Welcome!
HR Forum

January 9, 2013, Human Resource Services
Agenda

• W-2s
• Gator Care
• Benefit Reminders/Updates
• Criminal Background Check
• Retirement Updates
• Online Promotion and Tenure
• Performance Appraisals
• HR Proposed Policy Changes
• Presidential Search
• Important Dates
University Payroll and Tax Services

Brian Kuhl, Assistant Controller
• **ACTIVE** employees can still consent to receive their 2012 W-2s electronically at:

  My Self Service > Payroll and Compensation > W-2/W-2c Consent

  – **Wed., January 16, 2013:** Consent to avoid mailing

  – **Tues., January 22, 2013:** Electronic W-2s will be generated on or after this date (Email notifications will also be sent when W-2s are ready to view)
• **Thurs., January 31, 2013**: Printed W-2s (for **INACTIVE** employees or those who do not consent) will be mailed to the Mailing Address in the UF Directory.

• To ensure W-2 delivery, terminated employees with 2012 earnings should provided HR with any updates to their mailing address.
Employee Year End Statements (EYES) will be available electronically at:

My Self Service > Payroll and Compensation >
UF Employee Year End Statement

Direct inquiries to:

– University Payroll and Tax Services at fauts@admin.ufl.edu or (352) 392-1231
 Effective 1/1/2013, 4 entities are live:
   UF Domestic Partners 76
   Shands Gainesville 6931
   Shands Jacksonville 3033
   UFJHI/UFJPI 1165

 11205 Contracts
 23,907 Members
Florida Blue is the medical administrator

Magellan Pharmacy Solutions is the pharmacy manager
• First claim processed on 1/1/2013 at 5:30 a.m.
• As of 1/7/2013:
  • 5334 prescriptions received
  • 85% processed = 4533
  • 15% rejected (need prior authorization, drugs not covered, eligibility issue, etc.)
Open Enrollments in 2013

- 5/1/2013: UF Foundation
- 5/1/2013: Florida Seed Producers
- 7/1/2013: Clinical Faculty at Gainesville
- 7/1/2013: Clinical Faculty at Jacksonville
- 7/1/2013: COM Residents at Gainesville
- 7/1/2013: COM Residents at Jacksonville
- 7/1/2013: Postdoctoral Associates and Fellows
- 7/1/2013: Vet Medicine Residents
- 8/1/2013: UFICO -5/1/2013
- 8/16/2013: GA’s on appointment and Predoc Fellows
Resources:

• On Site rep at Gainesville
  • Leslie Florence, 352-594-3354
• On Site rep at Jacksonville
  • Kelly Thomas, 904-244-9130

• Dedicated Toll Free Number
  • 800-664-5295

• Website
  • http://www.healthplan.ufl.edu/
    ▪ (gatorcare.com; gatorcare.net; gatorcare.org; gatorcare.ufl.edu)
Benefit
Reminders/Updates
Benefit Reminders

- Review insurance deductions for the 1/11 and 1/25/13 paychecks

- UFSelect & GatorCare are deducted in the same month of coverage

- UFSelect Term Life and/or Disability premiums will reflect a slight decrease due to the lower rates negotiated with the new vendor

- State plans are paid a month in advance; however some are deducted during the same month of coverage such as Flexible Spending and Health Savings Accounts

- FSA grace period runs from 1/1 to 3/15/13. During this time, you may still use 2012 FSA funds to pay for eligible expenses. Remember to submit all requested documentation and/or reimbursement claims forms by 4/15/13 otherwise your funds may be forfeited or the FSA debit card can be inactivated

- Report deduction errors to the Benefits office as soon as possible for correction
Florida Prepaid
Open Enrollment

- Open Enrollment for the Florida Prepaid College Plan is underway and runs through January 31

- There are 2 options – the Prepaid Plan or the Investment Plan (a 529 plan)

- Visit the Florida Prepaid web site or call (800) 552-GRAD (4723) to request an enrollment kit and application

- Once approved, you may also request payroll deduction by completing a form found on the Florida Prepaid website and returning it to the UF Benefits office
Graduate Assistant Open Enrollment

- GatorGradCare open enrollment period for spring or spring/summer coverage ends on January 30th
- Students who enrolled in annual coverage previously do not need to do anything unless they need to add or remove dependents
- The enrollment needs to be submitted online at http://hr.ufl.edu/benefits/gatorgradcare/enroll.asp
- The eligibility verification process for the Spring GGC enrollments on begins Tuesday 1/15
- Departments need to make sure that all graduate assistants are appropriately registered, and have active LOA’s and tuition waivers in PeopleSoft by Friday 1/11
- This ensures that the student’s eligibility status will be confirmed and coverage loaded
Criminal Background Check
Criminal Background Check

- HRS has purchased and installed a livescan fingerprint machine
- Fingerprints will now be taken in HR rather than UPD
- This should enhance the experience by
  - Not having to send new employees to another location on campus
  - Reduce the waiting time for the result
Criminal Background Check

• Required for all new Staff (TEAMS/USPS) and Salary/Regular Faculty
• Not required but highly recommended for temporary employees and internal transfers
• Options: AOL/FDLE/FBI 110/435 Livescan/HireRight
• Pay by the Office of Human Resource Services for all hires
Retirement Updates
DROP Report

- Find out employees who are enrolled in the FRS Pension Plan Deferred Retirement Option Program (DROP)
- Query Name
  - BB_RET_ACTIVE_DP
- How to access in myUFL
  - Main Menu > PeopleSoft > HRMS PeopleTools
  - When new window opens, Main Menu > Reporting Tools > Query > Query Viewer
- myUFL Role
  - UF_HR_QUERY_VIEWER
  - Request role through departmental security administrator (DSA)
Online Promotion and Tenure
Online Promotion and Tenure

Work is underway to fully implement the OPT system for the 2013-2014 year.

OPT will streamline the promotion and tenure processes—from packet creation through review.

OPT will significantly reduce paper waste and increase sustainability.

OPT will save staff time and energy.

Adoption of the new system will require training and will affect some current departmental and college practices. The OPT team will work with units to minimize challenges.
Online Promotion and Tenure

Communication, outreach and training will be coming soon and will continue throughout the duration of the project.

OPT will lay the foundation for future efforts designed to assist faculty in tracking their yearly progress toward promotion and tenure.

For more information: www.aa.ufl.edu/tenure
Performance Appraisals
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• Annual Performance Appraisals are coming.
• They cover the period of 3/1/12 – 2/28/13 and must be reviewed and signed by the employee by EOB on 3/31/13.
• If there are performance concerns regarding any employee, please contact the Employee Relations Office at 392-1072.
HR Proposed Policy Changes
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• Use of Vacation Leave Upon Termination
• Notice of Non-renewal for TEAMS employees
• Graduate Assistant
Presidential Search
Important Dates

• Vacation Leave conversion will occur after the 1/17/13 pay period.

• February 6th – Next HR Forum
Thank you for attending!