

WELCOME

June 1, 2016

WORKING TOGETHER

FOR THE

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## Agenda

- GBAS
- Careers at UF
- Changes to FLSA
- Perquisite Renewals
- Alternate Work Location Agreements
- HR-600 Renewals
- Benefits Reminders
- Important Dates



# Gator Business Administrator Services (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, research administration (both pre and post award), reporting, and human resources.



June 16<sup>th</sup> from 1:00pm - 3:00pm HRS Training Room 120

#### Leadership with Elias Eldayrie

Elias will present his perspective on leadership and address the power of influence in leadership, how gender differences affect leadership and organizational behaviors around leadership.

In myTraining, search for GBAS Leadership Series, GBS450





#### 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.)

Gwynn Cadwallader, GBAS Training Manager, gcadwallader@ufl.edu



## Careers at UF: Reference Collection

#### Overview

- Allows a hiring department to acquire references via Careers at UF.
- Can be done at different steps of the recruitment stage.
- Able to customize the deadline for submitting reference letters.
- Instruction guide will be available on June 6.



## Set Up

- Must decide at the beginning of the recruitment process.
- Activate the feature on the job card before posting the job.

Search Committees:	
Add Search Committee	
Recipient	
	No Search Committee selected.
Search Committee information:	
Reference Collection	



## **Application Form**

Save and jump to: Home > Personal details > Personal Information > Reference Check > Documents > Confidential EEO Self Identification > Voluntary Self Identification of Protected Veteran Status > Voluntary Self-Identification of Disability > Agreement > Submit

#### Reference Check

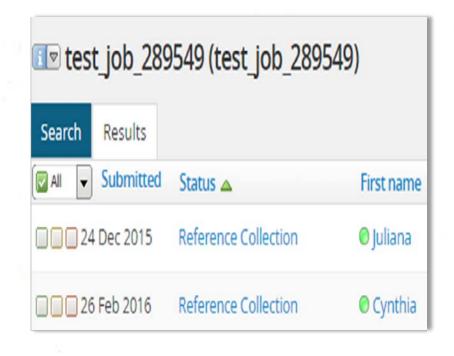
Reference letters will be requested from the information provided below. Each referee will receive an email with a link to attach their letter of recommendation. Once submitted the letter will be added directly to your existing application packet.

Reference 1	
First name:*	
Last name:*	
Type of referee:	Select ▼
Organization:	
Reference position:*	
Home phone:	
E-mail address:*	



## Initiate Reference Check – 2 Steps

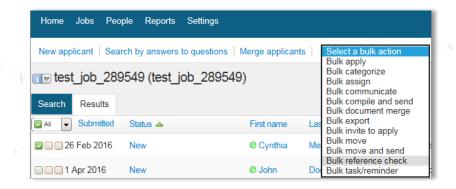
- Step 1
  - Move applicant
     Status to "Reference
     Collection".
  - Defaulted to send an email to notify applicant; have option to turn email off.

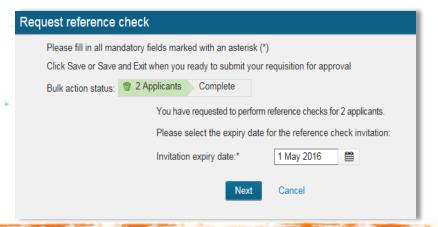




## Initiate Reference Check – 2 Steps

- Step 2
  - Select "Bulk reference check" action.
  - Define expiration date on the subsequent page.



