

HR FORUM



WELCOME

February 1, 2017

WORKING TOGETHER

FOR THE

GATOR GOOD



Agenda

- New Form I-9 Implemented
- Completing Form I-9 for Foreign Nationals with No SSN
- Form I-9 Documents
- Recruitment and Staffing Website Redesign
- Search Committee Requirements
- Competency Project
- Supervisor ID
- Additional University Employment
- Annual Appraisals
- Preeminence Through People
- Benefits Reminders
- Important Dates



New Form I-9 Implemented



New Form I-9 Implemented

- Anyone completing Form I-9 on January 22, or later is required to use new form.
- The new [Form I-9](#) is linked on [HR Forms](#) page.
- GatorStart and [Distance Hire](#) versions of Form I-9 are updated. All relevant toolkits and the I-9 Resource Guide have been updated.
- If employee signed Section 1 of older version of Form I-9 using prior to January 22 – complete Section 2 of older form.



New Form I-9 Implemented

- UFHR advises that departments use the pdf (electronic) version to complete Section 2 when a paper I-9 is required; i.e. foreign nationals and distance hires.
- When completing as a “smart form” must print out and sign. An electronic signature is not acceptable on a paper I-9.
- Completed form must be submitted to E-Verify through I-9 Management.



New Form I-9 Implemented

Please note I-9 deadlines remain:

- Employee must complete Section 1 on or before 1st day of employment and Section 2 must be completed **and** I-9 must be submitted to E-Verify no later than the third day after the employee begins work.
- If you have any questions/issues, please contact Recruitment & Staffing at 352-392-2477 or employment@ufl.edu.



Completing Form I-9 For Foreign Nationals With No SSN



Completing Form I-9 for Foreign Nationals with No SSN

- Foreign National employee must complete Section 1 of Form I-9 on or before 1st day of work – even if they do not have a Social Security Number (SSN) yet. If this is the case, leave that field blank.
- Section 2 must be completed **and** I-9 must be uploaded to E-Verify through I-9 Management no later than the third day after the employee begins work. **Be sure to click SSN Applied For when entering Section 1 information.*
- I-9 will be in holding status awaiting SSN entry.



Completing Form I-9 for Foreign Nationals with No SSN

- When employee submits SSN card, go to I-9 Management and find employee's pending I-9.
- Once you enter the employee's SSN, you will submit to E-Verify and use the Late Reason "Waited for SSN to be issued."
- The Form I-9 can be loaded into I-9 Management before a Hire ePAF is begun or processed.
- Submit SSN card to Tax Services. Submit SSN card to HR via the Hire ePAF (can be attached if Hire ePAF has been approved) and contact both offices.



Completing Form I-9 for Foreign Nationals with No SSN

- Detailed instructions are included in the [Hiring Foreign Nationals With or Without SSNs](#) Toolkit.
- If you have any questions/issues, please contact Recruitment & Staffing at 352-392-2477 or employment@ufl.edu.



Form I-9 Documents



Form I-9 Documents

- UFHR must photo-match and compare information based on the documents loaded to ePAF.
- Please make sure your Form I-9 supporting documentation is legible. This includes all numbers, expiration dates and pictures. While writing in the information is helpful, it should not be used in lieu of a good copy/scan.
- If your documents are not legible, we will be contacting you to resubmit them.



Form I-9 Documents

- If submitting a Form I-9 to I-9 Management prior to the Hire ePAF entry (Foreign Nationals and Distance Hires), please upload supporting documentation with the paper Form I-9. *Please note these documents will also need to be uploaded to the Hire ePAF.
- If you have any questions/issues, please contact Recruitment & Staffing at 352-392-2477 or employment@ufl.edu.



Recruitment and Staffing Website Redesign



Goals

- Streamline navigation.
- Update Information.
- Add more resources.



Our Approach

- Divide our information by audience:
 - Prospective Employees.
 - Current UF Employees.
 - Departmental HR.
- Focus on how the information is used:
 - Follow your process.



