Welcome!
HR Forum

September 4, 2013, Human Resource Services
Agenda

• Reconciliation
• Change in Retro Pay Processing Schedule
• Sustainability
• Retirement
• 2013-2014 Salary Increase Plan
• 2013-2014 Graduate Assistant Salary Increase and Minimum Salaries
• 2013-2014 Post-Doctoral Associate Minimum Salaries
• Superior Accomplishment Awards
Agenda Continued

• Recruitment Updates
• Data Cleanup of Inactive Employees
• Staffing Announcements
• Equity and Diversity Conference
• Self Funded Payments
• Updating Work County
• Benefit Updates
• POI Self-Service Functionality
• HRS Website & *InfoGator* Redesign
• Important Dates
Reconciliation

Finance and Accounting
Operational Controls and Efficiencies
What is Reconciliation

- Bring into Harmony
- Compares transactions
  - myUFL(General Ledger) to source documents
Why Reconcile

• Verify the accuracy of transactions posted to the accounting system for each budgetary cost center
• Identify errors
• Process corrections
• Protect the university
• Protect employees acting in good faith
Acceptable Reconciliation Process

• Performed periodically
  • daily, weekly but not less than a monthly basis, depending on the needs of the department.
• Reconciliation of transactions to source documents is required to be performed for all non-payroll transactions over $100.
• Reconcile at least 25% of the budgetary cost center transactions less than $100 to the source documents.
• An audit trail of the reconciliation should be maintained. Keep the current and two prior fiscal years.
• Inaccuracies or incomplete financial information must be investigated and corrected.
• Reconciliation of contract and grant transactions may need to be performed at a more detailed level for all transactions in order to satisfy the needs of the sponsor.
• Business Administrators are responsible for reviewing reconciliations at least monthly and documenting that review in some manner such as initial, signature or electronic signature.
Resources and Contact Information

- **Core Office Contacts**
  - Office of the Controller
    - (352) 392-1321
  - General Accounting and Financial Reporting
    - gahelp@admin.ufl.edu
  - Treasury Management
    - tmhelp@admin.ufl.edu
  - University Disbursement Services
    - disbursements@ufl.edu
  - University Payroll and Tax Services
    - payrollhelp@admin.ufl.edu
    - taxhelp@admin.ufl.edu
  - Contracts and Grants Accounting
    - [http://www.cg.cfo.ufl.edu/phoneAndFax.php](http://www.cg.cfo.ufl.edu/phoneAndFax.php)

- **Training Resources**
  - Reconciliation Training
    - PST130
  - Best Practices document
  - Internal Controls
    - PRO303
  - FIT cube tool – Powerplay
    - PST117
  - Query Studio Training
    - PST912
  - Enterprise Reporting Reports help
    - [http://hr.ufl.edu/training/myUFL/instructionguides/ER_myUFLReportsMenu.pdf](http://hr.ufl.edu/training/myUFL/instructionguides/ER_myUFLReportsMenu.pdf)
  - Toolkits
    - [http://hr.ufl.edu/training/myUFL/toolkits/reconciliations.asp](http://hr.ufl.edu/training/myUFL/toolkits/reconciliations.asp)
Change in Retro Pay Processing Schedule
Retro Pay

• Although “retro” is common terminology in Commitment Accounting, this change has nothing to do with Commitment Accounting.

• Retro pay results from changes to compensation and/or FTE when the effective date is prior to the current pay cycle.
Impact of Change

• Regardless of the effective date, if the Date Created of a retroactive change is on or before Sunday prior to the end of the pay cycle, the resulting retro will be paid on the current pay cycle.

• If the creation date is after Sunday prior to the end of the pay cycle, the resulting retro will be paid on the following pay cycle.
<table>
<thead>
<tr>
<th>Day</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>HR Deadline at 5 PM</td>
</tr>
<tr>
<td>Saturday</td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td>Retro process is run</td>
</tr>
<tr>
<td>Monday</td>
<td>Retros are reviewed by Payroll &amp; Tax Services</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Retros are reviewed by Payroll &amp; Tax Services</td>
</tr>
<tr>
<td>Tuesday night</td>
<td>T&amp;L and retros are loaded to Payroll</td>
</tr>
<tr>
<td>Wednesday</td>
<td></td>
</tr>
<tr>
<td>Thursday</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>Payroll Closing</td>
</tr>
</tbody>
</table>
Why Change?
(The deadline was originally Tuesday!)

