Agenda

• Introduction to Health Assessments
• Recruitment and Background Check Deadlines
• Salary Increases
• Florida Minimum Wage Increase
• myUFL System Upgrade
• Benefit Reminders
• Important Dates
Introduction to Health Assessments
INTRODUCTIONS

Julie Ramsey
EH&S OCCMED Coordinator
occmmed@ehs.ufl.edu

Osmara Salas
EH&S Education & Training Coordinator
osalas@ehs.ufl.edu

Ann Zaia
OCCMED Clinic Coordinator
OccMedClinic-RiskAssessment@ahc.ufl.edu

Lourdes “Lou” Lebron
Occupational Medicine Clinic Program Assistant
RESOURCES

EHS Website – OCCMED Program Home Page
http://www.ehs.ufl.edu/programs/occmed/

• Left section:
  o Key program elements.
• Center section:
  o Top four most commonly asked questions.
  o General program overview.
• Right section:
  o Useful links.
  o OCCMED Contacts.
HOW THE HEALTH ASSESSMENT PROCESS WORKS

http://www.ehs.ufl.edu/programs/occmed/healthassess/health-assessment-process/

http://webfiles.ehs.ufl.edu/HAProcess.pdf

Explains procedures in chronological order for:
  - Department
  - Individual
  - Provider
  - Waivers
PAYMENT AUTHORIZATION FORM

Payment Authorization Form

http://shcc.ufl.edu/files/2017/01/ABO-031.pdf

- Must be submitted before any reviews are done by OCCMED Clinic.
- Does NOT get emailed to OCCMED, EH&S program or Clinic.
- Email to SHCC-OccMed@ad.ufl.edu.

Medical History questionnaires go to OCCMED CLINIC ONLY

OccMedClinic-RiskAssessment@ahc.ufl.edu
Recruitment & Background
Check Deadlines
<table>
<thead>
<tr>
<th>Service</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Careers at UF</td>
<td>Tuesday, December 19</td>
</tr>
<tr>
<td>Clearance for Hire</td>
<td>Tuesday, December 19</td>
</tr>
<tr>
<td>AOL/FDLE</td>
<td>Tuesday, December 19</td>
</tr>
<tr>
<td>FBI Livescan</td>
<td>Fingerprinted by Tuesday, December 19</td>
</tr>
<tr>
<td>435 Livescan</td>
<td>Fingerprinted by Wednesday, December 13</td>
</tr>
<tr>
<td>HireRight (USA)</td>
<td>Consent from applicant by Monday, December 18</td>
</tr>
<tr>
<td>ePAF Approval</td>
<td>Arrive to HR for approval by Wednesday, December 13 (for PP 12/15-12/28)</td>
</tr>
</tbody>
</table>
Salary Increases
Salary Increases

• On July 12, 2017, President Fuchs announced a salary increase program that will provide a salary increase pool of 3% for employees on payroll as of June 30, 2017.
  o Raises will be effective on January 1, 2018.
  o To be eligible, employees must have been hired on or before June 30, 2017.

• Salary increases for employees in a bargaining unit are subject to union negotiation.
Salary Increases

Eligibility Criteria:

• To be included in the raise file, employees must have been 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 salary 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.
Salary Increases

• **Monday, November 27, 2017** —Raise File is currently 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 15, 2017.
Salary Increases

- **Monday, November 27, 2017** – Raise File opened to departments.
- **Friday, December 15, 2017 - 5:00 PM** – Raise file will be closed to departments.
- **Tuesday, January 2, 2018** – Increases will be reflected in Job Data in myUFL.
- **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

• 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 15, 2017.

• 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

• Remember to account for any planned salary increases for employees on leave of absence.
Salary Increases

- UF and GAU have reached a tentative multiyear agreement regarding salary increases.
  - Effective January 1, 2018, the GA minimum stipend will be increased to $16,000 for a 9-month .50 FTE appointment.
  - The minimum stipend is proportional to all appointment lengths and FTEs.
  - Continuing GAs will receive an across-the-board increase of $550 effective January 1, 2018.
  - Continuing GAs will receive a $100 “fee relief” increase effective January 1, 2018.
Salary Increases

- UF and GAU have reached a tentative multiyear agreement regarding salary increases.
  - Effective August 15, 2018, continuing GAs will receive a $100 “fee relief” increase.
  - Effective January 1, 2019, continuing GAs will receive a $225 across-the-board increase.
Questions?

• You may e-mail your questions to salaryincrease@ufl.edu.
  o **Faculty**: Academic Personnel Tel: 392-2477.
  o **TEAMS/USPS**: Classification & Compensation Tel: 392-2477.
Florida Minimum Wage Increase
Florida Minimum Wage

- On January 1, 2018, the state minimum wage will increase from $8.10 to $8.25 per hour and applies to all employees, including FWSP, STAS, and OPS.
- HRS will process pay increases for all employees currently below $8.25 with an effective date of January 1, 2018. The pay increase will be reflected on the January 19, 2018, paycheck.
- The University’s minimum hourly wage for TEAMS and USPS employee will remain $12.00.
Florida Minimum Wage

- If you have questions, please contact Classification and Compensation at (352) 392-2477 or by email at salaryincrease@ufl.edu.
- For questions regarding student employment, please contact Brandon Saldana at (352) 273-1702 or by email at Student_Employment@sfa.ufl.edu.
myUFL System Upgrade
myUFL System Upgrade is planned for January 16, 2018.
myUFL System Upgrade is planned for January 16, 2018.

