Agenda

• Credit Union Deductions from Employees’ Paycheck
• Student Employment
• Employment of Relatives
• Rehire Retiree
• Electronic Document Management
• Form I-9
• E-Verify
• On Target Update
• Benefits Reminders
• UF Climate Survey
• Important Dates
Credit Union Deductions from Employees’ Paycheck
Effective 1/1/16, UF will no longer allow credit union deductions directly from employees’ paychecks.

Due to advances in technology, it is no longer necessary for these deductions to be taken by UF on behalf of its employees.

This change does not impact the direct deposit of paychecks.
• Currently, 1700 employees have credit union deductions.
• Monthly email reminders will be sent to employees with credit union deductions.
• The emails include Frequently Asked Questions to help employees make the transition.
Student Employment
Student Employment

Proposed Change in the Location for Processing Student OPS Appointments

• Currently, Student Financial Affairs (SFA) is the primary office responsible for processing Student OPS appointments. Since the process began, SFA has partnered with Human Resources (HR) to ensure the consistent and accurate appointment of OPS students on the University of Florida campus.

• In an effort to streamline personnel processes on our campus, SFA and HR are considering relocating this function to the central HR office. Both offices are in agreement that this change will yield significant benefits to students and departments campus-wide.
Student Employment

• Proposed Change in the Location for Processing Student OPS Appointments

• Benefits:
  • One location for all OPS processing. Centralization of the Student OPS processing function will allow all OPS processes to be done in one location.
  • Increased efficiency. Staff will be better able to address OPS issues without the added responsibilities that currently exist in SFA.
  • Increased HR staff. This will allow for additional support for all OPS processing.

• Questions/Thoughts/Comments
Employment of Relatives
Employment of Relatives

• New website regarding Employment of Relatives (Nepotism)

• Old forms will be accepted until October 23. After that time, old forms will be returned.

• Please note a organizational chart must be attached and the form must be completed PRIOR to the start date of the related employee.

• If faculty are included, form must be approved by the Provost, then sent to HR for approval.
Rehire Retiree
Rehire Retiree

Form is no longer required by HR, however, guidelines must still be followed:

- Florida Statute, Chapter 121, defines a retiree as:
- A person who has received any benefits, regardless of age, under the FRS Pension Plan (FPP), including DROP, or
- A person who has taken a distribution, regardless of age, including a rollover or withdrawal, from the FRS Investment Plan (FIP), or
- A person who has taken a distribution of employer contributions, regardless of age, including a rollover or withdrawal, from the State University System Optional Retirement Program (SUSORP), or
- A person who has taken a distribution of employer contributions, regardless of age, including a rollover or withdrawal, from any other optional retirement plan offered by the State of Florida.
Rehire Retiree

A retiree may not be employed, in any capacity, for 6 calendar months after their retirement or distribution (withdrawal) date. A retiree may be employed during the 7th – 12th calendar months after their retirement or distribution (withdrawal) date provided the retiree ceases receiving retirement benefits during these months. After 12 months there are no State of Florida restrictions on reemployment.

Caution: The reemployment laws are very complex and there are no exceptions. Returning to work for an FRS participating employer may after you retire may have significant financial consequences.
Rehire Retiree

Additional Resources:

UFHR – Rehire Retiree

myFRS

FRS Flyer for Pension

FRS Flyer for Investment
Electronic Document Management
Electronic Document Management

• Electronic Document Management (EDM) has been live in ePAF since July 20th.

• The system is working well overall. EDM uses Internet Explorer 10 and above or Safari 8.0 and below. If you notice any issues, please let us know in Recruitment & Staffing.

• Main issue: when a file is uploaded to ePAF through EDM (with the exception of Hire ePAFs) it is saved directly into the individual’s electronic personnel folder. Many ePAF users are not choosing a document type in ePAF, therefore documents in their personnel files are not labeled correctly and may be overlooked.
Electronic Document Management

- You must use the drop down menu to choose the correct document type (except for Hire ePAF*s).
Electronic Document Management

- You should not be uploading any document types that are not listed on the drop down menu or including multiple documents with the main document. For instance: attaching an I-9 or including Identification documents like a SS card or Permanent Resident card along with an Appointment Letter.

