Agenda

• Superior Accomplishment Awards
• 2014 Salary Increase Update
• Sick Leave Pool Open Enrollment
• TIAA-CREF opening Gainesville office
• New investment lineup with TIAA-CREF
• InfoGator Redesign
• Important Dates
Superior Accomplishment Awards

- Nomination period:
  - Monday, September 8 - Friday, October 31
- Award Amounts:
  - Divisional Winners: $200
  - University Winners:
    - 8, $2000 award winners
    - 8, $1000 award winners
  - 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, 2013 - July 31, 2014
- Submit nomination form and support letters to Divisional Chairs by October 31, 2014
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
Customer Service and Diversity & Inclusion Awards

• **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.

• **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, COO Office, CFO Office, CIO Office, Research and Grad Prog, Univ Relations, Gen. Counsel, Foundation, HR, Alumni Affairs, Development
  - Melissa Orth, 392-4574
- Div 3- Academic Affairs
  - Jonathan Peine, 294-7617
- Div 4- IFAS
  - Monica Lindberg, 846-0577
- Div 5- Health Affairs
  - Erin Sanetz, 294-5009
- Div 6- Student Affairs
  - Myra Morgan, 392-1265
- Div 7- Business Affairs
  - Matthew Williams, 392-7578
2014-2015
Salary Increase Program
Merit Increases

• Raises for TEAMS, USPS, and out of unit faculty were loaded into job data on Friday, August 22, 2014.
• We experienced approximately 300 errors in the staff raise file and 200 errors in the faculty raise file due to future dated job rows.
• HRS manually corrected each error by inserting a job row effective July 1, 2014 awarding the merit increase.
• Departments should review the job data records of employees with job actions effective after July 1, 2014 to ensure accuracy.
Merit Increases

• UF has reached tentative agreements with UFF and GAU
  – UFF is scheduled to vote September 17th and 18th
  – GAU is working to schedule a vote
• AFSCME and PBA have ratified the collective bargaining agreements
• Salary increases for UFF and PBA will be implemented once the collective bargaining agreements are ratified and approved by the BOT
Timeline for Processing UFF Merit Increases

- Thursday, September 4, 2014 – Departments will be granted the ability to enter or modify merit increases for faculty covered by UFF
- Friday, September 19, 2014 – Raise file closes to departments
- Monday, September 29, 2014 – Merit increases will be reflected in job data
- Friday, October 17, 2014 – employees receive the first paycheck with salary increases
Additional University Employment

- If an employee’s primary position is non-exempt, the secondary department is often required to pay overtime for the secondary position.

- Whenever the employee’s primary rate of pay increases, you must increase the rate of pay on the secondary appointment.

- You do not need to send an updated HR-600 form; however, you must complete an ePAF to adjust the rate of pay.
Questions?

• You may e-mail your questions to 2014salaryincrease@ufl.edu.
  – **Faculty**: Academic Personnel Tel: 392-2477
  – **TEAMS/USPS**: Classification & Compensation Tel: 392-2477
Leave Administration
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
- Contact Leave Administration at 392-2477 with questions
Retirement
ING Name Change

- Effective September 1, 2014
- Announced in the August InfoGator
New TIAA-CREF Gainesville Office

• Executive Office Park on NW 43rd Street
  – Office hours are by appointment only
  – Phone (352) 377-0989

• 2 new local advisors
  – Ben Tyson
  – David Voth

• List of all investment providers including representatives

Retirement

Retirement Services strives to ensure employees are aware of and utilize the resources and tools available as they deal with financial planning and retirement concerns. This includes educating new employees about their retirement plan choices and facilitating the retirement process as employees near the end of their career. As the employer, Retirement Services is the liaison between employees and the State of Florida's Division of Retirement for the Florida Retirement System Pension Plan, the Florida Retirement System Investment Plan, and the State University System Optional Retirement Program.

Additionally, we administer plans to provide employees opportunities to maximize their retirement savings, including the UF 403(b) Plan, the UF Health Center 403(b) Plan, the FICA Alternative Plan, and the Special Pay Plan.
Revamped TIAA-CREF
Investment Lineup

• For UF and Health Center 403(b) Plans
  – Does not apply to State University System Optional Retirement Program
• Effective August 25, 2014
• TIAA-CREF mailed current participants a notification letter including a mapping schedule for current balances and future contributions for impacted funds
  – Participants can change investment allocations at any time
• To view investment performance chart
  – Go to www.hr.ufl.edu/retirement
  – Voluntary Savings Plan > 403(b) Plans > Scroll down to Resources and click on TIAA-CREF
  – Health Center 403(b) Plan > Scroll down to Resources and click on TIAA-CREF
Revamped TIAA-CREF Investment Lineup

- Proprietary lineup to open architecture lineup
- Added funds from Vanguard, T. Rowe Price, Oppenheimer, American Funds
- Addition of target date funds
- Included low cost index funds
- Increased investment funds from 14 to 16
  - Adding asset classes for more diversification options
  - Eliminated under-utilized funds
- Changed the mix of annuities to mutual funds
  - 10 annuities/4 mutual funds to 4 annuities/12 mutual funds
- Moving to institutional share class with lower expense ratio
InfoGator Redesign
InfoGator Redesign

• More news and features—including a new “Campus Spotlight” section
• Campus calendar of events
• Design responsive to mobile, laptop, iPad and desktop devices
• New sections, including “Department Administrators,” replacing InfoGator for Department Administrators
We want to hear from you!

• Have news you need to get out to campus? Submission information may be found under “Helpful Links” at bottom right corner of http://news.hr.ufl.edu

• Know someone who has received or deserves special recognition? Send news and suggestions via our new Campus Spotlight Submission form

• Send us items for the new Calendar of Events or any other feedback to hrscommunications@ufl.edu.
Important Dates

- **October 1<sup>st</sup>** – Next HR Forum
- **October 20<sup>th</sup> thru November 7<sup>th</sup>** – Open Enrollment
- **October 29<sup>th</sup>** – 9AM to 3PM – Benefits Fair (Touchdown Terrace)

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!