

HR FORUM



WELCOME

November 2, 2016

WORKING TOGETHER

FOR THE

GATOR GOOD



Agenda

- Reviewing Additional Pay Appointments
- Salary Increases
- FLSA Changes
- Benefits Reminders
- Important Dates



Reviewing Additional Pay Appointments



All Appropriate Work Moved to Hourly Appointments by Dec 2nd

- To create consistency across institution: if UF has employees paid bi-weekly to complete the work, then all should be paid bi-weekly (hourly).
- For appointments such as Proctors: these employees are compensated at an hourly rate; however, some are paying through Additional Pay (APAY).
- To be FLSA compliant: these employees can work with multiple departments/colleges; if we are paying through APAY no way to keep track of hours during a specific workweek.



All Appropriate Work Moved to Hourly Appointments by Dec 2nd

- Central HR is reaching out to the areas that work with these types of employees to transition them over by December 2nd .
- If starting a new employee, hire them into a bi-weekly appointment – not through APAY.
- Any questions, contact Recruitment & Staffing: employment@ufl.edu or 352-392-2477



Salary Increases



Salary Increases

- On May 6, 2016, President Fuchs announced a salary increase program that will award a 1.5% across-the-board (ATB) increase to eligible faculty and staff effective January 1, 2017.
 - Post Docs are eligible for the ATB Increase.
 - To be eligible, employees must have been hired on or before June 30, 2016.
- UF is currently negotiating with UFF, GAU, and PBA regarding salary increases.



Salary Increases

- Florida Department of Economic Opportunity announced that the Florida minimum wage will increase from \$8.05 per hour to \$8.10 per hour effective January 1, 2017.
 - Applies to OPSN, STAS, and FWSP appointments



Salary Increases

- As a result of the FLSA changes, Postdocs earning less than \$47,476 will receive an increase in order to meet the new FLSA minimum salary threshold.
 - Raises will be automatically loaded by HRS the week of November 28th.
 - Academic Personnel and HRS are working with units and the Provosts office to address Postdocs with an FTE less than 1.0.



FLSA Changes



FLSA Changes

- Effective December 1, 2016, the minimum salary threshold at which a position will be considered “exempt” from overtime pay will increase to \$47,476 annually
 - Up from \$23,660 annually
 - Annualizing an employee’s salary based on partial FTE is not permitted
 - The annual threshold may be adjusted for 9- and 10-month appointments
 - 9-Month: \$35,607.00
 - 10-Month: \$39,806.80
- The salary threshold will be updated every three years
 - Estimated to be more than \$50,000 in 2020
- Current exempt positions below the new salary threshold will be eligible for overtime once the change takes effect, with some exceptions



FLSA Changes

- According to DOL guidelines, there is no minimum salary requirement for employees whose “primary duty” is the performance of “teaching, tutoring, instructing or lecturing”:
 - Given that the performance of these duties is a primary responsibility of any faculty member, including extension county faculty, it is our interpretation that most academic personnel meet that standard.
- The minimum salary requirement also does not apply to certain licensed or certified doctors or lawyers.
 - An employee who holds the requisite academic degree for the general practice of medicine is exempt from the minimum salary requirement if he or she is engaged in an internship or resident program for the profession—interpreted to apply to residents throughout UF Health, including dentistry and veterinarian medicine.



FLSA Changes

- Several categories of student classifications such as graduate assistants and pre-doctoral fellows are not expected to be impacted.
- Postdoctoral associates who engage only in research activities and do not teach are explicitly not covered by this exemption and will be impacted.



FLSA Changes

- After evaluating several options, a decision has been made to create a new employee category of “**Salaried Non-Exempt (SNE)**” that will decouple how impacted employees are paid from what they do.
- Under this approach:
 - All impacted employees will be moved to this new category—keeping them in the same title, at the same rate of pay, and leveraging the myUFL system to pay them based on an established schedule rather than requiring daily time entry by the employee.
 - Employees will continue to be paid as salaried employees in that time worked will not need to be entered and approved as it is for hourly non-exempt employees—except when overtime hours are worked or leave is used.



