

HR FORUM



WELCOME

January 6, 2016

WORKING TOGETHER

FOR THE

GATOR GOOD





Agenda

- New Form I-9 Guide
- UF On Target Project
- Salary Increases
- Benefits Reminders
- 2016 Windows to Wellness
- Important Dates



New Form I-9 Guide



New Form I-9 Guide

- HR will be rolling out a new Form I-9 Guide in mid- to late-January
- Due to the legal and complicated nature of the Form I-9, this new guide should help ensure our new employees are in federal compliance upon hire
- This will also help train new HR Administrators unfamiliar with Form I-9 and E-Verify, and also become a reference for future use
- Goes through each step of the Form I-9, how to complete each section and the deadlines for each



New Form I-9 Guide

- Contains different examples of Section 2 documentation (i.e. U.S. citizens, Permanent Residents, Foreign Nationals)
- Explains the Distance Hire process for Form I-9
- Once the guide is available, it will be posted on our Form I-9 page: <http://hr.ufl.edu/manager-resources/recruitment-staffing/recruitment-resources/completing-the-form-i-9-2/>, which includes other helpful Form I-9 information



UF On Target Project



Positions Going From Exempt to Non-Exempt

Top 10 Previous Job Titles

1. Biological Scientist (28)
2. Registered Nurse Specialist (12)
3. Research Adm I (11)
4. IT Expert (7)
5. Admin Services CRD I (7)
6. Accountant, Sr (6)
7. Engineering Tech, SR (6)
8. Research Progs/Svcs, CRD 1 (4)
9. Biological Scientist, Sr. (5)
10. Laboratory Manager (4)

| Salary Plan | # |
|-------------|-----|
| TA12 | 71 |
| TU2E | 94 |
| Total | 165 |



Positions Going From Non-Exempt to Exempt

Top 10 Previous Job Titles

1. Program Assistant (66)
2. Administrative Assistant (62)
3. Office Manager (42)
4. IT Specialist (42)
5. Grants Specialist (22)
6. Accountant (18)
7. Laboratory Tech, Sr. (11)
8. Office Assistant (11)
9. Maintenance Specialist (9)
10. Information Specialist (8)

| Salary Plan | # |
|-------------|-----|
| TU2N | 362 |



Immigration

There are 44 individuals in the file who have Visas sponsored by UF.

- Biological Scientist (9)
- Biological Scientist, Sr. (9)
- Chemist (1)
- Chemist, Sr. (1)
- Clinical Programs, CRD 3 (1)
- Computer Applications, CRD (1)
- Computer Research, Spec 2 (2)
- IT Project Manager (1)
- Research Prog/Svcs, AST DIR 3 (1)
- Research Prog/Svcs, CRD 1 (2)
- Research Prog/Svcs, CRD 3 (3)
- Scientific Research MGR (1)
- Statistical Research, CRD I (2)
- Statistical Research, CRD II (1)
- Statistical Research, CRD III (5)
- Statistical Research, CRD IV (2)
- Systems Admin/Programmer III (1)



AST, ASO, DIR Positions

| Title | Before | After | % |
|---------|--------|-------|--------|
| AST DIR | 239 | 227 | -5.02% |
| ASO DIR | 128 | 158 | 23.4% |
| DIR | 114 | 166 | 45.6% |
| Total | 481 | 601 | 24.9% |



Next Steps

- HRS Implementation Pilot – HRS will implement HR titles for core staff to ensure the file executes as expected
- HRS will begin reviewing the remaining HR positions, Management and IT job families in preparation for implementation



Position Updates

- As of December 22nd, there were 159 active filled TEAMS 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

- Raises for TEAMS, USPS, and out-of-unit faculty positions have been loaded into job data.
- Departments should review job data records of employees with job actions effective after January 1, 2016 to ensure accuracy.



Salary Increases

- UF and GAU have reached an agreement regarding salary increases.
- GAs will receive a \$430 across-the-board (ATB) raise effective January 1, 2016.
- GAs will receive a \$50 “fee relief” increase effective January 1, 2016.