- If you have uploaded incorrect documents or associated the incorrect document type in ePAF, please contact Recruitment & Staffing for assistance.
Form I-9
Form I-9 for New Hires and Rehires

- Required by United States Citizenship and Immigration Services (USCIS) for all new hires and rehires
- Must complete Section 1 of the form by the employee either before or by the day the employee begins employment
- Must completed Section 2 of the form by the hiring department within three business days of the employee’s first day of employment
- Complete outside of these timelines will be considered late and will subject to monetary penalty and potential criminal penalty and contract debarment
Form I-9 for Re-verifying Existing Employees

- Must re-verify existing employees’ work authorization prior to expiration
  - Except for expired Permanent Resident Card and List B items
- Must complete Section 3 of Form I-9 to re-verify the employee’s work authorization
- Submit to Recruitment and Staffing to update in PeopleSoft
Form I-9 Resources

- Form I-9
  www.hr.ufl.edu/forms

- Form I-9 Webpage
  www.hr.ufl.edu > Manager Resources > Recruitment & Staffing > Recruitment Resources > Completing the Form I-9

- Visa Expiration Report
  myUFL > Main Menu > Enterprise Reporting > Access Reporting > Human Resources Information > Workforce Information
E-Verify
E-Verify

- Required for all new hires and rehires to ensure they are eligible to work in U.S.
- Must submit E-Verify inquiries to USCIS through the UF Onboarding/I-9 Management system within three business days of the employee’s first day of employment
E-Verify

- Monitored by United States Citizenship and Immigration Services (USCIS)
  - Late Submissions
  - Inappropriate handling of tentative non-confirmation and final non-confirmation cases
- Auditing conducted by Immigration Compliance Enforcement (ICE) based on the reporting of above incidents
E-Verify Roles & Responsibilities

• Hiring departments submit E-Verify inquiries
• Recruitment and Staffing manages the rest of the process and statuses
  o Closing Employment Authorized
  o Processing SSA/DHS Incomplete
  o Reconciling SSA/DHS Tentative Non-confirmation
  o Disputing/Handling Final Non-confirmation
E-Verify Resources

• E-Verify website
  www.hr.ufl.edu > Manager Resources > Recruitment and Staffing > E-Verify

• Recruitment and Staffing
  Phone: 352-392-2477
  Email: employment@ufl.edu
On Target Update
On Target File

• Goes live today in myUFL
• myUFL > Main Menu > Workforce Administration
• Security roles needed to review the UF On Target review file are:
  - UF_EPAF_Department Admin
  - UF_EPAF_LEVEL I Approver
Project Timeline

- **October 7 – October 21**: Open comment & feedback period from university community
- **October 7 – November 13**: HR Managers and Supervisors complete UF On Target file for all TEAMS employees
- **October 7** – new job codes available for postings
- **November – February**: Implementation will be phased by job family starting in November into early February

New Job Codes MUST be entered into myUFL by **November 13th**
HR Reps & supervisors review the TEAMS Titles website

HR Reps generate the UF On Target File in Excel format from myUFL

HR Reps distribute the On Target file in Excel format to supervisors in their department

Supervisors review the new job title descriptions in comparison with their employees’ existing job descriptions

Supervisors discuss with employees proposed new job titles

Supervisors enter new job codes & supervisory information into the Excel spreadsheet and send to HR Rep

HR Reps receive Administrative approval for all new job codes

HR Reps enter the data in the UF On Target file in myUFL by November 13th

Classification & Compensation reviews new job codes
TEAMs Titles website
- Launching pad for managers and campus HR representatives to identify new titles
- Provides information about expected next steps to be taken by work units across campus
- Provides resources, time frames, and FAQs to support campus
- www.hr.ufl.edu/teams-titles
Campus Feedback

• We are currently working on titles to address the following
  o Academic Programs
  o Teaching Lab Specialists
  o Engineers
  o Research Coordinators
Open Lab Sessions

