Agenda

• ePAF Processing Updates
• Voluntary Self-Disclosure Survey
• Veteran Preference
• E-Verify
• myTraining Rollout
• UFF and GAU Increases
• Sick Leave Pool Open Enrollment
• December Vacation Cashout
• Holidays 2015
• Open Enrollment 2014
• Important Dates
Recruitment and Staffing Updates
ePAF Processing Updates

• HR600s, Nepotism Agreements and Rehire Retiree Exception forms should be approved prior to employee’s start date
• Enter hire ePAF after all paperwork is complete
• ePAFs will be recycled for incomplete forms
• Send forms for review/approval to:
  – HR600: HR600Request@ad.ufl.edu
  – Nepotism Agreements: nepotismagreementsrequest@ad.ufl.edu
  – Rehire Retiree Exception forms: RehireRetireeExceptionRequest@ad.ufl.edu
ePAF Processing Updates

Checking Leaving Another Job in ePAF:

• We are having to do manual corrections or rehire employees and fix time due to hiring departments checking leaving another job.

• Please check with current department, not just employee, before using this feature in ePAF to avoid these issues.
Voluntary Self-Disclosure Survey
Voluntary Self-Identification of Disability

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Please check one of the boxes below:

☐ YES, I HAVE A DISABILITY (or previously had a disability)
☐ NO, I DON'T HAVE A DISABILITY
☐ I DON'T WISH TO ANSWER

______________________________  ________________________________
Your Name                  Today's Date
Voluntary Self-Identification of Disability

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

1 Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor’s Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.
Voluntary Self Disclosure for Applicants

• Require to begin collecting information from applicants starting October

• Voluntary Disclosure Forms – Individual with Disability and Veterans Status forms – will appear in GatorJobs beginning on October 1

• Paper Version of OPS application is currently being updated to include these two forms
Veterans’ Preference
Veterans’ Preference

- Provide special considerations or preferences to eligible veterans when applying for jobs with public employers, including higher education institutions.
- Preference is perpetual – use with any employer.
- Must meet the position’s minimum requirements.
- For UF, this applies to current or former USPS positions (salary plans contain a “U” such as TU2N):
  - All TEAMS nonexempt
  - Some TEAMS exempt (TU2E only)
- Must demonstrate application of preference.
Veteran Preference: Update

• Florida legislation made several changes to the Florida Veterans’ Preference.
• New changes went into effect July 1, 2014.
• Changes made to eligibility to include new groups of individuals who qualify for veteran preference, expansion of wartime periods, and elimination of the Florida residency requirement.
• Still must have received honorable discharge in order to be eligible – Form DD214
Veteran’s Preference: Eligibility

- Veterans served one day on active duty during wartime period
- Veterans with a service-connected disability who are eligible for or receiving compensation, disability retirement or pension under public law administered by the U.S. Department of Veterans Affairs
- Spouse of a veteran who cannot qualify for employment because of a total and permanent service-connected disability or spouse of a veteran missing in action, captured, or forcibly detained by a foreign power
- Unmarried widow or widower of a veteran who died of a service-connected disability
Veteran’s Preference: Eligibility

Changes Made:

- The mother, father, legal guardian, or unmarried widow or widower of a member of the US Armed Forces who died in the line of duty under combat-related conditions
- A veteran
- A current member of any reserve component of the US Armed Forces or the Florida National Guard
- Do not need to be a Florida Resident
Veterans’ Preference: Resources

• Veterans’ Preference page can be found on the HRS website
  – Manager Resources > Recruitment & Staffing > Recruitment Resources

• Recruitment Coordinators
  – Phone: (352) 392-2477
  – Email: employment@ufl.edu
E-Verify
E-Verify

• Federal program to verify an employee’s eligibility to work in U.S.
• Covered employees include:
  – all new or rehire employees to UF
  – existing employees who were not verified through E-Verify before working on federal contracts that contain the E-Verify clause
  – Exception: Employees hired prior to November 6, 1986
E-Verify Process

• For new or rehire:
  – Conducted through GatorStart
    • Non-foreign national: GatorStart packet and I-9 Management
    • Foreign national: Paper packet and I-9 Management
      – Can enter Form I-9 information into I-9 Management before submitting the Windstart packet to ensure compliance with the 3-day rule
      – Must use appropriate documents (e.g. EAD)
      – Must complete Section 2 of Form I-9 appropriately
E-Verify Process

• For new or rehire (continued):
  • Be sure to verify that the information entered is correct before submitting the employee’s Form I-9 for E-Verify to prevent triggering false tentative nonconfirmation
  • Allow Recruitment and Staffing to close all E-Verify inquiries
    – Will work with appropriate departments in resolving tentative non-confirmation cases
    – Will close the case once it is resolved
E-Verify

