

HR FORUM



WELCOME

February 7, 2018

WORKING TOGETHER

FOR THE

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Agenda

- Reevaluating Annual Performance Appraisals
- Environmental Health & Safety
- Recruitment Resources
- Career Path
- Employee Handbook
- Job Posting – Chief Diversity Officer
- On-Call Pay
- Additional University Employment
- Success At Work
- Benefit Reminders
- Important Dates



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Reevaluating Annual Performance Appraisals

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Reevaluating Annual Performance Appraisals

- In 2017, UFHR Employee Relations began a comprehensive review of the staff performance appraisal process.
- Annual performance appraisals for staff will not be required this March as UFHR continues to reevaluate the way performance appraisals are conducted and identifies a more effective and contemporary approach to providing feedback to employees.



Reevaluating Annual Performance Appraisals

- As a result, evaluation ratings provided in 2017 will carry forward—for example, if an employee was rated at the “achieves” level in March 2017, that rating will be assumed to continue for March 2018 as well.
- However, if a significant change in performance occurs or has occurred, managers should complete an evaluation for that employee either in March or at another time deemed appropriate by the manager.



Reevaluating Annual Performance Appraisals

Please note:

- Managers may still elect to complete performance appraisals for their employees (even if a change in performance has not occurred).
- Employees who are in a probationary status should also receive performance appraisals before the end of their probationary periods.



Reevaluating Annual Performance Appraisals

Please note:

- Please contact Employee Relations prior to assigning an overall performance appraisal rating of “Minimally Achieves” or “Below” performance standards.
- Employee Relations will share new developments regarding the staff performance appraisal process in the coming months.



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If you have questions or need further clarification, please email:

hremprel@ad.ufl.edu

or contact your Employee Relations representative at one of the following locations:

UFHR Director of Employee Relations

Brook Mercier, Director of Employee Relations

903 W. University Ave.

Gainesville, FL 32611

Phone: (352) 392-2477

Email: bmercier@ufl.edu

UFHR Employee Relations Satellite Offices

E&G and Auxiliaries

Associate Director-Kevin Clarke

903 W. University Ave.

Phone: (352) 392-6615

Fax: (352) 392-1726

Health Science Center

Employee Relations Manager-Candi Kish

HSC Room H-8

Phone: (352) 392-3786

Fax: (352) 273-9046

IFAS

Employee Relations Manager-Leticia Forster

Room 2044 McCarty Hall D

Phone: (352) 392-4777

Fax: (352) 392-3226

Facilities Services/Business Affairs HR

Assistant Director-Keisha Jones

Building 701, Radio Road

Phone: (352) 392-2333

Fax: (352) 846-2043

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ENVIRONMENTAL HEALTH & SAFETY

UF | Occupational Medicine Program
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UF | Environmental
Health and Safety
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MAINTAINING COMPLIANCE FOR HEALTH ASSESSMENTS

UF | Occupational Medicine Program
UNIVERSITY of FLORIDA

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Introductions

Julie Ramsey

EH&S OCCMED Coordinator

occmed@ehs.ufl.edu

Osmara Salas

EH&S Education & Training Coordinator

osalas@ehs.ufl.edu



Reports

- Next Exam Report for Health Assessments:

SECURITY ROLES:

- UF_EPAF_DEPARTMENT ADMIN *or*
- UF_EPAF_LEVEL 1 APPROVER *or*
- UF_HR_OCCUPATIONAL_MED_INQUIRY



Next Exam Reports

To Run the Department Next Exam Reports:

1. Navigation:

Main Menu>Human Resources>Reporting Tools>Query>Query Viewer

2. Search:

UF_HR_HAMS_NEXT_EXAM

< Query Viewer

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By

Query Name



begins with

UF_HR_HAMS_NEXT_EXAM

Search

[Advanced Search](#)

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Next Exam Reports

3. Run Report

[Query Viewer](#)

New Window | [Help](#)

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query				Personalize Find View All						First	1-4 of 4	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites			
UF_HR_HAMS_NEXT_EXAM_BY_DEPT	enter % for all departments	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite			
UF_HR_HAMS_NEXT_EXAM_BY_TYPE	enter % for all departments	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite			
UF_HR_HAMS_NEXT_EXAM_EMAILS		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite			
UF_HR_HAMS_NEXT_EXAM_OVERDUE	enter % for all departments	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite			

Select "Excel" for type of report you want to run.

