

HR FORUM



WELCOME

April 6, 2016

WORKING TOGETHER

FOR THE

GATOR GOOD



Agenda

- Online Promotion and Tenure (OPT)
- Short Work Break (9-and 10 - month employees)
- Faculty and Graduate Assistant Summer Appointments
- Student Break
- Leadership Program Applications
- UFF Increase
- On Target Update
- Gator Business Administrator Services (GBAS)
- Benefits Reminders
- Important Dates



ONLINE PROMOTION & TENURE (OPT)



OPT OPEN LABS

- OPT open labs will be held in Room 119, HRS building:

Thursday, April 28 – 8:30 to 10:30

Thursday, May 12 – 1:30 to 3:30

Thursday, May 19 – 8:30 to 10:30



Online Promotion & Tenure

- 2016-2017 Guidelines are out
- Email Janet Malphurs (jimmalph@ufl.edu) with any updates to the OPT Dept/College list for the 2016-2017 year

Useful link: www.aa.ufl.edu/tenure



SHORT WORK BREAK

9- and 10-month employees



Short Work Break for 9- and 10-month Employees

- 9- and 10-month employees (faculty, graduate assistants and TEAMS) will be put on Short Work Break during the weekend of April 16 in the myUFL system for the summer semester.
- Short Work Break file available. Navigate to [Public Folder>Human Resources>Workforce Information](#) under Enterprise Reporting to view employees who will be on Short Work Break
- Effective date of the Short Work Break will be 5/15/16 for 9-month and 6/14/16 for 10-month employees.



Short Work Break for 9- and 10-month Employees

- Time Reporting will be inactivated during the Short Work Break period.
- Instruction Guide: <http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/job-and-position-actions/>
- Departments need to review employees to ensure they do not continue to be paid beyond the end of the Spring semester.

Questions? Contact Human Resource Services at 392-2477



FACULTY & GRAD ASSISTANT SUMMER APPOINTMENTS



Faculty & Grad Assistant Summer Appointments

- Summer appointments for faculty and graduate assistants can be processed via the summer job file, as appropriate.
 - When the summer job file cannot be used, the unit will submit an ePAF for the summer appointment
- The file will be available via myUFL system from April 18 to April 28.
 - Workforce Administration>Job Information>UF Summer Job Review
- Summer appointments will appear in myUFL on May 2.
- Instruction Guide: <http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/job-and-position-actions/>



Faculty & Grad Assistant Summer Appointments

- A termination row will be applied at the same time the summer appointment is applied in job data.
- Don't forget, distributions for summer appointments will still need to be completed.

Questions? Contact Human Resource Services at 392-2477



Student OPS Summer Appointment



Student OPS Summer Appointment

- Current students employed during the spring term who will NOT be working summer but will be working in the Fall term will NOT need to be terminated.
- Current students employed during the spring term who are planning to work in the summer, but will not be enrolled, there is no need to switch to OPSN if they are planning to enroll in the fall term.
- Incoming freshmen whose first semester will start in the fall must be hired as General OPS (OPSN) during the summer and then switched to a student pay plan for the fall term.
- Current students graduating in the spring term and not returning must be hired as General OPS (OPSN) for the summer.
- International students may work full-time during the summer if they are enrolled or not enrolled – as it is considered an official school break.

| Classification | Total Credits to Be Considered Half-Time | | |
|----------------|------------------------------------------|--------|--------|
| | Fall | Spring | Summer |
| Undergraduate | 6 | 6 | 6 |
| Graduate | 5 | 5 | 4 |
| Law | 5 | 5 | 3 |
| Professional | 1 | 1 | 1 |



**Questions? Contact Human Resource Services at
392-2477 or hrsstudentemployment@ad.ufl.edu**



Leadership Program Applications



Leadership Program Applications

- Now through April 30
 - We are accepting applications to the **UF Academy** and **Advanced Leadership for Academics and Professionals**
 - For more information or to access the application, visit the Leadership Development at UF section of the HRS
<http://hr.ufl.edu/learn-grow/leadership-development/>



In-unit Faculty Merit Increases



In-unit Faculty Merit Increases

- On March 18, the University of Florida Board of Trustees (UBOT), following ratification of the collective bargaining agreement by the union membership, approved the agreement between the United Faculty of Florida (UFF).
- This action cleared the way for the implementation of the in-unit salary increases.
- Increases were immediately implemented by Human Resource Services.
- Faculty awarded a merit increase received the increase, retroactive to Jan. 1, on their April 1st paycheck.



