Agenda

- Supervisor Training Pilot: Tobacco Policy
- 2013-2014 Salary Increase Program
- Recruitment and Staffing Updates
- Retirement Updates
- Sick Leave Pool Open Enrollment
- December Vacation Cashout
- Holidays 2014
- Open Enrollment 2013
- Affordable Care Act
- Important Dates
Supervisor Training Pilot: Tobacco Policy
Supervisor Training

• Training Program Nearing Completion
  – Three Components
• Pilot Test Before End of Year
• Need Representative Group of Supervisors
  – Participant Recruitment
  – Sign-up List
• Full Roll-Out Early 2014
2013-2014 Salary Increase Program
Timeline

• **September 30 (Monday) 5:00 pm** – Raise File closed to departments

• **October 1 – 3** – Human Resources reviewing raise file

• **Weekend of October 5th** – Raises will be loaded into myUFL.

• **October 7 (Monday)** – Increases will be reflected in Job Data in myUFL

• **October 9 (Wednesday)** – Department administrators are asked to review the preliminary pay lists available October 9–11, 2013, for accuracy before Friday, October 11, 2013, as there is not time to make corrections on Friday morning prior to the payroll closing calculations at 9 a.m.
Timeline

- **October 14 (Monday)** – Department Administrators should review the final pay list and confirm the new rate was used to calculate earnings for the pay period ending October 10, 2013.

- **October 18 (Friday)** – Employees receive the first paycheck with salary increases effective October 1, 2013. *Reminder, the pay check will reflect 8 days of the raise.*

- **October 7 (Monday)** - Job/Position Actions and Special Pay Increases will resume normal process.
Salary Increase Notification Template

- In keeping with past practice, a template letter is now available at http://www.hr.ufl.edu/class_comp/salary_increase.asp that may be used to provide salary increase information to eligible faculty and staff.

- Look for “Template letter” listed under “Helpful Links” in the yellow box.
Questions?

• You may also e-mail your questions to 2013salaryincrease@ufl.edu.
  
  – **Faculty**: Academic Personnel Tel: 392-2477
    Email: hrsacademicper@admin.ufl.edu
  
  – **TEAMS/USPS**: Classification & Compensation Tel: 392-2477 Email: compensation@ufl.edu
Recruitment and Staffing Updates
Impact of Government Shutdown

Hiring and E-Verify

- The E-Verify system is unavailable for the duration of the federal shutdown. Employers will not be able to initiate E-Verify inquiries or resolve tentative non-confirmations, but will not be expected to meet the usual E-Verify deadlines.
- Employers must not take any adverse action against an employee whose employment eligibility verification cannot be confirmed in E-Verify due to the shutdown.
- All employers remain subject to the I-9 deadline requirements. The E-Verify outage will not affect the deadlines applicable to Form I-9 completion.
- Hiring may continue during the shutdown and Hire ePAFs will continue to be processed normally. Unprocessed E-Verify inquiries will automatically be submitted once the system is available.

Immigration

- Department of Labor has suspended services and operations have ceased for PERM and LCA certifications as well as prevailing wage requests.
- Additional information provided on a case by case basis.
Address Changes and W-4 Updates

• Current employees may make address changes in myUFL using the navigation:
  My Account > Update My Directory Profile
• Former employees may update address on form that will be added to our website in the Forms Section.
• Current employee W-4 tax changes must be completed in myUFL at:
  My Self-Service > Payroll & Compensation > W-4 Tax Information
• Paper W-4s need to be submitted with name changes.
• Paper W-4s for tax and address changes for current employees will be phased out by the end of the year.
Retirement Updates
Plan Information

- UF 403(b) and Health Center 403(b)
  - Added mutual funds to the VALIC investment lineup
  - Effective October 1st
  - Lower cost
  - Notices sent to VALIC plan participants

- FICA Alternative & Special Pay Plans
  - 401(a) plan
  - VALIC selected to replace BENCOR/Transamerica
  - Effective December 12, 2013
  - More information at the November HR Forum
National Save For Retirement Week

