

HR FORUM



WELCOME

September 6, 2017

WORKING TOGETHER

FOR THE

GATOR GOOD



Agenda

- UF Community Campaign
- Change in Tax Method for Awards (AWD) Earnings Code
- Guide to Greater Gainesville
- Employment Reference Policy
- Superior Accomplishment Awards
- Raises for In-Unit Faculty
- Faculty Position Updates
- ePAF Update
- myTraining Upgrade
- Benefit Reminders
- Important Dates



UF Community Campaign



- ✓ The UFCC has been the UF charitable fundraising drive for more than 28 years.
- ✓ UF employees have given almost \$1 million through the UFCC for each of the last 13 years.
- ✓ Since 1989, employees have given more than \$22 million to our community.



✓ **Leadership Campaign**

Sept 5th – 22nd

✓ **General Campaign**

Oct 2nd – Oct 20th



UFCC Communications:

- ✓ **Weekly Emails**
- ✓ **Leadership Brochure and Letter**
- ✓ **Postcard**



97 Agencies are participating in the 2017 campaign

- ✓ **Vetted by our Planning
Committee**
- ✓ **Serve widely varied missions**
- ✓ **Full list of agencies can be found
on our website**



How Does the Campaign Work?



- ✓ Online Pledging - Most UF employees give online through the UFCC giving site.
 - ✓ www.ufcc.ufl.edu OR through Myufl > Self Service > UFCC Sign on
- ✓ Paper pledge cards are available for employee without access to computers – located on the website.
- ✓ Pledges made by payroll deduction will roll over to the following year unless:
 - ✓ The pledge is stopped mid-year by contacting Susan Farrell (sfarrell@ufl.edu or email employment@ufl.edu in UF Human Resource Services.
 - ✓ The donor elects to not renew the pledge for the following year – using the online system.
- ✓ Pledges can also be made via cash, check, credit card or stock transfer.



Employees must log on to the giving site:

- ✓ To give for the first time.
- ✓ To change their pledge amount or agency designations.
- ✓ To stop their pledge at the end of 2017.



UFCC donors may give to the UFCC through:

- ✓ A designated gift – naming the agency to receive the donation.
- ✓ An undesignated gift – giving to the general campaign fund, which is divided among all the agencies.
- ✓ In the 2016 UFCC, approximately 32% of total giving was undesignated.



Why give through the UFCC?

- ✓ Ease of payroll deduction.
- ✓ Affordability. (giving a little each paycheck)
- ✓ Agencies receive portion of undesignated funds – increasing their gift by a significant amount.
- ✓ 2016 Donations were increased by 32%!



How can you help?

- ✓ Make your units aware of the campaign.
- ✓ Display Posters & Donor Recognition Cards.
- ✓ Make Announcements at faculty/staff meetings.
- ✓ Print Pledge Cards for Employees who don't have computer access.



Want to know more about the UFCC?

- ✓ Website: www.ufcc.ufl.edu
- ✓ Contact UF Community Relations
 - ✓ 392-4567
 - ✓ ufcc@ufl.edu



Change in Tax Method for Awards (AWD) Earnings Code



AWD Earnings Code

- Most earnings paid in myUFL are taxed using the Annualized, or employees' W-4, tax method.
- Effective 8/11/17, the tax method for Awards (AWD) was changed to the supplemental tax rate.
- The supplemental tax rate is set by the IRS and is currently 25%.
- Superior Accomplishment Awards (SDD) are also taxed at the supplemental tax rate.



AWD Earnings Code

- The 25% supplemental tax rate applies only to federal withholding. Any applicable OASDI, Medicare, Additional Medicare or FICA Alternative are deducted in addition to the 25% supplemental tax rate.
- On the same biweekly paycheck, regular earnings will be taxed at the employee's W-4 rate and any AWD earnings will be taxed at the supplemental tax rate.



AWD Earnings Code

- While the majority of AWD payments are currently entered in ePAF, many are still entered on a paper form, routed to HR for approval, and then sent to Payroll & Tax Services for payment on the off-cycle.
- This change in tax method will eliminate the need for the manual process, allowing all AWD payments to be entered in ePAF.



AWD Earnings Code

- Reminders:
 - Department faculty and staff recognition programs require pre-approval by the Vice President for Human Resource Services and must comply with UF regulation 3.040. For more information, please visit: <http://hr.ufl.edu/manager-resources/classification-compensation/policies/employee-award-and-recognition-programs/>
 - Codes to be used for payments to nonresident aliens (NRAs) are provided under earning codes specifically designed for NRAs.



