Agenda

• Name Changes and W-4’s
• Salary Increases
• On Target Update
• Position Updates
• Superior Accomplishment Award
• Wellness
• Benefits Reminders
• Important Dates
Name Changes and W-4’s

- Name changes no longer require employees to fill out a paper W-4.
- New form on the HR Forms page: Name Change Request Form. This form needs to be filled out and sent to Central HR along with an updated copy of the employee’s SS card.
- If the employee wishes to make any changes to their W-4, they can do so anytime by navigating to: My Self Service > Payroll and Compensation > W-4 Tax Information.
Name Changes and W-4’s

• Paper W-4’s should only be filled out and attached to ePAFs for new hires that need to complete onboarding paperwork and cannot go through GatorStart (foreign nationals)

• If a current employee needs to change their mailing address, they can update it in myUFL at My Account > Update My Directory Profile. If a terminated employee needs to update their mailing address (esp. to receive W-2 in next year), they need complete the Former Employee Address Change Form available on the HR Forms page
Salary Increases

- Effective January 1, 2016, the minimum hourly wage for TEAMS and USPS employees will increase from $10 per hour to $12 per hour.
- 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

Eligibility Criteria

• To be included in the raise file, employees must be hired on or before November 27, 2015. Additions for hires after November 27th should be emailed to salaryincrease@ufl.edu

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

Eligibility Criteria, continued

- 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, 2015, are also not eligible for a merit increase.
Salary Increases

- **November 30, 2015 (Monday)**—Raise File will be available to departments for reviewing salary increases. An instructional guide with directions on how to review the Raise File will be provided.

- 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 submit the request to salaryincrease@ufl.edu by end of business December 11, 2015.
Salary Increases

- **Friday, December 11, 2015, 5:00 PM** – Raise File will be closed to departments
- **Friday, December 18, 2015** – Increases will be loaded into myUFL
- **Monday, December 21, 2015** – Increases will be reflected in Job Data in myUFL
- **Friday, January 22, 2016** – Employees receive the first paycheck with salary increases
Salary Increases

- Remember to account for any planned merit increases for employees on leave of absence
- Position actions for raise eligible employees will be discouraged for the following dates:
  - November 30, 2015 – December 18, 2015
Salary Increases

• You may also e-mail your questions to salaryincrease@ufl.edu
  o **Faculty**: Academic Personnel Tel: 392-2477
  o **TEAMS/USPS**: Classification & Compensation Tel: 392-2477
On Target Updates
On Target Update

• This week, HRS will launch a new job families page
  o Includes titles proposed by the workgroups as well as current titles that will continue to be used
  o Organized into 16 proposed job family groups
  o Provides detailed information regarding the duties and minimum qualifications

• Viewed at http://hr.ufl.edu/teams-titles/
UF On Target Classification Project

Good Job. Right Title. Great Results.

The UF “On Target” Classification Project is designed to identify job titles for TEAMS employees that more accurately reflect what they do. Select from the categories below to view further information about the job families.

- **Accounting & Finance**
  - examples include: Accountant; Financial Analyst; Fiscal Assistant

- **Administration & Management**
  - examples include: Assistant Director; Associate Director; Director

- **Agricultural & IFAS Operations**
  - examples include: Extension Program Assistant; Extension Program Manager; Farm Manager

- **Animal & Veterinary Care**
  - examples include: Farrier; Animal Hospital Surgical Technician; Veterinary Diagnostic Lab Assistant

- **Communications, Sales & Marketing**
  - examples include: Account Manager; Graphic Designer; Marketing Specialist

- **Development & Alumni Affairs**
  - examples include: Development Coordinator; Assistant Director of Development; Associate Director of Development
On Target Update

• September 18 - Training for HR Managers and contracts. Register through myTraining
• October - Implement a process to allow units to map current positions to the new classification system
  – Will also be asking for supervisory information
• Mid-November – File closes to departments
On Target Update

• November – February: Job titles reviewed and transitioned in a phased approach by job family

• Position actions for TEAMS employees will be discouraged for the following dates:
  o Submit reclassification requests by September 25
  o If changes to the On Target 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 ontarget@ufl.edu
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 229 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
Superior Accomplishment Awards
Superior Accomplishment Awards