- October 20\textsuperscript{th} through 26\textsuperscript{th}
- Goals
  - Save now for the future
  - Start saving today
  - Take full advantage of employer-sponsored plans
- Faculty and Staff including OPS are eligible for 403(b) and Deferred Compensation Plan
- InfoGator article
• Financial Literacy And Retirement Education
• www.hr.ufl.edu/retirement/flare
• Compiled wealth of information in one convenient location
  – Narrowed down resources from vast array available
  – Help make educated decisions regarding personal finances
  – Resources to make ends meet today and plan for the future
• Subscribe to the Listserv to receive FLARE related information
  – Retirement legislative updates
  – Upcoming workshops
  – Trending topics
• 5 key categories
  – Budgeting & Saving
  – Intelligent Investing
  – Life Events
  – Retirement Readiness
  – My UF Benefits

• Four types of resources
  – Articles
  – Tools such as interactive calculators and worksheets
  – Video Workshops
  – On-site/Live Sessions (seminars and workshops)
Sick Leave Pool Open Enrollment
Sick Leave Pool Open Enrollment
October 1-31

Eligibility:

- Minimum balance of 64 hours of accrued sick leave
- Contribution of 8 hours of sick leave upon enrollment in pool
- Balance, contribution pro-rated based on FTE
- Applications must be received in Leave Administration by 5 p.m., Thursday, October 31
- Information and forms [http://www.hr.ufl.edu/leave/sickleavepool/default.asp](http://www.hr.ufl.edu/leave/sickleavepool/default.asp)
- Contact Leave Administration at 392-2477 with questions
December Vacation Cashout
December Vacation Cashout

- TEAMS employees may cash out up to 16 hours of vacation leave in the pay period November 8-21
- Minimum balance of 40 hours of vacation leave required after end of pay period
- Payment to be received in November 27 paycheck (reminder - 3rd paycheck of the month with fewer payroll deductions)
- Instruction guide, *Reporting December Leave Cash-Out*, available to assist with this process
Holidays 2014
Holidays 2014

- New Year’s Day - Wednesday, January 1
- Martin Luther King, Jr.’s Birthday - Monday, January 20th
- Memorial Day - Monday, May 26th
- Independence Day - Friday, July 4th
- Labor Day, Monday - September 1st
- UF Homecoming – to be determined
- Veterans Day - Tuesday, November 11th
- Thanksgiving - Thursday, November 27th & Friday, November 28th
- Christmas - Thursday, December 25th
Open Enrollment 2013
Open Enrollment 2013

- Open Enrollment -- 10/21/13 thru 11/8/13*
  *Due to UF’s Homecoming Holiday, the Benefits Office will be closed on November 8th. All changes on 11/8 must be completed via People First for state plans or the myUFL portal for UFSelect plans

- Available Benefit Programs:
  - GatorCare Health *(UF Plans)*
  - PeopleFirst Benefits *(State Plans)*
  - UFSelect Voluntary Benefits *(UF Plans)*

- UF’s Benefits Fair 10/30/13, 9am - 3pm in the Touchdown Terrace
Open Enrollment 2013

- State/People First Changes
  - HSA max contribution amounts increase to $3,300 for Individual and $6,550 for Family coverage annually
  - Cigna dental added a co-pay for office visits
  - Elimination of enrollment forms (except spouse program). Elections must be completed on online or call People First
  - Changes related to Affordable Care Act (ACA)
    - Pre-existing limitation removed
    - Marketplace notice to employees
    - Employees working .75 FTE or greater are eligible for the full-time employer contribution
    - OPS/temporary employees working 30hrs/wk on average are eligible for state plans
GatorCare Health

- All 4 plans will continue with their respective groups
  - Medicine - Clinical Faculty, Housestaff, Residents, Interns, Clinical Post Docs
  - Dentistry - Residents
  - Vet Medicine - Residents and Interns
  - Academic Post Docs & Post Doc Fellows
  - Graduate Assistants on appt. and Pre-Doc Fellows
  - UF Domestic Partners
GatorCare Health

