

# HR FORUM



WELCOME

December 6, 2017

WORKING TOGETHER

FOR THE

GATOR GOOD



# Agenda

- Introduction to Health Assessments
- Recruitment and Background Check Deadlines
- Salary Increases
- Florida Minimum Wage Increase
- myUFL System Upgrade
- Benefit Reminders
- Important Dates



# Introduction to Health Assessments



# INTRODUCTIONS

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## RESOURCES

EHS Website – OCCMED Program Home Page

<http://www.ehs.ufl.edu/programs/occmmed/>

- Left section:
  - Key program elements.
- Center section:
  - Top four most commonly asked questions.
  - General program overview.
- Right section:
  - Useful links.
  - OCCMED Contacts.



# HOW THE HEALTH ASSESSMENT PROCESS WORKS

<http://www.ehs.ufl.edu/programs/occmcd/healthassess/health-assessment-process/>

<http://webfiles.ehs.ufl.edu/HAProcess.pdf>

Explains procedures in chronological order for:

Department

Individual

Provider

Waivers



# PAYMENT AUTHORIZATION FORM

## Payment Authorization Form

<http://shcc.ufl.edu/files/2017/01/ABO-031.pdf>

- Must be submitted before any reviews are done by OCCMED Clinic.
- Does NOT get emailed to OCCMED, EH&S program or Clinic.
- Email to [SHCC-OccMed@ad.ufl.edu](mailto:SHCC-OccMed@ad.ufl.edu).

**Medical History questionnaires go to OCCMED CLINIC ONLY**

[OccMedClinic-RiskAssessment@ahc.ufl.edu](mailto:OccMedClinic-RiskAssessment@ahc.ufl.edu)



# Recruitment & Background Check Deadlines





## Posting, Background Check & ePAF

Service	Date
Careers at UF	Tuesday, December 19
Clearance for Hire	Tuesday, December 19
AOL/FDLE	Tuesday, December 19
FBI Livescan	Fingerprinted by Tuesday, December 19
435 Livescan	Fingerprinted by Wednesday, December 13
HireRight (USA)	Consent from applicant by Monday, December 18
ePAF Approval	Arrive to HR for approval by Wednesday, December 13 (for PP 12/15-12/28)



## Salary Increases



# Salary Increases

- On July 12, 2017, President Fuchs announced a salary increase program that will provide a salary increase pool of 3% for employees on payroll as of June 30, 2017.
  - Raises will be effective on January 1, 2018.
  - To be eligible, employees must have been hired on or before June 30, 2017.
- Salary increases for employees in a bargaining unit are subject to union negotiation.



# Salary Increases

## Eligibility Criteria:

- To be included in the raise file, employees must have been 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 salary 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.





# Salary Increases

- **Monday, November 27, 2017** —Raise File is currently available to departments for reviewing salary increases. An instructional guide with directions on how to review the Raise File may be found at <http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/job-and-position-actions/>.
- If changes to the Raise File are needed for employees (add, delete, or transfer an employee to a new department ID or change an FTE), please submit the request to [salaryincrease@ufl.edu](mailto:salaryincrease@ufl.edu) by of business December 15, 2017.



# Salary Increases

- **Monday, November 27, 2017** – Raise File opened to departments.
- **Friday, December 15, 2017 - 5:00 PM** – Raise file will be closed to departments.
- **Tuesday, January 2, 2018** – Increases will be reflected in Job Data in myUFL.
- **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
- If changes to the Raise File are needed for employees (add, delete, or transfer an employee to a new department ID or change an FTE), please contact HRS via [salaryincrease@ufl.edu](mailto:salaryincrease@ufl.edu). Changes should be submitted by end of business December 15, 2017.
- A Raise Review File instruction guide for faculty and staff positions can be found at: <http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/job-and-position-actions/>.



# Salary Increases

- Remember to account for any planned salary increases for employees on leave of absence.