• Managers and supervisors play an important role in ensuring their employees are slotted into the appropriate classifications.
• October 12 and October 19, Classification and Compensation will be available to answer questions.
• To register, please login to http://mytraining.hr.ufl.edu and search for course GET068.
Questions

• Please contact Classification and Compensation at 392-2477 or 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 187 active TEAMS 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
2015 Benefits Open Enrollment

Open Enrollment Period
- October 19 - November 6
- **Deadline is 11/6/15 at 6 pm EST**
- Enroll/Mak changes for the 2016 calendar year
- UF Benefit is closed for the Homecoming Holiday on 11/6/15 -- contact us *early if assistance is needed*

UF Benefits Fair
- Date: Wednesday, October 28
- Time: 9 a.m. to 3 p.m.
- Location: Touchdown Terrace at the Stadium
- Insurance & retirement plan vendors & staff will be present
- Flu shots available—bring your UFID and insurance ID card
2015 Benefits Open Enrollment

Preparing for Benefits Open Enrollment

• Confirm your mailing address is correct in the UF directory

• **Obtain your PeopleFirst ID (PFID) & password**
  o Look in myUFL portal at: *My Self Service > Benefits > PFID and Beneficiary Information link*
  o Passwords expire every 90 days
  o Lost password – click the “Forgot Password” link on [People First web site](http://www.peoplefirst.ufl.edu)
  o Watch for State OE packets around mid-October

• Choose your plans carefully. Completed elections are final

• UFSelect and GatorCare plans are completed via the myUFL portal ONLY

• Questions--call (352) 392-2477 or email [benefits@ufl.edu](mailto:benefits@ufl.edu)
2015 Benefits Open Enrollment

Available Benefit Programs:

• UFSelect Voluntary Benefits & GatorCare Health (UF Plans)

• People First Benefits (State Plans)
  o Statements mailed starting Oct. 5 to eligible employees
  o Ineligible OPS- watch for COBRA letters to continue coverage

NOTE: Eligibility varies by employee group & other criteria. Review more at:  http://hr.ufl.edu/benefits/new-employees/eligibility-and-enrollment/

Contact the Benefits Office with questions regarding eligibility by emailing benefits@ufl.edu or calling 392-2477.
2015 Benefits Open Enrollment

Which system do I use to enroll?

State Plans
- Logon to the People First website or
- Call 1-866-663-4735 to enroll by phone

UFSelect and/or GatorCare plans
- Logon to myUFL portal
- Navigate to: Main Menu > My Self Service > Benefits > Benefits Enrollment

- Use Instruction guides/tutorials on the Benefit Enrollment webpage
- Changes from a state plan to a similar UF plan (or vice versa), requires 2 transactions -- one in each system to avoid duplicate coverage
- OE elections must be completed by 6pm Eastern Standard time on 11/6/15
- OE elections are effective 1/1/16
2015 Benefits Open Enrollment

UFSelect- UF voluntary plans -enroll via myUFL Self Service

- Plan options:
  - Eagles Dental
  - Humana Vision
  - Disability – no guarantee issue; medical application required
  - UF Term Life – OE limits
    - $10,000 employee
    - $5,000 spouse and children
    - Medical application required for coverage over OE limits
- Post-tax plans
- Visit UF Benefits website for plan information
- Eligible groups:
  - UF Faculty, TEAMS, USPS
  - Clinical Faculty, Housestaff - Residents/Interns
  - Post Doc Associates
  - Vet Medicine Residents & Interns
- OPS, GA’s, Fellows, & Adjunct Fac. are not eligible
2015 Benefits Open Enrollment

GatorCare will continue for the respective groups
- Medicine - Clinical Faculty, Housestaff Residents, Interns, Clinical Post Docs
- Dentistry - Residents
- Vet Medicine - Residents and Interns
- Academic Post Doc Associates
- Graduate Assistants on appointment
- UF Domestic Partners & same sex spouses

- Plan changes for 2016:
  - GatorCare Options *(for Post Doc Associates and Vet Med only)*—increased calendar year deductibles effective 1/1/16
Plan changes for 2016 -- continued:

- GatorCare Domestic Partner plan change
  - With change in the definition of legal spouse, employees have accessibility to the State Health plans
  - Domestic partner coverage will remain an available option
  - Tax gross up will be eliminated for all participants effective January 1, 2016
  - Participants will be notified of the gross up change and may review plan options in the upcoming open enrollment
2015 Benefits Open Enrollment

- **State/PeopleFirst Changes to Life Insurance:**
  - **Basic Life rates decreasing for 2016**
    - Payroll deductions in December 2015 will reflect the new 2016 rates
  - **New Dependent Life Insurance option available 1/1/16**
    - Employees enrolled in basic life may cover *legal spouse* and *eligible children*
  - **Optional Life enrollment available during Open Enrollment**
    - During OE only, eligible employees not currently enrolled in optional life may enroll for *1x annual salary* (guaranteed issue)
  - For details visit the state’s [mybenefits](#) website
State/PeopleFirst Eligibility:

- OPS/Variable hour employees are eligible for state benefits if:
  - No prior state service & expected to work 30 hrs or more per week on average.
  - Hired to work less than 30 hrs/wk, but at the end of their 12-month new hire measurement period, hours worked averaged 30 hrs/wk or more.
  - At the end of the 12-month open enrollment measurement period, their hours worked averaged 30 hours or more per week.

- OPS who work less than 30 hrs/wk on average over a defined measurement period are not eligible for coverage.

- OPS employees eligible to participate in State benefits will receive an open enrollment packet from PeopleFirst to their mailing address.

- **OPS, TEAMS & Faculty** – A job change or rehire among the 3 employee classifications does not result in automatic benefit eligibility. Consult the state’s [Qualified Status Change matrix](#) for further guidance.
# State’s Qualified Status Change Matrix

<table>
<thead>
<tr>
<th>Definition</th>
<th>Documentation REQUIRED Where Noted</th>
<th>Health and Supplemental Plans</th>
<th>Basic and Optional Life</th>
<th>MRA/LPMRA</th>
<th>DCRA</th>
</tr>
</thead>
<tbody>
<tr>
<td>14. OPS employee moves to a salaried FTE position with no break in service³</td>
<td>REQUIRED: Appointment PAR</td>
<td>If enrolled as an OPS employee, no changes allowed</td>
<td>Basic – if eligible, but not enrolled as OPS and appointment to</td>
<td>Subscriber may enroll</td>
<td>If enrolled as an OPS employee, election continues as a permanent employee (###)</td>
</tr>
<tr>
<td>15. Salaried FTE or OPS commences LWOP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Salaried FTE term (meaning last day worked) and rehire within one full calendar month</td>
<td>If return from termination</td>
<td>remainder of the stability period</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. OPS employee return from break in service</td>
<td>REQUIRED: Appointment PAR</td>
<td>Treat as OPS new hire #11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Salaried FTE termination (meaning last day worked) and return after one full calendar month</td>
<td>REQUIRED: Appointment PAR</td>
<td>If no break in coverage, no changes allowed</td>
<td>Basic – if appointed to a full-time salaried (FTE 1.0) position, subscriber automatically enrolled</td>
<td>Subscriber may enroll or continue election if personal payments made during termination; otherwise, may not enroll twice in same calendar year</td>
<td>May enroll</td>
</tr>
</tbody>
</table>

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³Throughout this document a break in service for OPS employees is defined as, termination of employment or unpaid leave (other than FMLA, jury duty or military leave) that exceeds 13 consecutive weeks (26 for employees of academic institutions), or a break between four weeks and 12 (13) weeks if the period of service prior to the break is less than the period of the break.
Benefits Reminders

- Affordable Care Act (ACA) – Social Security/Tax ID number requirements
- ACA requires reporting for 2016 on State and GatorCare plans
- Employees with missing dependent SSN/TIN’s are subject to IRS penalties
- Check dependent information to ensure it is complete/updated by the end of Open Enrollment
  - PeopleFirst will also remind employees on State plans
  - UF Benefits will also remind employees on GatorCare plans with instructions for updating
- If dependent(s) do not have SSN/TIN employee must contact IRS
- Do not send SSN/TIN by email
Sick Leave Pool Open Enrollment October 1st- 31st

