Agenda

- Graduate School
- GBAS
- GatorStart Packet Expirations
- E-Verify Late Hire Reasons
- Closing E-Verify Cases
- ePAF Changes
- Benefits Reminders
- Important Dates

Graduate School

Principles for the Employment of Graduate Students at the University of Florida

The University of Florida, like other major research institutions, employs several thousand graduate students at any given time.

In circumstances where the employment is directly contributive to the student's graduate degree program or professional development, the preferred form of this employment is the **graduate assistantship**.

To be eligible for a tuition waiver, a graduate assistant must be appointed at .25 FTE or greater. While appointments at one-quarter (.25) time or one-third (.33) time fit well in some departments, the preferred appointment is at .50 FTE.

Principles for the Employment of Graduate Students at the University of Florida

Academic Units contemplating the appointment of a Graduate Assistant at an FTE less than .25.

- are cautioned that such appointments will be viewed as exceptions to normal practice.

- will require justification on a case-by-case basis.

- will require the additional endorsement of the Graduate School, through the petition process.

Principles for the Employment of Graduate Students at the University of Florida

In addition to University expectations, Graduate Assistant appointments are significantly governed by a [Collective Bargaining Agreement between the University of Florida Board of Trustees and Graduate Assistants United](), the duly certified representative of Graduate Assistants.

Graduate Assistantship Tuition Waiver and Registration Requirements

FTE	Registration Requirements & Waiver
Fall and Spring Semesters	
.01 - .24 FTE	12 credits (no waiver - Petition Required by Graduate School)
.25 - .74 FTE	9 credits (waiver)
.75 - .99 FTE	6 credits (waiver)
1.00 FTE	3 credits (waiver)
Summer A Semester	
.01 - .24 FTE	4 credits (no waiver - Petition Required by Graduate School); (A or C; A & C); Cannot be registered in B
.25 - .74 FTE	3 credits (waiver) (A or C; A & C); Cannot be registered in B
.75 - .99 FTE	2 credits (waiver) (A or C; A & C); Cannot be registered in B
1.00 FTE	2 credit (waiver) (A or C; A & C); Cannot be registered in B

http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#registration

Graduate Assistantship Tuition Waiver and Registration Requirements

Summer B Semester	
.01 - .24 FTE	4 credits (no waiver - Petition Required by Graduate School); (B or C; B & C); Cannot be registered in A
.25 - .74 FTE	3 credits (waiver) (B or C; B & C); Cannot be registered in A
.75 - .99 FTE	2 credits (waiver) (B or C; B & C); Cannot be registered in A
1.00 FTE	2 credits (waiver) (B or C; B & C); Cannot be registered in A
Summer C Semester	
.01 - .24 FTE	4 credits (no waiver - Petition Required by Graduate School); A & B or A & C or B & C or C Cannot be in A only / Cannot be in B only
.25 - .74 FTE	6 credits (waiver) A & B or A & C or B & C or C Cannot be in A only / Cannot be in B only
.75 - .99 FTE	4 credits (waiver) A & B or A & C or B & C or C Cannot be in A only / Cannot be in B only
1.00 FTE	2 credits (waiver) A & B or A & C or B & C or C Cannot be in A only / Cannot be in B only

http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#registration

Pre-Doctoral Fellowship Memorandum of Understanding (MOU) Tuition Waiver and Registration Requirements

Stipend	Registration Requirements & Waiver
Fall and Spring Semesters	
Earning $4,000 or more	12 credits (waiver)
Earning less than $4,000	3 credits (no waiver)
Summer A Semester	
Earning $2,000 or more	4 credits in either A or C or A & C (waiver); cannot be in B
Earning less than $2,000	2 credits in either A or C or A & C (no waiver); cannot be in B
Summer B Semester	
Earning $2,000 or more	4 credits in either B or C or B & C (waiver); cannot be in A
Earning less than $2,000	2 credits in either B or C or B & C (no waiver); cannot be in A
Summer C Semester	
Earning $4,000 or more	8 credits in either A & B or A & C or B & C or C (waiver); Cannot be all in A or all in B
Earning less than $4,000	2 credits in either A & B or A & C or B & C or C (no waiver); Cannot be all in A or all in B

http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#registration

Gator Business Administrator Services (GBAS)

