

HR FORUM



WELCOME

August 5, 2015

WORKING TOGETHER

FOR THE

GATOR GOOD



Agenda

- Electronic Document Management (EDM)
- Background Checks
- Careers at UF
- Salary Increases
- Proposed FLSA Changes
- Position Updates
- Benefits Reminders
- Important Dates



Electronic Document Management (EDM)



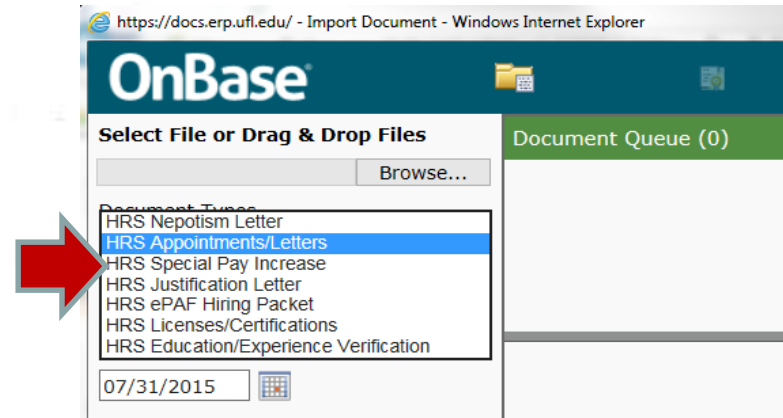
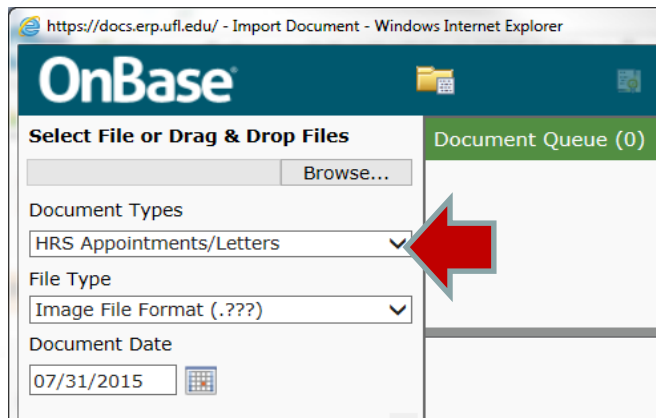
Electronic Document Management

- Electronic Document Management (EDM) went live on Monday, July 20th. Files can now be uploaded to ePAF.
- You can no longer fax to ePAF...even if you have an ePAF submitted prior to July 20th and you received a fax cover sheet. You upload any new documents to ePAF through EDM.
- No new security role is needed.
- Works with Internet Explorer 10 (and above) and Safari browsers.



Electronic Document Management

- You must use the drop down menu to choose the correct document type (except for Hire ePAFs). If you believe your document type is missing, please contact your Core HR office.





Careers at UF



Status

- Launched on July 13
- Number of Applications: 6500 +
- Number of Postings: 561
 - Faculty: 203
 - Staff: 250
- Number of Hits: 56,800+
- Number of People Trained: 393




Updates

- Security Request
 - Request role **and** department access
 - Originator: UF_N_JRQ Department Req Orig
 - Approver: UF_N_JRQ Department Req Appr
- Department Admin on Job Card /Requisition
 - Determines the permission access to the position



Updates

- Approver and Recruiter List
 - Posted in Careers at UF Toolkit
- Veteran Preference
 - Recruiters reviewing and qualifying
 - Denoted by flag 
 - Departments still need to check and verify
- Outside Ad Sources
 - Chronicle
 - Inside HigherEd



Open Lab

- Open Lab at Room 119, HRS Building
 - Thursday, August 13 from 2 p.m. to 4 p.m.
 - Tuesday, September 15 from 10 a.m. to 12 p.m.
 - Thursday, October 15 from 2 p.m. to 4 p.m.
 - Tuesday, November 10 from 10 a.m. to 12 p.m.



Resources

- Careers at UF/GatorJobs Toolkit
 - <http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/careers-at-uf/>
 - Simulations and Instruction Guides
 - Separate instruction guides for hiring managers and search committee members
 - Recruitment Checklists to assist you in navigating through UF recruitment process



UF BACKGROUND CHECK

435 Livescan Updates





435 Livescan

- Level 2 screening
- Specifically for those working:
 - in a childcare facility like BabyGator
 - for positions contracted/funded by the Florida Department of Children and Families
 - during summer in a summer camp



Requirements

- Effective as of July 6, 2015, for non-summer camps
- Establish Profile in the Agency of Health Care Administration clearinghouse (database) 
- Transmit fingerprints
- Submit photograph 
- Additional Information can be found on FL DCF website,
[http://www.dcf.state.fl.us/programs/backgrounds
creening/clearinghouse/](http://www.dcf.state.fl.us/programs/backgroundscreening/clearinghouse/)



Request Submission Process

- Forms, www.hr.ufl.edu/forms
 - **Non-Summer Camp:** Background Screening Request
 - **Summer Camp:** Background Screening Request for Summer Camps and Activities
 - Clearinghouse Applicant Request Form
 - *Must be faxed to Recruitment & Staffing one day prior to fingerprinting appointment*
 - Call the Background Check team at 352-392-2477 to set up an appointment
- Contact the Background Check team with Recruitment and Staffing for revised instructions on conducting 435 livescan remotely



Contact

- Phone Number: 352-392-2477
- Fax Number: 352-846-0668
- Email: HRSBackgrounds@admin.ufl.edu



Salary Increases



Salary Increases

- On Monday, President Fuchs announced an increase to the minimum hourly wage for TEAMS and USPS employees and a merit-based pool for faculty and staff.
- Effective January 1, 2016, the minimum hourly wage for TEAMS and USPS employees will increase from \$10 per hour to \$12 per hour.