• The 9.1 upgrade changed how retros are processed. As a result, the retro process must be run no later than Monday night.

• Due to the large number of retros and the necessary review, Payroll and Tax Services requires more than one day to do this.

• For example, in pay period ending 8/1/13, there were 120 retros calculated.
• Payroll and Tax Services reviews all positive retros $1,000 and higher and all negatives with an absolute value greater than $10

• Issues with Retros:
  – Negative retros often exceed an employee’s regular biweekly wages
  – Retroactive changes to FTE must be made by the processor or employee (the T&L system does not load these)
  – It is not unusual to see more than one retroactive change created for the same UFID in the same pay cycle. This increases the complexity of reviewing the calculation.
Paylists

• Please review your preliminary paylists carefully.
• In cases of new hires or job changes, check to be sure rates and FTE are accurate.
• This will help prevent retroactive correction of errors months (or years!) later.
Sustainability
Gator Community Supported Agriculture (CSA) Program

• Now accepting members for 2013-2014 season
• Three farms to choose from...buy a share and get fresh weekly produce delivered to campus on Thursdays from 4:30-6PM
• Prices and produce options vary between farms - build a relationship with a local grower
• www.sustainable.ufl.edu/gatorcsa
One Less Car 2013

• Alternative Transportation Fair
  ▪ Thursday, August 29, 11AM – 1PM on the Plaza of the Americas

• Bike to Breakfast
  ▪ Thursday, September 26, 7:30 – 10:30AM at SG Bike Repair in the Reitz Union

• One Less Car Day
  ▪ Wednesday, October 23, 11AM – 2PM on the Plaza of the Americas

• www.sustainable.ufl.edu/onelesscar
Questions?

• Visit: www.sustainable.ufl.edu

• Or email info@sustainable.ufl.edu
Retirement
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)

• Report Enhancements
  – DROP end date
  – Number of vacation leave hours cashed out upon entering DROP
2013-2014 Salary Increase Plan
2013-2014 Salary Increase Plan

• Faculty
  • Effective October 1, eligible faculty earning $40,000 a year or less will receive an increase of $1,400 to their annual base salary.
  • Eligible faculty earning more than $40,000 a year will receive a $1,000 increase to their annual base salary. In addition, funds are available for faculty merit raises. The total raise pool (including the across-the-board increases above) amounts to a 5 percent increase, although clinical unit pools and individual increases may vary.

• Staff
  • Effective October 1, eligible staff earning $40,000 a year or less as of September 30, 2013, will receive an increase of $1,400 to their annual base salary.
  • Eligible staff earning more than $40,000 a year as of September 30, 2013, will receive an increase of 3.5 percent to their annual base salary.
2013-2014 Salary Increase Plan

Eligibility Criteria

• Employees must be hired on or before June 30, 2013.
• Employees with a performance appraisal of “below performance standards” or any below satisfactory performance designation, or faculty who are currently on a “performance improvement plan” are not eligible.
• If an ineligible employee achieves performance standards on or before the end of the 2013-14 fiscal year, the employee may receive an increase.
  • However, if the employee becomes eligible after October 1, 2013, such increase will be effective on the date the employee becomes eligible and will not be retroactive.
• In the absence of a current performance evaluation, employees will be considered to be at the “satisfactory” or “achieves” performance level.
2013-2014 Salary Increase Plan

• UF has successfully reached agreements with UFF, GAU and AFSCME.
• PBA agreement pending for in-unit employees.
• Part time employees, probationary employees, and employees on leave of absence are eligible for the salary increase. Part-time employees are eligible for the increases on a pro-rated basis.

Funding
• For state-funded positions, the funding will be allocated based on filled positions using the Budget Prep System completed by units in June.
• Contract, grant, and auxiliary units are expected to fund all salary increases from existing sources.
2013-2014 Salary Increase Plan
Timeline

• **September 16 (Monday)**—Raise File will be available to departments for reviewing salary increases. An instructional guide with directions on how to review the Raise File may be found at [www.hr.ufl.edu/training/myUFL/tookits/jobposactions.asp](http://www.hr.ufl.edu/training/myUFL/tookits/jobposactions.asp)
  – If changes to the Raise File are needed for employees (add, delete, or transfer an employee to a new department ID or change an FTE), please submit the request to [2013salaryincrease@ufl.edu](mailto:2013salaryincrease@ufl.edu) by 5:00 pm on Monday, September 30.
Timeline

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

- **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

- Job/Position Actions and Special Pay Increases will be limited during the raise file processing.