• Nomination period:
  o Monday, September 7 - Friday, October 30

• Award Amounts:
  o Divisional Winners: $200
  o University Winners:
    ▪ 8, $2000 award winners
    ▪ 8, $1000 award winners
  o 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:
  o August 1, 2014 - July 31, 2015

• Submit nomination form and support letters to Divisional Chairs by October 30, 2015
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
Community Service and Diversity & Inclusion Awards

- **Community 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 -- Charlotte Simmons, 273-3433
• Div 5- Health Affairs -- Erin Sanetz, 294-5009
• Div 6- Student Affairs -- Myra Morgan, 392-1265
• Div 7- Business Affairs -- Matthew Williams, 392-7578
• Community Service Award – Josh Funderburke, 392-1215
• Diversity & Inclusion Award Contact – Elnora Mitchell, 273-1725
Wellness
Monthly Wellness Workshops

Attend Wellness Wednesdays in-person or online. Talks are held the first Wednesday of each month from noon-1 p.m. in the HRS Building, Room 120.

- **September:** Campus Food Resources
- **October:** Fall Vegetable Gardening in Raised Beds
- **November:** Diabetes Prevention
- **December:** Your Perfect Guide to a Healthy Weight

Visit [news.hr.ufl.edu/wellness](http://news.hr.ufl.edu/wellness) to learn more.
Free Yoga for Faculty and Staff

Classes will be held throughout campus in September:

- Tues. 9/1  5:15-6:15 pm, Terrace Room G400, Norman Hall
- Wed. 9/9  4-5 pm, Advocacy Center, Levin College of Law
- Mon. 9/14  12-1 pm, Conference Room 122, Frazier Rogers Hall
- Fri. 9/18  12-1 pm, Room 2161, Clinical & Translational Research Bldg.
- Mon. 9/21  12-1 pm, Florida Gym
- Thurs. 9/24  4-5 pm, Room 118, Building C, College of the Arts
- Mon. 9/28  11:45 am-12:35 pm, Room 100, Smathers Library East

Bring a mat and wear clothes comfortable for movement.
Upcoming Programs and More

• Six week tobacco class for employees and family members starts Tuesday, September 15th, 5-7 p.m.
  o Call 352.733.9202 for more information and to enroll
• Four week mindfulness training starts Tuesday, October 1, 2-4 p.m.
  o See the September InfoGator for details and application
• Guidelines for participating in Wellness programs
• Lactation Room Signage available for use

If you have questions or would like to sign up for the Wellness Listserv, please email hrs-wellness@ufl.edu.
Benefits Reminders
Benefit Reminders

2015 Benefits Open Enrollment

Open Enrollment dates are October 19 - November 6, 2015
• 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 — make elections early in case you need assistance from Benefits Office.

UF Benefits Fair—Save the Date!
• Date: Wednesday, October 28
• Time: 9 a.m. to 3 p.m.
• Location: Touchdown Terrace at the Stadium
Benefits Reminders

Preparing for Benefits Open Enrollment

• Confirm mailing address is correct in the UF directory

• State Plans through PeopleFirst
  o PFID can be found in the myUFL portal thru: Self Service > Benefits >Dependent and Beneficiary Information link
  o Passwords to access your state benefits expire every 90 days. To reset, log onto the People First web site and follow “Forgot Password” instructions. For further assistance call 1-866-663-4735.
  o Watch for State OE packets around mid-October

• UFSelect Plans and GatorCare information coming soon through work email address and monthly InfoGator newsletters

• Questions--call 352-392-2477 or email benefits@ufl.edu
Benefits Reminders

Sick Leave Pool Open Enrollment begins October 1

- October 1 to October 31
- 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 30
- Information and forms found here: http://hr.ufl.edu/benefits/leave/sick-leave/sick-leave-pool/
- Contact Leave Administration at 392-2477 or email central-leave@ufl.edu with questions
Benefits Reminders

Nine- and Ten-month Faculty

• Normal payroll deductions for health, life, optional and supplemental insurance for State and UF plans will resume on the September 4th paycheck to align with the nine- and ten- month appointment pay cycle

• Questions regarding deductions—call 392-2477 or email benefits@ufl.edu
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
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 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
Important Dates

- Title IX Training – September 29-30
- Next HR Forum – October 7
- Open Enrollment – October 19 – November 6
- Benefits Fair – October 28
- Tenth Annual Equity & Diversity Conference – November 5
Thank you for attending the HR Forum!