Working at UF ▾

Benefits ▾

Home

Manager Resources

Recruitment & Staffing



Prospective Employees

Interested in working at UF? Visit this page to learn more about our applicant process, job postings and more.

Current UF Employees

This section is designed to provide information to current UF employees. Topics include remote employment, veteran's preference, new employee orientation, etc.

Hiring Center

This section is designed to provide information and resources for hiring managers and the support personnel in UF departments, including a comprehensive description of the entire recruitment and hiring process. Additional actions that are likely during the employee life cycle are discussed as well.

Immigration Compliance Services



Prospective Employees

jobs.ufl.edu

The screenshot shows the top portion of the University of Florida HR website. At the top is a blue navigation bar with the 'UF' logo on the left and a list of links: NEWS, CALENDAR, DIRECTORY, GIVING, UF HEALTH, and UF IFAS. On the right side of this bar, it says 'Welcome to UF' with a dropdown arrow. Below this is a white navigation bar with a large blue arrow pointing right, followed by the links: HOME, APPLICANT RESOURCES, WORKING AT UF, and FACULTY APPLICANTS. The main content area features a background image of a man in a white shirt and glasses talking to a woman. Overlaid on this image is the text: 'You belong at a university that's leading the way. As the University of Florida continues its quest to become one of the nation's top public research universities, we need qualified, career-minded individuals like you to make that goal a reality.'



Prospective Employees

jobs.ufl.edu

APPLICANT RESOURCES

WORKING AT UF

FACULTY APPLICANTS

Veteran's Preference

About UF & Gainesville

UF Dual Career Programs

Additional Employment Opportunities

FAQs for Applicants

Job Categories



Current Employees

Welcome Center *Coming Soon*

The UF Welcome Center guides new and current employees through the robust resources available to our employees. Information about professional development, benefits, resources for staff and much more can be found here.

Growing at UF

Information regarding tenure process, sabbaticals, evaluations and promotional opportunities for staff can be found in this section.

Updating/Reviewing Employment Records

Review this section for information on how to update and reviewing your employment record, as well as the employment forgiveness loan program and employment verification.

Changes to My Employment

Information regarding the disclosure of outside activities, as well as related policies can be found on this page.



Departmental HR

Hiring Center

This webpage is designed as a portal to guidelines and resources to help you effectively and efficiently recruit, hire and manage changes to an employee's status while working at the University of Florida.

Step 1 Advertising the Job



Review this section to locate resources regarding the posting of job requisitions for faculty, staff (TEAMS and OPS), graduate assistants, student hires, etc.

Step 2 Managing Applications



Need help in reviewing applications? Visit this section for resources on evaluating your applicant pool.

Step 3 Selecting Candidates



In this section, find guidelines to help prepare for interviewing selected candidates.

Step 4 Preparing an Offer



Once the final candidate is selected, review this section for the necessary steps to offer the position.

Step 5 Creating an Appointment



Locate information on how to enter an appointment for all new hires and fellows.

Current Employee Status Changes

UF employees may have additional status changes during their time at UF. Find helpful resources in this section.

Advertising the Job

The information found in this page will provide guidelines and resources to create a job requisition and advertise the job that you are currently trying to fill. This page is divided into four sections. The first section is general information and resources that are helpful when advertising the job, the following three are information specific to a type of employment or appointment.

- Academic HR (faculty, post doc associates/fellows, graduate assistants, student assistants, etc.)
- Staff (TEAMS & USPS)
- Temporary OPS

General Information

Guidelines	Resources
<ul style="list-style-type: none">■ UF Hiring Policies■ Additional Employment at UF■ Additional Employment Outside of UF	<ul style="list-style-type: none">■ Careers at UF Toolkit

Academic HR

Guidelines	Resources
<ul style="list-style-type: none">■ Guidelines for Faculty Appointments■ Overview of Academic Appointments■ Faculty Categories, Titles, and Modifiers – When to Use Them?■ Post Doc Associate Appointments■ Graduate and Student Assistant Appointments■ Post Doc Associates vs. Post Doc Fellows	<ul style="list-style-type: none">■ Faculty Search Process Overview■ Types of Faculty Title Modifiers■ Faculty Search Tutorial Toolkit■ Dual Career Services

