

HR FORUM



WELCOME

October 4, 2017

WORKING TOGETHER

FOR THE

GATOR GOOD



Agenda

- Recruitment Updates
- Salary Increases
- Benefit Reminders
- Important Dates



Recruitment Updates



Recruitment UPDATES





Department Assignment

- New Employees:
 - Shannon Parrish
 - Hal Courson
- Updated Department Assignment:
 - Please visit Careers at UF Toolkit:
<http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/careers-at-uf/>



Active Searches

As of October 2, 2017:

Job Status	Faculty	Staff	PostDoc	OPS	Student
Posting	282	89	21	37	21
Not-Posting	436	1,083	82	281	213
Total	718	1,172	103	318	234

Breakdown By Year:

Year	Faculty	Staff	PostDoc	OPS	Student
2015	96	78	9	25	10
2016	262	307	34	81	73



Reminders

- New I-9 form is now live, effective September 18, 2017.
- Hire Checklists were updated recently. Please make sure to use the latest with the most up-to-date links.



Careers at UF

UPDATES





Posting

- Open Until Filled
 - Replaces the blank field under the “Closes” column with the wording “Open until filled”.

Current Opportunities

POSITION	DEPARTMENT	LOCATION	CLOSES
Assistant Professor in Astrophysics - Astronomy	16060000 - LS-ASTRONOMY	Main Campus (Gainesville, FL)	Open until filled

The Department of Astronomy at the University of Florida invites applications for a full-time, nine-month, tenure-track faculty position at the level of Assistant Professor in Astrophysics to begin on August 16, 2018.



Refer A Friend

- Refer A Friend
 - Allows a candidate to easily refer a job posting to a friend.

ADVERTISED:
29 Sep 2017 → Eastern Daylight Time

APPLICATIONS CLOSE:
06 Oct 2017 → Eastern Daylight Time

[← BACK TO SEARCH RESULTS](#)

[REFER A FRIEND](#)

[APPLY NOW](#)

Share this: [f](#) [t](#) [w](#) [in](#) [m](#) | [+ More](#)



Application – Employment History

- Reorder Employment History:
 - Allows an applicant to add additional employment history without having to erase and reenter previously entered information.
 - Provides hiring departments a chronological listing of the applicant's work history.
- Went into effect September 6, 2017.



Report – Job Card

i Assistant Director of Human Resources

[Print](#) [History](#) [Revision history](#)

Position info

Notes

Documents

Reports

Applicant List by Education and Submission Date

PageUp Administrator

Monday, 2 October 2017 1:54 PM



Done



Salary Increases



Salary Increases

- A Three percent (3%) salary increase pool will be established for eligible faculty and staff to provide merit increases during the coming academic year.
- Any raises awarded will be effective January 1, 2018.
- Employees covered under a collective bargaining agreement are subject to union negotiation and approval.



Salary Increases

Eligibility Criteria:

- To be included in the raise file, employees must be hired on or before June 30, 2017.
- Employees with a performance appraisal rating of “minimally achieves” or higher are eligible.
 - Employees with “below performance standards” or any below satisfactory performance designation are not eligible.
 - Faculty who are currently on a “performance improvement plan” are not eligible.
 - In the absence of a current performance evaluation, employees will be considered to be at the “satisfactory” or “achieves” performance level.



Salary Increases

Eligibility Criteria:

- Employees who have received notification of non-renewal or layoff are not eligible for a merit increase.
- Employees who have received discipline in the form of a written reprimand or who have been suspended since January 1, 2017, are also not eligible for a merit increase.
- OPS employees are not considered eligible for the salary increase program.



Salary Increases

- **Monday, Nov. 27, 2017** – Raise File Opens.
- **Friday, December 15, 2017 5:00 PM**–Raise File will be closed to departments.
- **Friday, January 19, 2018**– employees receive the first paycheck with salary increases.



Salary Increases

- Security Roles Required:
UF_EPAF_Department Admin
UF_EPAF_Level 1 Approver



Salary Increases

- For questions regarding the raise file and the process please email salaryincrease@ufl.edu or contact Classification and Compensation at 352-273-2842.



Benefit Updates



Benefits Open Enrollment 2018



Benefits Open Enrollment

OE Reminders & Tips:

- OE dates 10/16/17 – 11/3/17.
- *Elections must be made by 6 p.m. on 11/3/17.*
- Elections during OE are effective 1/1/2018.
- ***Carefully read all materials sent to you from UFHR Benefits and PeopleFirst.***
- Choose your benefits plans carefully. Completed elections are final!



