Agenda

• Recruitment Updates
• Salary Increases
• Benefit Reminders
• Important Dates
Recruitment Updates
Recruitment
UPDATES
Department Assignment

• New Employees:
  o Shannon Parrish
  o Hal Courson

• Updated Department Assignment:
  o Please visit Careers at UF Toolkit:
    http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/careers-at-uf/
Active Searches

As of October 2, 2017:

<table>
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<tr>
<th>Job Status</th>
<th>Faculty</th>
<th>Staff</th>
<th>PostDoc</th>
<th>OPS</th>
<th>Student</th>
</tr>
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<tbody>
<tr>
<td>Posting</td>
<td>282</td>
<td>89</td>
<td>21</td>
<td>37</td>
<td>21</td>
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<tr>
<td>Not-Posting</td>
<td>436</td>
<td>1,083</td>
<td>82</td>
<td>281</td>
<td>213</td>
</tr>
<tr>
<td>Total</td>
<td>718</td>
<td>1,172</td>
<td>103</td>
<td>318</td>
<td>234</td>
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</table>

Breakdown By Year:

<table>
<thead>
<tr>
<th>Year</th>
<th>Faculty</th>
<th>Staff</th>
<th>PostDoc</th>
<th>OPS</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>96</td>
<td>78</td>
<td>9</td>
<td>25</td>
<td>10</td>
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<tr>
<td>2016</td>
<td>262</td>
<td>307</td>
<td>34</td>
<td>81</td>
<td>73</td>
</tr>
</tbody>
</table>
Reminders

• New I-9 form is now live, effective September 18, 2017.

• Hire Checklists were updated recently. Please make sure to use the latest with the most up-to-date links.
Careers at UF
UPDATES
Posting

• Open Until Filled
  o Replaces the blank field under the “Closes” column with the wording “Open until filled”.

The Department of Astronomy at the University of Florida invites applications for a full-time, nine-month, tenure-track faculty position at the level of Assistant Professor in Astrophysics to begin on August 16, 2018.
Refer A Friend

- Refer A Friend
  - Allows a candidate to easily refer a job posting to a friend.
Application – Employment History

• Reorder Employment History:
  o Allows an applicant to add additional employment history without having to erase and reenter previously entered information.
  o Provides hiring departments a chronological listing of the applicant’s work history.
• Went into effect September 6, 2017.
Salary Increases
Salary Increases

• A Three percent (3%) salary increase pool will be established for eligible faculty and staff to provide merit increases during the coming academic year.
• Any raises awarded will be effective January 1, 2018.
• 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 June 30, 2017.

• 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:

• 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, 2017, are also not eligible for a merit increase.
• OPS employees are not considered eligible for the salary increase program.
Salary Increases

• Monday, Nov. 27, 2017 – Raise File Opens.

• Friday, December 15, 2017 5:00 PM–Raise File will be closed to departments.

• Friday, January 19, 2018– employees receive the first paycheck with salary increases.
Salary Increases

• Security Roles Required:
  UF_EPAF_Department Admin
  UF_EPAF_Level 1 Approver
Salary Increases

• For questions regarding the raise file and the process please email salaryincrease@ufl.edu or contact Classification and Compensation at 352-273-2842.
Benefit Updates
Benefits
Open Enrollment
2018
Benefits Open Enrollment

OE Reminders & Tips:

• OE dates 10/16/17 – 11/3/17.
• *Elections must be made by 6 p.m. on 11/3/17.*
• Elections during OE are effective 1/1/2018.
• *Carefully read all materials sent to you from UFHR Benefits and PeopleFirst.*
• Choose your benefits plans carefully. Completed elections are final!
Benefits Open Enrollment

Benefits & Wellness Fair:

- Date: Thursday, October 26th
- Time: 9 a.m. to 3 p.m.
- Location: Champions Club at the Stadium
- Benefits & retirement vendors, wellness screenings, flu shots, door prizes, and more!
- Pre-register for flu shot online: https://my.shcc.ufl.edu/FluOutreach/
Benefits Open Enrollment

**Available Benefit Programs:**

UFSelect Voluntary Benefits & GatorCare Health
People First Benefits (State Plans) - Statements mailed early October to eligible employees.

NOTE: Eligibility varies by employee group & other criteria.

Contact UFHR Benefits Office with questions regarding eligibility & enrollment: benefits@ufl.edu or (352) 392-2477.
Benefits Open Enrollment

UFSelect Plans

• Eligible groups:
  o UF Faculty, TEAMS, USPS
  o Clinical Faculty, Housestaff - Residents/Interns
  o Postdoctoral Associates
  o Veterinary Medicine Residents & Interns

• Post-tax
• Plan options:
  o Eagles Dental
  o Humana Vision
  o Disability – no guarantee issue; medical application required
  o UF Term Life
  o Preferred Legal
Benefits Open Enrollment

Enrolling in State Plans

Obtain your PeopleFirst ID (PFID) & password:

- Look in myUFL portal at: My Self Service > Benefits > PFID and Beneficiary Information link.
- Passwords expire every 90 days.
- Lost password – click the “Forgot Password” link on People First web site.
- Watch for State OE packets around mid-October.

- Choose your benefits plans carefully. Completed elections are final.
- UFSelect and GatorCare plans are completed via the myUFL portal ONLY.
Benefits Open Enrollment

What’s changing 1/1/2018?

State Health Plans

• Changes to the HMO contracted service areas:
  o Participants automatically mapped to new service area.
  o Alachua County HMO participants will default to Aetna as the service provider.
  o If work & home counties differ, may use work or home county HMO—election MUST be made during OE.