- See Raise File Instruction Guides for more information
UF Raise Review File

• Security Roles Required:
  
  UF_EPAF_Department Admin
  
  UF_EPAF_Level 1 Approver

• If changes to the Raise File are needed for employees (add, delete, or transfer an employee to a new department ID or change an FTE), please contact HRS via 2013salaryincrease@ufl.edu. Changes should be submitted by 5 p.m. on September 30, 2013.

• A Raise Review File instruction guide for faculty and staff positions can be found at:  
  http://www.hr.ufl.edu/training/myUFL/toolkits/jobposactions.asp
Enter Department ID.
Enter F13 in the Raise Type field.
Enter 10/01/2013 as Effective Date.
UF Raise Review File
Faculty

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### UF Raise Processing

Below is a listing of employees eligible for raises in your department. Please review the information and enter/change the amounts of increase as needed. If an employee is not getting a raise, please remove the check under 'Process' which appears next to the Empl ID. If an employee needs to be added, deleted or moved to another Department ID, please contact the appropriate personnel office.

#### Raise Type:
- 2014 2013 Faculty Salary Increase

#### Department:
- 1111111

#### Raise/Bonus Effective Date:
- 10/01/2013

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#### Eligible Employees

<table>
<thead>
<tr>
<th>Process</th>
<th>Empl ID</th>
<th>Empl Rec</th>
<th>Pay Status</th>
<th>Name</th>
<th>FTE</th>
<th>Sal Plan</th>
<th>Empl Class</th>
<th>Union Code</th>
<th>Freq</th>
<th>Component</th>
<th>Annual Salary</th>
<th>Raise Amount</th>
<th>New Salary</th>
<th>% Change</th>
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</thead>
<tbody>
<tr>
<td>✓</td>
<td>12345678</td>
<td>0</td>
<td>Active</td>
<td>Person, One</td>
<td>1.000000</td>
<td>FA12</td>
<td>REG</td>
<td>UFF</td>
<td>Annual</td>
<td>Across The Board</td>
<td>$99,224.490</td>
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<td>$100,224.490</td>
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<tr>
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<td>Active</td>
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<td>1.000000</td>
<td>FA12</td>
<td>REG</td>
<td>UFF</td>
<td>Annual</td>
<td>Merit</td>
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<td>$102,224.490</td>
<td>0.000</td>
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<tr>
<td>✓</td>
<td>98765432</td>
<td>1</td>
<td>Active</td>
<td>Person, Two</td>
<td>0.050000</td>
<td>FA12</td>
<td>REG</td>
<td>UFF</td>
<td>Annual</td>
<td>Across The Board</td>
<td>$1,236.000</td>
<td>$50.000</td>
<td>$1,286.000</td>
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<tr>
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<td>0.050000</td>
<td>FA12</td>
<td>REG</td>
<td>UFF</td>
<td>Annual</td>
<td>Merit</td>
<td>$1,286.000</td>
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<tr>
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<td>Active</td>
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<td>UFF</td>
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<td>Across The Board</td>
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<td>1.000000</td>
<td>FA12</td>
<td>REG</td>
<td>UFF</td>
<td>Annual</td>
<td>Merit</td>
<td>$46,000.000</td>
<td></td>
<td>$46,000.000</td>
<td>0.000</td>
</tr>
</tbody>
</table>

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Figure 2
Enter Department ID. Enter S13 in the Raise Type field. Enter 10/01/2013 as Effective Date.
### UF Raise Review File

**Staff**

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#### UF Raise Processing

Below is a listing of employees eligible for raises in your department. Please review the information and enter/change the amounts of increase as needed. If an employee is not getting a raise, please remove the check under ‘Process’ which appears next to the Empl ID. If an employee needs to be added, deleted or moved to another Department ID, please contact the appropriate personnel office.