Salary Increases

- GA raises were loaded into myUFL on January 5, 2016
- A raise file entitled “G16” is available for departments to review
- The “fee relief” increase and ATB increase were loaded as a single increase in myUFL
- For employees with multiple appointments, the increase was distributed across the appointments based on the percentage of the GA’s overall compensation



Salary Increases

- UF and UFF are at an impasse with regard to salary increases. Once the impasse has been resolved, detail regarding the resolution will be provided to campus.



Additional University Employment

- If an employee's primary position is non-exempt, the secondary department is often required to pay overtime for the secondary position
- Whenever the employee's primary rate of pay increases, you must increase the rate of pay on the secondary appointment
- You do not need to send an updated HR-600 form; however, you must complete an ePAF to adjust the rate of pay



Questions?

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



Benefits Reminders



FSA / HSA Vendor Change for 2016

- Effective 1/1/16--vendor changing from WageWorks to Chard Snyder
- Applies to the following:
 - Medical reimbursement accounts
 - Limited purpose medical reimbursement accounts
 - Dependent care reimbursement accounts
 - Health savings accounts
- Info sent to participants in December 2015
- New “Benny” card should arrive in January
- More info: [Department of Management Services Advisory](#)
- Questions should be directed to Chard Snyder
(855) 824-9284



Review Open Enrollment Changes

- Review December & January deductions for enrollments/changes made during Open Enrollment (OE)
 - OE changes for the following are reflected beginning on 1/8/16 check:
 - Medical/Dependent Care Reimbursement and Health Savings Accounts
 - UFSelect plans
 - GatorCare health plans
- Contact UF Benefits with questions or if you find deduction errors
 - Call 392-2477 or email benefits@ufl.edu



New IRS Requirement

- ACA requires reporting proof of **minimum essential health insurance** to IRS for 2015 tax year
- IRS forms 1095-B and/or 1095-C will be sent by mail
- Forms report health coverage for you and your dependent(s), if any
- When you receive the form(s), save it with tax records & use information to complete your 2015 tax return
- Resources:
 - Your tax preparer can advise what to do with the form
 - IRS website at <http://www.irs.gov/ACA>
 - January 2016 InfoGator article



Healthcare Market Place Notices & ACA

- UF partnered with Ernst & Young for ACA administration
- ACA requires large employers to offer healthcare to Fulltime (FT) employees
- Penalties for UF if FT employee receives Premium Tax Credit for Marketplace plan
- EY processing Premium Tax Credit Notices
- If Premium Tax Credit Notice is received by a UF location or department ***immediately forward*** to *Stewart V. King, Director at University Benefits.*

Fax Number: 352-392-5166

Email: svking91@ufl.edu

Address: University of Florida Benefits
Attn: Stewart V. King
903 West University Avenue
Gainesville, FL 32601



Benefits Reminders

Important Dates:

- March 15, 2016 FSA grace period ends
 - Continue to use for eligible expenses January 1 through March 15
 - Use it or lose it
 - See claim submission info in [DMS Advisory](#)
- February 29, 2016 [Florida Prepaid](#) Open Enrollment ends
 - Online enrollment
 - Payroll deductions available



Benefits Reminders

- Double deductions for nine and ten-month employees for state plans
 - Begin on Feb. 5 paycheck and continue through May 13
 - Normal deductions resume in September
 - If pay is interrupted prior to end of spring, employee should contact UF Benefits
 - Double deductions do not apply to UFSelect & GatorCare plans



Resources for Benefits

- Human Resources Benefits website:
<http://hr.ufl.edu/benefits/>
 - New Employee Information
 - Tutorials & Instruction Guides
 - Benefits Eligibility Matrix
- University Benefits staff:
 - Email: benefits@ufl.edu
 - Phone: (352) 392-2477



Retirement



2016 IRS Contribution Limits

(No change from 2015 contribution 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)



Resources for Retirement

- Retirement section of Human Resource Services' website
 - Plan Eligibility & Limits
 - Provider Lists
 - Forms and Resources
- Spring FLARE courses
- University Benefits staff:
 - Email: benefits@ufl.edu
 - Phone: (352) 392-2477