Staff (TEAM & USPS)

Guidelines	Resources
<ul style="list-style-type: none">■ Guidelines for Staff Appointments■ Planning Your Staff Recruitment Advertising	<ul style="list-style-type: none">■ How to Write an Effective Job Posting

Temporary (OPS)

Guidelines	Resources
<ul style="list-style-type: none">■ Guidelines for Temporary (OPS) Appointments	

Advertising Guidelines

Academic | Staff (TEAMS & USPS) | Temporary OPS

Academic HR

Advertising Guidelines for a Faculty Position

The following are UF guidelines when advertising a faculty position:

- A search committee must be identified as part of the job requisition. The search committee chair must have completed the Faculty Search Tutorial, PVO800.
- The position must be advertised on the University of Florida's website for a minimum of fourteen days.
- The position must be advertised in two additional sources outside of the university's website.
- If an initial search is unsuccessful, the department may re-advertise the position. The repost must be listed for a minimum of seven days.
 - To extend or repost a job advertisement, the hiring departmental must contact their Core HR recruiter.

Outside Advertising Sources

Recruitment and Staffing offers advertisement opportunities in The Chronicle, Inside Higher Education and Insight into Diversity websites at no additional cost to the hiring department.

Additionally, the recruitment team is available to review job advertisement content and documents to assist the hiring department's outreach goals. Any other advertisement outside of the UF web listing and the additional websites sponsored by Core HR, are the hiring department's financial responsibility.

When creating an outside advertisement, include the following:



Continuous Improvement

- Phase 2:
 - Adding resources in areas that are lacking.
 - Make improvements based on feedback.



Search Committee Requirements



Search Committee Requirements

- Upon review of our guidelines for search committees and our peers, we are changing the requirements for the level of position that requires a search committee.
- Currently, a search committee must be used for director level and above and all faculty positions.
- Moving forward, search committees will be required for vice president level positions and all faculty positions.



Search Committee Requirements

- Certain assistant vice president positions may require a search committee, depending on responsibility and independent decision making.
- Please check in with your recruiter before posting an assistant vice president position to determine if a search committee is required.
- All faculty positions still require a search committee.



Search Committee Requirements

- If a formal search committee is not required, we still encourage an inclusive search that may include:
 - Interviewing teams
 - Group interviews
 - Presentations
 - Meet and greets
 - Stakeholder meetings
- For more information, please see the [Faculty Search Committee Toolkit](#).



Competency Project



UF “On Target” Classification Project *Good Job. Right Title. Great Results.*

Designed to identify job titles for TEAMS employees that more accurately reflect what they do:

- Provide TEAMS employees with more meaningful job titles that reflect what they do.
- Establish clearer career paths and potential promotional opportunities through logical job groupings.
- Enable UF to align training and development plans with job classifications to better help employees get the training they need.
- Allow for more meaningful performance evaluations tied to the jobs being performed.
- Help recruit great candidates when jobs are vacant because qualified applicants will more readily understand what our job titles mean.
- Not a compensation project; employees’ pay will not change because of this project.
- Will result in meaningful, accurate job titles and clear career paths for TEAMS employees.



Competency Project

As part of Human Resources strategic commitment and building off of the success of OnTarget, we have begun a pilot project to identify competencies and proficiency levels for each job classification:

- Creates clear career paths for staff.
- Enhance recruitment efforts.
- Create training programs designed for specific job families.
- Create a more contemporary approach to performance management.