AWD Earnings Code

- Reminders:
 - All awards paid to UF students should be processed through Student Financial Services.
 - Non-employee and non-UF student award payments should be processed through Accounts Payable.



UF UNIVERSITY of
FLORIDA

HR FORUM

Guide to Greater Gainesville

WORKING TOGETHER

FOR THE

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Guide to Greater Gainesville

- Guides available in HR
- Please email melissa-curry@ufl.edu to arrange to pick up
- 2018 Guide is currently being designed and will be available in January.



Employment Reference Policy



Employment Reference Policy

- Only provide an employment reference if you have personal knowledge of the employee.
- Employment references for employees who have been involuntarily terminated from UF must be discussed with UFHR before being provided.
- Restrict your comments to those aspects of the employee's job performance about which you have specific and personal knowledge.



Employment Reference Policy

- Avoid providing negative information about an employee's job performance if you did not make the employee aware of the performance problem or behavioral concern.
- Do not disclose medical information while providing a reference.
- Do not disclose any details regarding, addressing, or alluding to the employee's known or suspected membership in a protected class.



Employment Reference Policy

- Do not provide information about an employee that is not directly work related.

Detailed policy is available at

<http://hr.ufl.edu/manager-resources/policies-2/employment-reference-policy/>



Superior Accomplishment Awards



Superior Accomplishment Awards

- Nomination period:
 - Monday, September 11- Tuesday, October 31.
- Award Amounts:
 - Divisional Winners: \$200.
 - University Winners:
 - Eight, "\$2000" award winners.
 - Eight, "\$1000" award winners.
 - Diversity & Inclusion and Community Service.
 - One, "\$2000" award winner for each award.
 - Six, "\$200" divisional awards, one divisional winner for each award.
- For outstanding performance during the previous academic year:
 - August 1, 2016-July 31, 2017.
- Submit nomination form and support letters to Divisional Chairs by October 31, 2017.



Criteria for Employment Category Awards

- Nominees shall have accomplished noteworthy performance and have made a positive impact on the overall goals and objectives of the department. The committee will consider the following:
 - Excellence in overall job performance.
 - Outstanding service to students, staff, academic personnel, visitors, and university clientele.
 - Willingness to assist above and beyond normal expectations.
 - Dedication to the job and the university.
 - Significant focus and attention to safety in the workplace to include; development and/or compliance with safety policies, plans, and procedures.
 - Consistent cooperation and helpfulness.
 - Initiative and/or creativity in performing assigned duties.



Community Service and Diversity & Inclusion Awards

- Community Service Award

- Nominees should have shown a record of significant and sustained community service such as volunteering with charitable/non-profit organizations through civic service, or within the local or University community. Time commitment to community service should be 50 hours, or more, in the award year.

- Diversity & Inclusion Award

- To recognize an employee who demonstrates exemplary conduct that fosters full participation by diverse faculty, students, and staff creates a climate of inclusion on campus or in the community, and promotes diversity to enhance educational, research, or other work outcomes.



Divisional Chairs

- Div. 1- President's Office, COO Office, CFO Office, CIO Office, Research and Graduate Programs, University Relations, General Counsel, Foundation, HR, Alumni Affairs, Development -- **Melissa Orth, 392-4574.**
- Div. 3- Academic Affairs -- **Jonathan Peine, 294-7617**
- Div. 4- IFAS – **Jana Barnash, 294-3330**
- Div. 5- Health Affairs – **Lavina Gramig, 273-5163**
- Div. 6- Student Affairs – **Myra Morgan, 392-1265**
- Div. 7- Business Affairs – **David Looney, 392-0306**
- Community Service Award – **Josh Funderburke, 392-1215**
- Diversity & Inclusion Award Contact – **Elnora Mitchell, 273-1725**



In-Unit Faculty Market Equity Increases



In-unit Faculty Market Equity Increases

- UFF will hold a ratification vote on September 6th and 7th.
- Once the agreement is ratified by UFF, Classification & Compensation will begin implementing the market equity increases.
- Market equity increases will be reflected in faculty pay checks on Friday, September 29th.



Benefits Implications

- Because the raises have a retroactive effective date of August 16, employees may experience underpayments for select optional benefit programs, such as optional life insurance.
- Once the raises are complete, benefits will identify employees who may experience underpayment in order to develop a strategy to resolve the underpayments.