Overdue – returns all users and all exam types that are overdue.

By Type – returns all users in a particular exam type -
ex: Animal Contact.



Next Exam Reports

3. Run Report (cont'd)

Enter your Department ID - % results in a broader department search

UF_HR_HAMS_NEXT_EXAM_OVERDUE - enter % for all departments

DeptID Like (e.g. 63% for PPD):

[View Results](#)

ID	Last	First Name	Exam Date	Exam Type	Next Exam	Empl Record	Current Job Row Eff Date	Em
----	------	------------	-----------	-----------	-----------	-------------	--------------------------	----

Exact Dept ID narrows results

UF_HR_HAMS_NEXT_EXAM_OVERDUE - enter % for all departments

DeptID Like (e.g. 63% for PPD):

[View Results](#)

ID	Last	First Name	Exam Date	Exam Type	Next Exam	Empl Record	Current Job Row Eff Date	Employee Status	Sal Plan	Job Title	FTE	Dept ID	Dept Name	Location	Descr	Comments	Result
----	------	------------	-----------	-----------	-----------	-------------	--------------------------	-----------------	----------	-----------	-----	---------	-----------	----------	-------	----------	--------

Column info returned in report

Select open or save when prompted

Do you want to open or save UF_HR_HAMS_NEXT_EXAM_OVERDUE_1709618906.xlsx (6.36 KB) from hrprd.erp.ufl.edu?

Open

Save

Cancel

×



3. Run Report (cont'd) Overdue Report

**Columns edited to fit slide*

enter % for a 15									
ID	Last	First Name	Exam Date	Exam Type	Next Exam	Dept ID	Comments	Result	
			7/11/2014	UF Animal Contact	7/11/2017	71010000	Inspector of cats, cattle, dogs, fish/amphibians, gu	No Job Specific Restrictions	
			#####	UF Animal Contact	#####	71010000	Animal Contact bats, birds/poultry, cats, dogs, mic	No Job Specific Restrictions	
			12/2/2014	Preplacement	12/2/2017	71010000	POS#00007209 PPHA Generic and animal contact.	No Job Specific Restrictions	
			12/8/2015	UF Combined Health Assessment	12/8/2016	71010000	annual Biopath	No Job Specific Restrictions	
			4/27/2016	UF Combined Health Assessment	4/27/2017	71010000	Initial Biopath- BSL3, BBP- training date 8/12/15, f	No Job Specific Restrictions	
			8/3/2016	UF Respirator Fit Test	8/3/2017	71010000	N-95; 3M 9210+ R; Qualitative; JD	No Job Specific Restrictions	
			#####	UF Respirator Fit Test	#####	71010000	1) N-95; 3M 8271; Qualitative; KKQ 2) HF APR; No	No Job Specific Restrictions	
			#####	UF Respirator Use	#####	71010000	hazmat	No Job Specific Restrictions	
			#####	UF Respirator Use	#####	71010000	Hazardous waste	No Job Specific Restrictions	
			1/9/2017	UF Respirator Use	1/9/2018	71010000	HAZMAT initial. 12/07/16 Negative pressure respi	No Job Specific Restrictions	
			1/17/2017	UF Respirator Fit Test	1/17/2018	71010000	1)N-95; 3M 9211 R; Qualitative; AM 2)N-95; 3M 8	No Job Specific Restrictions	
			1/23/2017	UF Respirator Fit Test	1/23/2018	71010000	FF APR; 3M FF400 M; Qualitative; JD	No Job Specific Restrictions	
			3/8/2017	UF Bloodborne Pathogen	9/8/2017	71010000	BBP T&V training by EH&S 3-3-17. Hep B series to	No Job Specific Restrictions	
			8/2/2017	UF Respirator Use	9/2/2017	71010000	Tight-fitting respirator use required by EH&S. PENDING UF OCCMED Clinic review		
			8/28/2017	UF Respirator Use	9/28/2017	71010000	Tight fitting respirator use required by EH&S. Penr	Under Review	

Comments that are in health assessment screens – detail missing information

Tight-fitting respirator use required by EH&S. PENDING UF OCCMED Clinic review. Please fax the Annual Medical History Questionnaire for Respirator Use (available from EH&S OCCMED forms) to the clinic at 352-846-2003 and please call the clinic at 352-294-5700 to confirm receipt.

