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**Welcome!**

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**HR FORUM**



December 11, 2013, Human Resource Services

# Agenda

- Advance Planning for Pay Period Ending January 2<sup>nd</sup>
- Florida Minimum Wage
- Retirement Updates
  - FICA Alternative & Special Pay Plan Transition
  - 403(b) Plan Information
  - 2014 IRS Contribution Limits
- Benefits Updates
- Recruitment and Staffing Updates
  - Recruitment and Processing Deadlines
  - Preeminence Faculty Searches
  - Public Meeting Requirements for Search Committees
- Important Dates



# **Advance Planning for Pay Period Ending January 2, 2014**



# December 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5 Pay Period End	6	7
8	9	10	11	12	13	14
15	16	17	18	19 Pay Period End	20	21
22	23	24	25 Holiday	26 Holiday Closing	27 Holiday Closing	28
29	30 Holiday Closing	31 Holiday Closing	1 Holiday	2 Pay Period End		

Recommendation: Time should be entered in Time and Labor for 12/20/13 – 1/2/14 at the beginning of the pay cycle to ensure employees can be paid timely.

Each department should have staff available on Thursday, January 2 and Friday, January 3 to approve time, review preliminary paylists and enter distributions.

# Florida Minimum Wage



# Florida Minimum Wage

- On January 1, 2014, the minimum hourly wage for the state of Florida will increase from \$7.79 to \$7.93 per hour. This affects FWSP, STAS, OPS, and STBW salary plans.
- All pay increases due to the new state minimum wage will be processed on 12/20 effective January 1<sup>st</sup>. The pay increase will be reflected on the January 10<sup>th</sup> paycheck.
- The Federal minimum wage remains unchanged at \$7.25.
- The University of Florida's minimum hourly wage for TEAMS and USPS employees is \$10.00 per hour.
- If you have questions, please contact Classification and Compensation at 392-2477 or [compensation@ufl.edu](mailto:compensation@ufl.edu). For questions regarding Student Employment, please contact Monica Pestana at 392-0296 or via email at [Student\\_Employment@sfa.ufl.edu](mailto:Student_Employment@sfa.ufl.edu).



# Retirement Updates





# FICA Alternative & Special Pay Plan Conversion

- VALIC replacing BENCOR/Transamerica
- 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
- Special Pay Plan
  - Increasing vacation and sick leave cash outs processed through the plan from \$2,000 to \$5,000
  - Eliminate the Make Whole Provision



# 403(b) Universal Availability Rule

- All employees are eligible to contribute to UF 403(b) plan
  - Faculty
  - TEAMS
  - USPS
  - OPS
  - GAs
  - Post Docs
  - Housestaff
- Students are not eligible to participate



# 2014 IRS Contribution Limits

	2013	2014
403(b) Elective Deferral (Traditional & Roth)	\$17,500	\$17,500
457(b) Deferred Compensation Plan	\$17,500	\$17,500
Age-based Catch-up (age 50 by 12/31)	\$5,500	\$5,500
415 Annual Addition Limit (ER + EE)	\$51,000	\$52,000

- 403(b) includes SUSORP voluntary and UF 403(b)
- 403(b) and 457(b) are separate limits allowing an employee to contribute the maximum in each plan
- Age-based catch-up applies separately to both 403(b) and 457(b) allowing contributions up to \$23,000 in each
- 415 limit includes SUSORP, UF 403(b) and UF AEF 403(b)



# Benefits Updates



# UFSelect Dental Defaults

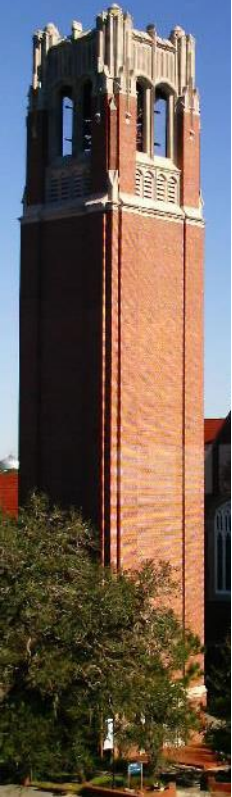
- Two UFSelect dental plans were discontinued during Open Enrollment which include:
  - Humana Advantage
  - Humana Preferred Elite
  - The state Humana dental plans were not impacted
- UFSelect participants in both plans were notified by U.S. mail and email about the change
- Both plans will continue coverage until December 31, 2013
- Coverage will then default to the Eagles Dental plan at the employee's same coverage tier effective January 1, 2014, if no other action was taken during Open Enrollment by the employee
- Dental cards will be mailed late December