• Reverification Section of I-9 Management:
  – Notifies departments when an employee’s employment authorization is about to expire
    • Update an employee’s employment authorization by completing a paper Form I-9 and submitting it to HR
    • Not allow to resubmit the updated employment authorization through the E-Verify system
  – Reminds departments to reverify an employee’s Form I-9 if the employee presented a receipt
    • Denote by the checked “Receipt” Box
    • Must verify the document and uncheck the “Receipt” box as soon as possible to comply with USCIS guidelines in completing Form I-9 and E-Verify
E-Verify: Resources

- E-Verify and Form I-9 page can be found on HRS website
  - Manager Resources > Recruitment & Staffing > Recruitment Resources

- Recruitment and Staffing
  - Phone: (352) 392-2477
  - Email: employment@ufl.edu
The system is now LIVE! 😊
What is myTraining?

• New enterprise-wide training management system

• One-stop shop for training for both UF and UF Health Shands
  – Register for face-to-face training
  – Complete online training
  – View your training transcript
Some benefits of myTraining

• Access is simplified
• Enrollment is quick, easy, and flexible
• Training progress is bookmarked
• Grades and feedback are displayed upon completion
• Transcript updates immediately within the system
Some Frequently Asked Questions

• Who can use myTraining?
• How do I access the system?
• How do external training participants gain access?
• How do I use the system?
• How do I run training reports?
• What can we expect from myTraining in the future?
Who can use myTraining?

- UF employees
- UF Health Shands employees
- UF students
- External training participants (volunteers, visiting physicians, etc.)
myUFL access is similar

• Main Menu >
• My Self Service >
• Training and Development >
• myTraining Enrollment
Alternate access to myTraining:
http://mytraining.hr.ufl.edu
Access for “externals” is easy

Welcome to myTraining
UF and UF Health Shands’ shared training management system
First time here? Be sure to check out this helpful tutorial to get started!

Please begin by selecting your organization from the options below.

University of Florida
- You receive a paycheck from the University of Florida.
- You are a UF student.

UF Health Shands
- You receive a paycheck from Shands.
- You are contracted to work for UF Health Shands (e.g., travel nurses and other Allied Health Services, Crothall and Morrison).
- You have a rotation at UF Health Shands, but are not a UF student.
- You are a UF Health Shands volunteer, but are not a UF student.

Other
- You do not meet any of the criteria listed to the left.
- You do not have any UF or UF Health Shands computer account with a username and password.
Quick Registration Process

Quick Registration – UF training

Click the button below to begin.

Create Account
Quick Registration Process

Do you have a GatorLink account?

- I have a GatorLink account, let me log in.
- I've never been associated with UF and need a GatorLink account.
- I have a GatorLink account but can't log in with it.
- I can't remember my UFID or GatorLink account.

What is a GatorLink account?

A GatorLink account is what the University of Florida uses to identify you. You will use it access myTraining.

Review our terms of use before creating a GatorLink account.
Learning myTraining

Check out the provided tutorial for an overview on how to use the system.
myTraining tutorial
How do I run training reports?

- If you had the ability to look up training data via Manager Self Service...

- If you can run training reports in the UF data warehouse (Enterprise Reporting)...

You have been granted the ability to do these things in myTraining
How to run training reports

- Visit the myTraining toolkit page (available on the myUFL Toolkit) for info on how to run reports

- Training reports in the data warehouse are still available but are now only receiving basic completion data
What can we expect in the future?

• Streamlined access to training for new employees
  – ES is working on a process that will grant new employees access to myTraining when an EPAF gets initiated
  – This will be available starting October 22
What can we expect in the future?

• Leveraging audience functionality to “push” training to certain groups (those needing HIPAA for example)

• CITI Training (for Principal Investigators and research administrators) to move to myTraining (TBD)

• Enterprise Reporting (data warehouse) reports to resume full functionality (TBD)
Contact UF Training & Organizational Development with questions:

training@ufl.edu
(352) 392-4626

Contact the UF Computing Help Desk for technical difficulties:

helpdesk@ufl.edu
(352) 392-HELP (4357)
2014-2015
UFF Salary Increases
UFF Salary Increase and One-time Payments

• UF and UFF have reached an agreement
• $500 one-time payment was processed last week and will appear in eligible faculty members’ paychecks on October 3, 2014
• Merit increases were loaded into job data on Monday September 29, 2014
• HRS corrected errors caused by future dated rows. Please forward any errors or corrections to 2014salaryincrease@ufl.edu
• Merit increases will appear in eligible faculty members’ paychecks on October 17, 2014
2014-2015
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 July 1, 2014 for 12-month employees and August 16, 2014 for 9-month employees.
• Each continuing GA will receive an across-the-board increase of 3.25 percent effective July 1, 2014 for 12-month employees and August 16, 2014 for 9-month employees.
• In addition, the University will provide each employee with a $40 fee relief raise.
Graduate Assistant Minimum Salary