Faculty Position Updates



Faculty Position Action ePAF's

- Starting in August, Class and Comp began to assume responsibility for some Academic ePAF transactions.
- Over the coming weeks, faculty position actions will migrate to Class & Comp.
 - Title Changes (TTL)
 - Position Updates (UPD)
 - Add Admin Supplement (AAS)
 - Remove Admin Supplement (DAS)
 - New Position (ADD)



ePAF Update



ePAF Update

- On August 30, we went live with the ability to add documents to all position update ePAFs.
- Departments are encouraged to attach supporting documents to position update ePAFs, rather than sending them via email.



My Training Upgrade



myTRAINING

learn ► grow ► achieve

The Upgrade is Coming!
Monday, 9/18



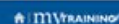
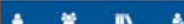
*Introducing new
features on the
myTRAINING
Dashboard...*



Timeline. Use it to find, cancel, or start all assigned training, current enrollments, or past due assignments.



Search. Use it to search the catalog for online or in-person training offered by UF and UF Health Shands.



Activity Search

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ALL RESULTS ▾

NEO



SEARCH

With additional context, results may vary. Search supports the use of the asterisk () wild card to represent one or more unspecified characters. If no results match your search, Search will return any results that closely match what you entered.*

ACTIVITY (4)

[VIEW ALL](#)



Hospitality & Service Standards of Behavior: Staff Training...

Course: Instructor-Led UFHS_Hospitality&ServiceStandardsofBehavio

SELECT ▾




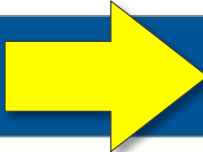







New Employee Challenge: Part 1


Welcome to the University of Florida! This interactive online training serves as the official UF orientation for newly-hired TEAMS employees—both exempt

Online Course UF_NEO100_OLT


SELECT ▾




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Activity Search

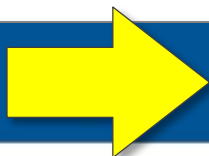
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TRAINING TRANSCRIPT

[PRINT](#)[EXPORT TO PDF](#)

Select a year or date range to filter completed training records.

Date Range 

Start Date

End Date

9/1/2016 12:00am



9/1/2017 12:00am

[REFRESH](#)

View:

Standard



SCOTT W BLADES

List of completed activities from 9/1/2016 to 9/1/2017

Username:

50223670

E-mail:

sblades1@ufl.edu

User number:

50223670

ACTIVITIES

Activity	Start Date ▲	Completion Date	Expiration Date	Score	Estimated Credit Hours	Code	Completion Status
 Versional: Preventing Harassment <i>You are compliant</i>	10/19/2016	10/19/2016	10/19/2018			UF_GET802v	Attended
Online Course: Title IX Test 2	1/1/2017	1/1/2017	1/1/2019			UF_GET803b_OLT	Attended



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TRAINING SCHEDULE

This is a list of current training activities for which you are registered.



CURRENT/UPCOMING

EXPRESS INTEREST

COMPLETED

CANCELED

WAITING LIST OR PENDING APPROVAL

ALL

ONGOING ACTIVITIES

UPCOMING ACTIVITIES

FIXED DURATION ACTIVITIES

Displaying 6 of 6 Records 10 25 50 100



Export To Excel



Print

Cancel Registration



View Calendar



Activity Name ▾

Status

Code ▾

Region ▾

Start
Date ▾

End
Date ▾

Actions



Intro to PMRA Advance
Online Course

IN PROGRESS

UF_ADV100_OLT

5/23/2017

START ▾



**myTraining Partner Program -
Introduction**
Online Course

IN PROGRESS

UF_MTP100_OLT

5/24/2017

START ▾



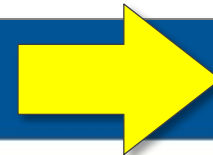
New Employee Challenge: Part 1
Online Course

IN PROGRESS

UF_NEO100_OLT

1/6/2017

START ▾



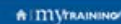
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Table Of Contents

myTraining handout:

training.hr.ufl.edu/instructionguides/m...

Slide Title	Duration
-------------	----------

○ Welcome	02:27
-----------	-------

○ Searching	00:19
-------------	-------

○ Registering	02:28
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○ Cancelling	00:42
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○ Completing Training	01:19
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○ Transcript	00:36
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○ Evaluations	00:37
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○ Conclusion	00:32
--------------	-------

00:11 / 05:08 Minutes

myTRAINING
learn ▶ grow ▶ achieve



Welcome to myTraining

UF UNIVERSITY of
FLORIDA

UFHealth
UNIVERSITY OF FLORIDA HEALTH



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features on the
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Timeline. Use it to find, cancel, or start all assigned training, current enrollments, or past due assignments.



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LEARNING ACTIVITY EVALUATIONS

This is a list of all evaluations assigned to you. Select from the View list to see pending, expired, and completed evaluations.