Next Exam Date – triggers reminder emails to employees – 30, 15 & 1 day before expiration



3. Run Report (cont'd) By Exam Type Report

Select specific exam type using the drop down menu

File Edit View Favorites Tools Help

UF_HR_HAMS_NEXT_EXAM_BY_TYPE - enter % for all departments

Exam Type: Preplacement
UF Animal Contact
UF Asbestos Abatement
UF BioPath
UF Bloodborne Pathogen
UF Combined Health Assessment
UF Commercial Driver Licenses
UF Excessive Noise
UF Law Enforcement
UF Patient Contact
UF Pesticide Use
UF Respirator Fit Test
UF Respirator Use
UF Scientific Research Diving
Void

DeptID Like (e.g. 63% for PPD):

ID	Last	First Name	Exam Date
----	------	------------	-----------

File Edit View Favorites Tools Help

UF_HR_HAMS_NEXT_EXAM_BY_TYPE - enter % for all departments

Exam Type:

DeptID Like (e.g. 63% for PPD):

ID	Last	First Name	Exam Date	Exam Type	Next Exam	Empl Record	Current Job Row	Eff Date
----	------	------------	-----------	-----------	-----------	-------------	-----------------	----------

Select open or save when prompted

Do you want to open or save UF_HR_HAMS_NEXT_EXAM_OVERDUE_1296042614.xlsx (6.36 KB) from hrprd.erp.ufl.edu?



3. Run Report (cont'd) By Exam Type Report

9/11/2015	UF Animal Contact	9/11/2018	71010000	Initiated 7/7/15. no direct contact: observes an	Under Review
1/24/2018	UF Animal Contact	2/24/2018	71010000	No direct contact: observes animals or enters a	Under Review
1/25/2018	UF Animal Contact	2/25/2018	71010000	Cleared per SHCC Occupational medicine guide	Under Review
1/25/2018	UF Animal Contact	2/25/2018	71010000	Bats, birds/poultry, cats, dogs, wild rodents, ot	Under Review
1/26/2018	UF Animal Contact	2/26/2018	71010000	Bats, Birds/Poultry, Cats, Dogs, Rodents, Wild a	Under Review

2/26/2018	71010000	Bats, Birds/Poultry, Cats, Dogs, Rodents, Wild animals (raccoons, opossums), pending rabies titer	Under Review
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Date generates email to employee

Comments indicate what's needed.

After item is taken care of, OCCMED Clinic adjusts the next exam date & the status.



Next Exam Reports

4. Bookmark links for reports into to your **web browser** – provides easiest access.

https://hrprd.erp.ufl.edu/psc/ps_4/EMPLOYEE/HRMS/q/?ICAction=ICQryNameExcelURL=PUBLIC.UF_HR_HAMS_NEXT_EXAM_OVERDUE.

https://hrprd.erp.ufl.edu/psc/ps_3/EMPLOYEE/HRMS/q/?ICAction=ICQryNameExcelURL=PUBLIC.UF_HR_HAMS_NEXT_EXAM_BY_TYPE.

5. Maintaining medical monitoring compliance is required. Renewals for most health assessments vary between 1-3 years.

Regardless of how you get to the reports, run them at a minimum of once per month. Assist the employee in maintaining compliance.