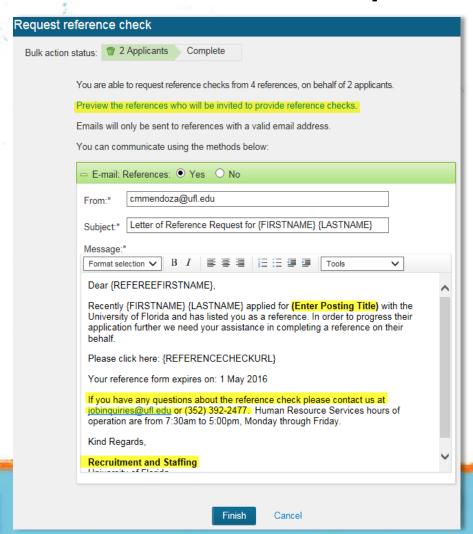






## Initiate Reference Check – 2 Steps

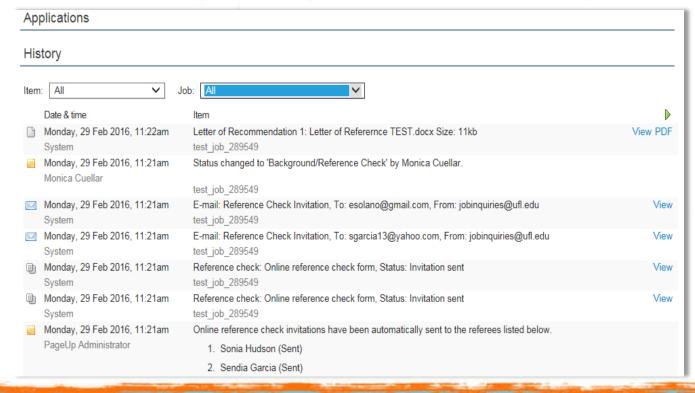
- Step 2 continued
  - Enter Posting title and/or posting details on the email to reference providers.
  - (Optional) Edit any other pertinent details.





#### Review References

Monitor reference via History Section

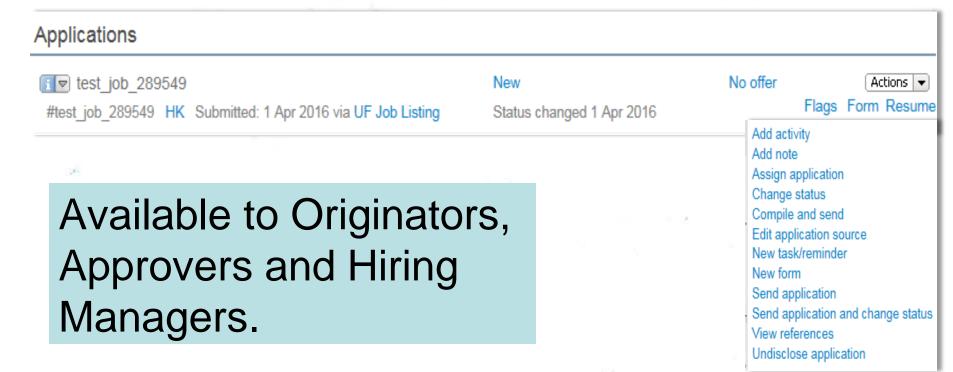


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## Review References

View reference via Application Section



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#### Review References

- Able to be combined with other application materials through the bulk compile option.
  - Originators
  - o Approvers
  - Hiring Managers
  - Search Committee Members



#### Resources

#### Careers at UF Toolkit

http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/careers-at-uf/

#### Recruitment and Staffing

employment@ufl.edu

352-392-2477



## **Changes to Fair Labor Standards Act (FLSA)**

## Changes to FLSA

- On May 18, 2016, President Obama and DOL
   Secretary Perez announced the publication of the DOL's final rule updating the Fair Labor Standards Act.
- The DOL estimates that the final rule will extend overtime pay protections to over 4 millions workers.
- The final rule sets the standard salary level to be exempt at the 40<sup>th</sup> percentile of earnings of full-time salaried workers in the lowest-wage region, currently the south.

## Changes to FLSA

- Effective December 1, 2016, the minimum salary level will increase from \$455 per week (\$23,660 annually) to \$913 per week (\$47,476) annually.
- Since this is a weekly threshold, the threshold is different for 9 and 10 month appointments.

o 9-Month: \$35,607.00

o 10-Month: \$39,806.80

## Changes to FLSA

- While many organizations requested the ability to prorate the salary threshold based on FTE, the DOL did not include a revision that would allow employers to do so.
- The final rule established a mechanism for automatically updating the salary and compensation levels every three years.

## Changes to FLSA

- The final rule increased the total annual compensation requirement for highly compensated employees to \$134,004.
- The final rule did not include revisions to the duties tests used to determine coverage under the act.

## Changes to FLSA

Under the current provisions of the FLSA, some types of Professional Employees are exempted from the salary basis test.

- Teachers whose primary duty of teaching, tutoring, instructing or lecturing in the activity of imparting knowledge who are employed and engaged in this activity as a teacher in an educational establishment.
- Employees holding a valid license or certificate permitting the practice of law.
- Employees holding a valid license or certificate permitting the practice of medicine.
- An employee who holds the requisite academic degree for the general practice of medicine is exempt if he or she is engaged in an internship or resident program for the profession.





## Changes to FLSA

 In addition, several categories of student classifications such as Graduate Assistants and Pre-doctoral Fellows are not expected to be impacted by the salary threshold.

## Changes to FLSA

- HRS is facilitating a cross functional workgroup comprised of representatives from the following units.
  - o HRS
  - Office of the Provost
  - Health Affairs
  - Sponsored Research
  - Finance and Accounting
  - o IFAS
  - Student Affairs
  - Office of the General Counsel



## Changes to FLSA

- The workgroup is currently finalizing an assessment of the potential impact the final rule will have on the University.
- In the coming weeks, the workgroup expects to submit a recommendation to the senior leadership team that will minimize the impact the final rule will have on employees and university.