Search:

[Help](#)



View:

Completed evaluations



Records: 1

Evaluation Name ▲	Activity Name	Code	Due Date	Status
<div>START</div> UF T&OD Workshop Evaluation 2.0	Effort Fundamentals	UF_RSH220_OLT	5/26/2017	



Introducing new
features on the
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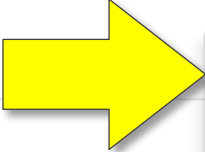

Evaluations

Guides & Help


Quicker Access



Start an Online Course

	<p>New Employee Challenge: Part 1</p> <p>Welcome to the University of Florida! This interactive online training serves as the official UF orientation for newly-hired</p> <p> Online Course  UF_NEO100_OLT</p>	<div>SELECT ▾</div> <div><ul style="list-style-type: none">StartCancel RegistrationView Details</div>
	<p>Antibiotics in the Critically Ill - Part 1</p> <p>Antibiotics in the Critically Ill (Part 1) course will cover the following learning objectives: 1. Discuss common pathogenic</p>	

Complete a Curriculum Structure



MANDATORY: Bedside Blo...

This education module reviews the staff responsibilities when using the

 Curriculum  UFHS_NSG_G

SELECT ▾

Register

View Details





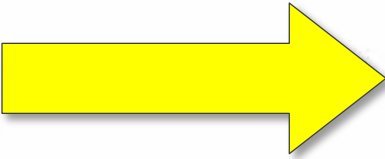

Add To Development Plan

Manage Assignments


Register Others



Complete a Curriculum Structure



	Document	MANDATORY: Bedside Blood Glucose Monitoring with the Accu-Chek® Inform II Glucose Meter 2017 PDF	REGISTERED		START 
	Assessment	MANDATORY: Bedside Blood Glucose Monitoring with the Accu-Chek® Inform II Glucose Meter 2017 Quiz	REGISTERED		START 

Register for Classroom Training



e-Learning at UF: Advanced

In this advanced session, you will explore grade book functions and

 Course: Instructor-Led 

SELECT ▼

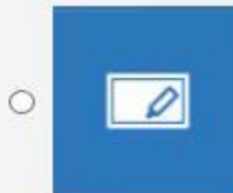
- Register
- View Details
- Add To Development Plan
- Manage Assignments
- Register Others







e-Learning at UF: Advanced

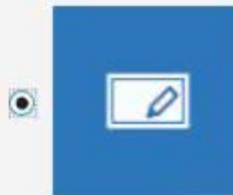
Course: Instructor-Led

In this advanced session, you will explore grade book functions and how to grade student assignments. With hands on exercises, learn the advanced features of Groups, Rubrics and Question Banks to enhance your online teaching. Note: Participants need to have a strong working knowledge of our e-Learning course management system. We highly recommend attending e-Learning @UF: Getting started and e-Learning @UF: Intermediate before attending this. This workshop is part 3 in 3-part series in order to earn a certificate of completion you must register for and complete all 3 trainings







e-Learning at UF: Advanced

 9/21/2017 11:15 AM EDT - 12:15 PM EDT
 221, The HUB
 Gainesville, FL
 30

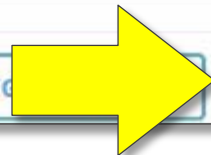


e-Learning at UF: Advanced **REGISTRATION ALLOWED**

 9/24/2017 11:15 AM EDT - 12:15 PM EDT
 221, The HUB
 Gainesville, FL
 1


CANCEL

REG





SUBMIT

View Activity Details



New Employee Challenge: Part 1

Welcome to the University of Florida! This interactive online training serves as the

 Online Course  UF_NEO100_OLT

[SELECT](#)



View Activity Details

ACTIVITY SUMMARY

START

COLLAPSE ALL

CLOSE

▼ Additional Information

Below are the additional details about this activity such as facility, location and so on.

Code: UF_NEO100_OLT

Activity status: Active

Contact: UF Training & Organizational Development, 352-392-4626

Training organization: UF



Upgrade Timeline

- Friday, September 15 at 5 PM until Monday, September 18 at 3 AM.
- All in progress, registered, and completed training details will transfer into the upgraded system.



To Learn More

- View the myTraining System Tour.
- Updated myTraining Toolkit available on September 15.



Questions?

Email: training@ufl.edu

Phone: (352) 392-4626



Benefit Updates



Chard Snyder Live Chat

- New live chat feature to contact customer service regarding FSA & HSA accounts.
- Available Monday-Friday, 8am – 5pm EST.
- **To Access Live Chat:**
 - Go to PeopleFirst.MyFlorida.com.
 - Click on the *FSA & HSA Information* quick link.
 - Click on the 'Chat with us' link under Live Chat in the left column, or
 - Go to the Tools & Support tab and click on the 'Chat with us' link under Live Chat in the Quick Links section.