**Raise Type:** 2014 2013 Staff Salary Increase  
**Department:** 1111111

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>Empl Record</th>
<th>Pay Status</th>
<th>Name</th>
<th>FTE</th>
<th>Sal Plan</th>
<th>Empl Class</th>
<th>Union Code</th>
<th>Freg</th>
<th>Component</th>
<th>Annual Salary</th>
<th>Raise Amount</th>
<th>New Salary</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345678</td>
<td>0</td>
<td>Active</td>
<td>Person, One</td>
<td>1.00000</td>
<td>TU2N</td>
<td>REG</td>
<td></td>
<td>Hourly</td>
<td>Across The Board</td>
<td>$32,988.520</td>
<td>$1,400.000</td>
<td>$34,388.520</td>
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<td>US2E</td>
<td>REG</td>
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<td>Annual</td>
<td>Across The Board</td>
<td>$44,757.600</td>
<td>$1,566.500</td>
<td>$46,323.600</td>
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<tr>
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<td>1.00000</td>
<td>TU2N</td>
<td>REG</td>
<td></td>
<td>Hourly</td>
<td>Across The Board</td>
<td>$37,636.200</td>
<td>$1,400.000</td>
<td>$39,036.200</td>
<td>3.720</td>
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</tbody>
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Figure 2
2013-2014 Salary Increase Plan

- Remember to account for any planned merit increases for employees on leave of absence.
Job and Position Actions
(Filled Positions)

• Position Actions for raise eligible employees will be frozen the following dates:
  – September 13\textsuperscript{th} - October 7\textsuperscript{th}
  – If changes to the Raise File are needed for employees (add, delete, or transfer an employee to a new department ID or change an FTE), please submit the request to 2013salaryincrease@ufl.edu by 5:00 pm on Monday, September 30.

• Position Actions submitted through ePAF with effective dates beyond September 30, 2013 will be denied if not resolved by September 12, 2013.
2013-2014
Graduate Assistant Salary Increase and Minimum Salaries
GA Salary Increase and Minimum Salaries

- UF and GAU have reached an agreement.
- The minimum stipends for graduate students on appointment will be increased effective October 1, 2013.
- The new minimums are provided below for 9- and 12-month GAs.
- In addition, an across-the-board increase of 4.4 percent will be added to the base salary of all graduate assistants effective October 1, 2013.
- The 4.4 percent will be calculated on the base salary after any adjustments related to the new minimums.
### Graduate Assistant Minimum Salary

9- Month appointment (19.5 biweekly periods)

<table>
<thead>
<tr>
<th>FTE</th>
<th>Annual</th>
<th>Biweekly Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>$22,000</td>
<td>$1,128.20</td>
</tr>
<tr>
<td>.50</td>
<td>$11,000</td>
<td>$564.10</td>
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<tr>
<td>.33</td>
<td>$7,260</td>
<td>$372.30</td>
</tr>
<tr>
<td>.25</td>
<td>$5,500</td>
<td>$282.05</td>
</tr>
</tbody>
</table>

12- Month Appointment (26.1 biweekly periods)

<table>
<thead>
<tr>
<th>FTE</th>
<th>Annual</th>
<th>Biweekly Amount</th>
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</thead>
<tbody>
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<td>$1,128.20</td>
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<tr>
<td>.50</td>
<td>$14,723</td>
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<td>$9,717</td>
<td>$372.30</td>
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<tr>
<td>.25</td>
<td>$7,362</td>
<td>$282.05</td>
</tr>
</tbody>
</table>
2013-2014
Post-Doctoral Associate
Minimum Salaries
Post Doc Minimum Salaries

• The Provost Office announced that the University of Florida has established a minimum salary for all Postdoctoral Associates to be no less than the minimum graduate student stipend.

• Effective October 1, 2013, all Postdoctoral Associates currently under the minimum will receive an increase to the new minimum.
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
Superior Accomplishment Awards
Superior Accomplishment Awards

- Nomination period:
  - Monday, September 9 - Thursday, October 31
- Award Amounts:
  - Divisional Winners: $200
  - University Winners:
    - 8, $2000 award winners
    - 8, $1000 award winners
- Two new awards: Diversity & Inclusion and Community Service
  - 1, $2000 award winner for each award
  - 6, $200 divisional awards, one divisional winner for each award
- For outstanding performance during the previous academic year:
  - August 1, 2012 - July 31, 2013
- Submit nomination form and support letters to Divisional Chairs by October 31, 2013
Criteria for Employment Category Awards