Leave Administration



Calendar Year-End Vacation Leave Conversion

- The annual conversion for accrued vacation leave over the maximum will occur after the pay period ending January 14, 2016. Accruals over the max amounts will be converted to sick leave.
- Annual maximums are as follows:
 - TEAMS and out-of-unit faculty: 352
 - In-unit faculty: 480
 - USPS: 240



Sick Leave Cashout Change for 2016

Background:

- UBOT approved a change to the sick leave policy in 2011
 - When terminating employment, eligible TEAMS and USPS employees are approved to receive a maximum **200 hours of unused vacation leave**. Vacation-accruing in-unit Faculty members (covered by the UFF bargaining unit) are approved to receive a maximum of **352 hours**
 - Cap on accrued, unused vacation (prior to excess vacation leave being rolled to sick leave) for TEAMS and vacation-accruing Faculty members is **352 hours**; the cap for USPS employees is **240 hours**. Vacation-accruing in-unit Faculty members maximum balance is **480 hour**.
 - Upon separation from employment as a result of retirement or death on or before **June 30, 2016**, employees with ten (10) years of creditable service hired prior to April 1, 2010 will be paid for one-fourth of unused sick leave, up to a total of **480 hours**. *(more on following slides)*

Cost savings provided funding for 3% raise for eligible TEAMS and USPS in September 2011 to offset legislative change requiring employees to contribute 3% of salary to retirement.



Sick Leave Cashout Change for 2016

Prior to **June 30, 2016** sick leave is paid out for TEAMS, USPS employees & out-of-unit Faculty separating from UF as a result of **retirement** or **death** as follows:

| | | |
|---|---|-------------------------------------|
| ➔ | Hired prior to 4/1/2010 <u>AND</u> 10+ yrs service: | ¼ of balance, up to 480 hours max |
| | Hired prior to 4/1/2010 with less than 10 yrs service: | not eligible for sick leave cashout |
| | Hired 4/1/2010 or after: | not eligible for sick leave cashout |

After June 30, 2016 no payment for sick leave will be made for any type of separation from employment for TEAMS, USPS, and out-of-unit Faculty. (excludes in-unit Faculty)



Sick Leave Cashout Change for 2016

- Qualifying active employees must **retire** by **June 30, 2016** to be eligible for Sick Leave Cashout
- Qualifying employees in DROP must terminate due to retirement **on or before 6/30/2016** to cash out sick leave
- In-unit faculty hired prior to 04/01/2010 will continue to be cashed out for sick leave after 6/30/2016 in accordance with UF's leave administration policy
- **Leave Cashout Chart** found on the HR website here:
http://hr.ufl.edu/wp-content/uploads/docs/leave_cash_out_chart.pdf
- Questions? Contact Central Leave at 392-2477 or email cental-leave@ufl.edu