FLSA Changes

- HRS will notify employees who are transitioning to salaried non-exempt (SNE) beginning in mid-November.
- Notifications will be sent via interoffice mail to the employee's campus address.
- Notifications will include the following:
 - Brief explanation of the changes to the FLSA.
 - Notify the employee that their position is eligible for overtime.
 - Notify the employee that the change will not impact their job title, benefits, or compensation.
 - Notify the employee that they have been enrolled in the overtime compensatory leave plan.
 - Provide a link where employees can find additional information about University's response to the FLSA changes.



FLSA Changes

- Timeline
 - 11/07: HRS Snapshot.
 - 11/10: Deadline for units to notify HRS if providing an increase.
 - 11/14 – 11/23: HRS Processes ePAF to convert employees to SNE.
 - 11/16 – 12/01: Employees receive SNE notification letter from HRS.



Questions?

- You may e-mail your questions to compensation@ufl.edu
 - **Faculty:** Academic Personnel Tel: 392-2477
 - **TEAMS/USPS:** Classification & Compensation
Tel: 392-2477



Benefits



Benefits Open Enrollment

- **Last day of OE is 11/4/16—elections must be submitted by 6 p.m. EST on November 4th.**
- Elections made during the OE period effective 1/1/2017.
- Make changes / elections to state and UFSelect plans for the 2017 calendar year.
- Review December and January paychecks to confirm insurance deductions for OE elections are correct.

Questions? Contact benefits@ufl.edu or call (352)392-2477



Making Changes to Benefits

Benefits elections & changes are permitted only:

1. During new hire enrollment period.
2. During designated open enrollment period each year.
3. Within **60 days** of qualifying status change (QSC) event.
(examples--birth, marriage, divorce, death, loss of other group health insurance.)

Reporting QSCs

- State Plans--Contact PeopleFirst Service Center by calling (866) 663-4735.
- UFSelect or GatorCare plans—Contact UF Benefits by emailing benefits@ufl.edu or calling (352) 392-2477.



Healthcare FSA Limit Increase

- FSA limit increased from \$2,550 to \$2,600 for 2017.
- Changes to your FSA limit can be made:
 - Online during open enrollment (ends Nov. 4) OR
 - By calling PeopleFirst during the correction period (ends Nov.18) to increase annual FSA election to \$2,600

For more information visit

http://mybenefits.myflorida.com/health/tax_favored_spending_accounts or call (866) 663-4735



State Life Insurance Name Change

- Name change from Minnesota Life to Securian.
- Securian is brand name of parent company.
- *No changes to group life insurance coverage or premium rates -- name change ONLY.*
- For more information visit www.securian.com or call (888) 826-2756.



2017 UF Holidays

New Year's Day	Monday, January 2nd
Martin Luther King, Jr.'s Birthday	Monday, January 16th
Memorial Day	Monday, May 29th
Independence Day	Tuesday, July 4th
Labor Day	Monday, September 4th
UF Homecoming	Friday, October 13th (tentative)
Veterans Day	Friday, November 10th
Thanksgiving Holidays	Thursday, November 23rd Friday, November 24 th
Christmas	Monday, December 25th

Available online: <http://hr.ufl.edu/benefits/leave/holidays/>



December Vacation Leave Cash-Out

TEAMS employees may cash out up to **16 hours of vacation leave** in the pay period **November 4-17**.

- ***Enter in system by 11/15 due to accelerated payroll close***
- Minimum balance of 40 hours of vacation leave required after end of pay period.
- Cashout payment included on November 23 paycheck.

*Instruction Guide **Reporting December Leave Cash-Out** is available to assist with this process:*

http://training.hr.ufl.edu/instructionguides/time&labor/reporting_december_cashout.pdf



Important Dates

November 4	Last Day of Open Enrollment
November 4-15	Enter December Vacation Leave Cashout (accelerated payroll close)
November 11	Veterans' Day Holiday
November 23	December Vacation Leave Cash Out Payout
November 24-25	Thanksgiving Holidays
December 9	State plan deductions for OE elections begin
Dec. 26-Jan. 2	Holiday closing period
January 1	Effective date for benefits elections made at OE
January 6	UFSelect & GatorCare deductions for OE elections begin



Important Dates

Eleventh Annual Equity and Diversity Conference
– November 3rd

Next HR Forum – December 7



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

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