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Recruitment Resources

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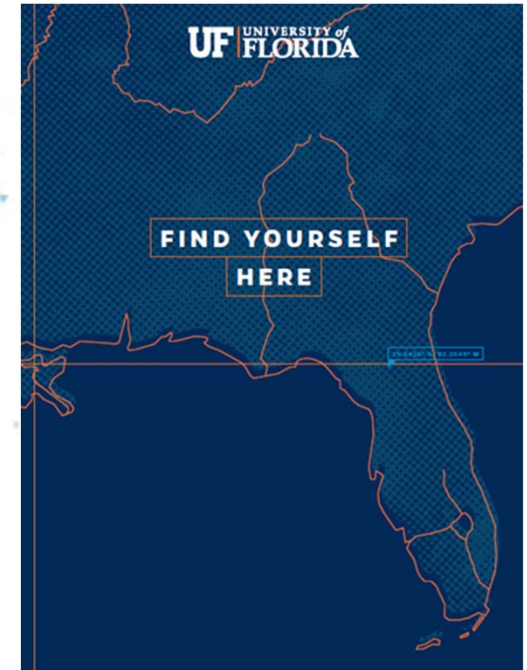
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Find Yourself Here

- Recruitment brochures available.
- Provides high-level introduction to the University of Florida, Gainesville, Florida, and our faculty.
- Pocket in back for individualization.





Guide To Greater Gainesville

- 2018 Guide now available.
- Excellent in-depth resource about Gainesville for candidates.
- Digital version also available
- www.guidetogreatergainesville.com.

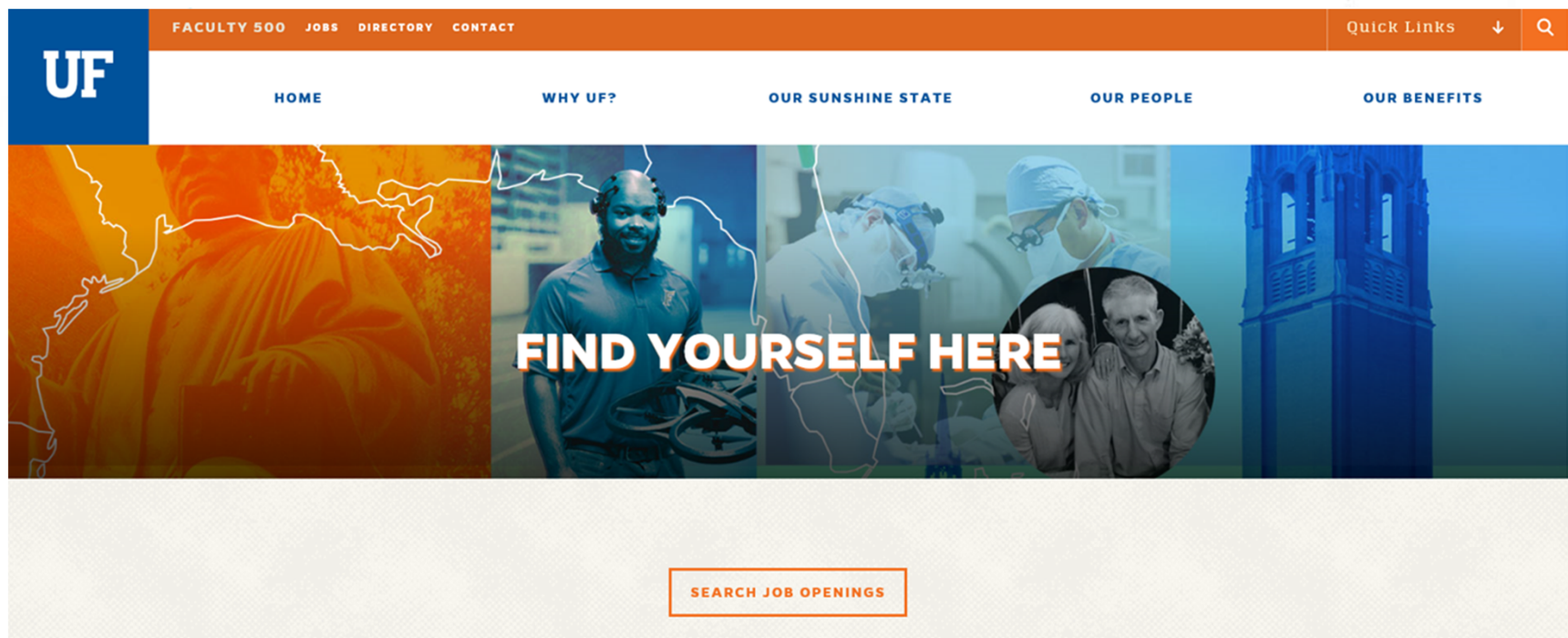




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Faculty 500 Website



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Follow UF Careers on Social Media