The kenexa enterprise talent framework

Job Competency Models

Kenexa Job Competency models provide: job families, job profiles with competencies critical to each role and the proficiency level recommended for each competency

18 Kenexa Industry Frameworks

- GCF HQ (Finance, Admin, Sales, IT, HR etc)
- Manufacturing
- Banking/Financial
- Retail
- Consulting
- Healthcare
- SFIA
- OEM High Tech Software
- Insurance
- CRM
- Real Estate
- Energy
- Education
- Media/Publishing

Job Model Components

Job Families

- Function or expertise
- 6 Job Bands from IC to executive to align matrices

Jobs (2,000+)

- Job descriptions
- Job profiles
- Job responsibilities
- Job Focus: Technical, Mgmt, Business, etc
- Compensation Market Data

Competencies

- Business - 36
- Individual - 28
- Management - 22
- Leadership - 20
- Functional/Technical - 1700

4 Levels of Proficiency with 21 unique behavioral descriptors for action oriented skill evaluation

- Level 1: Basic understanding
- Level 2: Working experience
- Level 3: Extensive experience
- Level 4: Subject matter depth/breadth

Application Accelerators

- Learning References
- SMART Development Goals
- Coaching Tips
- Performance Rating
- Writing Assistants
- Interview Questions



Competency Project

With the creation of the new classifications, each title that we created for OnTarget has been mapped to a title in Kenexa, a third party system that we purchased to aid in the overhaul of our classification system.

For Example:

Job Title – Employment Specialist I

Kenexa job title: Recruiter (HR-5REC)
BLS SOC Code: 13-1071.00 – Human Resources Specialists

Kenexa automatically assigns a list of competencies to each classification profile that we create.



Competency Project

Profiles have been created for all Non-management HR Classifications :

Benefits Specialist I-III

HR Systems Administrator

Employee Relations Specialist I-III

Immigration Specialist I & II

Employment Specialist I-III

HR Generalist I-III

HR Service Center Rep

Compensation Specialist I-III

HR Specialist I-III

Workers Comp Specialist

HR Assistant

Title IX Investigator

HR Investigator



▼ Competencies

Standard

Competency Code	Competency Name	Competency Type	Proficiency
B0300	Core Application Systems	Business Competencies	2: Working Experience
B1030	Quality Management	Business Competencies	2: Working Experience
B1060	Effectiveness Measurement	Business Competencies	2: Working Experience
B1080	Information Capture	Business Competencies	2: Working Experience
B1100	Standard Operating Procedures (SOP)	Business Competencies	2: Working Experience
I0100	Interpersonal Relationships	Interpersonal Competencies	2: Working Experience
I0200	Flexibility and Adaptability	Interpersonal Competencies	2: Working Experience
I0470	Interviewing	Interpersonal Competencies	2: Working Experience
I0480	Effective Communications	Interpersonal Competencies	2: Working Experience
I0960	Accuracy and Attention to Detail	Interpersonal Competencies	2: Working Experience
I1020	Analytical Thinking	Interpersonal Competencies	2: Working Experience
M0500	External Resource Management	Management Competencies	1: Basic Experience
TAD410	General Computer Competencies	Technical - Administration	2: Working Experience
TAD430	Spreadsheet Software	Technical - Administration	2: Working Experience
TAD650	Data Entry Management	Technical - Administration	2: Working Experience
THR010	HR: Trends and Direction	Technical - Human Resources	1: Basic Experience
THR020	HR: Policies, Standards and Procedures	Technical - Human Resources	2: Working Experience
THR030	HR Legal and Regulatory Environment	Technical - Human Resources	1: Basic Experience
THR400	STAFFING AND RECRUITING	Technical - Human Resources	2: Working Experience
THR410	Candidate Sourcing	Technical - Human Resources	2: Working Experience
THR420	Candidate Screening	Technical - Human Resources	2: Working Experience
THR450	High-Tech Recruiting	Technical - Human Resources	2: Working Experience
THR460	Diversity Recruiting	Technical - Human Resources	2: Working Experience
THR470	Campus Recruiting	Technical - Human Resources	2: Working Experience
THR800	HR OPERATIONS	Technical - Human Resources	2: Working Experience
THR900	HRIS Operations	Technical - Human Resources	2: Working Experience

Next tab ➡

⬅ Cancel Print 🖨



Competency Project

Process:

- Similar to the OnTarget process, we have created a workgroup comprised of representatives from all areas within core HR.
- The workgroup is tasked with narrowing the competencies attached from Kenexa to a more manageable list.
- Once competencies are narrowed down to 15-20 we will begin surveying employees in these classifications.



