

HR FORUM



WELCOME

August 3, 2016

WORKING TOGETHER

FOR THE

GATOR GOOD





Agenda

- Job Data Correction Requests
- Changes to FLSA
- ePAF Changes
- Benefits Reminders
- Manager's Cohort
- Faculty and Staff Climate Initiative
- Important Dates



Job Data Correction Request



Job Data Correction Requests

- Updated form on HR Forms page; please fill out completely with phone number and Level 1 approval (<http://hr.ufl.edu/wp-content/uploads/forms/recruitment/jobdatacorrection.pdf>).
- Manual Job Data corrections are only done when it cannot be completed by ePAF.
- Once something has been removed from Job Data it cannot be tracked – no electronic record remains of who did it or why in Job Data.



Job Data Correction Requests

- Central HR will decide how best to complete a request as there are often several ways to correct an error.
- Requests may take 3-5 business days to complete.
- Please contact Recruitment & Staffing with any questions regarding Job Data requests or how best to resolve an error – employment@ufl.edu or 352-392-2477.



Changes to Fair Labor Standards Act (FLSA)



Changes to FLSA

- Effective December 1, 2016, the minimum salary threshold at which a position will be considered “exempt” from overtime pay will increase to \$47,476 annually, or \$913 per week.
 - Up from \$23,660 annually, or \$455 per week.
 - Annualizing an employee’s salary based on partial FTE is not permitted.
 - The annual threshold may be adjusted for 9- and 10-month appointments by applying the \$913 weekly amount (9-Month: \$35,607.00, 10-Month: \$39,806.80).
- As of July 19th, approximately 1,744 exempt positions below the new salary threshold will be eligible for overtime once the change takes effect.



Changes to FLSA

- To comply with the new salary threshold, a university work group has been analyzing and preparing for the FLSA changes since March.
- Three criteria were used to evaluate options for a path forward:
 - **Minimize impact to the fringe rate:** While the salary threshold change will have implications on UF's budget due to required overtime (pay or comp time), we did not want to impact the budget due to a change in fringe rate caused by moving employees from exempt to non-exempt status (7.9% difference).
 - **Implement for the long-term:** The path forward needed to be sustainable given the salary threshold will continue to be adjusted every three years.
 - **Keep it simple; keep it positive:** The extent to which we could lessen the impact on employees and managers and help diminish the perception of demoting employees due to the mandated FLSA changes was also considered.



Changes to FLSA

- After evaluating several options, a decision has been made to create a new employee category of “**Salaried Non-Exempt (SNE)**” that will decouple how impacted employees are paid from what they do.
- Under this approach:
 - All impacted employees will be moved to this new category—keeping them in the same title, at the same rate of pay, and leveraging the myUFL system to pay them based on an established schedule rather than requiring daily time entry by the employee.
 - Employees will continue to be paid as salaried employees in that time worked will not need to be entered and approved as it is for hourly non-exempt employees—except when overtime hours are worked or leave is used.



Changes to FLSA

- This approach also:
 - Fits all scenarios—staff, part-time employees, etc.
 - Provides time for analysis, post-implementation, to determine if special pay increases or other department- or college-level changes are appropriate without changing and unchanging job titles, time entry expectations, etc., moving forward.
 - Gives discretion to work units.



Changes to FLSA

- As with all proposals of this nature, there are some consequences:
 - In certain cases, some employees in the same job title will be eligible for overtime, while other coworkers will not.
- This approach could encourage underreporting of hours worked because employees in the SNE category will not be required to enter hours worked, unless they work extra hours (or use accrued leave).
 - Must be addressed through communication and training of the employees and their supervisors to ensure institutional compliance.
 - Employees and supervisors are responsible for ensuring that all time is entered accurately and reflect all hours worked.



Changes to FLSA

Next Steps / Action Items:

- HRS can provide units with a list of impacted positions.
- HRS is developing a change management and communication plan.
- HRS is working with Enterprise Systems to identify and implement changes in myUFL.



Questions

- You may e-mail your questions to compensation@ufl.edu or contact Classification & Compensation at 392-2477



ePAF Changes



ePAF Changes

- We are pleased to announce a more streamlined approval process for select position ePAFs.
- Effective Thursday July 14th, the following ePAF requests now execute to myUFL when approved by the level I approver.
 - Full-time Equivalency (FTE) changes for vacant positions
 - Salary plan changes for vacant positions
 - Change in Department ID (CID) requests for vacant or filled positions.
- As a level I approver, it is important to review these requests for accuracy as they will not be reviewed by HRS.
- For tenured or tenure accruing faculty positions, it is important to ensure that the tenure records are appropriately recorded in myUFL. Please consult academic personnel when a tenured or tenure accruing position is transferred to a new department or college.
- As always, HRS is available to assist level I approvers as needed or for unusual requests.



Benefits Reminders



Affordable Care Act (ACA) Marketplace Notices



ACA Employer Mandate and Marketplace Notifications

- ACA mandates employers to offer affordable, minimum essential coverage (MEC) to eligible full-time employees.
- Fines apply if employer fails to offer coverage to eligible employee and employee then obtains subsidy through Marketplace.
- Employer notified if employee receives a premium subsidy through Marketplace.
 - 90-day deadline for employer appeals



ACA Employer Mandate and Marketplace Notifications

- Departments must forward Marketplace Notifications *immediately* to **UF Benefits Office** for handling.
 - Send by postal mail, do not email!
 - Mail to:

University Benefits

Attn: Stewart King, Director

University of Florida

903 W. University Avenue

Gainesville, FL 32601



OPS Benefits Eligibility



OPS Benefits Eligibility

OPS are eligible for state coverage IF:

- Hired/expected to work 30 hrs./wk. or more.
- Hired at less than .75 FTE, but during the *new hire measurement period (NHMP)*, they have a position change or increase in work hours up to 30 hrs./wks. or more. This creates a QSC to enroll within 60 days of the job change.