Benefits Open Enrollment

Benefits & Wellness Fair:

- Date: Thursday, October 26th
- Time: 9 a.m. to 3 p.m.
- Location: Champions Club at the Stadium
- Benefits & retirement vendors, wellness screenings, flu shots, door prizes, and more!
- Pre-register for flu shot online:
<https://my.shcc.ufl.edu/FluOutreach/>



Benefits Open Enrollment

Available Benefit Programs:

**UFSelect Voluntary Benefits & GatorCare Health
People First Benefits (State Plans)** - Statements mailed early October to eligible employees.

NOTE: Eligibility varies by employee group & other criteria.

Contact UFHR Benefits Office with questions regarding eligibility & enrollment: benefits@ufl.edu or (352) 392-2477.



Benefits Open Enrollment

UFSelect Plans

- Eligible groups:
 - UF Faculty, TEAMS, USPS
 - Clinical Faculty, Housestaff - Residents/Interns
 - Postdoctoral Associates
 - Veterinary Medicine Residents & Interns
- Post-tax
- Plan options:
 - Eagles Dental
 - Humana Vision
 - Disability – no guarantee issue; medical application required
 - UF Term Life
 - Preferred Legal



Benefits Open Enrollment

Enrolling in State Plans

Obtain your PeopleFirst ID (PFID) & password:

- Look in myUFL portal at: *My Self Service > Benefits > PFID and Beneficiary Information link.*
 - Passwords expire every 90 days .
 - Lost password – click the “Forgot Password” link on [People First web site.](#)
 - Watch for State OE packets around mid-October.
- Choose your benefits plans carefully. Completed elections are final.
 - UFSelect and GatorCare plans are completed via the myUFL portal ONLY.



Benefits Open Enrollment

What's changing 1/1/2018?

State Health Plans

- **Changes to the HMO contracted service areas:**
 - Participants automatically mapped to new service area.
 - Alachua County HMO participants will default to Aetna as the service provider.
 - If work & home counties differ, may use work or home county HMO—election **MUST** be made during OE.
- **Occupational Therapy Service**—will be covered under the HMO and PPO health plans (subject to plan limits).



Benefits Open Enrollment

What's changing 1/1/2018?

State Dental Plans:

- Several dental plans discontinued, and several new dental plans being added.
- Participants in discontinued plans **MUST** make a new election. *If you do NOT make an election for a new dental plan, you will NOT have dental coverage in 2018.*

State Vision Plan monthly premium costs are increasing.



Benefits Open Enrollment

What's changing 1/1/2018?

FSA Changes (Health Care and Limited Purpose FSA's):

- Grace period available for 1/1-3/15/18 to use 2017 funds.
- Plan Year 2018 - funds must be used by 12/31/18.
- No grace period in 2019 to use up 2018 funds.
- Starting in 2019, if any balance left from 2018, then up to \$500 will carry over.
- Funds above \$500 will be forfeited.
- Employee may do the full amount (\$2,600) even if they had a carryover from 2018.
- Dependent Care FSA will keep the annual grace period - no change.



Benefits Open Enrollment

What's changing 1/1/2018?

High Deductible Health plan and HSA changes:

- HSA max contribution increases - \$3,450 individual and \$6,900 family.
- ER contribution the same.
- OOPM increases - \$6,650 individual and \$13,300 family.
- Annual Deductible increase - \$1,350 individual and \$2,700 family.



Benefits Open Enrollment

Which system do I use to enroll?

State Plans

- Logon to the [People First](#) website or Call 1-866-663-4735 to enroll by phone.

UFSelect and/or GatorCare Plans

- Logon to [myUFL](#) portal.
- Navigate to: *Main Menu > My Self Service > Benefits > Benefits Enrollment.*
 - Use Instruction guides/tutorials on the [Benefit Enrollment](#) webpage.

Important: Changing from a state plan to a similar UF plan (or vice versa), requires **2 transactions** (one in each system).



Benefits Open Enrollment

State/PeopleFirst Eligibility for OPS employees

OPS/Variable hour employees are eligible for state benefits if:

- No prior state service & expected to work 30 hours or more per week on average.
- Hired to work less than 30 hours per week, but at the end of their 12-month new hire measurement period, hours worked averaged or more.
- At the end of the 12-month open enrollment measurement period, their hours worked averaged 30 hours or more per week.



Benefits Open Enrollment

State/PeopleFirst Eligibility for OPS employees (cont.)