Employees will receive an email and be directed to a quick 5 minute survey.

UF UNIVERSITY of FLORIDA

Of the following skills or competencies, please select the 10 which you feel are the most necessary for success in the position. Please try to focus on competencies associated with the job, as opposed to your particular skill-set.

The following questions pertain to the Benefits Specialist II position title.
Select the 10 most relevant competencies for this position.

- Effective Communication**
Understanding of effective communication concepts, tools and techniques; ability to effectively transmit, receive, and accurately interpret ideas, information, and needs through the application of appropriate communication behaviors.
- Accuracy and Attention to Detail**
Understanding of the necessity and value of accuracy and attention to detail; ability to process information with high levels of accuracy.
- Analytical Thinking**
Knowledge of techniques and tools that promote effective analysis and the ability to determine the root cause of organizational problems and create alternative solutions that resolve the problems in the best interest of the business.
- Benefits Programs**
Knowledge of employee benefits programs, processes, issues and considerations; ability to design and implement benefits programs.
- Business Statistics**
Knowledge of the tools, processes, and practices that describe business results in measurable scales; ability to use this knowledge and data to assist in making business decisions.
- Office Support Tools**
Knowledge of and ability to use office support tools available at the desktop (for example: word processing, e-mail, presentation software, and spreadsheets.)



Please indicate the level of proficiency for each competency required for this position.

Basic Experience

Working Experience

Expert Experience

Effective Communication

Understanding of effective communication concepts, tools and techniques; ability to effectively transmit, receive, and accurately interpret ideas, information, and needs through the application of appropriate communication behaviors.



Analytical Thinking

Knowledge of techniques and tools that promote effective analysis and the ability to determine the root cause of organizational problems and create alternative solutions that resolve the problems in the best interest of the business.





Competency Project

- In the coming weeks, we will begin surveying employees in the HR job family.
- Additionally, we will be putting together more workgroups to begin work on the other job families.



Supervisor ID



Supervisor ID

- In December, HRS implemented ePAF changes that resulted in supervisor ID becoming a required field for various types of ePAFs including job edits, hires, and position updates.
- An Update Supervisor ID (USI) reason code was added to the list of job edit action reason codes.



Supervisor ID

- When implemented, there were numerous ePAFs in process that was started prior to the implementation of the supervisor ID field.
- To avoid processing delays, a decision was made to enter a supervisor ID on behalf of units.
- In order to ensure that we could identify employees with incorrect supervisor information, the same UFID was used on all ePAFs.



Supervisor ID

- As of Monday, 673 employees have Brent Goodman listed as their supervisor.
- This week, Classification and Compensation will provide campus human resource representatives with a list of employees who have Brent Goodman listed as their supervisor.
- Please submit a job edit ePAF using reason code USI to correct the supervisory information.



Questions?

- Please contact classification and compensation at 392-2477 or compensation@ufl.edu



Additional University Employment



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.
- Later this week, Classification and Compensation will provide campus human resources representatives a list of employees in their units who have active secondary appointments that may need to be adjusted due to the January 1st salary increases.
- You do not need to send an updated HR-600 form; however, you must complete an ePAF to adjust the rate of pay.



Annual Appraisals



TEAMS and USPS Performance Appraisals

- Annual staff performance appraisals cover the period from March 1, 2016 to February 28, 2017.
- Appraisals must be presented to the employee and signed by March 31, 2017.
- Supervisors should give priority to documenting specific language and examples to outline the job performance and work-related behavior from the entire appraisal year
- Be sure to develop meaningful goals for the coming year.



