Agenda

• Holiday Payroll Processing Schedule
• New Additional Pay Guidelines
• Recruitment and Background Check Deadlines
• Executive Order – Minimum Wage for Federal Contract Workers
• FL Minimum Wage Increase.
• Benefits, Retirement and Leave Administration Updates
• myTraining Updates
• Holiday Closing Reminder
• Important Dates
Holiday Payroll Processing Schedule
December 2014
The season for accelerated payrolls!
Communicate, communicate, communicate!

• The 2014-15 Schedule of Paydays has been updated.
• An updated holiday schedule has been sent to the T&L listserv.
• There will be numerous T&L listserv messages throughout December reminding Processors and Approvers.
• We appreciate your assistance in working with each of your departments to meet the deadlines for the accelerated payrolls.
Additional Payment Improvements
Additional Payments Improvements

• As announced in the November Forum, HR has been working on a project to improve the Additional Payments process.
• Improvements are scheduled to go live on Thursday, December 18.
• Additional Payment Policy and Earnings Code Guide will be available in the toolkit.
Additional Payments Improvements

- Instructional guides and training will be updated.
- LSP form will no longer be required.
- Questions can be directed to the appropriate core office (Recruitment and Staffing, Academic Personnel, or Student Employment).
Recruitment & Background Check Deadlines
# December Recruitment and Background Check Deadlines

<table>
<thead>
<tr>
<th>Service</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>GatorJobs</td>
<td>Monday, December 22</td>
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<tr>
<td>Clearance for Hire</td>
<td>Monday, December 22</td>
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<tr>
<td>AOL/FDLE Background Check</td>
<td>Thursday, December 18</td>
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<tr>
<td>FBI 110 Livescan</td>
<td>Fingerprinted by Monday, December 22</td>
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<tr>
<td>FBI Chapter 435 Livescan</td>
<td>Fingerprinted by Friday, December 12</td>
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<tr>
<td>HireRight (USA)</td>
<td>Consent from applicant by Monday, December 15</td>
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Executive Order – Minimum Wage for Federal Contract Workers
EO - Minimum Wage for Federal Contactors

• On February 12th, President Obama signed an Executive Order that raises the minimum wage to $10.10 for federal contract workers with new contracts beginning January 1, 2015.

• The new minimum wage will apply to new contracts and replacements for expiring contracts.

• The executive order does not apply to grants.

• As of November, Contracts and Grants identified approximately 60 employees who are earning less than $10.10 per hour that are paid from contracts that maybe covered by the order if renewed after January 1st.
EO - Minimum Wage for Federal Contractors

- Contracts and Grants as well as HRS will notify units with covered employees.
- Units will be required to increase covered employees to the new minimum wage as contracts are renewed.
- The minimum wage will apply to all employees working on covered contracts including OPS and student appointments.
- Contracts and Grants as well as HRS will periodically audit to ensure compliance with the Executive Order.
Florida Minimum Wage
On January 1, 2015, the state minimum wage will increase from $7.93 to $8.05 per hour and applies to all employees including FWSP, STAS, and OPS.

HRS will process pay increases for all employees currently below $8.05 on December 15th effective January 1st. The pay increase will be reflected on the January 9th paycheck.

The federal minimum wage remains unchanged at $7.25 per hour.

The University’s minimum hourly wage for TEAMS and USPS employee will remain $10.00.
FL- Minimum Wage

• If you have questions, please contact Classification and Compensation at (352) 392-2477 or by email at compensation@ufl.edu.

