Agenda

• Legislative Updates
• Year End Closing for FY 2013
• 2012-2013 Fiscal Year-End Compensatory Leave Cashout
• 2012-2013 Fiscal Year-End Leave Processes
• Form I-9 Update
• Background Screening for Summer Camps and Youth Activities
• Perquisite Renewals
• Alternate Work Location Agreements
• HR-600’s
• Position Action ePAF Update
• HR/Payroll Updates
• Important Dates
Legislative Updates
Legislative Updates

• Salary Increases
• Health Insurance
• Retirement
• Other Items
Year End Closing for FY 2013

Payroll
Commitment Accounting
(Distributions)
Monday, June 10

• 6/10/13 - Last day to edit FY13 Department Budget Table before Rollover occurs.

• Level 2 approval must be completed for job data actions.
Tuesday, June 11

- 6/11/13- System Rollover for all existing FY13 Department Budget Tables.

- FY14 Department Budget Tables are created.
Wednesday, June 12

• Departments may start to review FY14 Department Budget Tables, activate and save.

• ALL Rollover Department Budget Tables must be ACTIVATED by departments.
Listserv Email

- Email will be sent notifying which Department Budget Tables still need to be activated.
Activating

Set ID: UFLOR
Department: 64201000
FA-PAYROLL AND TAX SRVCS ADMIN
Fiscal Year: 2014
Budget Begin Date: 07/01/2013
Offset Group: OFFSE
Budget End Date: 06/30/2014
Budget Cap
- Per Budget Level
- Per Earn/Tax/Ded

Edit Payroll Cost Transfer Information
Payroll Cost Transfer Information

<table>
<thead>
<tr>
<th>Level</th>
<th>Department</th>
<th>Position Pool</th>
<th>Jobcode</th>
<th>Position</th>
<th>Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Empl ID: 45063000
Empl Record: 0
Effective Date: 07/01/2013
Eff Seq: 0
Status: Inactive
End Date: 06/30/2014
Date Entered: 01/15/2013

Earnings Distribution

<table>
<thead>
<tr>
<th>Earnings Code</th>
<th>*Sequence Number</th>
<th>*Combination Code</th>
<th>Distribution %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>0029536</td>
<td>100.00</td>
</tr>
</tbody>
</table>
Activating continued -
Once activated appears as shown below:

Set ID: UFLOR  Department: 64201000  FA-PAYROLL AND TAX SRVCS ADMIN  Fiscal Year: 2014
Budget Begin Date: 07/01/2013  Offset Group: OFFSE
Budget End Date: 06/30/2014

Budget Cap
- Per Budget Level
- Per Earn/Tax/Ded

Empl ID: 45063000  Wilson, Susan M
Empl Record: 0
*Effective Date: 07/01/2013  Eff Seq: 0  *Status: Active  End Date: 06/30/2014  Date Entered: 01/15/2013

Earnings Distribution

<table>
<thead>
<tr>
<th>Earnings Code</th>
<th>*Sequence Number</th>
<th>*Combination Code</th>
<th>Distribution %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>0026636</td>
<td>100.000</td>
</tr>
</tbody>
</table>
Activating continued:

• If grant expires before 6/30/14 – you will need to use a different combination code.
Friday, July 5

• Departments will have until noon on Friday, 7/5/13, to review, activate and save.

• Since 7/5/13 is the day following the holiday, we anticipate many staff will be using vacation leave. Please take this into consideration when planning workload to ensure all employees are distributed by noon.
Please Note

• ANY FY14 Department Budget Tables that are not activated and saved by noon on 7/5/13 will be deleted by mid-July.

• If needed later, then Departments will need to create FY14.
New Hires in June

• For any new hires entered after rollover occurs, department will need to create both FY13 and FY14 Department Budget Table.

• Deadline is noon on Friday, 6/21/13, to create a new FY13 Department Budget Table.

• Both FY13 and FY14 Department Budget Tables are needed to pay crossover ppe 7/4/13.
New Hires in June cont.

• University Payroll and Tax Services will be able to create FY13 Distributions from noon on Friday, 6/21/13, through 6/28/13 via PDRR form. As of 7/1/13 the college level or Vice President office processors can create the FY13 for ppe 7/4/13.

• FY14 Distributions for New Hires will need to be created by Departments.
Charges Paid after 7/4/13

• Once ppe 7/4/13 payroll is closed, any charges paid from 7/5/13 onward are charged to the current FY14 Department Budget Table (no matter what dates are being paid).
Last Retro for FY13

• Last payroll Department Budget Table retro for FY13 will occur on Thursday, 6/20/13.