UF On Target Update



UF On Target Update

- We have completed our review of positions associated with the remaining job families.
- HR has provided a list of positions to college/unit contacts that provide recommended alternate titles or require additional information.



UF On Target Update

- Over 5,000 positions have been approved for implementation.
- Over the coming weeks, we will continue to work with campus HR representatives to resolve positions that require additional information.
- We are prepared to implement the approved positions in the On Target file.



UF On Target Update

- A process has been implemented to allow employees to request a final review of their classification by HRS.
- Prior to submitting a request, employees should discuss their concerns with their supervisor or their college/unit HR Representative.



UF On Target Update

- Requests should be submitted online by visiting <http://hr.ufl.edu/teams-titles/resources/final-review-request/>.
- The employee will be asked to provide a brief explanation for the request and provide a job title that they feel is a more accurate reflection of their position.
- The employee's supervisor or HR Representative will receive a copy of the review request.



UF On Target Update

- Prior to implementation in myUFL, employees will receive notification of their new job title and any other pertinent information via interoffice mail.
- In addition, this notification will include information on how to request a final review by HRS.



UF On Target Timeline

- April 4-8 – Employee notifications sent via interoffice mail
- April 11-15 – Employee notifications received
- April 22 – Job titles reflected in myUFL
- April 29 – Employee Requests for HRS Final Review due



Questions

- You may e-mail your questions to ontarget@ufl.edu or contact Classification & Compensation at 392-2477



Gator Business Administrator Services (GBAS)



**What is
GBAS?**



Gator Business Administrator Services is a professional development program designed to help business administrators working in colleges, departments, and units be more effective in their jobs.

This professional support focuses on job skills of employees in the areas of finance, human resources, research administration (both pre-and-post award), and reporting.



GBAS is open to all participants who are:

Business administrators (exempt and hourly) working in colleges, departments, and units in the areas of human resources, finance, research administration (pre and post award), and reporting.

This includes non-supervisors as well as supervisors.

Who should engage?



Mid-level business administrators who are working on or have completed the PRO3 Series as a way to grow their leadership and management skills and advance their ability to improve business processes within their unit.

High-level business administrators who hold leadership positions in finance and accounting, sponsored programs, and human resources with a role that supervises, analyzes, and/or makes strategic decisions.

These leaders have the opportunity to grow their strategic thinking, problem-solving resources, and build a network of thought partners.

(NOTE: Entry-level transactional positions are not supported.)



April 28th from 8:30am – 3:30pm
at the Reitz Union in the Chamber

GBAS Jungle “SURVIVOR” Institute:
Critical Thinking Styles and Skills



Morning General Session

Come prepared to roll-up your sleeves and collaborate with your GBAS friends in the Jungle Survivor Quest.

Using your critical thinking skills, your team will figure out how to escape the jungle. Alexa Lamm (IFAS) will discuss critical thinking skills, styles and approaches, share with you how your critical thinking style impacts the way you work and coach us on ways to improve our critical thinking to develop effective strategies.

Registration opens on April 8th



Afternoon Breakout Sessions

Dive into UF-based business scenarios with your peers and explore how each of you think through challenging work processes.

Choose one of four areas: fiscal, research administration (pre- and post-awards), reporting, or human resources for your afternoon session. All rooms will have several scenarios for consideration.

Trading ideas will be part of the experience.



For more information, contact: Gwynn Cadwallader
GBAS Training Manager, gcadwallader@ufl.edu



Benefits Reminders



Form 1095 - IRS Reporting

- Employer Provided Insurance Offer and Coverage
- Reports health insurance information for prior calendar year
- All 1095s have been sent to employees for 2015
- State of Florida (PeopleFirst) and GatorCare plan have been sent
- Questions? Contact your tax preparer or review resources here: [1095 FAQs](#), www.irs.gov/ACA, myBenefits.myFlorida.com



Short Work Break for 9/10 month employees

- OPS 9 /10 month appointments returning for fall may be placed on short work break (SWB) like regular 9/10 month faculty
- SWB will help preserve benefit eligibility while off payroll during the summer months.
- SWB is not calculated in the OPS employee's OE Measurement Period to determine benefits eligibility
- SWB reported to People First, then removed when the 9/10 month OPS returns for fall semester
- Returning 9 & 10 month OPS for the fall should be placed on a SWB
- 9 &10 month who will not return immediately after the summer should be terminated in People Soft