Benefits Open Enrollment 2018



Preparing for Open Enrollment

- **Open Enrollment dates 10/16/17 -11/3/17**

- Elections made during the OE period are effective 1/1/2018.
- If enrolling/changing state benefits-have People First ID ready.
 - Locate your PFID in myUFL: [Main Menu > My Self Service > Benefits > PFID & Beneficiary Info.](#)
 - Passwords expire every 90 days.
- Review/update your mailing address by September 30.
 - myUFL
 - People First
- Watch for OE packets arriving by mail in mid-October.
- Attend Benefits & Wellness Fair on 10/26. (more on next slide)



Meet ALEX!

- ***Your personalized benefits counselor***

- Beginning this fall, UF employees have a new way to explore their benefits options
- Online, virtual benefits counselor designed to make exploring and choosing benefits less of a chore
- Available now to new employees!
- Beginning in October, ALEX will be updated for Open Enrollment to help make choosing your benefits easier than ever
- New employees may access ALEX now via <http://hr.ufl.edu/benefits-rewards/>





- Thursday, October 26th from 9 a.m. to 3 p.m.
- New location this year--Champions Club at the Ben Hill Griffin Stadium.
- Benefits & retirement vendors, wellness screenings, flu shots, freebies, and more!



Sick Leave Pool Open Enrollment



Sick Leave Pool (SLP) Open Enrollment

- Open Enrollment for SLP 10/1/17 – 10/31/17.
- SLP enables participating employees to combine a portion of their individually accrued sick leave for collective use.
- Members may draw upon the pool when individual leave is depleted due to personal catastrophic injury or illness.
 - Note: Approval from SLP committee is required in order to use hours.
- To participate:
 - Submit application during SLP OE period.
 - Must have minimum balance of 64 hours of accrued sick leave.
 - Contribute 8 hours of sick leave upon enrollment in pool.
- Balance, contribution pro-rated based on FTE.



SLP Open Enrollment (continued)

- Not sure if you are participating in SLP?

Check your status in [Main Menu > My Self Service > Benefits > Benefits Summary](#) This indicates current membership:

5X UF Sick Leave Pool

UF Sick Leave Pool

- Current members of the Sick Leave Pool do **not** need to rejoin.
- Applications must be received by Central Leave by **October 31st**.
- More info & application found here: <http://hr.ufl.edu/benefits-rewards/time-away/sick-leave/sick-leave-pool/>.
- Questions? Contact Central Leave at 273-2840 or email central-leave@ufl.edu.



[Homepage](#) • [Time Away](#) • [Sick Leave](#)

SICK LEAVE

[CASHOUT PROCEDURE](#)

[HOLIDAYS AND
PERSONAL LEAVE DAYS](#)

[VACATION LEAVE](#)

[SICK LEAVE](#)

[Sick Leave Pool](#)

[FMLA](#)

[OTHER TYPES OF LEAVE](#)



SICK LEAVE

PERSONAL, IMMEDIATE FAMILY, PARENTAL, AND DEATH OF AN IMMEDIATE FAMILY MEMBER

Sick leave-accruing Academic Personnel, USPS and TEAMS employees begin earning sick leave from the time they are employed; it is credited on the last day of each pay period. There is no waiting period for using sick leave. Employee may only use what is available in the balance prior to future accrual.

Helpful Links

- [Sick Leave Pool](#)
- [Special Pay Plan](#)

Leave is now called "Time Away" on HR Benefits website



Important Dates

Deductions resume
for 9/10 mo. Faculty

9/1/17

Sick Leave Pool OE

10/1/17-10/31/17

Benefits OE

10/16/17 -11/3/17

Benefits Fair

10/26/2017



Important Dates

- Superior Accomplishment Awards nomination period begins – September 11, 2017.
- GBAS Fall Workshop 2017 – September 20, 2017.
- Next HR Forum – October 4, 2017.
- Homecoming – October 6, 2017.
- Open Enrollment – October 16-November 3, 2017.
- Benefits and Wellness Fair – October 26, 2017.
- 12th Annual Equity & Diversity Conference – November 2, 2017.
- GBAS Fall Institute 2017 – November 29, 2017.
- GBAS Spring Workshop 2018 – February 14, 2018.

HR FORUM

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

WORKING TOGETHER

FOR THE

GATOR GOOD