• New, device-independent design that displays well on any smartphone, tablet, or workstation.
myUFL System Upgrade is planned for January 16, 2018.

- New, device-independent design that displays well on any smartphone, tablet, or workstation.
- Greater compatibility with the latest web browsers.
New, mobile-friendly menu located in the upper right corner
myUFL System Upgrade is planned for January 16, 2018.

Video Tour Now Available at:

https://tinyurl.com/yde6gdmj
Benefit Updates
Retirement
2018 IRS Contribution Limits

<table>
<thead>
<tr>
<th>Plan Description</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>403(b) Elective Deferral (Traditional &amp; Roth)</td>
<td>$18,000</td>
<td>$18,500</td>
</tr>
<tr>
<td>457(b) Deferred Compensation Plan</td>
<td>$18,000</td>
<td>$18,500</td>
</tr>
<tr>
<td>Age-based Catch-up (age 50 by 12/31)</td>
<td>$6,000</td>
<td>$6,000</td>
</tr>
<tr>
<td>415 Annual Addition Limit (ER + EE)</td>
<td>$54,000</td>
<td>$55,000</td>
</tr>
</tbody>
</table>

- 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 $24,500 in each.
- 415 limit includes SUSORP, UF 403(b) and UF AEF 403(b).
Time Away (Leave)
Year-End Vacation Leave Conversion

• The annual conversion for accrued vacation leave over the maximum will occur after the pay period ending **January 11, 2018**.

• Accruals over the max amounts convert to sick leave.

• Annual maximum hours are as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Maximum Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEAMS and out-of-unit faculty</td>
<td>352</td>
</tr>
<tr>
<td>In-unit faculty</td>
<td>480</td>
</tr>
<tr>
<td>USPS</td>
<td>240</td>
</tr>
</tbody>
</table>

• View your leave balances in PeopleSoft:

  *Main Menu > My Self Service > Payroll and Compensation > UF Leave History.*
December Personal Leave

• Personal leave days auto-populated for eligible TEAMS and Academic Personnel records by 12/4/2017.
• System does not require approval for personal leave days for exempt employees -- hours automatically populated.
• Time reporting code (TRC) – DPL-270.
• *NOTE: Departments with employees hired after December 1st must contact Leave Administration to manually load DPL hours.*

Instruction guide “Personal Leave Days” found online here: http://training.hr.ufl.edu/instructionguides/time&labor/personal_leave_days.pdf.
Extended Leave of Absence

- Updated LOA form coming soon on HR website.
- Key changes:
  - Provost approval required for **Academic Personnel/Faculty LOA**.
    - Personal LOA—attach reason for request.
    - Extended Tenure Probationary Period—complete “Request for Extension of Tenure Probationary Form”.
  - Provost approval is NOT needed for FMLA / Parental LOA paperwork.
  - Military LOA—contact Leave Administration for necessary forms.

Contact Leave Administration with questions!
Email: central-leave@ufl.edu or call (352) 392-2477.
Benefits
Dependent Eligibility Verification Audit

PeopleFirst / DSGI audit of dependents on state plans:

• Florida Legislature required audit - 100% of employees with dependents.

• Audit documentation requests being sent December through March via email and postal mail.

• 3rd party vendor (HMS) conducting audit.

• Request from HMS will include:
  o Instructions on how to submit documentation.
  o Deadline for submission.
Dependent Eligibility Verification Audit

- Send documents **HMS only** *(do not send to PeopleFirst or UF Benefits Office)*.
- Documents not returned—send copies, not originals.
- HMS committed to protecting personal information.
  - Documentation protected by physical, electronic & procedural safeguards.
Dependent Eligibility Verification Audit

Audit may result in termination of insurance coverage for dependent(s) if:

- Employee fails to send legible documentation to HMS.
- Documentation does not prove dependent eligibility.

Review Benefits OE Changes

Review December & January payroll deductions for elections made during OE:

State/People First Deductions:

- Most plans paid a month in advance.
- **December 8 & December 22** paychecks *pre-pay* for January 2018 coverage.
- **January 5** paycheck look for Reimbursement Accounts (i.e. Medical Reimb., Dependent Care, Limited Purpose, and Health Savings Accounts).
UFSelect and GatorCare Deductions:

- Paid month of coverage, not paid in advance.
- January 5 & January 19 paychecks pay for January 2018 coverage.

Contact UF Benefits with enrollment and/or deduction questions! Email benefits@ufl.edu or call (352) 392-2477.
## Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 8</td>
<td>State plan deductions for OE elections begin.</td>
</tr>
<tr>
<td>December 25</td>
<td>UF Holiday – Christmas.</td>
</tr>
<tr>
<td>December 26 –</td>
<td><strong>UF Holiday closing period.</strong></td>
</tr>
<tr>
<td>Dec. 29</td>
<td></td>
</tr>
<tr>
<td>January 1</td>
<td><strong>UF Holiday – New Year’s Day.</strong></td>
</tr>
<tr>
<td></td>
<td>Effective date for elections made during OE.</td>
</tr>
<tr>
<td>January 5</td>
<td>UFSelect &amp; GatorCare deductions for OE elections begin.</td>
</tr>
<tr>
<td>January 15</td>
<td>UF Holiday – MLK Birthday.</td>
</tr>
</tbody>
</table>
Important Dates

• Next HR Forum – February 7, 2018.
• GBAS Spring Workshop 2018 – February 14, 2018.
• GBAS Spring Institute 2018 – April 3, 2018.
Thank you for attending the HR Forum!

WORKING TOGETHER FOR THE GATOR GOOD