GBAS
University of Florida

Gator Business Administrator Services

Fall Institute 2016

October 27th from 8:00am – 3:30pm

Emerson Alumni Hall – President's Ballroom, 2nd floor

"Broadening Your UF Experience"

. . . when you join your Gator Business Administrator (GBAS) colleagues for a mini-conference. This professional development opportunity includes general sessions and break-out sessions.

The Institute is designed to support a culture of continuous learning and professional growth of business administrators at UF.

Participants will engage in a group discussions, interactive activities and cross campus networking.

UF | Human Resource Services
Training & Organizational Development
UNIVERSITY of FLORIDA

GBAS
University of Florida
Gator Business Administrator Services

Coffee and Networking 8:00 - 8:30 a.m.

Broadening Your UF Experience
General Session - Dr. Angela Lindner, Associate Provost
8:30 - 9:00 a.m.

AM Select 1

Session 1 Human Resources		Session 2 Business Excellence		Session 3 Leadership
Simulation for J1 & H1B Processes *An Interactive Experience* Susie Studstill & Scott Davis 9:15 -11:20 a.m.	*or*	**Promoting Business Excellence** *An Interactive Experience* Gwynn Cadwallader & Elizabeth Amdur 9:15 -11:20 a.m.	*or*	**#ManagingUp** *Building an Effective Relationship with Your Boss* Tricia Bachus 9:15 -11:20 a.m.

Lunch Select 1

Choose a Round Table Lunch Discussion Group: 11:45- 12:30 p.m.

#1 Foreign Nationals Susie & Scott	#2 Benefits of Mentoring Keith	#3 A Growth Mindset Max	#4 Environmental Health & Safety Todd M	#5 Prepare for Next Fiscal Year Tracey	#6 Team Building & Management Todd F	#7 Q&A Research IDC & RCM tax Julie	#8 Centralizing Business Functions Carolyn

Networking 12:30 - 12:50 p.m.

PM Select 1

Session 4 Procurement		Session 5 Sponsored Programs		Session 6 HR and Fiscal Management
Managing Contracts *Writing Statements of Work* Lisa Deal & Nicola Heredia 1:00 - 2:35 p.m.	*or*	**Managing Your Award Effectively** *Cost principles, examples & reporting* Tiffany Schmidt & Amanda Burkett 1:00 - 2:35 p.m.	*or*	**Payroll Complexities** *Explore complex payroll scenarios* Robbie Elkins 1:00 - 2:35 p.m.

General Session - Coffee and Desserts
Poster Session: 2:45 - 3:05   Core Office Updates: 3:05 - 3:30

Registration is now open

- Join us on October 27, 2016, from 8:00am – 3:30pm

- Registration will close October 19th.

- Use the links on the GBAS website under events
  http://cfo.ufl.edu/administrative-units/gbas/events/.

- Be sure to register for three things.

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

GBAS
University of Florida
Gator Business Administrator Services

GatorStart Packet Expirations

GatorStart Packet Expirations

- Beginning on November 7th all GatorStart packets will have a 45-day timeframe to be completed.
- If not completed during that timeframe, the packet will be set to "Expired" and cannot be completed by the new employee.
- ePAFs currently in process will fall under this 45-day window.
- To start a new packet, withdraw the current Hire ePAF and enter a new Hire ePAF.

GatorStart Packet Expirations

- Hire ePAFs can still be entered early; be mindful of the 45-day GatorStart packet window.

- Language will be added to the invitation email for new employees regarding the 45-day timeframe to complete the packet.