• Occupational Therapy Service—will be covered under the HMO and PPO health plans (subject to plan limits).
Benefits Open Enrollment

What’s changing 1/1/2018?

State Dental Plans:
- Several dental plans discontinued, and several new dental plans being added.
- Participants in discontinued plans MUST make a new election. *If you do NOT make an election for a new dental plan, you will NOT have dental coverage in 2018.*

State Vision Plan monthly premium costs are increasing.
Benefits Open Enrollment

What’s changing 1/1/2018?

**FSA Changes** (Health Care and Limited Purpose FSA’s):

- Grace period available for 1/1-3/15/18 to use 2017 funds.
- Plan Year 2018 - funds must be used by 12/31/18.
- No grace period in 2019 to use up 2018 funds.
- Starting in 2019, if any balance left from 2018, then up to $500 will carry over.
- Funds above $500 will be forfeited.
- Employee may do the full amount ($2,600) even if they had a carryover from 2018.
- Dependent Care FSA will keep the annual grace period - no change.
Benefits Open Enrollment

What’s changing 1/1/2018?

High Deductible Health plan and HSA changes:

- HSA max contribution increases - $3,450 individual and $6,900 family.
- ER contribution the same.
- OOPM increases - $6,650 individual and $13,300 family.
- Annual Deductible increase - $1,350 individual and $2,700 family.
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.

Important: Changing from a state plan to a similar UF plan (or vice versa), requires **2 transactions** (one in each system).
State/PeopleFirst Eligibility for OPS employees

OPS/Variable hour employees are eligible for state benefits if:

• No prior state service & expected to work 30 hours or more per week on average.
• Hired to work less than 30 hours per week, but at the end of their 12-month new hire measurement period, hours worked averaged or more.
• At the end of the 12-month open enrollment measurement period, their hours worked averaged 30 hours or more per week.
State/PeopleFirst Eligibility for OPS employees (cont.)

• OPS who work less than 30 hours per week on average over a defined measurement period are not eligible for coverage.

• OPS employees eligible to participate in State benefits receive PeopleFirst OE packet.

• Ineligible OPS after measurement - watch for COBRA letters to continue coverage.

• More info on OPS eligibility found here: OPS Employee information
OE Reminders & Tips:

• UFSelect and GatorCare plans are completed via the myUFL portal ONLY.
• State plan enrollment completed via PeopleFirst.
• Make elections early in case you need assistance from UFHR Benefits or PeopleFirst.
  • UFHR Benefits Office (352) 392-2477 benefits@ufl.edu
  • PeopleFirst Service Center (866) 663-4735
UF’s interactive online tool to aid with OE benefits choices:

- 2018 plan information available October 16th
- Virtual “Benefits Counselor” available 24/7.
- Personalized & confidential guidance.
- Learn more about available benefits and choose the best plans for you!
- Available on the UFHR Benefits website
Sick Leave Pool Open Enrollment

• OE for SLP is 10/1 to 10/31.
• Combine a portion of your 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:
  o Minimum balance of 64 hours of accrued sick leave.
  o Contribution of 8 hours of sick leave upon enrollment in pool.
• Balance, contribution pro-rated based on FTE.

(continued)
SLP Open Enrollment (continued)

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

- Current members of the Sick Leave Pool do not need to rejoin.
- Information and enrollment form found online here.
- Applications must be received by Central Leave by October 31st.

Questions? Contact Central Leave at 392-2477 or email central-leave@ufl.edu
Dependent Eligibility Verification Audit

• PeopleFirst is auditing dependents on state plans.
• Spouse program – only primary spouse must submit documentation.
• Amnesty period (phase II) Sept. 1 – Nov. 30, 2017.
  o Drop dependents - no questions asked.
  o Ex-spouse dropped later - term will go retro to divorce date and may be responsible for premiums/claims.
  o Must provide documentation requested, which includes a tax transcript from the IRS website, not a copy of the 1040 form.
  o If a dependent is dropped as part of the audit, COBRA will not be made available.
  o Starting 12/1/17 to May 2018 – a third party vendor (HMS) has been hired to conduct a 100% audit.

(continued)
Dependent Eligibility Verification Audit

- Notifications:
  - Initial letter.
  - Day 50 - DSGI will notify UF to contact employee.
  - Day 60 – letter to employee as 2\textsuperscript{nd} request.
  - 15 days later (around Day 75) – letter sent by certified 
    & regular mail to employee that coverage will be 
    terminated by the date stated in the letter.
- Quality Assurance Process (phase III) June 2018 and after:
  - Return to random request for documentation.
- Employee documentation must be sent to the 3\textsuperscript{rd} party 
  vendor – HMS and NOT People First.
Open Enrollment and Benefits Resources

UFHR Benefits
(352) 392-2477
email benefits@ufl.edu

Benefits Website: http://hr.ufl.edu/benefits-rewards/

PeopleFirst Website: https://peoplefirst.myflorida.com
Important Dates

• Homecoming – October 6, 2017.
• Sick Leave Pool Open Enrollment – October 1 - October 31, 2017.
• Benefits Open Enrollment – October 16 - November 3, 2017.
• Benefits and Wellness Fair – October 26, 2017.
• Next HR Forum – November 1, 2017.
• GBAS Fall Institute 2017 – November 29, 2017.
• GBAS Spring Workshop 2018 – February 14, 2018.
Thank you for attending the HR Forum!

WORKING TOGETHER FOR THE

GATOR GOOD