- Out of Pocket Max (OOP) Changes
  - ACA caps the annual OOP at
    - $6,350 for Individual coverage
    - $12,700 for Family coverage
  - GatorCare Options & GatorGradCare’s OOP remain the same
  - GatorCare Prime Plus & Premium has 3 coverage tiers
    - To comply with ACA, the OOP max was changed to accumulate across all 3 tiers
  - The OOP paid in Tier 3 for example will count toward Tier 1 & 2 OOP and vice versa
  - Deductibles, copays, co-insurance, per visit deductibles count toward OOP
UFSelect

- UF’s voluntary plans managed by FBMC
- Offers various post-tax plan options

Eligible groups:
- UF Faculty, TEAMS, USPS
- Clinical Faculty, Housestaff - Residents/Interns
- Post Doc Assoc. & Post Doc Fellows
- Vet Medicine Residents & Interns

OPS, GA’s, Fellows & Adjunct Fac. are **not eligible**

Humana Dental plans eliminated; Current participants will be defaulted to Eagles at their current coverage level
Enrollment Scheduling with a FBMC Counselor

- Go to [www.myenrollmentschedule.com/uf](http://www.myenrollmentschedule.com/uf)
- Click on the “Schedule Your Appointment Box”
- Find a location & time
- Enter name, phone number & e-mail address
- An email confirming your appointment is sent
- A reminder e-mail is sent the day before your appointment

OR

- Call [1-866-998-2915](tel:1-866-998-2915) to schedule an appointment
Questions?
Affordable Care Act

• Employer Mandate
  – Employers must offer health coverage to temporary employees
  – Eligible employees must work 30 hrs/wk or more on average
  – Originally scheduled for January 2014
  – Delayed until January 2015

• Individual mandate
  – Requires individuals to have health coverage
  – Individuals will be subject to a tax penalty if uninsured
  – Was not postponed and is still required by January 2014

• ACA provisions are constantly changing
State Law and ACA - SB 1802

- Senate Bill 1802 is state law that was passed in preparation for the ACA for Jan. 2014

- It expands authority under the State Group Insurance Program to include eligible temporary employees

- OPS & other temporary job classifications are eligible to participate in State benefits beginning Jan. 2014

- Even though the employer mandate for ACA was postponed, expanded eligibility under State law was not delayed
Eligible OPS Employees

- Any state employee who works or is expected to work 30 hrs/wk or more on average, will be considered full-time for benefit purposes; Those deemed eligible may enroll in state health insurance and receive an employer contribution toward the cost of the premium
  - Reasonably expected to work 30 or more upon hire
  - Works on average 30 hrs/wk over a 12-month measurement period

- The State determines eligibility for the plans, not UF

- Department administrators should not attempt to determine employee eligibility
Other Temporary Classifications

Eligible – if work hour criteria is met

• Housestaff/Residents/Interns
• Student Assts.
• GA’s on appointment
• Post Doc Associates

Not Eligible

• Adjunct Faculty- who teach one (3 semester hour) course equates to 9 hours worked
• Courtesy appointments and Fellows
Benefits Available to OPS Employees

• Health insurance- OPS are eligible for
  – Same premiums as current benefit employees
  – Participation in the spouse program
  – HSA contribution if enrolled in a high deductible plan

• Basic life
  – Must actively enroll & pay $4.54/month if coverage is desired

• Dental, vision & other supplemental insurance plans

• Dependent Care Reimbursement Accounts

• Not eligible for Optional Life or Medical Reimbursement Acct/Limited Purpose Acct

• Not eligible for UFSelect benefits unless in an employee group already eligible for UFSelect benefits
Measuring Hours for OE Participation

- If employed before April 1, 2013 or between April 1, 2013 and Oct. 2, 2013 and actual hours averaged 30 or more per week - eligible to enroll in coverage during OE Fall 2013; coverage effective Jan. 1, 2014

- If hired between April 2, 2013 and Oct. 2, 2013 and reasonably expected to work an average of 30 or more hours per week at point of hire – eligible to enroll in coverage during OE Fall 2013; coverage effective Jan. 1, 2014

- UF sends hours worked to State for determination of eligibility to enroll

- State notifies employee of eligibility to enroll in State benefits; once eligible, coverage lasts a minimum of 1 year from date enrolled

- Future eligibility is determined by the hours worked over the next measurement period
Measuring Hours for OE Participation