- Twitter: @Careers_UF
- Facebook: University of Florida Careers
- LinkedIn: Careers at UF



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Faculty Search Committee Toolkit

Homepage • Toolkit Resource Center • Human Resources Toolkits • **Faculty Search Committee**

FACULTY SEARCH COMMITTEE

GENERAL

HUMAN RESOURCES TOOLKITS

Careers at UF

Commitment Accounting

Effort Reporting

Faculty Search Committee

Foreign Nationals

Graduate Information

ATTRACT | IDENTIFY | ENGAGE | EVALUATE | HIRE

WE ALL PLAY A PART FOR THE GATOR GOOD.

Utilizing the recruitment model of "attract, identify, engage, evaluate, and hire," UF Recruitment & Staffing has developed resources to assist you in every step of the faculty recruitment process. Our goal is to support your recruitment efforts to bring the strongest talent to UF by providing best practices and strategies that are useful and easy to implement.

If this is your first time participating in a search or you are a seasoned search committee member, thank you for taking part in the University of Florida's shared governance.

Introductory Resources

Faculty Search Process Overview

Roles in the Faculty Search Process

Equity Advisor? What Role Do they Play?

Search Committee Meetings, Who Needs to Know?

<http://hr.ufl.edu/learnandgrow/toolkits-resource-center/human-resources-toolkits/faculty-search-committee/>



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Career Path



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Purpose

- Response to the faculty and staff climate survey conducted in 2015
- Clarify career advancement opportunities for staff employees
- Provide foundational support to career development initiative



Scope

- Staff positions only
- Positions found on UF On Target website, <http://hr.ufl.edu/teams-titles/>
- Define movements within the job family
- Will build on the competency project

Accounting & Finance examples include: Accountant; Financial Analyst; Fiscal Assistant	Administration & Management examples include: Assistant Director; Associate Director; Director	Advancement examples include: Director of Advancement; Assistant Director of Development; Alumni Affairs Coordinator
Agricultural & IFAS Operations examples include: Extension Program Assistant; Extension Program Manager; Farm Manager	Animal & Veterinary Care examples include: Farrier; Animal Hospital Surgical Technician; Veterinary Diagnostic Lab Assistant	Communications, Sales & Marketing examples include: Account Manager; Graphic Designer; Marketing Specialist
Education & Training examples include: Instructional Designer; Education Training Specialist; Career Coach	Facilities Operations examples include: Architect; Custodial Worker	Health Care examples include: Ambulatory Care Administrator; Clinical Case Manager; LPN
Human Resources examples include: Human Resources Generalist; Human Resources Assistant; Immigration Manager	Information Technology examples include: Application Developer Analyst; Computer Operator; End User Computer Specialist	Legal & Audit Services examples include: Paralegal; Claims Attorney



Process

- Reviewed staff positions and defined common relationships with various core units and departments
- Detached from organizational structure/chart
- Identified natural/common direct and side paths based on feedback and class specs