• For questions regarding student employment, please contact Monica Pestana at (352) 392-0296 or by email at Student_Employment@sfa.ufl.edu
Benefits
Review Open Enrollment Changes

- Review enrollments and/or changes made during the Open Enrollment period
- State/People First Deductions
  - **December 12** paycheck pre-pays for January 2015 coverage
  - **January 9** paycheck look for Reimbursement Accounts (i.e. Medical Reimb., Dependent Care, Limited Purpose, and Health Savings Accounts)
- UFSelect and GatorCare Deductions
  - **January 9** paycheck pays for January 2015 coverage
- Contact UF Benefits with enrollment and/or deduction errors
Benefit Reminders

• New hires and current employees must enroll/change benefits online or by phone via **People First** website 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. Takes approx. 2 days to show in the enrollment portals

• 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
New Enrollments and Changes

Department considerations for new hires
- Choose early- to mid-month dates, giving ample time to process job appointments
- Inform hires about when coverage may reasonably begin
- Encourage new hires to complete enrollments early
- Recommend checking with the prior employer for 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 at least one month

Holiday considerations
- Accelerated payroll deadlines –impacts normal payroll deductions
  - Employees must send personal checks for missed deductions to People First
  - Employer premiums can be taken if the enrollment loads timely prior to payroll cutoff; otherwise deductions will be made up in a January off cycle payroll

Using the plans
- Coverage cannot be used until premiums have posted and the health provider mails the member card
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 & supplemental coverage can begin
• No earlier than hire date or QSC date.
• The 1st 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.

• UFSelect & GatorCare Plans
  • Coverage is effective on date of hire or QSC date.
Resources for Benefits

- For more information on benefits offered by UF:
  - Human Resources Benefits website:
    http://hr.ufl.edu/benefits/
    - New Employee Information
    - Tutorials & Instruction Guides
    - Benefits Eligibility Matrix
    - Helpful Links

- For questions call UF Benefits at 392-2477 or email benefits@ufl.edu
Retirement
Florida Retirement System (FRS) Pension Plan Member Annual Statements Enhancements

Member Annual Statements (MAS)

- Florida Retirement System (FRS) Pension Plan members can now log in to your FRS Online account to view and download their MAS.
- The 2014 MAS provides a comprehensive overview to aid in planning for future retirement.
  - Vested Pension Plan members have an enhanced range of benefit estimates provided in their MAS
  - Members without an established account will receive an email from FRS with a summary and instructions to set up their FRS Online account
Resources for Retirement

The Division of Retirement's website provides access to the following:

- Pension Plan publications
- Forms
- Links to other helpful resources

For questions regarding MAS or Pension Plan benefits:
- Email the Division of Retirement at calculations@dms.myflorida.com
- Call toll free 844-377-1888

For more information on all state and voluntary retirement plans offered by UF:
- Human Resources Retirement webpage: http://hr.ufl.edu/benefits/retirement/
- Human Resources Retirement Counselor: call 392-2477 or email retirement@ufl.edu
Leave Administration
Holiday Time Reporting

- Encourage employees to enter their time and leave early in preparation for the holidays.
- All TEAMS and Academic Personnel identified by their departments as “essential employees” can now begin to use and enter December personal leave.
- USPS employees can begin to enter advanced vacation leave that will be used December 26-31, provided the request has been approved.
- On Dec. 5, personal leave days will automatically be applied to eligible TEAMS and Academic Personnel employees’ records in the elapsed timesheet for Dec. 26, 29, 30 and 31.
  - The system will not require approval for the DPL-270 time-reporting code for exempt employees.
  - Non-exempt TEAMS and Academic Personnel employees identified as non-essential must enter DPL-270 leave into the system for Dec. 26, 29, 30 and 31.
## Important Leave Dates

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<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>December 24</td>
<td><strong>TEAMS and Academic Personnel</strong>—must be in pay status (work or paid leave) for a “reasonable portion of the workday” (determined by the individual department) to be eligible to receive holiday pay and December Personal Leave for Dec. 25, 26, 29, 30, 31, and Jan. 1. <strong>USPS employees</strong>—must be in pay status (work or paid leave) for a “reasonable portion of the workday” on this day (determined by the individual department) to be eligible to receive holiday pay for Dec. 25.</td>
</tr>
<tr>
<td>December 31</td>
<td><strong>USPS employees</strong>—must be in pay status (work or paid leave) for a “reasonable portion of the workday” on this day (determined by the individual department) to be eligible to receive holiday pay for Jan. 1, 2015.</td>
</tr>
<tr>
<td>January 1</td>
<td>This is the last day for <strong>USPS employees</strong> to enter advanced vacation leave used Dec. 26, 29, 30 and 31.</td>
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</table>
Advanced Vacation Leave for USPS Employees

