Welcome!
HR Forum

July 2, 2014, Human Resource Services
Agenda

• 2014-2015 Salary Increase Program (Brent)
• Recruitment and Staffing Updates (Melissa)
• Manager’s Cohort (Bob)
• Online Promotion and Tenure (Janet)
• Important Dates
2014-2015 Salary Increase Program
$500 One-time Payment

All faculty, staff, and postdoctoral associates earning $50,000 or less (annualized) as of June 30, 2014, will receive a $500 one-time payment (pro-rated for FTE), provided they are still active employees when the increases are awarded.

- 12-month: July 7, 2014
- 10-month: August 7, 2014
- 9-month: August 16, 2014

Eligibility Criteria

• Must be hired on or before June 30, 2014
• Must be an active employee at the time the increases are processed
• Employees in a collective bargaining unit are subject to union negotiation and approval.
$500 One-time Payment

The one-time payments will be processed through the UF Mass Additional Pay process.

• Payments for eligible employees will be loaded on Monday July 7, 2014.
• While there should be no action necessary by departments, an instruction guide entitled “$500 One-Time Payment” has been developed to assist departments who would like to view the additional payments.
• The instruction guide can be found at http://training.hr.ufl.edu/instructionguides/SalaryIncrease2014/OneTime.pdf.
$500 One-time Payment

Employees will receive the $500 one-time payment on the following paydays.

- 12-month:    July 25, 2014
- 10-month:    August 22, 2014
- 9-month:     September 5, 2014
Merit Increases

Eligible faculty will participate in a 3.5 percent merit pool and eligible staff will participate in a 2.5 percent merit pool.

Merit raises will be awarded based on criteria established by the colleges and units and will be effective July 1, 2014, for 12-month; August 7 for 10-month; and August 16 for 9-month active employees.
Merit Increases

Eligibility Criteria

• Employees must be hired on or before June 30, 2014.

• Employees with a performance appraisal rating of “minimally achieves” or higher are eligible.
  – Employees with “below performance standards” or any below satisfactory performance designation are not eligible
  – Faculty who are currently on a “performance improvement plan” are not eligible
  – In the absence of a current performance evaluation, employees will be considered to be at the “satisfactory” or “achieves” performance level.
Merit Increases

Eligibility Criteria

• Employees who have received notification of non-renewal or layoff are not eligible for a merit increase.

• Employees who have received discipline in the form of a written reprimand or who have been suspended since January 1, 2014, are also not eligible for a merit increase.
2014-2015 Salary Increase Program Timeline

• **August 4, 2014 (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 [http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/job-and-position-actions/](http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/job-and-position-actions/)

• 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 [2014salaryincrease@ufl.edu](mailto:2014salaryincrease@ufl.edu) by **12:00 pm on Monday, August 18, 2014**.
Timeline

- **Monday August 18, 2014 12:00 pm** – Raise File will be closed to departments

- **Friday August 22, 2014** – Increases will be loaded into myUFL

- **Monday August 25, 2014** – Increases will be reflected in Job Data in myUFL

- **Friday September 5, 2014** – 12-month 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 (add, delete, or transfer an employee to a new department ID or change an FTE), please contact HRS via 2014salaryincrease@ufl.edu. Changes should be submitted by 12:00 p.m. on August 18, 2014.

• A Raise Review File instruction guide for faculty and staff positions can be found at: http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/job-and-position-actions/
UF Raise Review File
Faculty

**Figure 1**

- **Enter Department ID.**
- **Enter F14 in the Raise Type field.**
- **Enter Effective Date.**
  - 12-month: 07/01/14
  - 10-month: 08/07/14
  - 9-month: 08/16/14
UF Raise Review File
Staff

Figure 1

Enter Department ID.
Enter S14 in the Raise Type field.
Enter Effective Date.
12-month: 07/01/14
10-month: 08/07/14
9-month: 08/16/14
UF Raise Review File
Staff

Figure 2
2013-2014 Salary Increase Program

• 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 discouraged for the following dates:
  – July 1, 2014 – August 22, 2014
  – 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 2014salaryincrease@ufl.edu by 12:00 pm on Monday August 18, 2014.
Questions?

- You may also e-mail your questions to 2014salaryincrease@ufl.edu.
  - **Faculty**: Academic Personnel Tel: 392-2477
  - **TEAMS/USPS**: Classification & Compensation Tel: 392-2477
Recruitment and Staffing Updates
The Office of Human Resources is pleased to confirm the University of Florida will continue working with Fragomen, Del Rey, Bernsen & Loewy for legal services related to visa processing—both immigrant and non-immigrant visa petitions. Moving forward, PERM Labor Certification cases will continue to be paid centrally by HR and the Office of the General Counsel. However, effective July 1, legal fees charged by Fragomen for non-immigrant petitions will be paid directly by the sponsoring department at a negotiated contract price of $1000 for each H1B, TN, or E3 petition. This is in line with processes at peer institutions and institutions across the state. This fee is in addition to any rush fee and/or filing fee charges that currently apply.
Immigration

• Prevailing Wages continue to be an issue. Returns are taking a minimum of 60 days and can take an additional 30 to 60 days if a redetermination is requested.

• We are unable to move forward until the Prevailing Wage is met.

• If at all possible, H1-B requests must be submitted 9+ months in advance.
Immigration Services

Hiring Abroad

- Hiring employees and consultants to work in other countries is challenging and requires an understanding of local laws that often differ from those in the U.S.
- Global hiring requires expert advice specific to the country, and sometimes city or region, of operation.
- Working with a local partner institution or an entity authorized to hire employees and fulfill required local employment regulations can help to ensure compliance with employment laws, tax laws, and payroll servicing.
- Departments must contact HR PRIOR to offering employment or engaging consultants so we may properly advise on global hiring.
Faculty/Staff to Temporary

• Due to the Affordable Care Act and insurance eligibility for temporary employees, a break in service is no longer required when an employee moves from TEAMS, USPS, or Faculty to OPS (position # to no position #).
Student Lump Sum Payments

• Student employees should be compensated on an hourly basis for work performed. Hours worked must be monitored closely to determine whether a student is eligible to be exempt from FICA.

• In certain situations, students may be paid in a lump sum/receive additional pay.

• Student lump sum payments now require the “LFE” earnings code.

• Please contact Student Employment with any questions.
Manager’s Cohort
Manager’s Cohort

• We are now accepting applications for the Manager’s Cohort
  – You must be a manager to attend these workshops.
  – Managers complete the “Managing at UF: The Supervisory Challenge” certificate with a cohort of peers.
  – The cohort will meet once or twice a month starting in September through June.
  – Spaces are limited. Managers who apply for the cohort option will be accepted on a first-come, first-served basis.
  – To apply, please visit http://hr.ufl.edu/learn-grow/leadership-development/managing-at-uf-the-supervisory-challenge/managers-cohort-application/
Online Promotion and Tenure
Online Promotion and Tenure

OPT open labs are scheduled for department and college administrators in HR Computer Lab, Rm 119:

• **Friday, August 8, 2014**
  - 9am-12 Noon

• **Friday, August 22, 2014**
  - 9am-12 Noon

• **Friday, August 29, 2014**
  - 2pm-4:30pm

These are held to assist the department and college administrator with the 2014-2015 OPT process.
Online Promotion and Tenure

To sign up for one of the OPT open lab sessions, please email Katie Davison at ktwilson@ufl.edu.

Useful link: www(aa.ufl.edu/tenure
Important Dates

- **August 6th** – 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!