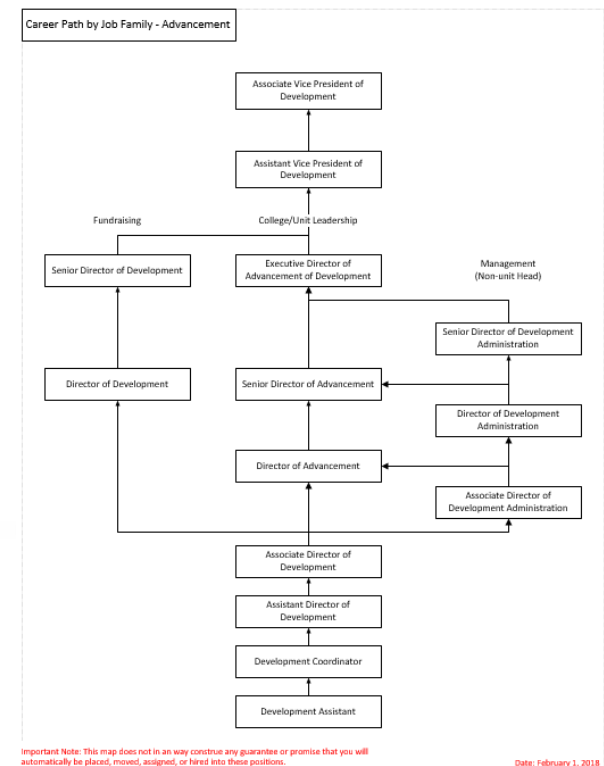
Process

- Did not consider nor reflect the following:
 - lateral movements.
 - movements cross over to other job families.
- Examined carefully movements of current and prior employees (outliers).
 - additional skillsets that allowed them to make bigger leaps or move to a different track.



Result

- Career Path Maps:
 - Align with job families found on UF On Target website.
 - www.hr.ufl.edu/learnandgrow/career-path.





Result

- Established common career paths.
- Discovered some career paths crossed over to another series within the job family based on transferrable skills.
- Discovered some gaps.
- Identified “stand alone” positions.
 - Positions that do not have any career path within their job families.
 - Career path may cross over to another job family, DSO, or Shands, especially for positions within the health care job family.



Important Note

- Does not in any way construe a guarantee or automatic movement, assignment, placement, or employment into the next position on path.
- Will evolve based on:
 - the needs and the requirements of the hiring departments and organization.
 - creation of new positions.



Question

- On career path:
John Sun
Assistant Director, Recruitment and Staffing
Email: successatwork@hr.ufl.edu
- On positions and job families:
Classification and Compensation
Email: compensation@ufl.edu



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Employee Handbook

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Employee Handbook

- Concise
- Modern
- More engaging
- Interface with internet
- Commitment to employees
- More of an investment in staff
- Representative of strategic plan and goal of preeminence through people

Please tell us:

- ✓ What sections you reference?
- ✓ What you think of the draft, once disseminated.



TEAMS and USPS Employee Handbook

The policies and procedures in this handbook were updated on July 21, 2016.

We are pleased to provide this *TEAMS and USPS Employee Handbook*. Academic Personnel also will wish to refer to the Faculty Handbook online at www.aa.ufl.edu/Handbook.

Additional information about many sections of this handbook is provided in the appropriate areas of Human Resource Services' web site at www.hr.ufl.edu. The Benefits section of our site, for example, lists current insurance premiums and gives more in-depth information.

While this handbook is designed to provide helpful information to employees, it should not be construed as an employment contract of any kind. The statements contained in this handbook are intended to offer guidance but do not modify the terms of employment.

The university, at its discretion, may change, delete, suspend or discontinue any or all parts of the policies in this handbook without prior notice. This handbook does not modify state or federal laws, nor does it serve as legal advice.

If questions about your employment status are not answered in this handbook, please talk to your supervisor or contact Human Resource Services at (352) 392-2HRS.



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Job Posting

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Chief Diversity Officer

- The position is posted!
- The Search Committee is convening!
- If you know of strong candidates, feel free to direct them to the job posting or Kathy McKee to learn more about the position!
- We want a great applicant pool for this important (inaugural) CDO!