- Two forms are used for evaluations:
 - TEAMS Non-Exempt, USPS Non-Exempt and USPS Exempt Form.
 - TEAMS Exempt Form (designed to accompany an evaluative narrative or letter).
- Both forms require an overall rating be assigned.
- Also includes an outside activities disclosure section.

*** Some Work Areas have developed approved performance appraisal forms that should be used in lieu of the appraisal forms described above.



REMINDERS

- Use the correct form for the salary plan of the employee.
- Ensure UF ID's and correct full names are used.
- Employees must sign and date the appraisal document. If the employee elects not to sign the appraisal, the Supervisor should write "Employee elected not to sign" on the signature line.
- If overall rating is "Minimally Achieves" or "Below", supervisors must contact Employee Relations before the evaluation is issued.
- Employees employed fewer than 60 days or who are in probationary status do not need to be evaluated.



- Evaluation forms are available on the Employee Relations section of the HRS website.
- Supervisors should review position descriptions prior to issuing to ensure accuracy.
- Completed appraisals should be mailed to: Human Resources, Attn: Employee Relations, PO Box 110281, Campus Mail.



- Employee Relations assistance is available from our satellite offices:
- IFAS: 392.4777
- HSC: 392.3786
- PPD: 392.2333
- E&G: 392.6615



UFHR'S STRATEGIC COMMITMENT
[HTTP://HR.UFL.EDU/STRATEGIC-COMMITMENT/](http://hr.ufl.edu/strategic-commitment/)

PREEMINENCE THROUGH PEOPLE



Long-term Goal #1

Help bring strong talent to UF

We will help bring the strongest talent to UF via best practices and strategies in employment branding, sourcing and recruiting, and technology and will improve the overall experience of candidates, new hires, and the hiring authorities.



SHORT-TERM PRIORITIES

- Design targeted **onboarding** approaches to help position new hires—both faculty and staff—for success, including those transitioning to management roles as well as international employees.
- Create **clear career paths** for staff that align with organizational needs, enhance recruitment efforts, and clarify advancement opportunities.



Goal #2

Strategic compensation

We will design and implement a fair and competitive compensation strategy—adopting a long-term view—to help attract, retain and reward high-performing faculty and staff at all levels that leverages an appropriate intersection of merit, market, and internal equity.



Short-term Priorities

- Design a long-term compensation strategy for faculty and staff working from a “total rewards” perspective.
 - Modernize UF’s leave program to be more responsive to faculty and staff needs.
 - Simplify benefits and improve associated communications.



Goal #3

Performance management

We will support UF's efforts toward preeminence through an aligned and contemporary approach to performance management—one that is agile and bold, focused on fostering high performance.



Short-term Priorities

- Align performance program with best practices including:
 - Alternatives to performance review process.
 - More agile approaches to addressing performance needs when different results are needed.
- Identify and prioritize desired knowledge, skills, and behavior via strong competency models for staff.



Goal #4

Leadership capabilities

We will improve leadership capabilities throughout the organization so that great leadership becomes synonymous with UF and its high-performing faculty, staff, and teams.



Short-term Priorities

- Identify managers on campus as a foundation for development plans and resources.
- Build on the UF management/leadership competency model to develop scaffolding to support the new manager at UF as part of the onboarding effort (also in support of Goal #1).



Goal #5

Inclusion

We will work to ensure faculty and staff contribute in a way that recognizes and respects the needs of others in the community. Our guideposts will be mutual respect, transparent and interactive communication, and a positive and inclusive climate and culture.



Short-term Priorities

- Implement **action items** to influence our workplace practices, interactions, and general environment based on the results of the **UF Faculty and Staff Climate Survey**.
- **Inclusiveness:**
 - Identify and share best practices designed to create a more inclusive environment already in place at UF.
 - Launch a robust professional development program to address, among other topics: unconscious and implicit bias, micro-aggressions and affirmations, bullying and civility.
 - Increase staff members' visibility on the university's home page to highlight their accomplishments/contributions.