• Employees deemed *not* eligible for Fall 2013 OE period will be measured on an ongoing basis using an OE measurement period (OEMP) that runs from October through September of each year.
• New hires after October 2013 will be measured using a New Hire Measurement Period (NHMP) that runs from first of month after hire to one year from that date.
• It is critical that FTE is accurate and represents hours worked for employees who do not report hours through Time and Labor.
Example

Hired: May 3, 2013 (but not eligible at hire)

NHMP: June 1, 2013 through May 31, 2014

If the required hours are worked during the NHMP, then the employee becomes eligible

- Earliest health effective date is July 1, 2014
- Other plans begin after a full month’s payroll deduction
- Health & other plans guaranteed for 12 months
- Will also be measured in an Open Enrollment Measurement Period (OEMP) which is October 1 thru September 30

If the employee did not work the required hours, he/she will be measured in the next OEMP
Hired Oct. 3, 2013 and After

• Earliest coverage can begin is Jan. 1, 2014

• If eligible, health coverage can begin first of the third month of employment. Other plans based on a full month’s payroll deduction

• Eligible or not, employee will be measured at the end of NHMP and thereafter in the OEMPs
Example

Hired: Nov. 3, 2013
- If eligible, coverage can begin Jan. 1, 2014


If an employee worked the required number of hours, but was not initially eligible, he/she can enroll in coverage
- Earliest health effective date is Jan. 1, 2015
- Other plans requires a full month’s payroll deduction
- Health & other plans guaranteed for 12 months
- Will also be measured in subsequent OE Measurement Period (OEMP)

If an employee does not work the average hours, then he/she will be measured again in the next OEMP
Hiring Considerations

• Do they work at any other agencies/ universities?
  – If yes, are they benefits eligible or will the hire at UF make them eligible?
    • If already eligible, the other employing agency may ask UF to contribute to the premium.
    • If the UF hire makes them eligible, benefits and premium contribution will be assigned to UF
Hiring Considerations

- Do they work at any other agencies/universities?
  - If no, have they worked at any other agencies/universities within the past 26 weeks?
    - If yes, they are treated as if they never left employment and benefits automatically resume if previously enrolled
    - If no, they are new hires
Terms

• Employees covered under health, dental and vision are eligible to continue coverage under COBRA once benefits have terminated.

• Employees working in two or more agencies/universities:
  – If they term from the last hiring agency to which benefits were assigned, benefits will be reassigned to the next most recent hiring agency, regardless of number of hours worked.
Important Clarifications

• Initial measurement period and first “round” of new hires end Oct. 2, 2013
• Short-term (90 days or less) and seasonal employees are not eligible at the point of hire; however, their hours must be submitted
• If they are still working at the end of the 12-month measurement period, these hours must be included in the average. If they are deemed eligible, they must be offered coverage
Important Clarifications

• It’s critical that FTE matches the hours worked; And that the work hours are recorded accurately

• The coverage effective date for employees expected to work 30 hrs/wk or more on average is --- first day of the third month of employment (i.e., count the month of hire)

• Employer contributions are paid from the Fringe Benefits Pool

• The Fringe Pool rate for FY2013/14 was based on an estimated cost for 6 months and will be re-evaluated as more enrollment data becomes available
Enroll or Waive Coverage

• Employees are not required to enroll in coverage

• If they don’t have other coverage, they may be subject to the individual tax penalty

• To sign up for coverage they must actively enroll through People First

• Employees should ensure their biweekly pay is sufficient to cover biweekly deductions

• Some employee groups will become eligible for state and GatorCare Health plans and should enroll in one, not both

• For plan details visit HR’s Open Enrollment webpage at http://www.hr.ufl.edu/benefits/openenrollment/default.asp
Questions?
Important Dates

• **November 7\textsuperscript{th} & 8\textsuperscript{th} – Annual Equity & Diversity Conference**

• **November 13\textsuperscript{th} – Next HR Forum**

A list of the upcoming HR Forum dates and presentation archives can be found on the HR webpage at: [http://www.hr.ufl.edu/forum/default.asp](http://www.hr.ufl.edu/forum/default.asp).
Thank you for attending!