- OPS who work less than 30 hours per week on average over a defined measurement period are **not** eligible for coverage.
- OPS employees eligible to participate in State benefits receive PeopleFirst OE packet.
- Ineligible OPS after measurement - watch for COBRA letters to continue coverage.
- More info on OPS eligibility found here: [OPS Employee information](#)



Benefits Open Enrollment

OE Reminders & Tips:

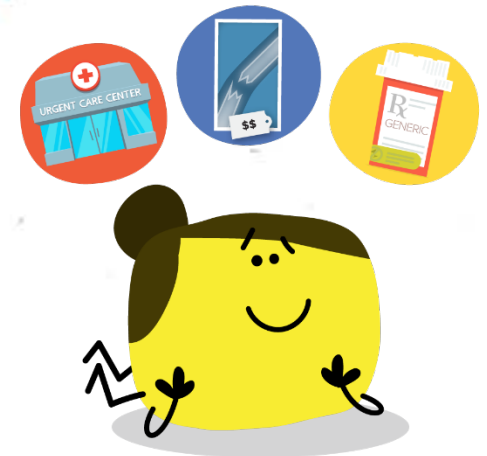
- UFSelect and GatorCare plans are completed via the myUFL portal ONLY.
- State plan enrollment completed via PeopleFirst.
- Make elections early in case you need assistance from UFHR Benefits or PeopleFirst.
 - **UFHR Benefits Office** (352) 392-2477
benefits@ufl.edu
 - **PeopleFirst Service Center** (866) 663-4735



alex[®] and Open Enrollment

UF's interactive online tool to aid with OE benefits choices:

- 2018 plan information available October 16th
- Virtual “Benefits Counselor” available 24/7.
- Personalized & confidential guidance.
- Learn more about available benefits and choose the best plans for you!
- Available on the [UFHR Benefits website](#)





Sick Leave Pool Open Enrollment

- OE for SLP is 10/1 to 10/31.
- Combine a portion of your 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 (approval from SLP committee is required).
- To participate:
 - Minimum balance of 64 hours of accrued sick leave.
 - Contribution of 8 hours of sick leave upon enrollment in pool.
- Balance, contribution pro-rated based on FTE.

(continued)



SLP Open Enrollment (continued)

- Verify if you are already a member by checking status in **My Self Service > Benefits > Benefits Summary**. This indicates current membership:



- Current members of the Sick Leave Pool do **not** need to rejoin.
- Information and enrollment form found [online here](#).
- Applications must be received by Central Leave by **October 31st**.

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



Dependent Eligibility Verification Audit

- PeopleFirst is auditing dependents on state plans.
- Spouse program – only primary spouse must submit documentation.
- Amnesty period (phase II) Sept. 1 – Nov. 30, 2017.
 - Drop dependents - no questions asked.
 - Ex-spouse dropped later - term will go retro to divorce date and may be responsible for premiums/claims.
 - Must provide documentation requested, which includes a tax transcript from the IRS website, not a copy of the 1040 form.
 - If a dependent is dropped as part of the audit, COBRA will not be made available.
 - Starting 12/1/17 to May 2018 – a third party vendor (HMS) has been hired to conduct a 100% audit.

(continued)



Dependent Eligibility Verification Audit

- Notifications:
 - Initial letter.
 - Day 50 - DSGI will notify UF to contact employee.
 - Day 60 – letter to employee as 2nd request.
 - 15 days later (around Day 75) – letter sent by certified & regular mail to employee that coverage will be terminated by the date stated in the letter.
- Quality Assurance Process (phase III) June 2018 and after:
 - Return to random request for documentation.
- Employee documentation must be sent to the 3rd party vendor – HMS and NOT People First.



Open Enrollment and Benefits Resources

UFHR Benefits

(352) 392-2477

email benefits@ufl.edu



Benefits Website: <http://hr.ufl.edu/benefits-rewards/>

PeopleFirst Website: <https://peoplefirst.myflorida.com>



Important Dates

- Superior Accomplishment Awards nomination period, September 11, 2017 – October 31, 2017.
- Homecoming – October 6, 2017.
- Sick Leave Pool Open Enrollment – October 1 - October 31, 2017.
- Benefits Open Enrollment – October 16 - November 3, 2017.
- Benefits and Wellness Fair – October 26, 2017.
- Next HR Forum – November 1, 2017.
- GBAS Fall Institute 2017 – November 29, 2017.
- GBAS Spring Workshop 2018 – February 14, 2018.



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

WORKING TOGETHER

FOR THE

GATOR GOOD