Prior state service may impact eligibility above

(Continued on next slide)



OPS Benefits Eligibility

OPS are eligible for coverage **IF**:

- At the end of the 12-month *new hire measurement period (NHMP)* their hours worked averaged 30 hours or more per week.
 - this applies only to OPS who were hired less than 30 hours, had no job/FTE changes, but the hours worked over the NHMP were 30 or more.
- At the end of the 12-month *open enrollment measurement period* their hours worked averaged 30 hours or more per week.

Source: [Benefits Guide for State of Florida Employees and Retirees \(2016 Plan Year\)](#)



OPS/Salary FTE jobs eligibility

- Salaried employees hired **less than .75 FTE** & **deemed eligible** may enroll, but pay the part-time rate based on FTE.
- OPS working less than 30 hrs./wk. on average over the *defined measurement periods* are **not eligible**.
- Prior state service may impact eligibility above
- Resources/Guidance
 - Advise employees to act promptly. Call People First within the first 60 days of hire to inquire on their status
 - Don't wait on a Letter. If the address is not up to date it may not arrive!
 - Refer to the state [Qualified Status Matrix](#)
 - Eligibility info for state benefits found in the [Benefits Guide](#)

Questions? Contact the People First Service Center at 1-866-663-4735 or University Benefits at 392-2477 or benefits@ufl.edu



Making Changes to Benefits Elections



Making Changes to Current Benefits Elections

Benefits-eligible employees may make changes to elections at the following times:

- Within 60 days of a qualifying status change (QSC) event
 - QSC event examples
 - Birth
 - Marriage
 - Loss of other group insurance coverage
- During Open Enrollment period (more to follow)



Qualifying Status Changes (QSC)

- [Qualifying Status Change \(QSC\) matrix](#) on the state's [mybenefits](#) website can be used as guide.
- “60 day window” for reporting QSC’s.
- Report QSC’s as follows:
 - **State Plans**--contact the People First Service Center at 1-866-663-4735
 - **UFSelect/GatorCare Plans**--contact University Benefits at 392-2477 or email benefits@ufl.edu.
- Effective dates for coverage changes vary based on plan type, date reported, & type of QSC event.



Preparing for Open Enrollment



Preparing for Open Enrollment

- **OE dates 10/17/16 -11/4/16**
- Elections made during the OE period are effective 1/1/2017.
- **Benefits Fair—Save the date!**
 - Date: Thursday, October 27th
 - Time: 9 a.m. to 3 p.m.
 - Location: Touchdown Terrace at the Stadium



Preparing for Open Enrollment

- Review and update mailing address by **September 30th** :
 - [UF PeopleSoft](#) –through myUFL portal
 - [People First](#)
 - PF address verification process opened August 1st
 - Upon login message advises employee to verify address
- Watch for OE communications:
 - Mailings from People First
 - Emails from UF Benefits Office
 - [InfoGator](#) articles
 - State's [myBenefits website](#)
 - UF [Benefits website](#)



Important Dates

- Open Enrollment 10/17/16 -11/4/16
- Benefits Fair 10/27/2016



Manager's Cohort



Manager's Cohort

- Complete the “Managing at UF” certificate with a cohort of peers, includes 360° assessment.
- Provides a forum to discuss leadership challenges with like-minded leaders on campus.
 - Participants must be managers
 - Apply online—first-come, first-served
- <http://hr.ufl.edu/learn-grow/leadership-development/managing-at-uf-the-supervisory-challenge/managers-cohort-application/>



Faculty and Staff Climate Initiative

Your Voice. Your UF. Your Ideas.



YOUR VOICE.
YOUR UF.

FACULTY & STAFF
CLIMATE INITIATIVE

- **UF Faculty & Staff Climate Initiative Forums.**

- Opportunity to debrief climate survey results
- Conversation about how UF can better foster a sense of belonging while leveraging our employees' uniqueness
- Moderated by members of UF Climate Study Work Group and President's Council on Diversity
- Held throughout August, September and October
- Additional forums will also be available for campus organizations (e.g., UF Leadership Network, Academic & Professional Assembly)



**YOUR VOICE.
YOUR UF.**
FACULTY & STAFF
CLIMATE INITIATIVE

- Reserve a space or show up on the day of the event:
 - Aug. 11 9 to 11 a.m. JWRU Rion Ballroom
 - Aug. 16 1:30 to 3:30 p.m. Room 120, HR Building
(livestream via Mediasite)
 - Sept. 13 10 a.m. to noon JWRU Rion Ballroom
 - Oct. 10 3 to 5 p.m. JWRU Rion Ballroom
- Town Hall meetings with Rankin and Associates, for those who were unable to attend in June *(no registration necessary)*
 - Sept. 29 8:30 to 10:00 a.m. JWRU Chamber
 - Sept. 29 10:30 a.m. to noon JWRU Chamber
- To learn more, please visit
<http://president.ufl.edu/initiatives/uf-faculty-and-staff-climate-survey/>



Important Dates

- Next HR Forum – September 7, 2016
- Open Enrollment – 10/17/16 – 11/4/2016
- Benefits Fair – 10/27/2016

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

WORKING TOGETHER

FOR THE

GATOR GOOD