Short Work Break for 9/10 month employees

- No deductions taken over the summer months for UFSelect, GatorCare and/or state plans if enrolled
- Lapse in summer deductions for 9- and 10-month employees does not affect coverage
- Last deductions taken:
 - on April 15 paycheck for UFSelect and/or GatorCare plans
 - On May 13 paycheck for state plans
- Normal deductions resume on 9/2/16 paycheck

Questions? Contact your HRS satellite office or UF Benefits at (352) 392-2477 or benefits@ufl.edu



Extended Leave of Absence for Faculty Members

- Updated process for **Faculty** leave of absence only
- Departments complete the Leave of Absence Application and submit to Central Leave
- Central Leave reviews and returns it to the department
- Dept. submits application to Provost for final approval

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



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
AND 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



Sick Leave Cashout Change for 2016

- 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)
- Note: 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



Sick Leave Cashout Change for 2016

- Qualifying **active** employees must retire by 6/30/16 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



Sick Leave Cashout Change for 2016

Please note the following:

- *Life-time cash out—if previously cashed out due to job separation, then not eligible for 2nd cash out*
- *Cashouts over \$5,000 will participate in the Special Pay Plan*

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



FLARE Spring Workshops

- Learn more about retirement through FLARE (Financial Literacy and Retirement Education)
- Upcoming Classes:

GET140 Medicare

Monday, April 11, 2:00 to 4:00 p.m.

GET573 FRS/DROP Workshop

Friday, April 29, 9:00 to 11:00 a.m.

Register by logging in to [myUFL](#) and navigate to *Main Menu > My Self Service > Training and Development > myTraining*



- Sign up for the FLARE listserv to receive information regarding financial and retirement planning needs <http://hr.ufl.edu/benefits/retirement/flare/>



Retirement Reminders

- Employee retirement actions are entered in UF HRIS and reported to State/PeopleFirst
- Consequently, the employee is auto-enrolled in state retiree health coverage
- Health coverage premiums must be accepted and paid by due date or employee forfeits retiree coverage forever. One-time acceptance opportunity only.
- If you are currently enrolled in GatorCare, are planning a retirement action, and you wish to have retiree health coverage, you must enroll in a state health plan before formal retirement action. UF will cancel your GatorCare coverage, creating a QSC, and allowing your enrollment in state coverage.



Retirement Reminders

- The State Division of Retirement coordinates retirement distributions/pension benefits directly with employee
- By state statute, an employee who retires under a state retirement plan, cannot be rehired in a compensated position, for at least 7 months from date of distribution or disbursement of pension benefits
- In special circumstances, and with proper administrative approval, OPS employment may be immediately permitted after retirement action, provided member has not taken a distribution or pension benefit from the State.



Supplemental Retirement Plans – Employee Only Contributions

- *UF 403B PLAN*
- Two types: Traditional (tax deferred)
Roth (after tax)
- Fidelity, TIAA, VALIC, MetLife, VOYA
- *STATE OF FLORIDA DEFERRED COMPENSATION 457 PLAN*
- Nationwide, Empower, VALIC, T Rowe Price, VOYA, Charles Schwab
- On-campus solicitation by other vendors is not permitted.
Duty to report to UF Benefits if have knowledge of this activity.



Wellness for Life Week, May 2-6

What?

- Sessions covering a variety of topics to help you better prepare for retirement and maintain well-being as you age
- Representatives from UF's retirement plan providers will be available in-person to answer your questions from 9 a.m.–4 p.m. on Friday, May 6

When? May 2 – 6. For a detailed schedule, visit hr.ufl.edu/learn-grow/worklifeuf/wellness-for-life-week

Where? Human Resources Services, Room 120



Important Dates

- 4/14/16 - Last day to submit FSA claims to Chard Snyder for 2015 expenses
- 4/15/16 - Last deductions taken for **UFSelect & GatorCare plans** for 9/10 month employees
- 5/13/16 - Last deductions taken for **state plans** for 9/10 month employees



Important Dates

- GBAS Institute – April 28, 2016
- Next HR Forum – May 4, 2016



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

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