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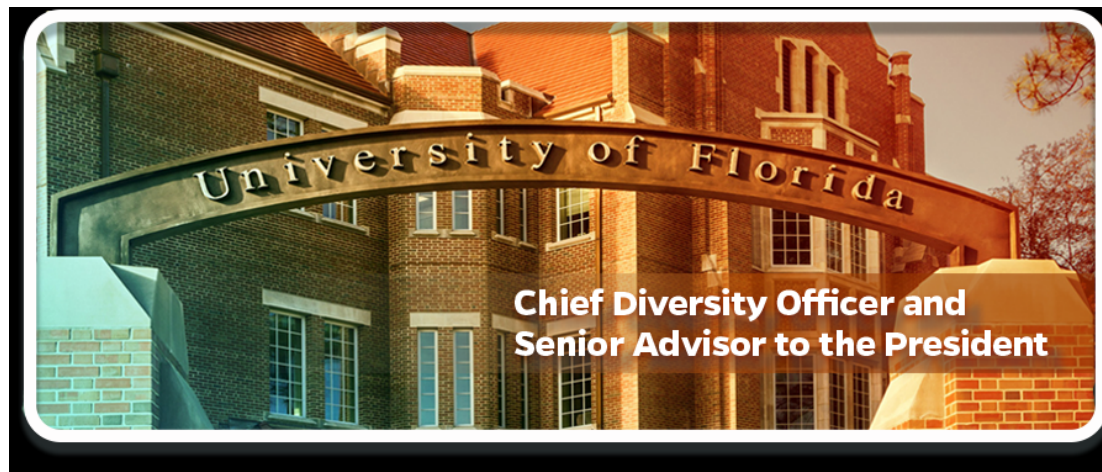
Job posting:

Chief Diversity Officer & Senior Advisor to the President

[Job no: 506046](#)

Additional information online:

[Role of Chief Diversity Officer and Senior Advisor to the President](#)



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On-Call Pay

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On-Call Pay

- UF's on-call policy currently sets the on-call rate for weekends and holidays at a rate of one-third of the statewide hourly minimum for the employee's classification.
- UF Board of Trustees ratified an agreement between UF and AFSCME which includes a modification to the weekend and holiday on-call rate.
- Effective March 1st, the on-call rate for weekends and holidays will be set at a rate of one-third the university minimum wage.
 - UF's current minimum hourly wage is \$12.00 per hour which results in a weekend and holiday on-call rate of \$4.00 per hour.
- With departmental approval, units may provide an SPI to offset any reductions in on-call earnings employees may experience.



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Additional University Employment

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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.
- Last week, Classification and Compensation began contacting campus human resources representatives who have active secondary appointments that may need to be adjusted due to the January 1st salary increases.



Additional University Employment

- You do not need to send an updated HR-600 form; however, you must complete an ePAF to adjust the rate of pay.
- If you have not been contacted and would like to request a list of employees with dual compensation appointments in your area, please email your request to compensation@ufl.edu.



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Success At Work

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Success At Work

- The Success at Work initiative is designed to identify the top 10 to 15, knowledge, skills, and abilities that make our employees successful in their current roles.



Success At Work

What makes you successful at work?

Complete a five-minute survey today to let us know

Building on the foundation provided by the UF On Target project, UF Human Resources is undertaking a new "Success at Work" initiative to begin to identify the top 10 to 15 skills that make our employees successful in their current roles.

Please complete the five-minute, anonymous survey below by **[two weeks after send date]**, to help UFHR identify the key competencies necessary for success in each job title. UFHR will use your answers to begin to build enhanced training, develop career maps and provide other tools to help our university's staff grow and flourish in their careers.

The survey may be found at:

[SURVEY LINK](#)

If you have questions, please contact UF's Classification and Compensation office at (352) 392-2HRS.

Thank you for your participation!

UF Human Resources
UNIVERSITY of FLORIDA



Success At Work

- In January, Class and Comp began surveying positions in the Office and Business Administration job family.
- Each week, we will send out a batch of surveys to employees until the job families have been surveyed.



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Success At Work

Questions?

successatwork@hr.ufl.edu

Phone: 352-273-2842

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Benefits Updates

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Double Deductions for State Plans 9 and 10-month Faculty

- Begin first paycheck in Feb (2/2) and end first check in May (5/11).
- Normal deductions resume in September.
- If pay is interrupted prior to end of this period, employee must contact Benefits Office.
- Double deductions do not apply to UF Select & GatorCare plans.