Salary Increases

- In addition, a 2.5 percent merit-based pool for salary increases will be established for eligible faculty and staff, effective January 1, 2016.
- Employees covered under a collective bargaining agreement are subject to union negotiation and approval.



Salary Increases

- Additional details regarding eligibility criteria and the process for implementing the salary increases will be forthcoming.
- You may also e-mail your questions to salaryincrease@ufl.edu.
 - **Faculty:** Academic Personnel Tel: 392-2477
 - **TEAMS/USPS:** Classification & Compensation Tel: 392-2477



Proposed FLSA Changes



Proposed Changes to FLSA

- On July 6, 2015, Department of Labor (DOL) issued a Notice of Proposed Rule Making that was published in the Federal Register.
- The DOL has proposed increasing the minimum salary to be exempt from \$455/week (\$23,660) to \$970/week (\$50,440).
- While industry experts expected the proposal to include revisions to the duties tests, the proposal does not include specific changes to the tests.



Proposed Changes to FLSA

- UF currently has 4,384 exempt TEAMS/USPS employees.
- Of that population, 1,555 (35.4%) earn an annual salary less than \$50,440.
- In total, there are 165 job classifications that have one or more employees earning less than the proposed salary threshold.



Top 14 Classifications

Title	Number	Title	Number
Biological Scientist	200	Education/Training Programs, CRD 2	36
Biological Scientist, Sr.	134	Education/Training Programs, CRD 1	32
Student Affairs, CRD 2	54	Maintenance Supervisor	26
Research PROG/SVCS, CRD 2	49	Laboratory Manager	24
Research PROG/SVCS, CRD 1	46	Academic Support SVCS, CRD 2	23
Clinical Programs, CRD 3	44	Development/Alumni AFF, CRD 1	23
IT Expert	41	Library Associate 2	23



Top 12 Units

Unit	Number	Unit	Number
IFAS	360	College of Veterinary Medicine	56
College of Medicine	244	Sponsored Research	56
Enrollment Management	84	Information Technology	46
Student Affairs	61	Human Resource Services	36
College of Medicine - Jacksonville	60	Housing and Residence Education	35
University Libraries	57	College of Liberal Arts and Sciences	35



Proposed Changes to FLSA

- The proposal is open for public comment until September 4, 2015.
- After the comment period closes, DOL will review the comments and issue the final rule sometime in 2016.



Position Updates



Position Updates

- Classification & Compensation continues to work with colleges and department HR contacts to update missing position descriptions.
- As of Monday, there are 436 (240 TEAMS) active filled positions that do not have a position description in position management.
- If you need a list of positions in your area that are missing descriptions, please email compensation@ufl.edu.



Benefits Reminders



PeopleFirst Premium Posting Changes



Benefits Reminders

PeopleFirst Premium posting changes

- Payroll deductions beginning 7/10/15 will apply to any outstanding underpayments from the past 24 months
- Temporary suspension of insurance may result until past and current balances are paid in full
- PeopleFirst sends letters to employees every month for any outstanding underpayments
- Employees should remit payment directly to PeopleFirst if they receive an underpayment letter
- Questions should be directed to PeopleFirst Service Center (866) 663-4735



Sick Leave Cashout



Benefits Reminders

Sick Leave Cashout Ending June 30, 2016, for TEAMS, USPS, and out-of-unit Faculty

- Currently sick leave is paid out for TEAMS, USPS employees & out-of-unit Faculty separating from UF as a result of **retirement** or **death** as follows:

➔ Hired prior to 4/1/2010 <u>AND</u> 10+ yrs service:	¼ of balance, up to 480 hours max
Hired prior to 4/1/2010 with less than 10 yrs service:	not eligible for sick leave cashout
Hired 4/1/2010 or after:	not eligible for sick leave cashout



Benefits Reminders

Sick Leave Cashout Ending (continued)

- Active employees and qualifying employees in DROP must retire/terminate employment by **June 30, 2016**, to be eligible for Sick Leave Cashout
- In-unit faculty hired prior to 04/01/2010 will continue to be cashed out for sick leave after 6/30/2016 in accordance with UF's leave administration policy
- **Leave Cashout Chart** found on the HR website here:
http://hr.ufl.edu/wp-content/uploads/docs/leave_cash_out_chart.pdf