• Department Budget Table Module will be locked from noon, 6/21/13 until sometime after 7/1/13.
Effective 7/1/13

• College level and Vice President Office processors will have access to do prior two fiscal year Department Budget Table edits (FY12 & FY13).
FY End Workshops

• Tuesday, May 14 (polycom available)
  • 3:00 p.m. – 4:30 p.m.
  • G001 McCarty Hall D
2012-2013 Fiscal Year-End Compensatory Leave Cashout
Comp Leave Cashout

- Unused overtime comp (OTC) & special comp (SC) will be cashed out in the 06/07/2013-06/20/2013 pay period, for the June 28 paycheck
- Regular compensatory leave not cashed out
- OTC, SC earned in PPE 06/06/2013 forward apply to 2013-2014 balances
- Supervisors may require comp use before approving vacation to minimize cashout payments
- Enterprise Reporting available
  - Leave Accruals, Usage and Balances by Pay Period, Department – COMP ONLY
  - Leave Accruals, Usage and Balances by Pay Period, Department
Comp Leave Cashout

- **June 6** - Deadline for all entries related to 2012-2013 comp leave, including changes to previous pay periods and usage through 6/30/13
- **June 7** - Approval by 9 a.m.
- **After June 7** - Approvers **should not** approve OTC and SC entered or changed in the system, or **will** result in overpayments and/or negative balances
Comp Leave Cashout

• Departments may have cashouts taken from a different account than their normal distribution
  – OCC and SCC included in list of earnings codes that may be distributed through UF Payroll Distributions
  – Contact University Payroll & Tax Services with questions, 392-1231
2012-2013 Fiscal Year-End Leave Processes
USPS Personal Holiday &
TEAMS/Faculty Personal Leave Days

• Must be used by July 3 or they will expire (accelerated payroll due to July 4th holiday)
• 2013-2014 USPS Personal Holidays will be awarded and on balance by July 8
• Usage cannot be reported in the system until after accruals are posted following the July 18 pay period
• 2013-2014 TEAMS/Faculty Personal Leave Days are awarded in December
Form I-9 Update
Update Summary

• USCIS recently updated the procedures and the format to Form I-9
  – Expanded the instructions from four to seven pages (including list of acceptable documents)
  – Expanded the form from one to two pages
    • Section 1 (for Employee) is one page
    • Section 2 & 3 (for Employer) is one page
  – Updated mostly in Section 1
Changes

• Section 1
  – Added Phone Number and Email Address
  – Changed Maiden to Other Name
  – Must write/note “N/A” if certain fields are left blank
    • Phone number
    • Email address
    • Middle Initial
    • Foreign Passport (under condition stated on form)
    • Country of Issuance (under condition stated on form)
Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name)   First Name (Given Name)   Middle Initial

Address (Street Number and Name)   Apt. Number   City or Town   State   Zip Code

Date of Birth (mm/dd/yyyy)   U.S. Social Security Number

E-mail Address   Telephone Number

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

☐ A citizen of the United States
☐ A noncitizen national of the United States (See instructions)
☐ A lawful permanent resident (Alien Registration Number/USCIS Number):
☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) _____________. Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number:

OR

2. Form I-94 Admission Number: ____________

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number:

Country of Issuance: ____________

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)
Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator: 

Date (mm/dd/yyyy):

Last Name (Family Name) 

First Name (Given Name) 

Address (Street Number and Name) 

City or Town 

State 

Zip Code 

STOP  Employer Completes Next Page  STOP 

Form I-9  03/08/13  N 

Page 7 of 9
Changes

• Section 2
  – Additional field to record employee’s name
  – Expanded the blocks under List A
    • All three can be used when hiring a J or F visa holder – Passport, I-94, and DS2019/I-20
  – Distinct separation between List A and List B & C

• List of Acceptable Documents
  – Clarified some documents
# Section 2. Employer or Authorized Representative Review and Verification

Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.

## Employee Last Name, First Name and Middle Initial from Section 1:

### List A
**Identity and Employment Authorization**

<table>
<thead>
<tr>
<th>Document Title:</th>
<th>Issuing Authority:</th>
<th>Document Number:</th>
<th>Expiration Date (if any) (mm/dd/yyyy):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Document Title:</th>
<th>Issuing Authority:</th>
<th>Document Number:</th>
<th>Expiration Date (if any) (mm/dd/yyyy):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### List B
**Identity**

<table>
<thead>
<tr>
<th>Document Title:</th>
<th>Issuing Authority:</th>
<th>Document Number:</th>
<th>Expiration Date (if any) (mm/dd/yyyy):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Document Title:</th>
<th>Issuing Authority:</th>
<th>Document Number:</th>
<th>Expiration Date (if any) (mm/dd/yyyy):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### List C
**Employment Authorization**