- Nominees shall have accomplished noteworthy performance and have made a positive impact on the overall goals and objectives of the department. The committee will consider the following:
  - Excellence in overall job performance
  - Outstanding service to students, staff, academic personnel, visitors, and university clientele
  - Willingness to assist above and beyond normal expectations
  - Dedication to the job and the university
  - Significant focus and attention to safety in the workplace to include development and/or compliance with safety policies, plans, and procedures
  - Consistent cooperation and helpfulness
  - Initiative and/or creativity in performing assigned duties
Criteria for Customer Service Award

- Nominees should have shown a record of significant and sustained community service such as volunteering with charitable/nonprofit organizations, through civic service, or within the local or University community. Time commitment to community service should be 50 hours or more in the award year.

- Nominees should have served as an inspiration to others through his or her persistent excellence either at the University (in a capacity other than their usual assignment) or in the general community. If the nominee’s work relates to community service, please provide a copy or description of their job responsibilities with explanation of service beyond what is expected.

- Application materials should demonstrate how nominees are providing assistance to a local community or University project that had a positive impact on individuals. A letter of support from the audience or agency served is strongly encouraged to certify service commitment.
Criteria for Diversity & Inclusion Award

• To recognize an employee who demonstrates exemplary conduct that fosters full participation by diverse faculty, students and staff, creates a climate of inclusion on campus or in the community, and promotes diversity to enhance educational, research or other work outcomes.
Divisional Chairs

- Div 1: Pres Office, Research and Grad Prog, Public Relations, Gen. Counsel, Foundation, HR
  - Melissa Orth, 392-4574
- Div 3: Academic Affairs
  - Jonathan Peine, 294-2953
- Div 4: IFAS
  - Charlotte Emerson, 273-3575
- Div 5: Health Affairs
  - David Jenkins, 273-7714
- Div 6: Student Affairs
  - Myra Morgan, 392-1265
- Div 7: Business Affairs
  - Fred Gratto, 392-1148
Recruitment Updates

Dispensing Applicants and Closing Recruitment

• Closing out completed recruitments is one of the most important parts of the process
• As an Affirmative Action Employer and Federal Contractor, we are required to report our recruitment activity including race and gender of applicants, applicants interviewed, and applicant hired.
• Timely closing out of recruitments is important for recruitment metrics and workforce analytics.
• Notification to applicants does not go out until the recruitment has been closed. (As a reminder, interviewees should be notified by phone)
• Due to the high number of recruitments that are not closed timely or at all, we will now require applicants be dispensed and recruitments closed before approving the ePAF for hire.
Recruitment Updates

Clearing for Interview vs. Clearing for Hire

• Clearing for interview is a preliminary check that includes:
  – Review applicant’s application/resume to ensure applicant meets the minimum requirements of the position, but it is not verified
  – Review discipline record that may prohibit reassignment/promotion
  – Ensure internal candidates have completed 6 months of in position
  – Verify the applicant’s eligibility for veteran preference, for appropriate positions

• Clearing for hire is an in depth verification that includes:
  – Verifying the what was cleared for interview
  – Education and, if needed, licensure verification
  – Verify offer is within the posted salary range
  – Verify experience and reference checks have been completed by hiring authority
  – Review background check
  – Check for typing test score and verify eligibility for appropriate positions
  – Verify all eligible veterans have been interviewed, for applicable positions
  – Verify rehire retiree eligibility, and inform the department of the request form
  – Check for disclosure of relatives employed at UF and request nepotism letter, if needed
  – Verify that applicants have been dispensed in GatorJobs
Data Cleanup of Inactive Employees
Data Cleanup of Inactive Employees

- Due to competing priorities, the data clean up scheduled earlier in the summer was not completed.

- We are working on a report to send to Colleges and Unit that report the employees that have active appointments that haven’t been paid in more than 6 months.

- We will begin manually terminating these employees after the raise file is entered and processes.
Staffing Announcements
Staffing Announcements

• Kate Burch has announced her retirement as of December 31, 2013.

• Pleased to announce her replacement Heather Kiesel.

• Kate will continue to serve in her current role until she retires, but she has started transitioning work to Heather.
Equity and Diversity Conference
Equity and Diversity Conference

• Save the date for the 8th annual Equity and Diversity Conference on November 7, 2013 from 8:30 a.m. to 4:30 p.m. at Emerson Hall.