9- Month appointment (19.5 biweekly periods)

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12- Month Appointment (26.1 biweekly periods)

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<tr>
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Timeline for Processing GAU Increases

- Monday, October 6, 2014 – Departments will be granted the ability to view increases for GAU.
- Friday, October 10, 2014 – Raise file closes for viewing. Revisions to the file should be submitted to HRS by 5:00 PM.
- Monday, October 13, 2014 – Increases will be reflected in job data.
- Monday, October 13th – Friday, October 17th HRS will correct errors caused by future dated job data rows
- Friday, October 31, 2014 – Employees receive the first paycheck with salary increases.
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 please contact HRS via [2014salaryincrease@ufl.edu](mailto:2014salaryincrease@ufl.edu). Changes should be submitted by 5 p.m. on Friday October 10, 2014.
Enter Department ID.
Enter G14 in the Raise Type field.
Enter Effective Date
• 12-month = 07/01/14
• 9-month = 08/16/14
Questions?

• You may also e-mail your questions to 2014salaryincrease@ufl.edu.
  – Graduate Assistants: Academic Personnel Tel: 392-2477 Email: hrsacademicper@admin.ufl.edu
  – TEAMS/USPS: Classification & Compensation Tel: 392-2477 Email: compensation@ufl.edu
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., Friday, October 31
• Information and forms http://www.hr.ufl.edu/leave/sickleavepool/default.asp
• Contact Leave Administration at 392-2477 with questions
December Vacation Cashout

• TEAMS employees may cash out up to 16 hours of vacation leave in the pay period November 7-20
• Minimum balance of 40 hours of vacation leave required after end of pay period
• Payment to be received in November 26 paycheck Instruction guide, Reporting December Leave Cash-Out, available to assist with this process
Holidays 2015

- New Year’s Day - Thursday, January 1
- Martin Luther King, Jr.’s Birthday - Monday, January 19th
- Memorial Day - Monday, May 25th
- Independence Day - Friday, July 3rd (observed)
- Labor Day, Monday - September 7th
- UF Homecoming – to be determined
- Veterans Day - Wednesday, November 11th
- Thanksgiving - Thursday, November 26th & Friday, November 27th
- Christmas - Friday, December 25th
Open Enrollment 2014
Open Enrollment 2014

- Open Enrollment (OE) Dates-- 10/20/14 thru 11/7/14. Elections must be made by 6pm EST

- Available Benefit Programs:
  - GatorCare Health *(UF Plans)*
  - People First Benefits *(State Plans)*
    - Benefits statements will be mailed 10/6 – 10/15/14
    - People First correction period 11/10 – 11/21/14
  - UFSelect Voluntary Benefits *(UF Plans)*
Open Enrollment 2014

- 2014 Benefits Fair – New format this year!

- Wednesday 10/29, 9am - 3pm in the Touchdown Terrace

- Employees must visit with 3 of the 5 designated vendors to receive a light bag lunch. Designated vendors include:
  - UF Retirement
  - UF & UFHealth Wellness
  - Eagles Dental
  - Humana
  - Obtain a flu shot at the Student Health Care Center booth

- Employees will be given a card when they arrive. Three vendor stamps are required to redeem a bag lunch

- Lunches available one per employee on a first come, first serve basis
State/People First Changes

- **Humana Vision** changes - *State plan only*
  - The state will offer one vision plan option #3004
  - Letters will be sent to participants in plan #3006 (materials only)
  - Participants in plan #3006 must make a selection during OE to continue vision coverage for 2015
  - Employees in UFSelect Humana vision plan are not affected

- **HSA max contribution** -amounts increase to $3,350 for Individual and $6,650 for Family coverage annually
State/People First changes

- **New State Pharmacy Manager -- CVS/caremark beginning Jan. 1**
  - Welcome letters will be mailed to employees

- During OE, review the Preferred & Maintenance Drug lists with your provider for any potential impact on current medication(s)

- Mail order prescriptions will be transferred when possible. Controlled substances, compound medications and ones without re-fills can’t be transferred. New written prescriptions will be required

- Employees using mail order should check with CVS/caremark to make sure their RX transferred and that the new accounts are correctly established once they receive a welcome letter
Open Enrollment 2014

State /People First Changes

- **Pharmacy Manager change --- cont’d**
  - PPO participants are still required to use mail order for maintenance prescriptions but HMO participants are not. On Jan. 1, both PPO & HMO members may fill a 90-day maintenance prescription at a retail pharmacy
  - Employees should use CVS retail pharmacies; Walgreens status as an out-of-network pharmacy remains unchanged