| Salary Plan | Full-time Vacation Accrual per pay period | Full-time Sick Leave Accrual per pay period | Full-time Post Doc Leave Accrual per pay period | Vacation: End of Year Conversion to Sick Leave | Overtime Comp Leave (>40 hours) | Regular Comp Leave (>FTE) | Special Comp Leave (>FTE) | Cashout Lifetime Maximums | | |
|--|--|---|---|--|---------------------------------|---------------------------|---------------------------|---------------------------|---|-----|
| | | | | | | | | Vacation | Sick | |
| TEAMS Non-Exempt (Hourly)** | 6.769 hours | 4 hours | N/A | >352 hours | Applicable | N/A | Applicable | Up to 200 hours | <p>TEAMS AND USPS SEPARATIONS EFFECTIVE 01/01/2012 AND OUT-OF-UNIT FACULTY EFFECTIVE 02/17/2012: Employees shall not be paid for any unused sick leave upon separation from employment except in the following circumstances: upon separation from University employment as a result of retirement on or before June 30, 2016, *Hired prior to 4/1/2010 AND 10+ yrs service: one-quarter of balance up to 480 hours *Hired prior to 4/1/2010 with less than 10 yrs service: not eligible for sick leave cashout *Hired 4/1/2010 or after: not eligible for sick leave cashout *Hired prior to 4/1/2010 AND 10+ yrs service: ¼ of balance up to 480 hours *Hired 4/1/2010 or after: not eligible for sick leave cashout</p> | |
| TEAMS Exempt (Salary)** | 6.769 hours | 4 hours | N/A | >352 hours | N/A | N/A | N/A | Up to 200 hours | | |
| USPS Non-Exempt (Hourly)* | *0-5 yrs service: 4 hours *5-10 yrs service: 5 hours *10+ yrs service: 6 hours | 4 hours | N/A | >240 hours | Applicable | N/A | Applicable | Up to 200 hours | | |
| USPS Exempt (Salary)* | *0-5 yrs service: 4 hours *5-10 yrs service: 5 hours *10+ yrs service: 6 hours | 4 hours | N/A | >240 hours | N/A | Applicable | Applicable | Up to 200 hours | | |
| Out-of-unit 12-month Faculty** | 6.769 hours | 4 hours | N/A | >352 hours | N/A | N/A | N/A | Up to 200 hours | | |
| Out-of-unit 9/10-mo. Faculty, 9/10-mo. TEAMS** | N/A | 4 hours | N/A | N/A | N/A | N/A | N/A | N/A | | |
| In-unit 12-month Faculty** | 6.769 hours | 4 hours | N/A | >480 hours | N/A | N/A | N/A | Up to 352 hours | | |
| In-unit 9/10-mo. Faculty, 9/10-mo. TEAMS** | N/A | 4 hours | N/A | N/A | N/A | N/A | N/A | N/A | | |
| Post Docs** | N/A | N/A | 5 hours | N/A | N/A | N/A | N/A | N/A | | N/A |
| OPS | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | | N/A |

*USPS employees are eligible for a Personal Holiday, which has no cash value upon termination.

**TEAMS employees, Post Docs, and 12 month faculty are eligible for 4 Personal Leave Days, which have no cash value upon termination.



2016 UF Holidays

| | |
|------------------------------------|--|
| New Year's Day | <i>Friday, January 1</i> |
| Martin Luther King, Jr.'s Birthday | <i>Monday, January 18</i> |
| Memorial Day | <i>Monday, May 30</i> |
| Independence Day | <i>Monday, July 4</i> |
| Labor Day | <i>Monday, September 5</i> |
| UF Homecoming | <i>Friday, October 14</i> |
| Veterans Day | <i>Friday, November 11</i> |
| Thanksgiving Holidays | <i>Thursday, November 24 & Friday, November 25</i> |
| Christmas | <i>Monday, December 26</i> |



Resources for Leave

- [myUFL Toolkits](#)
- [Leave Administration](#) section of Human Resource Services' website
- Leave Administration staff:
 - Email: central-leave@ufl.edu
 - Phone: (352) 392-2477



2016 Windows to Wellness



Windows to Wellness 2016

What: A health and wellness fair for benefits-eligible faculty and staff

When: Friday, January 22, 10 a.m. – 3 p.m.

Where: Emerson Alumni Hall

Visit <http://hr.ufl.edu/windows-to-wellness/> for full details.

Please support and encourage participation. Attendance at this event should be considered time worked.



Windows to Wellness 2016

Free workshops will be offered throughout the day.

- 20-minute sessions on a variety of wellness topics from meditation to ergonomics to a cooking demo
- Lunch & Learn with UF Alumna on how to keep fit when busy
 - Lunch provided
 - Registration required
- 45-minute sessions on a variety of financial and retirement planning topics

For the full schedule, visit <http://hr.ufl.edu/windows-to-wellness/>



Windows to Wellness 2016

- Representatives from a variety of UF and UF Health organizations will share information and resources available to support health and wellness
- Opportunities to complete health assessments will be offered, including body composition screenings, blood pressure checks, stroke risk assessments, and more
- Flu shots and chair massage will be available
- Enjoy healthy refreshments and opportunities to win door prizes



Important Dates

- Windows to Wellness 2016 – January 22, 2016
- Next HR Forum – February 3, 2016



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

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