• Topics will include:
  – Workplace violence
  – The effects of the economy and job market after the recession
  – Lack of PhD credentials being awarded to black males
  – Immigration reform and diversity.
Self-Funded Payments
Self-Funded Payments

• Changes are underway to Self Funded Payments (AKA Off Book Payments) from Fund 143.

• Within the next few weeks, we will implement the new earnings code SFP for these types of payments.

• Changes to ePAF have also been made to include the Division of Continuing Education as an approver.

• New forms will include a separate HR 600, request for payment form, and SFP Authorization form. Instruction guides will also be made available.

• Additional details forthcoming with exact implementation date once testing is complete.
Updating Work County
Updating Work County

- For GatorCare, the work county in PeopleSoft determines if an employee is assigned coverage as “In” or “Out” of Area.

“In Area” = Alachua, Duval and all the surrounding counties that touch them (Alachua, Duval, Columbia, Gilchrist, Baker, Union, Bradford, Levy, Nassau, Clay, St Johns, Putnam, and Marion)

“Out of Area” = all other counties beyond Alachua, Duval and surrounding counties
Updating Work County

Why is this important?

• An incorrect work county causes the wrong enrollment in the GatorCare. As a result, the employee is subject to a $1,500 hospital deductible per admission.
  
  – Example: Employee works in Pinellas county but PeopleSoft shows Alachua. If the employee is admitted to the hospital in Pinellas county (where they work), they must pay the $1,500 deductible.

How to correct work county?

• Identify your employees working outside of Alachua or Duval counties.
• Submit via ePAF; edit existing job, change the work county field and add the effective date.
• In the future, ePAF will no longer default to “Alachua” and departments processors will need to enter the correct work county for employees.
• Please update work counties by 9/13/13 for any employees who work outside of the counties listed above.
Benefit Updates
Updates

• Open Enrollment (OE)
  – Coverage offered to temporary employees who work on average 30 hours/week still on track for OE
  – People First no longer accepting enrollment forms for OE; employees must enroll online or via phone with People First
  – All Employees – especially OPS/temporary staff should update their local home “mailing” address in the myUFL portal by 9/20 to receive OE mailings
  – FMBC enrollers and Eagles Dental counselors, in a limited capacity, will likely be available in Human Resources during OE for one on one sessions with employees
Updates

• Going forward:
  – New hires starting in December, must enroll online via People First or by phone. Spouse program forms are the only exceptions!
  – To enroll, employees must 1st be hired in UF’s payroll system before they can enroll online with People First
    • Late or retro active hires will be a problem
    • End of the month hires may also be a problem
  – Coverage can only be requested for the 1st of the next month if the employee is active in their system + completes the enrollment before the end of the month
    • Example: Hired 8/28 > UF sends on the 8/29 daily file to People First > Employee must enroll by 8/31 for a September 1 effective date for health coverage to begin
    • If missed, the next coverage date would be October 1
    • Forms can no longer be submitted to secure an enrollment date
  – Pending, but related to ACA, Lump Sum payments and conditions on how it’s used may require changes for reporting purposes to determine eligibility for health coverage with the state -- more to come
POI Self-Service Functionality
POI Self-Service Functionality

- User must have valid UF ID number, GatorLink credentials, and one of the following affiliations:
  - Consultant-Faculty
  - Consultant-Staff
  - Board of Trustee
  - Direct Support Organization Emp
  - Athletic Associate Emp
  - Foundation Employee
  - Student
  - Not registered student
  - DCE student
  - Innovation Academy student
  - Departmental Associate
  - Vendor

- If user meets all criteria, will automatically have access to Main Menu > My Self Service > Training and Development > Request Training Enrollment

- User must click on “Request Training Enrollment” to activate functionality
HRS Website & InfoGator Redesign
HRS Website & *InfoGator* Redesign

• This fall, HRS will redesign its website to accommodate the UF WordPress template. Anticipated launch: January 2014.

• We will also be redesigning the *InfoGator*. Anticipated launch: Spring 2014.

• **We want to hear from you!**

  Please participate in a focus group to share your ideas and suggestions as well as your department’s feedback.
Important Dates

• GBAS mentoring program is now accepting applications through September 30th
• October 2nd – 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.