- **State Supplemental plan increases**
  - Humana Dental Network Plus #4004
  - CIGNA Dental #4034
  - Humana Dental Prefer Plus #4054
  - Assurant Dental Freedom Advance #4074
  - Humana Vision Exam + Materials #3004
  - CIGNA Hospitalization
Open Enrollment 2014

State / People First Changes

- State eligibility related to the Affordable Care Act (ACA)
  - The state will continue to use the following to determine benefit eligibility

  - **New Hire Measurement Period** – For 12 consecutive months starting the 1\textsuperscript{st} of the month after the hire date and ending the last day of the 12\textsuperscript{th} month

  - **Open Enrollment Measurement Period** – For 12 consecutive months from Oct. 3 through the following Oct. 2 of each year

  - **Stability Period** – A period of 12 consecutive months where benefits are locked in and the employee may continue coverage provided they remain employed. Starts the 1\textsuperscript{st} day of coverage up thru 12 months
Open Enrollment 2014

State /People First Changes

- State eligibility related to the Affordable Care Act (ACA)
  - Break in Service defined by the state:
    - Term from permanent job (TEAMS, FAC, USPS) then rehired OPS – break if separation period exceeds 26 weeks
    - Term from OPS and rehired in a perm. job – break if time exceeds 26 weeks
    - Term from perm. job then rehired in a perm. job – if time exceeds 1 full calendar month
    - Transfer from a state agency to univ. -- break if time exceeds 13 weeks
    - Transfer from univ. to univ. – break if time exceed 26 weeks
    - Unpaid leave of absence -- break if time exceeds 26 weeks
    - If separation is between 4-26 weeks, and period worked prior to the break is shorter than the period of the break

- Break in service is important! It determines if you are treated as a new hire to enroll in benefits or if you are treated as a continuous employee
Open Enrollment 2014

State /People First Changes

- State eligibility related to the Affordable Care Act (ACA)
  - **New** - All jobs held by an employee such as permanent status i.e TEAMS, FAC, USPS **AND** temporary OPS are considered when determining the measurement and stability periods

- Job changes – If you move from OPS to TEAMS or Faculty or vice versa
  - If no break in service occurs, the measurement period is determined based on initial start date in a position, regardless of type (TEAMS, OPS, Faculty, etc.)

- If the OPS FTE drops below .75FTE – as a general rule
  - If enrolled, benefits will roll over to new appt. & continue at FT rates for the remainder of the stability period
State /People First Changes

- Benefits will continue in some case with job/FTE changes, however employees/departments may consult with the UF Benefits office on how this will impact coverage

- OPS out on approved FMLA, jury duty or military leave should be discussed with UF Benefits to ensure the time is reported correctly with the state

- Re-hired retirees
  - The retiree coverage automatically moves to active job upon rehire
  - Upon termination, employee should contact People First to revert back to retiree status & coverage
  - If re-hired employee elects to keep the “Retiree plan”, each year during Open Enrollment it switch to an active employee plan. The employee must call People First during OE to request a change back to their retiree coverage
GatorCare, UF’s self insured plan, will continue for the 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 & same sex spouses

Plan changes

- Increased calendar year deductibles (Prime Plus & Premium plans)
- Prime Plus co-insurance went from 95% to 90% - employee responsible for 10% of costs
- Some co-pay changes, including $150 per visit ER deductible for Tier 1/UFHealth network (Prime Plus & Premium)
- Increased max on pharmacy tiers for all GatorCare plans
- Pharmacy co-pays will be included in the Out of Pocket maximums
UFSelect

- UF’s voluntary plans
  - Eagles Dental
  - Humana Vision
  - UF Term Life – OE limits
    - $10,000 employee
    - $5,000 spouse and children
    - Amounts above the OE limits require medical application
  - Disability – no guarantee issue; medical application required to enroll

- Post-tax plans

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

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

Change for 2015
- Met Law/Hyatt legal plan will not be continued for 2015; Current participants will receive notice and information regarding the remaining legal plan option for open enrollment
Open Enrollment 2014

Which system do I use to enroll?

- **State Plans**
  - Logon to the [People First](#) website or
  - Call 1-866-663-4735 to enroll by phone

- **UFSelect and/or GatorCare plans**
  - Logon to [myUFL](#) portal

- Instruction guides/tutorials on the [Benefit Enrollment](#) webpage provide basic steps on how to enroll using each system

- If enrolled in a state plan and you decide to sign up for a similar UF plan or vice versa, this requires 2 transactions-- one in each system to avoid duplicate coverage

- All Open Enrollment elections must be completed by 6pm Eastern Standard time on 11/7/14

- OE elections are effective 1/1/15
Questions?
Important Dates

• **October 20th thru November 7th** – Open Enrollment

• **October 29th** – 9AM to 3PM – Benefits Fair (Touchdown Terrace)

• **October 31st – 5pm** - Sick Leave Open Enrollment application deadline

• **November 5th** – 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!