdays (new day!) from 4:30-6PM
• Prices and produce options vary between farms- build a relationship with a local grower
• www.sustainable.ufl.edu/gatorcsa
Alternative Transportation Fair
Alternative Transportation Fair

- September 12, 10AM – 1PM
- Reitz Union Terrace
- Learn about transportation options on campus: walking, biking, riding the bus, carpooling, Zipcar
- Register for One Less Car Day on October 31
- [www.sustainable.ufl.edu/onelesscar](http://www.sustainable.ufl.edu/onelesscar)
Questions?

• Visit: www.sustainable.ufl.edu

• Or email info@sustainable.ufl.edu
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....”
Important Dates

- **September 18th** – “Go Live” date for HRMS upgrade
- **October 1st to 31st** – Sick Leave Open Enrollment
- **October 3rd** - Next HR Forum
- **October 8th to November 2nd** – Open Enrollment
- **October 23rd** – Benefits Fair
Thank you for attending!