- If packet is completed early by new employee, it will not be expired if Section 2 of electronic I-9 is not completed within 45 days of creation date or a Distance Hire I-9 is completed.

E-Verify Late Hire Reasons

E-Verify Late Hire Reasons

- E-Verify late hire reasons will be initiated into the I-9 Management on November 7th.

- These late hire reasons will only appear for selection if Section 2/I-9 is submitted outside the three-day window for a new or rehired employee.

- You must select a late hire reason from the drop-down menu in order to submit to E-Verify.

E-Verify Late Hire Reasons

- The drop-down options are:
  - o Operational or technical issue encountered.
  - o Waited for SSN to be issued.
  - o Audit Revealed that New Hire Was Not Run.
  - o Federal Contractor verifying an existing employee.
  - o Employee presented an acceptable receipt as a Section 2 document.
  - o Other

- If "Other" option is chosen, a text field will open and require a typed reason to be entered (200 character limit). Please be concise in response – i.e. Hire was entered late. Documents were received late.

- Please choose correct option for your type.

E-Verify Late Hire Reasons

- Do not choose "Operational or technical issues" option if you are having issues with your machine.
- Do not choose "Federal Contractor verifying an existing employee" as all UF employees that meet this criteria have been E-Verified.
- Do choose "Waited for SSN to be issued" if that was the case for your foreign national hire.
- If you have any questions about what status to choose, contact Recruitment & Staffing at 352-392-2477 or employment@ufl.edu.

Closing E-Verify Cases

Closing E-Verify Cases

- Due to many individuals closing E-Verify cases incorrectly, we will be removing this option for Originators and Level 1 security in I-9 Mgmt.

- Once changed, departments will only be able to submit cases to E-Verify. Central HR will continue to close all E-Verify cases and manage any tentative non-confirmations.

- Should you have any questions, contact Recruitment & Staffing at 352-392-2477 or employment@ufl.edu.

ePAF Changes

ePAF Changes

- This month Payroll, HRS, and UFIT will begin testing PeopleSoft Images 14+ and PeopleTools updates in myUFL.

- An ePAF update will be tested and deployed during the upgrade process.

- The PeopleSoft updates and ePAF changes will go live on November 6th.

ePAF Changes

- Beginning in November, supervisor ID will become a required field for various types of ePAFs including job edits and position updates.

- Since not all employees have a position number, job data will be where the supervisor information will be stored.

- Update Supervisor ID (USI) reason code will be added to the list of job edit action reason codes.

Questions?

- Please contact classification and compensation at 392-2477 or compensation@ufl.edu

Benefits

Benefits Open Enrollment

- **OE dates 10/17/16 -11/4/16.**

- Elections made during the OE period will be effective 1/1/2017.

- **Benefits Fair--**Employees can meet with benefits and retirement vendors .

  - Date: Thursday, October 27th.

  - Time: 9 a.m. to 3 p.m.

  - Location: Touchdown Terrace at the Stadium.

Benefits Open Enrollment

<u>Preparing for Benefits Open Enrollment</u>

- Obtain your PeopleFirst ID (PFID) & password
  - o Look in myUFL portal at: *My Self Service > Benefits > PFID and Beneficiary Information link.*
  - o Passwords expire every 90 days.
  - o Lost password – click the "Forgot Password" link on <u>People First web site</u>.
  - o Watch for <u>State</u> 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.

- Questions--call (352) 392-2477 or email <u>benefits@ufl.edu</u>

Benefits Open Enrollment

What's changing 1/1/2017?

State plans

Rate changes to state plans effective 1/1/2017

- Supplemental plans--small rate increases.
- Health plans:
  - Increase in **_employer_** (UF paid) contribution.
  - Full time employees--**_no change to employee contribution._**
  - Part time employees--increase in **_employee_** contribution due to increased employer cost for UF.