## Questions

 You may e-mail your questions to <u>compensation@ufl.edu</u> or contact Classification & Compensation at 392-2477



## Perquisite Renewals

## Perquisite Renewals

- Departments will be sent a summary report of perquisites approved during the 2016-2017 fiscal year.
- To renew, delete, or make changes to perquisites for the 2016-2017 fiscal year, departments should use the report and instructions provided and submit renewal information to Classification and Compensation no later than July 1.
- Requests for new perquisites should be submitted as a new request using the Request for Approval of Perquisites or Sale of Goods and Services form.
- Questions may be directed to Classification and Compensation at 392-2477.





## Alternate Work Locations Agreements

#### UF FLORIDA

## HR FORUM

## Alternate Work Location Agreements due for renewal by July 1

- Form location: <a href="http://hr.ufl.edu/wp-content/uploads/forms/recruitment/alternate.pdf">http://hr.ufl.edu/wp-content/uploads/forms/recruitment/alternate.pdf</a>
- For new agreements and renewals-Review, Discuss, and Complete Agreement.
- Include begin/end dates and update Position Description.
- Dean/Director and VP Approval and Signature.
- Contact Classification and Compensation at 392-2477 if you have questions.





#### **HR-600 Renewals**

## HR-600 Renewals

- Departments must renew extra state compensation commitments that extend into the new fiscal or academic year.
- For new or existing commitments for Additional University
   Employment, complete a <u>Request for Approval of Additional University Employment</u> (HR-600) form and submit it to:
   <u>HR600Request@ad.ufl.edu</u>
  - Academic Personnel-PO Box 113005. Contact <u>Janet Malphurs</u> at 392-2477 with questions.
  - TEAMS, USPS, and OPS-Classification and Compensation, PO Box 115009. Contact <u>Brent Goodman</u> at 392-2477 with questions.





## **Benefits Reminders**



#### Health Insurance Network Reminder

- Medical provider network changes can impact claims payment.
- Using out-of-network providers may result in denial of claims or higher costs to participants.
- Changes to network providers may occur without prior notice.
- Confirm provider's network participation prior to receiving medical care.



## Preparing for 2016 Fiscal Year End Leave Processes

- Special and Overtime Compensatory Leave Cash-Out
  - Employees may use accrued overtime and special compensatory leave through June 30, 2016, but it must be entered into the myUFL system by 5 p.m. on Thursday, June 2, 2016.
  - Balance as of June 3, 2016 will be cashed out.
- Personal Holidays (USPS) & December Personal Leave Days (Teams & Eligible Faculty)
  - Use it or lose it—must be used & entered by end of pay period ending June 30, 2016.

2016 Fiscal Year End Leave Processes toolkit available online here: <a href="http://training.hr.ufl.edu/instructionguides/time&labor/preparingfor2016fiscalyear-leaveprocesses.pdf">http://training.hr.ufl.edu/instructionguides/time&labor/preparingfor2016fiscalyear-leaveprocesses.pdf</a>





## Sick Leave Cashout Change for 2016

Prior to June 30, 2016, sick leave 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:

1/4 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

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## Sick Leave Cashout Change for 2016

- After <u>June 30, 2016</u> no payment for sick leave will be made for any type of separation from employment for **TEAMS**, **USPS**, and out-of-unit Faculty.
- 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.

## UF | UNIVERSITY of FLORIDA

## HR FORUM

## Sick Leave Cashout Change for 2016

- Qualifying active employees must <u>retire</u> by <u>6/30/16</u>, to be eligible for Sick Leave Cashout.
- Qualifying employees in **DROP** must <u>terminate</u> due to retirement on or before 6/30/2016 to cash out sick leave.
- Life-time cash out—if previously cashed out due to job separation, then <u>not eligible</u> for 2<sup>nd</sup> cash out.
- Cashouts \$5,000 or more will participate in the <u>Special Pay Plan</u>.

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





#### Supplemental Retirement Plans – Employee Only Contributions

- UF 403B PLAN
- Two types: Traditional (tax deferred)
   Roth (after tax)
- Fidelity, TIAA, VALIC, MetLife, and 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--report to UF Benefits.





#### **Important Dates**

6/2/16 Last day to *enter* 2015-2016 OT or

special comp leave (comp leave days

must be used by 6/30/16).

6/30/16 Last day to use and enter 2015-2016

personal days (TEAMS, faculty, USPS).

6/30/16 Last day for sick leave cashout for

qualifying employees.



## **Important Dates**

- GBAS Leadership Series June 16, 2016
- Next HR Forum July 6, 2016





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