- USPS employees are not eligible for the four personal leave days.
- May be required to use vacation or accrued compensatory leave during the holiday closing period if a department chooses to close or upon supervisory request.
- If a USPS employee does not have vacation leave to cover the period:
  - may request that vacation leave be advanced to cover that absence
  - department is obligated to approve it
- USPS employees who do not wish to be advanced vacation leave may use leave without pay during this time, in keeping with University of Florida policy
Advanced Vacation Leave for USPS Employees

- USPS employees who wish to be advanced vacation leave for Dec. 26-31 should report all vacation leave usage in a timely manner through Elapsed Timesheet in the myUFL system.
  - The system will allow vacation leave balances to become negative for USPS employees during Dec. 26-31.
  - The system will automatically prohibit vacation leave usage after Jan. 5, 2015, until the vacation leave balance is positive again.
Calendar Year-End Vacation Leave Conversion

- The annual conversion for accrued vacation leave over the maximum will occur after the pay period ending January 15, 2015. Accruals over the max amounts will be converted to sick leave.
- Maximums are as follows:
  - TEAMS and out-of-unit faculty: 352
  - In-unit faculty: 480
  - USPS: 240
Resources for Leave

- myUFL Toolkits
  - Instruction guide for the holiday closing period

- Leave Administration section of Human Resource Services’ website
  - Holiday schedule for 2014
  - Additional information on the holiday closing period

- Questions regarding leave should be directed to Leave Administration:
  - Email: central-leave@ufl.edu
  - Leave Administration: (352) 392-2477
MyTraining Updates
myTraining Update
myTraining Update

• Some key successes:
  – UF and UF Health Shands are now sharing key trainings (FERPA for Faculty, Preventing Harassment, etc.)
myTraining Update

• Some key successes:
  – New hires can now get access to myTraining immediately as long as their ePAF has been initiated
myTraining Update

• Some key successes:

  – Training records for online courses are being updated instantly
  – The ARS system is receiving training data overnight
myTraining Update

• Some key successes:
  – Almost a 100% drop in the number of manual cancellations we have to perform each week.
Visit the myTraining Toolkit

<table>
<thead>
<tr>
<th>Web Simulations and Instruction Guides</th>
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<tbody>
<tr>
<td>myTraining Tutorial</td>
<td>Online Tutorial</td>
<td>PDF</td>
</tr>
<tr>
<td>Reporting in myTraining</td>
<td>Simulation</td>
<td>PDF</td>
</tr>
<tr>
<td>Viewing Training Transcripts and Schedules for People in your Department</td>
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<td>Requesting Access to myTraining</td>
<td>PDF</td>
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Visit the myTraining Toolkit

• Requesting Access to myTraining
  – What directory affiliations have automatic system access?
  – What if I want to run reports?
  – What if I want instructor privileges (viewing rosters and teaching schedule)?
Visit the myTraining Toolkit

- Viewing Training Transcripts and Schedules for People in your Department
  - You must have the UF_N_EL_PROXY role
  - Your view is based on your HRMS Security
Addressing Challenges

• Some browser issues
  – Internet Explorer (PC) and Safari (Mac) provide the best experience
Addressing Challenges

• Training reports
  – Canned reports cover most reporting needs
  – All security roles in myTraining (except for “learners”) have reporting access
  – Access to training data is driven by your security role and HRMS security
Addressing Challenges

• What if I need to run a report that includes everyone at UF?
  – Vendor solution has not worked as advertised
  – In the meantime, T&OD is building, scheduling, and delivering these types of reports to those who request them
Phase 2 Work

• Migrating CITI Training to myTraining

• Restoring training reports in ER
Questions about myTraining
Holiday Closing Reminder
Important Dates

- January 7th - 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 the HR Forum!

WORKING TOGETHER FOR THE GATOR GOOD