<table>
<thead>
<tr>
<th>Document Title:</th>
<th>Issuing Authority:</th>
<th>Document Number:</th>
<th>Expiration Date (if any) (mm/dd/yyyy):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Document Title:</th>
<th>Issuing Authority:</th>
<th>Document Number:</th>
<th>Expiration Date (if any) (mm/dd/yyyy):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3-D Barcode
Do Not Write in This Space
Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>Documents that Establish Both Identity and Employment Authorization</th>
<th>OR</th>
<th>LIST B</th>
<th>Documents that Establish Identity</th>
<th>AND</th>
<th>LIST C</th>
<th>Documents that Establish Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>U.S. Passport or U.S. Passport Card</td>
<td></td>
<td>1.</td>
<td>Driver's license or ID card issued by a State or outlying possession of the United States providing it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td></td>
<td>1.</td>
<td>A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</td>
</tr>
<tr>
<td>2.</td>
<td>Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td></td>
<td>2.</td>
<td>ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td></td>
<td>3.</td>
<td>School ID card with a photograph</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Employment Authorization Document that contains a photograph (Form I-766)</td>
<td></td>
<td>4.</td>
<td>Voter's registration card</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</td>
<td></td>
<td>5.</td>
<td>U.S. Military card or draft record</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</td>
<td></td>
<td>6.</td>
<td>Military dependent's ID card</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>7.</td>
<td>U.S. Coast Guard Merchant Mariner Card</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>8.</td>
<td>Native American tribal document</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>9.</td>
<td>Driver's license issued by a Canadian government authority</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10.</td>
<td>For persons under age 18 who are unable to present a document listed above:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>11.</td>
<td>School record or report card</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12.</td>
<td>Clinic, doctor, or hospital record</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Day-care or nursery school record</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Next Steps

• Must begin using the new form before or on May 7
  – Will be available in GatorStart on May 3
    • Packets created before May 3 and I-9 has not been created before May 3 – will complete the new version of Form I-9
    • Form I-9 created before May 3 but Section 2 was not completed by May 3 – paper form or in-person meeting will be required.
  – Link on HRS website is updated on May 3
Additional Resources

• New Form I-9 Resource webpage
  – Links to tutorials for Section 1, 2, and 3
  – Links to USCIS I-9 Central
  – List of Acceptable Documents
  – USCIS Handbook

• Hiring and Additional Pay
  – Instructions guides
Background Screening for Summer Camps and Youth Activities
Perquisite Renewals
Perquisite Renewals

• In May, Departments will be sent a summary report of perquisites approved during the 2012-2013 fiscal year.

• To renew, delete, or make changes to perquisites for the 2013-2014 fiscal year, departments should use the report and instructions provided and submit renewal information to Classification and Compensation no later than July 1.

• Requests for new perquisites should be submitted as a new request using the Request for Approval of Perquisites or Sale of Goods and Services form.

• Questions may be directed to Kris Pagenkopf at 392-2477.
Alternate Work Location Agreements
Alternate Work Location Agreements due for renewal by July 1

Eligibility

• Academic Personnel and TEAMS/USPS with 6 months of service with current supervisor
• OPS are eligible upon hire

Considerations

• Is it advantageous for the unit and employee?
• Requires all essential functions of job be performed
• Reasonable Accommodation
• Work hours
• Space / Equipment
Alternate Work Location Agreements due for renewal by July 1

- Form location: [http://hr.ufl.edu/recruitment/forms/alternate.pdf](http://hr.ufl.edu/recruitment/forms/alternate.pdf)
- For new agreements and renewals - Review, Discuss, and Complete Agreement
- Include begin/end dates and update Position Description
- Dean/Director and VP Approval and Signature*
- Submit completed forms to Classification & Compensation
- Contact Kris Pagenkopf at 392-2477 if you have questions
HR-600’s
Renew HR-600’s

• Departments must renew extra state compensation commitments that extend into the new fiscal or academic year.

• For new or existing commitments for Additional University Employment, complete a Request for Approval of Additional University Employment (HR-600) form and submit it to:

  – Academic Personnel-PO Box 113005. Contact Janet Malphurs at 392-2477 with questions.

  – TEAMS, USPS, and OPS-Classification and Compensation, PO Box 115009. Contact Brent Goodman at 392-2477 with questions.
Position Action ePAF Update
Position Action ePAF Update

Best Practice

• If you plan to change the title of a filled position in order to post for recruitment, please create a new position via ePAF for posting

• If the position title will not be changing, reuse the position number for the recruitment
HR/Payroll Updates
HR/Payroll Updates

• Maintenance packs (MP 6&7) are expected to be installed on Sunday, June 2
  – System unavailable 6 a.m. to ~12 noon during scheduled maintenance window

• End users should not experience any obvious impact

• Will need to clear “cache and cookies” when using the system for the first time (Monday, June 3, for example)
  – Will have a system reminder
Important Dates

- **June 12th** – Next HR Forum
Thank you for attending!