

HR FORUM



WELCOME

November 4, 2015

WORKING TOGETHER

FOR THE

GATOR GOOD



Agenda

- Student Employment
- Workforce Analytics
- On Target Update
- Position Descriptions
- Salary Increases
- Benefits Reminders
- UF Climate Survey
- Important Dates



Student Employment



Student Employment

- Beginning November 6, 2015, the processing of Student OPS appointments and job postings will be relocated to the HR office.
- Federal Work Study appointments (FWS) and related job postings will continue to be processed by the Office of Student Financial Affairs (SFA).



Student Employment

Contacts

Federal Work Study: Ellen Young, 392-0296 or student_employment@ufl.edu

Student OPS Employment: Dinah Dolhomme, 392-2477 or student_employment@ufl.edu



Workforce Analytics



Workforce Analytics

- Workforce Analytics now available at <https://analytics.erp.ufl.edu/hr/>
- New role is required:
UF_N_HR_ANALYTICS_ALL
- This role is currently reserved for college level HR administrators and VP/Dean's.
- Additional access for department level will be provided soon.



UF On Target



On Target File

- File is currently live 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



On Target File

- As of November 2nd:
 - 2,048 entries have been made to the file
 - Represents 25.5% of total TEAMS positions



Units With No Entries

- Reitz Union
- Housing and Residence Education
- Student Government
- University Relations
- Sponsored Research
- Graduate School
- UF Information Technology
- Design, Planning, & Construction
- Office of the CFO
- General Counsel's Office
- O'Connell Center
- Business Services
- Planning, Design, & Construction
- College of Veterinary Medicine
- COM – Jacksonville
- College of Nursing
- Public Health and Health Professions
- College of Dentistry
- Student Health Care Center
- University Press
- UF Privacy Office
- UF Libraries
- Physical Plant Division
- Finance & Accounting
- Contracts & Grants
- Environmental Health and Safety



Project Timeline

- **October 7 – November 13:**
HR Managers and Supervisors complete UF On Target file for all TEAMS employees
- **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



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 174 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.



Salary Increases



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.
 - 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.



Salary 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, 2015, are also not eligible for a merit increase.
- OPS employees are not considered eligible for the salary increase program.



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 may be found at <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 salaryincrease@ufl.edu by 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

- 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 salaryincrease@ufl.edu. Changes should be submitted by end of business December 11, 2015.
- 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/>



Salary Increases

UF Raise Review

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value _____

Maximum number of rows to return (up to 300):

Department: begins with

Description: begins with

Fiscal Year: =

Raise Type: begins with

Effective Date: =

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Figure 1

Enter Department ID.
Enter the Raise Type field.
Staff = S15
Faculty = F15
Enter Effective Date = 01/01/2016



Salary Increases

Figure 2

Raise Review

UF Raise Processing

Below is a listing of employees eligible for raises in your department. Please review the information and enter/change the amounts of increase as needed. If an employee is not getting a raise, please remove the check under 'Process' which appears next to the Empl ID. If an employee needs to be added, deleted or moved to another Department ID, please contact the appropriate personnel office.

Raise Type: 2015 University Minimum and Merit Increase

Department: 11111111 ANY DEPARTMENT

Raise/Bonus Effective Date: 01/01/2016

Eligible Employees														
Process	Empl ID	Empl Rcd#	Status	Name	FTE	Sal Plan	Empl Class	Union Code	Freq	Component	Annual Salary	Raise Amount	New Salary	% Change
<input checked="" type="checkbox"/>	12345678	0	Active	Person, One	1.000000	TA12	REG		Annual	Across The Board	\$31,006.800	\$930.204	\$31,937.004	3.000
<input checked="" type="checkbox"/>	98765432	0	Active	Person, Two	1.000000	TA12	REG		Annual	Across The Board	\$41,600.000	\$1,248.000	\$42,848.000	3.000
<input checked="" type="checkbox"/>	87654321	0	Active	Person, Three	1.000000	TU2N	REG		Hourly	Across The Board	\$37,312.560	\$1,119.377	\$38,431.937	3.000

Department Totals			
Current Total Annual Salary:	\$109,919.360	Department Raise Total:	\$3,297.581
New Total Annual Salary:	\$113,216.941	Percent Change:	2.500



Salary Increases

- Remember to account for any planned merit increases for employees on leave of absence.