- SLP enables participating employees to combine a portion of their individually accrued sick leave for collective use
- Members may draw upon the pool when individual leave is depleted due to personal catastrophic injury or illness (approval from SLP committee is required)
- To participate:
  - 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

(continued)
Sick Leave Pool Open Enrollment (continued)

- Verify if you are already a member by checking status in My Self Service > Benefits > Benefits Summary. This indicates current membership:

<table>
<thead>
<tr>
<th>5X UF Sick Leave Pool</th>
<th>UF Sick Leave Pool</th>
</tr>
</thead>
</table>

- Current members of the Sick Leave Pool do **not** need to rejoin
- Applications must be received by Central Leave by **October 31st**
- Contact Central Leave at 392-2477 or email central-leave@ufl.edu with questions
ORP Plan Service Fee

• Division of Retirement requested that Florida SUSORP vendors implement plan service fees by 7/1/15
  o Fee is paid to service providers for administrative costs
  o Fee amounts vary by service provider
  o Will typically appear as “Plan Servicing Fee” on statements and online accounts
• Fee information will appear on quarterly statements and online beginning with quarter ending 9/30/15
Benefits Reminders

Important Dates to Remember

• 10/1 - 10/31: Sick Leave Pool Open Enrollment
• 10/19 - 11/6: Benefits Open Enrollment
• 10/28/15: Benefits Fair at the stadium: 9 a.m. to 3 p.m.
• 10/30/15: 3rd paycheck of the month -- No benefit deductions
• 11/6/15: Last day of Open Enrollment & UF Homecoming Holiday (make OE elections before 11/6 in case you need help from Benefits staff)
• 11/6/15 - 11/19/15: December Leave Cashout entry dates (more information to follow in the November HR Forum)
UF Climate Survey
Faculty and Staff Climate Survey

- To provide information and benchmarking, UF will be conducting a campus climate survey this fall
  - President Fuchs announced the survey at his Sept. 24 State of the University Address to the Faculty Senate
  - All faculty (including adjunct faculty), post doctoral associates, and USPS/TEAMS staff will be invited to participate
    - This year, students surveyed through SERU
- The UF Faculty and Staff Climate Survey builds on the work of the UF President’s Council on Diversity, the Faculty Senate, and a long list of other campus participants and is informed by comparable work done at peer institutions
Assessing “Climate”

• Definition: Current attitudes, behaviors, standards and practices of an institution’s employees

• How measured:
  o Personal experiences
  o Perceptions
  o Institutional efforts

• Why measure?
  o To identify important issues related to workplace environment
  o To generate action plan to improve that environment
  o To benchmark against future campus climate assessments
Faculty and Staff Climate Survey

- Rankin & Associates will administer
  - External specialist in climate surveys
  - Provided nationally-tested survey instrument, adjusted for UF and approved by UF IRB
  - Entire process of administration, data collation, data analysis, and final report done by Rankin & Associates and informed by social science research on campus workplace climate
  - Sue Rankin is an emeritus faculty at The Pennsylvania State University and a senior research associate in the Center for the Study of Higher Education
- Survey is expected to open October 27 and close November 17
  - Distributed via an email from President Fuchs
- Information from survey will be available to campus next spring
Participation and Rewards

- Participation in the survey available via internet or by pencil and paper
- Best-practices for survey anonymity:
  - All information goes straight to Rankin & Associates
  - No data reported in units small enough to allow identification
- As with many surveys, incentives will be available:
  - Once out of the survey you will have the opportunity to enter for awards that will be handed out randomly
  - Incentives include things such as an iPad, athletic tickets, gift cards, two gift certificates for one semester of parking on campus, and more
- Encourage everyone to participate
Important Dates

• Open Enrollment – October 19 – November 6
• Benefits Fair – October 28
• November 4 – Next HR Forum
• Tenth Annual Equity & Diversity Conference – November 5
Thank you for attending the HR Forum!

WORKING TOGETHER FOR THE GATOR GOOD