Agenda

• Recruitment and Staffing Updates
• Sick Leave Pool Open Enrollment Update
• Retirement
• Important Dates
Recruitment and Staffing Updates
Re-verifying I-9 for Existing Employees

- Departments are responsible for verifying existing employees’ eligibility to continue to work in U.S.
  - Excludes:
    - U.S. Citizen and non-citizen nationals
    - Expired U.S. passport or passport card
    - Alien registration receipt card/permanent resident card (Form I-551)
  - Eligibility documents under List A or List C
  - Document for establishing identity do not need to be re-verified
    - Driver’s license
    - Foreign passport
- Re-verify through Form I-9
- Instruction Guide can be found at:
  [www.hr.ufl.edu](http://www.hr.ufl.edu) > Recruitment/Staffing > Hiring Department Resources > Complete the Form I-9 > Reverifying Employment Authorization for Existing Employees
Education Verifications

• As a reminder, recruitment coordinators can conduct education verification for advanced degrees through the national student clearinghouse.

• Verification will be conducted on the highest level of degree achieved.

• Recruitment and Staffing will no longer conduct verification for high school diploma but accept a copy of the diploma or transcript
  – Becoming difficult in obtain verification
  – Delaying the hiring process due to long response from school boards
  – Beginning to incur cost
GatorStart Improvements

- UF Recruitment and Staffing is pleased to announce two major improvements to GatorStart were recently implemented.
- The GatorStart New Hire packet will now be created and sent to the new hire after the ePAF is submitted by the originator. The Level 1 approver will still review and approve the Hire ePAF prior to approval by the core offices; however, now the new hire can start completing the packet while the ePAF approval process is underway.
- Single Sign-On has been implemented with the GatorStart Web Manager. Department administrators will no longer need to navigate to another website to log on to Web Manager to review GatorStart packets or complete Section 2 of the I-9. You may log on by signing in to myUFL, then navigating to:
  
  UF Departmental Administration > GatorStart > GatorStart Onboarding and I-9 Management
GatorStart Improvements
GatorStart Improvements
GatorStart Improvements
Sick Leave Pool Open Enrollment Update
Sick Leave Pool Open Enrollment Update

• 293 employees joined the Sick Leave Pool during Open Enrollment (last year – 327)

• Total contribution of 2,320.24 hours of sick leave to the pool (last year 2,605.60)
December Vacation Cashout

- TEAMS employees may cash out up to 16 hours of vacation leave this 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.
- Instruction guide is available to assist with this process:
  
  http://www.hr.ufl.edu/training/myUFL/instructionguides/ReportingDecemberCashout.pdf
December Personal Leave Days

- Available for 12-month Faculty and TEAMS employees
- Must be in paid status “reasonable portion of day” before Christmas holiday to be eligible for holidays and December Personal Leave Days
- Used during the period December 26-31 unless employees designated as “essential personnel”
- Additional information available via instruction guide: [http://www.hr.ufl.edu/training/myUFL/instructionguides/Personal%20Leave%20Days%202009.pdf](http://www.hr.ufl.edu/training/myUFL/instructionguides/Personal%20Leave%20Days%202009.pdf)
USPS Vacation Leave Advancement

- Must be in paid status “reasonable portion of day” before Christmas and New Year’s Day holidays to be eligible for holidays
- USPS staff not designated as “essential” may request advanced vacation leave for December 26-31 if insufficient balance of vacation or compensatory leave to cover period when department is closed
- Upon employee’s request, may use leave without pay
- Departments are obligated to grant request
- Vacation balance permitted to go negative for that pay period only
- May begin to enter advanced vacation leave for December 26-31 starting 12/02/2013 – must be entered by 01/02/2014
Vacation Leave Conversion

• Conversion of vacation over the maximum at the end of the 2013 calendar year will occur after the pay period ends on 01/16/2014.

• Below are the vacation maximums
  – In-unit faculty and Federal employees 480
  – TEAMS and out-of-unit faculty 352
  – USPS 240
Retirement
What is the 401(a) Plan?

• FICA Alternative Plan
  – All employees in eligible positions (including OPS, adjunct faculty, Postdocs and Residents) who are not covered by a State of Florida retirement plan will participate in this plan
  – Not subject to Social Security taxes while participating in this plan and do not earn Social Security credit
  – Employee contributes 7.5% of gross wages on tax-deferred basis
  – Account is portable upon termination or ineligible for plan

• Special Pay Plan
  – Faculty, TEAMS and USPS vacation and sick leave cash outs are processed through this plan
  – Not subject to Social Security taxes
401(a) Plan Conversion

• VALIC selected to replace BENCOR/Transamerica
  – Provider at UF for 46 years
  – UF 403(b), Health Center 403(b), SUSORP and Florida Deferred Compensation Plan

• Effective December 12, 2013

• “Quiet Period”
  – No participant actions
  – December 5 through December 24
  – Pay periods ending 12/5 and 12/19 will be processed as soon as quiet period ends

• Last day to submit forms to BENCOR is 11/30
401(a) Plan Conversion

• Communications
  – FICA Alternative Plan participants
    • Email from UF on October 24
    • Email from VALIC on November 4
    • Letter from VALIC scheduled for November 15
    • Information Sessions scheduled in November
  – Special Pay Plan participants
    • Email from UF on November 12 (active DROP participants)
    • Letter from VALIC schedule for November 15

• Mapping
  – Movement of assets between “like” investment options
  – Mapping schedule
  – Alternative mapping schedule
    • 100% GPF to age-appropriate target date fund

• No action required by participants
401(a) Plan Highlights

- Fund lineup
  - 11 investment options
    - Open architecture including Vanguard, PIMCO, Dreyfus, American Funds
    - Series of Vanguard Target Retirement funds
    - Stable value fund – Federated Capital Preservation
- Transparency of fees
- Targeted education and communication materials
- Single sign-on (SSO)
- VALIC financial advisors local presence
  - Face-to-face consultations
  - Individual financial planning
- www.valic.com/uf
401(a) Plan Changes

• Annual distribution of low balance accounts
  – Less than $5,000
  – No contributions for 12 months
  – Will occur in March

• FICA Alternative Plan
  – The default investment for contributions is changing from a fixed-interest rate account to an age-appropriate target date fund. A target date fund is a diverse mix of investments that periodically and automatically adjust over time to grow more conservative as you near your target retirement date which is based on age 65.
401(a) Plan Changes

- **Special Pay Plan**
  - Default investment will be the stable value fund
  - Increasing vacation and sick leave cash outs processed through the plan from $2,000 to $5,000
  - Eliminate the Make Whole Provision
  - Leave cash outs with an issue date of 12/12/2013 or later will be processed under these new provisions. Leave cash outs with an issue date of 12/11/2013 or earlier will be processed under the current guidelines of $2,000 or more and eligible for the make whole provision. Participants will still have 60 days from the issue date to submit the Make Whole Request form.
  - To allow sufficient processing time, any leave cash out ePAF or spreadsheet received by HRS Leave Administration in good order by the close of business on 12/3/2013 will be issued on 12/11/2013 or before under the current provision of the Special Pay Plan.
Important Dates

• December 11th – 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.
Thank you for attending!