Salary Increases

- Position actions for raise eligible employees will be discouraged for the following dates:
 - November 30, 2015 – December 11, 2015
 - 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 the end of business **December 11, 2015.**



Salary Increases

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



Benefits Reminders



Benefits Reminders

Open Enrollment for 2016

- Last day of Open Enrollment is November 6--**elections must be submitted by 6 p.m. EST on November 6**
- Opportunity to make changes to State of Florida and UFSelect plans for the 2016 calendar year
- Changes made at Open Enrollment are effective January 1, 2016
- *Benefits Office will be closed on Nov. 6th in observance of UF Homecoming Holiday*
- Carefully review December and January paychecks to confirm insurance deductions for OE elections are correct.



December Vacation Leave Cashout

- TEAMS employees may cash out up to 16 hours of vacation leave in the pay period November 6-17
- Minimum balance of 40 hours of vacation leave required after end of pay period
- Cashout payment included on November 25 paycheck
- A toolkit, [Reporting December Leave Cash-Out](http://training.hr.ufl.edu/instructionguides/time&labo/r/reporting_december_cashout.pdf), is available to assist with this process
http://training.hr.ufl.edu/instructionguides/time&labo/r/reporting_december_cashout.pdf



2016 UF Holidays

New Year's Day

Friday, January 1

Martin Luther King, Jr.'s Birthday

Monday, January 18

Memorial Day

Monday, May 30

Independence Day

Monday, July 4

Labor Day

Monday, September 5

UF Homecoming

TBD

Veterans Day

Friday, November 11

Thanksgiving Holidays

Thursday, November 24 & Friday, November 25

Christmas

Monday, December 26



Retirement

2016 IRS Contribution Limits—no change from 2015 limits

	2015	2016
403(b) Elective Deferral (Traditional & Roth)	\$18,000	\$18,000
457(b) Deferred Compensation Plan	\$18,000	\$18,000
Age-based Catch-up (age 50 by 12/31)	\$ 6,000	\$ 6,000
415 Annual Addition Limit (ER + EE)	\$53,000	\$53,000

- 403(b) includes SUSORP voluntary and UF 403(b)
- 403(b) and 457(b) are separate limits allowing an employee to contribute the maximum in each plan
- Age-based catch-up applies separately to both 403(b) and 457(b) allowing contributions up to \$24,000 in each
- 415 limit includes SUSORP, UF 403(b) and UF AEF 403(b)



Benefits Reminders

Important Dates to Remember

10/30/15: 3rd paycheck of the month -- No benefit deductions were taken

11/6/15: Last day of Open Enrollment **AND** UF Homecoming Holiday (make OE elections **before** 11/6 in case you need help from Benefits staff)

11/6/15 - 11/17/15: December Leave Cashout entry dates (accelerated payroll close)

11/11/15: Veteran's Day Holiday

11/26/15 – 11/27/15: Thanksgiving Holidays



UF Climate Survey



**YOUR VOICE.
YOUR UF.**

**FACULTY & STAFF
CLIMATE INITIATIVE**

WORKING TOGETHER

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UF Climate Survey

- To provide information and benchmarking, UF has launched a faculty and staff climate survey, open now through November 17
- All faculty, post-doctoral associates, and staff have been invited to participate
- Rankin & Associates, Consulting – an external specialist in climate surveys (surveys for over 150 academic institutions) is coordinating this process for us
 - Rankin provided nationally-tested survey instrument, adjusted for UF and process of administration, data collation, data analysis, and a final report

*Students are surveyed annually through another instrument



UF Climate Survey

- What is climate?
 - Current attitudes, behaviors, standards and practices of an institution's employees
- How is it measured?
 - Personal experiences
 - Perceptions
 - Institutional efforts
- Why measure?
 - To identify important issues related to workplace environment
 - To generate action plans to improve that environment
 - To benchmark against future campus climate assessments



UF Climate Survey

- Survey opened October 27 and is expected to close November 17
 - Invitation to participate came from President Fuchs and UF Chair of the President's Council on Diversity
 - Also will be sent via this month's *InfoGator* and other relevant listservs to reach PostDocs, Adjunct Faculty, etc.
- Results and reports from the survey will be available spring of 2016
- This is a voluntary survey, but please help us encourage faculty and staff in your area to participate!



Important Dates

- Open Enrollment – October 19 – November 6
- Tenth Annual Equity & Diversity Conference – November 5
- Next HR Forum – December 2, 2015



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

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