Salary Plan	Full-time Vacation Accrual per pay period	Full-time Sick Leave Accrual per pay period	Full-time Post Doc Leave Accrual per pay period	Vacation: End of Year Conversion to Sick Leave	Overtime Comp Leave (>40 hours)	Regular Comp Leave (>FTE)	Special Comp Leave (>FTE)	Cashout Lifetime Maximums		
								Vacation	Sick	
TEAMS Non-Exempt (Hourly)**	6.769 hours	4 hours	N/A	>352 hours	Applicable	N/A	Applicable	Up to 200 hours	<p>TEAMS AND USPS SEPARATIONS EFFECTIVE 01/01/2012 AND OUT-OF-UNIT FACULTY EFFECTIVE 02/17/2012: Employees shall not be paid for any unused sick leave upon separation from employment except in the following circumstances: upon separation from University employment as a result of retirement on or before June 30, 2016, *Hired prior to 4/1/2010 AND 10+ yrs service: one-quarter of balance up to 480 hours *Hired prior to 4/1/2010 with less than 10 yrs service: not eligible for sick leave cashout *Hired 4/1/2010 or after: not eligible for sick leave cashout *Hired prior to 4/1/2010 AND 10+ yrs service: ¼ of balance up to 480 hours *Hired 4/1/2010 or after: not eligible for sick leave cashout</p>	
TEAMS Exempt (Salary)**	6.769 hours	4 hours	N/A	>352 hours	N/A	N/A	N/A	Up to 200 hours		
USPS Non-Exempt (Hourly)*	*0-5 yrs service: 4 hours *5-10 yrs service: 5 hours *10+ yrs service: 6 hours	4 hours	N/A	>240 hours	Applicable	N/A	Applicable	Up to 200 hours		
USPS Exempt (Salary)*	*0-5 yrs service: 4 hours *5-10 yrs service: 5 hours *10+ yrs service: 6 hours	4 hours	N/A	>240 hours	N/A	Applicable	Applicable	Up to 200 hours		
Out-of-unit 12-month Faculty**	6.769 hours	4 hours	N/A	>352 hours	N/A	N/A	N/A	Up to 200 hours		
Out-of-unit 9/10-mo. Faculty, 9/10-mo. TEAMS**	N/A	4 hours	N/A	N/A	N/A	N/A	N/A	N/A		
In-unit 12-month Faculty**	6.769 hours	4 hours	N/A	>480 hours	N/A	N/A	N/A	Up to 352 hours		
In-unit 9/10-mo. Faculty, 9/10-mo. TEAMS**	N/A	4 hours	N/A	N/A	N/A	N/A	N/A	N/A		
Post Docs**	N/A	N/A	5 hours	N/A	N/A	N/A	N/A	N/A		N/A
OPS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		N/A

*USPS employees are eligible for a Personal Holiday, which has no cash value upon termination.

**TEAMS employees, Post Docs, and 12 month faculty are eligible for 4 Personal Leave Days, which have no cash value upon termination.



Affordable Care Act (ACA) SSN/TIN clean-up



Benefits Reminders

Affordable Care Act (ACA) SSN/TIN requirement:

- ACA requires reporting of minimum essential health insurance coverage information to the IRS by State of Florida and GatorCare
- Employees subject to financial penalties from IRS for failure to report valid SSN/TIN for dependents
- Employees with missing SSN/TIN will need to provide the information
 - PeopleFirst will contact employees on state plans
 - UF Benefits will contact employees on GatorCare plans
- If dependent(s) do not have SSN/TIN, employee must contact IRS



Family Medical Leave Act (FMLA)



Benefits Reminders

Family and Medical Leave Act (FMLA)

- All Faculty, TEAMS, USPS, and OPS employees (including Post Doc Associates) are eligible for 12 work weeks of FMLA leave if they meet the following requirements:
 1. They have worked at least 12 months for UF (need not be consecutive) **AND**
 2. They must physically work at least 1,250 hours during the 12 months prior to the start of FMLA leave
- Questions should be directed to UF Benefits at 352-392-2477 or benefits@ufl.edu.



Open Enrollment / Benefits Fair



Benefits Reminders

2015 Benefits Open Enrollment - Save the Date!

Open Enrollment Period

- October 19 - November 6
- Opportunity to make changes to State of Florida and UFSelect plans for the 2016 calendar year
- Benefits Office will be closed on Nov 6th in observance of UF Homecoming Holiday

UF Benefits Fair

- Date: Wednesday, October 28
- Time: 9 a.m. to 3 p.m.
- Location: Touchdown Terrace at the Stadium



Update to Benefits Email

After 7/29/15, if you receive an “undeliverable message” you will need to clear your email cache.

To clear cache:

- If address begins to auto populate, click on the X to the right of the address and retype benefits@mail.ufl.edu to save the new changes

Contact UF Benefits for questions or issues at
352-392-2477



Important Dates

- New Faculty Orientation – August 19-20
- Next HR Forum – September 2
- Title IX Training – September 29-30
- Open Enrollment – October 19 – November 6
- Benefits Fair – October 28



**Thank you for
attending the HR Forum!**

WORKING TOGETHER

FOR THE

GATOR GOOD