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 will receive form in February (postmarked 1/31/18).
- 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 tax credit notice received by departmental UF campus location, forward to UF Benefits immediately (fax, email, or postal mail):

Fax: (352) 392-5166	Email: svking91@ufl.edu
Physical Address: UF Benefits Attn: Stewart V. King 903 West University Avenue Gainesville, FL 32606	Campus Mailing Address: UF Benefits Attn: Stewart V. King P.O. Box 115007



New Hire Benefits Enrollment

Departmental considerations for new hires:

- Job appt./actions must be active in all systems *before* the employee can complete enrollment online (2-3 days).
- Choose early- to mid-month hire dates—allows time to process in system.
- Avoid hire dates late in the month & last day of the month.

Jobs not in the UF and People First systems by the end of month can delay coverage start date by **at least one month** for state plans!



New Hire Benefits Enrollment

Departmental considerations for new hires:

- Encourage new hires to complete benefit enrollments early.
- Inform hires about when coverage may reasonably begin or refer to Benefits staff for assistance.
- Health insurance premiums must be posted and insurance ID cards received *before* coverage can be used.
- Employees have 60 calendar days from hire to enroll.



Benefits Effective Dates New Hire & Qualifying Events

State health & supplemental coverage can begin:

- No earlier than hire date or QSC date.
- The 1st of the month after enrollment, provided 2 consecutive payroll deductions occur in the same month.
- *Exceptions – New hires enrolling only in health plan and employees with QSC events.*

▪ **UFSelect & GatorCare Plans can begin:**

- On date of hire (will be retroactive).
- On date of event for QSCs .
- *Exception – QSC effective on 1st of month if removing coverage.*



OPS Benefits Eligibility

- OPS employees eligible for benefits when expected to work 30+ hours on average.
- Applicable to:
 - New hires.
 - Internal promotions.
 - Movement to/from other state agencies.
 - Increase in hours without position change.
- Note: *Increase in hours must be reported to PeopleFirst Service Center.*
- OPS eligible for early effective date on health insurance only.



FSA Grace Period Ends March 15

- Continue to use for eligible expenses January 1 through March 15.
- *Use it or lose it!*
- Final filing date for 2017 is April 15, 2018.

FSA Questions?

Contact Chard Snyder 855-824-9284 or
FloridaAskPenny@chard-snyder.com.



Dependent Eligibility Verification Audit (DEVA)

PeopleFirst / DSGI audit of dependents on state plans

- Phase II – requests being sent to UF employees March through May.
- Sent via email & postal mail from **HMS**.
- Request from HMS includes what to submit & deadline.
- Send documentation to **HMS only** (*do not send to PeopleFirst or UF Benefits Office*).
- Send copies, not originals.
- **Response is required!**



DEVA Reminders

- Always be cautious about disclosing personal information
- HMS employees will not call & request SSN data to confirm identity
- NEVER send SSN data by email
- Be certain the source is legitimate

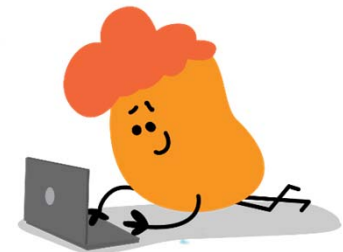
More info available online <https://www.mybenefits.myflorida.com/>
(enter DEVA in search box).

Questions about DEVA documentation requests? Call HMS (877) 577-4549.



Benefits Resources

- **alex**[®] ([online](#) virtual benefits counselor)
- UF HR [Benefits & Rewards website](#)
- [UF at Work](#) newsletter articles
- UFHR Benefits Specialists:
 - Call (352) 392-2477
 - Email benefits@ufl.edu
 - [Schedule appointment](#) through Benefits & Rewards website





Important Dates

- Florida Prepaid Open Enrollment Ends – February 28, 2018
- Next HR Forum – March 7, 2018.
- 2017 Flexible Spending Account Grace Period Ends – March 15, 2018.
- GBAS Spring Institute 2018 – April 3, 2018.

HR FORUM

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

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FOR THE

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