# OPS Eligibility / Clarification

Employees without a Break in Service will be measured on:

- Hired on or before April 1, 2013 will be measured again during the next Open Enrollment Measurement Period. Because they are not new hires, the Employment Status Change provision does not apply.
- Hired April 2, 2013 and after who, at the point of hire, were reasonably expected to work 30 or more hours per week on average are eligible for coverage in 2014. These employees will be measured again during the next Open Enrollment Measurement Period.
- Hired April 2, 2013 and after who, at the point of hire, were *not* reasonably expected to work 30 or more hours per week on average are not eligible for coverage in 2014. These employees are new hires. They will have a New Hire Measurement Period to determine eligibility for coverage. The Employment Status Change provision applies.



# New Enrollments and Changes

- Effective Dec. 2013, new hires and current employees must enroll/change benefits online via People First website or by phone for state plans
- Enroll/change UFSelect & GatorCare plans using the myUFL portal
- Job appt./actions must be active in both systems before the employee can access their online enrollment
- 2014 Forms are not posted and will not be accepted (exception - spouse program forms)
- Employees with life events (marriage, birth, etc) should call People First for state plan changes & UFSelect changes are handled by UF Benefits
- Dept. supervisors should consider hire dates, prior to making an offer OR advise prospective hires of a possible delay in coverage (refer to the November *InfoGator* article in the Dept. Admin. issue)



# New Enrollments and Changes

## Timeframe to enroll

- Employees have 60 calendar days from hire or from the qualifying status change (QSC) date to either enroll or make benefit changes

## State health and supplemental coverage can begin

- No earlier than hire date or QSC date
- The 1<sup>st</sup> of the month after enrollment, provided 2 consecutive payroll deductions occur in the same month
  - Exceptions – New hire health plan enrollments only OR plan changes for employees with QSC events
- **UF Plans**
  - No earlier than date of hire or QSC date
  - UFSelect plans -Coverage starts the 1<sup>st</sup> of the month after enrollment
  - GatorCare health plans – vary based on employee group and date selected by employee





# New Enrollments and Changes

## **Department considerations for new hires**

- Choose early- to mid-month dates, giving ample time to process job appts.
- Inform hires about when coverage may reasonably begin
- Encourage new hires to complete enrollments early
- Recommend checking with the prior employer on coverage end dates and COBRA
- Avoid hire dates late in the month or on the last day of the month
- Jobs appointments that are not in the UF or People First systems by the end of any given month can delay coverage by one-month

## **Holiday considerations**

- Accelerated payroll deadlines – means employees having to pay health premiums by personal check to People First

## **Using the plans**

Coverage cannot be used until premiums have posted and the health provider mails the member card



# Questions?



# Recruitment and Staffing Updates



# Recruitment and Processing Deadlines

In order to process prior to the holiday closing, please be mindful of the following deadlines:

GatorJobs	Friday, December 20
Clearances for Interview/Hire	Friday, December 20
AOL or FDLE Background Check	Tuesday, December 17
FBI 110 Livescan	Fingerprints by Wednesday, December 18
FBI Chapter 435 Livescan	Fingerprints by Friday, December 13
HireRight (United States)	Consent from applicant by Friday, December 13
HR ePAF Deadline	Friday, December 20**

# Preeminence Faculty Searches

- Preeminence faculty searches are underway.
- Changes are being made in GatorJobs to accommodate multidisciplinary initiative recruitments.
  - Preeminence department
  - Job Category
  - Funding Source
- It is important for us to track these positions centrally for the President's Office.
- Your recruiter will assist with posting in GatorJobs and advertising.
- Encourage search committees to require online submissions of applications through GatorJobs.
- UF Rising website at <http://www.urel.ufl.edu/ufrising/>



# Public Meeting Requirements for Search Committees

- Recent guidance from the Office of the General Counsel has been received regarding amendments to the public meetings statutes.
- Establish protocols on public comment at meetings, up front.
- Request for public comment must be allowed at each decision point before the decision is made.
- Chair decides at which meeting and when during a meeting the comment will be heard.



# Public Meeting Requirements for Search Committees

- Recommended language to post when announcing a search:

“Any inquiries and requests should be made to the Search Committee Chair, [Name], through [name administrator] at [address, phone contact]. Any request relating to a meeting must be made at least [specific timeframe] in advance and include the specific matter and meeting that are the subject of the request, and the requester’s name, group represented (if any), email, and phone number.”



# Important Dates

- **January 8<sup>th</sup>** – 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!**