GatorCare plans

A pharmacy deductible of $100 per subscriber / $400 family maximum applies for Tier 2-5 prescription drugs for all GatorCare groups <u>except</u> GatorGradCare (GA plan).

- More information found on the GatorCare website here: http://gatorcare.org/pharmacy/.
- GatorCare members should contact Magellan Rx to determine if less expensive alternative medications available in Tier 1 -- phone number on ID card.

Benefits Open Enrollment

Available Benefit Programs:

- UFSelect Voluntary Benefits & GatorCare Health (UF Plans)—more on next slide.

- People First Benefits (State Plans)
  - Statements mailed starting Oct. 5 to eligible employees.
  - Ineligible OPS - watch for COBRA letters to continue coverage.

NOTE: Eligibility varies by employee group & other criteria. Review more at: http://hr.ufl.edu/benefits/new-employees/eligibility-and-enrollment/.

Contact the Benefits Office with questions regarding eligibility by emailing benefits@ufl.edu or calling 392-2477.

Benefits Open Enrollment

UFSelect plans -- UF voluntary plans

- Enroll via myUFL Self Service (more on next slide).
- Plan options:
  - Eagles Dental
  - Humana Vision
  - Disability – no guarantee issue; medical application required
  - UF Term Life – OE limits
    - $10,000 employee
    - $5,000 spouse and children
    - Medical application required for coverage over OE limits
- Post-tax plans
- Visit UF Benefits website for plan information
- Eligible groups:
  - UF Faculty, TEAMS, USPS
  - Clinical Faculty, Housestaff, Residents/Interns
  - Post Doc Associates
  - Vet Medicine Residents & Interns
- **OPS, GA's, Fellows, & Adjunct Fac. are <u>not eligible.</u>**

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 .
  - Changes from a state plan to a similar UF plan (or vice versa), requires **2 transactions** – one in each system.
  - **OE elections must be completed by 6pm Eastern Standard time on 11/4/16**
  - **OE elections are effective 1/1/17.**

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 hrs. or more per week on average.
  - Hired to work less than 30 hrs./wk., but at the end of their 12-month new hire measurement period, hours worked averaged 30 hrs./wk. or more.
  - At the end of the 12-month open enrollment measurement period, their hours worked averaged 30 hours or more per week.

- OPS who work less than 30 hrs./wk. on average over a defined measurement period are ***not*** eligible for coverage.

- OPS employees eligible to participate in State benefits will receive an open enrollment packet from PeopleFirst to their mailing address.

- OPS, TEAMS & Faculty – A job change or rehire among the 3 employee classifications does **not** result in automatic benefit eligibility. Consult the state's OPS Employee information and Qualified Status Change matrix for further guidance.

Sick Leave Pool Open Enrollment

- 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 (approval from SLP committee is required).

- To participate:

  o Minimum balance of 64 hours of accrued sick leave.

  o 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:

5X UF Sick Leave Pool	UF Sick Leave Pool	- - - - -

- Current members of the Sick Leave Pool do **not** need to rejoin.

- Information and enrollment form found here: http://hr.ufl.edu/benefits/leave/sick-leave/sick-leave-pool/.

- Applications must be received by Central Leave by **October 31st.**

- Contact Central Leave at 392-2477 or email central-leave@ufl.edu with questions.

Important Dates

Benefits   10/17/16 -11/4/16
Open Enrollment

Benefits Fair   10/27/2016

Sick Leave Pool OE   10/1/16 – 10/31/16

Important Dates

- Climate Initiative Forum – October 10th –

  or participate online at *http://president.ufl.edu/yourvoice*

- Benefits Fair – October 27th

- GBAS Fall Institute 2016 – October 27th

- Deadline to submit nominations for the Superior Accomplishment Awards Program – October 31st

- Next HR Forum – November 2nd

- Eleventh Annual Equity and Diversity Conference – November 3rd

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Thank you for attending the HR Forum!

WORKING TOGETHER

FOR THE

GATOR GOOD