Short-term Priorities

- **Professional Advancement**
 - Map current jobs to a career framework to help identify how staff may advance at UF.
 - Introduce an aligned and contemporary approach to performance management that focuses on fostering high performance.
- **Respect**
 - Expand the university's ombuds program to include staff for improved problem-solving.
 - Introduce an onboarding process for leaders that conveys ways to model and encourage a respectful and inclusive environment.
 - Invite experts to help us learn from and explore conflict/mediation approaches used at other institutions.



Moving Forward

- A website by which college-level data can be accessed is being tested.
- Second wave of recommendations in April.
- Also, a cabinet-level work group will be making recommendations about what type of organizational structure would be helpful to support diversity and inclusion.



Goal #6

Risk aware, not risk averse

We will shift from risk averse to risk aware to protect against and mitigate any potential damage in key HR-related areas—strategic, operational, compliance, and financial—and will take swift action when risks are realized.



Goal #7

Service excellence

We will ensure HR service throughout campus is characterized by excellence – with emphasis on responsiveness, clear and prompt communication, and respect.



UFHR'S STRATEGIC COMMITMENT
[HTTP://HR.UFL.EDU/STRATEGIC-COMMITMENT/](http://hr.ufl.edu/strategic-commitment/)

PREMINENCE THROUGH PEOPLE



Benefits



Benefits Scheduler

New online system to schedule appointment times to meet with Benefits Specialists:

- Available this month.
- Link found on Benefits website or click [here](#).
- Employees may still call (352)392-2477 or email benefits@ufl.edu anytime for assistance.



Double Deductions for State Plans 9 and 10-month Faculty

- Begin first paycheck in Feb (2/3) and end first check in May (5/12).
- Normal deductions resume in September.
- If pay is interrupted prior to end of spring, employee must contact Benefits Office.
- Double deductions do not apply to UF Select & GatorCare plans.



OPS Benefits Updates

1/1/17 - Change to OPS benefits eligibility for state (PeopleFirst) plans

- OPS now eligible for benefits when expected to work 30+ hours on average.
- Applies to:
 - internal promotions.
 - movement to other agencies.
 - increase in hours without position change.
- Increase in hours must be reported to PeopleFirst Service Center.
- OPS now eligible for early effective dates when enrolling.
- Source: [DMS Mgmt. Advisory 16-014](#)

For questions call UF Benefits at 392-2477 or email benefits@ufl.edu.



IRS Reporting Form 1095-C

Employer Provided Insurance Offer and Coverage

- Reports employees' health insurance information for prior calendar year.
- State of Florida and GatorCare plan participants.
- Employees should receive form in February or March.
- May file income tax returns **prior** to receiving 1095-C if they know they had coverage for the entire year.
- Employees enrolled in ACA Marketplace plans must report UF's *offer* of employer-sponsored health coverage to IRS.



Marketplace Tax Credit Notices

- Employees using Healthcare Marketplace may qualify for premium tax credit.
- UF subject to penalty if FT employee offered coverage from UF receives tax credit.
- If Marketplace sends tax credit notice to UF campus location, forward to UF Benefits immediately (fax, email, or mail).
 - Attn: Stewart V. King, Director of UF Benefits
 - Fax: (352) 392-5166
 - Email: svking91@ufl.edu
 - Physical Address: UF Benefits, 903 West University Avenue, Gainesville, FL 32606
 - Campus Mailing Address: UF Benefits, PO Box 115007



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.
- Final filing date for 2016 is April 16, 2017.


February 28-----Florida Prepaid Open Enrollment ends:

- Online enrollment process.
- Payroll deductions available.



Important Dates

- Florida Prepaid Open Enrollment Ends – Tuesday, February 28
- Next HR Forum – Wednesday, March 1, 2017
- 2016 Flexible Spending Account Grace Period Ends – Wednesday, March 15
- GBAS Spring Institute – Tuesday, April 4, 2017
– Registration will open Monday, February 27th



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

WORKING TOGETHER

FOR THE

GATOR GOOD