# Salary Increases

- UF and GAU have reached a tentative multiyear agreement regarding salary increases.
  - Effective January 1, 2018, the GA minimum stipend will be increased to \$16,000 for a 9-month .50 FTE appointment.
  - The minimum stipend is proportional to all appointment lengths and FTEs.
  - Continuing GAs will receive an across-the-board increase of \$550 effective January 1, 2018.
  - Continuing GAs will receive a \$100 “fee relief” increase effective January 1, 2018.





# Salary Increases

- UF and GAU have reached a tentative multiyear agreement regarding salary increases.
  - Effective August 15, 2018, continuing GAs will receive a \$100 “fee relief” increase.
  - Effective January 1, 2019, continuing GAs will receive a \$225 across-the-board increase.



## Questions?

- You may e-mail your questions to [salaryincrease@ufl.edu](mailto:salaryincrease@ufl.edu).
  - **Faculty:** Academic Personnel Tel: 392-2477.
  - **TEAMS/USPS:** Classification & Compensation Tel: 392-2477.



# Florida Minimum Wage Increase



# Florida Minimum Wage

- On January 1, 2018, the state minimum wage will increase from \$8.10 to \$8.25 per hour and applies to all employees, including FWSP, STAS, and OPS.
- HRS will process pay increases for all employees currently below \$8.25 with an effective date of January 1, 2018. The pay increase will be reflected on the January 19, 2018, paycheck.
- The University's minimum hourly wage for TEAMS and USPS employee will remain \$12.00.



# Florida Minimum Wage

- If you have questions, please contact Classification and Compensation at (352) 392-2477 or by email at [salaryincrease@ufl.edu](mailto:salaryincrease@ufl.edu).
- For questions regarding student employment, please contact Brandon Saldana at (352) 273-1702 or by email at [Student\\_Employment@sfa.ufl.edu](mailto:Student_Employment@sfa.ufl.edu).





# myUFL System Upgrade



**myUFL System Upgrade is planned  
for January 16, 2018.**



## myUFL System Upgrade is planned for January 16, 2018.

- New, device-independent design that displays well on any smartphone, tablet, or workstation.



## myUFL System Upgrade is planned for January 16, 2018.

- New, device-independent design that displays well on any smartphone, tablet, or workstation.
- Greater compatibility with the latest web browsers.



New, mobile-friendly menu located in the upper right corner

### Gainesville Sun - Local News

#### Local -

- Linkous easily wins High Springs election
- No UF plans to ban Greek life, but 'work to do'
- Complaint filed in missing airport cash case
- Two drug busts in Levy net six
- City owns GREC after \$754M deal
- Storm debris pickup to start on Millhopper Road
- Florida to sue drug company over stock losses
- Workshop to teach peaceful communication
- Schools' Career Academy Forum set for Nov. 14
- Sneak peek at new hospitals Wednesday evening
- Bicyclist hit, injured crossing E. University Ave.
- City, county officials finally hammer out gas-tax deal
- Election months away, but candidates already queueing up
- Scott proposes \$180M in tax, fee cuts
- Buses on reduced schedule Friday for Veterans Day
- CareerSource hosts vet hiring event
- Suicide survivors' vigil set for Nov. 18
- Police hone tactics to quell violence at hate-fueled rallies
- Ayala: Don't let obstacles stop goals
- FHP: Man tried to leave crash scene

### Staff News

No articles currently available

[View All Articles and Sections](#)

### Physics Dept. Weather

Current Weather  
As Of: 11/08/17

Temperature	
Dew Point	
Heat Index	
Wind Chill Factor	75.0
Relative Humidity	83
Barometric Pressure	30.010
Rainfall Since Midnight	0.00
Wind Direction	SE
Wind Speed	1.0
Peak Wind Gust	9.0
High Since Midnight	75.0
Low	61.0
Sunrise	06:48 AM
Sunset	05:38 PM

Provided by the University of Florida Department of Physics Weather Station. <http://www.phys.ufl.edu/weather/>





**myUFL System Upgrade is planned for January 16, 2018.**

Video Tour Now Available at:

**<https://tinyurl.com/yde6gdmj>**



## Benefit Updates



# Retirement



## 2018 IRS Contribution Limits

	2017	2018
403(b) Elective Deferral (Traditional & Roth)	\$18,000	\$18,500
457(b) Deferred Compensation Plan	\$18,000	\$18,500
Age-based Catch-up (age 50 by 12/31)	\$ 6,000	\$ 6,000
415 Annual Addition Limit (ER + EE)	\$54,000	\$55,000

- 403(b) includes SUSORP voluntary and UF 403(b).
- 403(b) and 457(b) are separate limits allowing an employee to contribute the maximum in each plan.
- Age-based catch-up applies separately to both 403(b) and 457(b) allowing contributions up to \$24,500 in each.
- 415 limit includes SUSORP, UF 403(b) and UF AEF 403(b).



# Time Away (Leave)





## Year-End Vacation Leave Conversion

- The annual conversion for accrued vacation leave over the maximum will occur after the pay period ending January 11, 2018 .
- Accruals over the max amounts convert to sick leave.
- Annual maximum hours are as follows:

TEAMS and out-of-unit faculty	352
In-unit faculty	480
USPS	240

- View your leave balances in PeopleSoft:  
*Main Menu > My Self Service > Payroll and Compensation > UF Leave History.*



## December Personal Leave

- Holiday closing period from 12/26/2017 –12/29/2017.
- Personal leave days auto-populated for eligible TEAMS and Academic Personnel records by 12/4/2017.
- System does not require approval for personal leave days for exempt employees -- hours automatically populated.
- Time reporting code (TRC) – DPL-270.
- *NOTE: Departments with employees hired after December 1<sup>st</sup> must contact Leave Administration to manually load DPL hours.*

Instruction guide “Personal Leave Days” found online here:

[http://training.hr.ufl.edu/instructionguides/time&labor/personal\\_leave\\_days.pdf](http://training.hr.ufl.edu/instructionguides/time&labor/personal_leave_days.pdf).



## Extended Leave of Absence

- Updated LOA form coming soon on HR website.
- Key changes:
  - Provost approval required for **Academic Personnel/Faculty LOA.**
    - Personal LOA—attach reason for request.
    - Extended Tenure Probationary Period—complete “Request for Extension of Tenure Probationary Form”.
  - Provost approval is NOT needed for FMLA / Parental LOA paperwork.
  - Military LOA—contact Leave Administration for necessary forms.

Contact Leave Administration with questions!

Email: [central-leave@ufl.edu](mailto:central-leave@ufl.edu) or call (352) 392-2477.



## Benefits



## Dependent Eligibility Verification Audit

### **PeopleFirst / DSGI audit of dependents on state plans:**

- Florida Legislature required audit - 100% of employees with dependents.
- Audit documentation requests being sent December through March via email and postal mail.
- 3<sup>rd</sup> party vendor (HMS) conducting audit.
- Request from HMS will include:
  - Instructions on how to submit documentation.
  - Deadline for submission.





## Dependent Eligibility Verification Audit

- Send documents **HMS only** (*do not send to PeopleFirst or UF Benefits Office*).
- Documents not returned—send copies, not originals.
- HMS committed to protecting personal information.
  - Comply with federal & state regulations, HIPAA, ERISA, & disposal rules of Federal Trade Commission.
  - Documentation protected by physical, electronic & procedural safeguards.



## Dependent Eligibility Verification Audit

Audit may result in termination of insurance coverage for dependent(s) if:

*Employee fails to send legible documentation to HMS.*

OR

*Documentation does not prove dependent eligibility.*

More info: <http://www.mybenefits.myflorida.com/>



## Review Benefits OE Changes

Review December & January payroll deductions for elections made during OE:

### State/People First Deductions:

- Most plans paid a month in advance.
- **December 8 & December 22** paychecks **pre-pay** for January 2018 coverage.
- **January 5** paycheck look for Reimbursement Accounts (i.e. Medical Reimb., Dependent Care, Limited Purpose, and Health Savings Accounts).



## Review Benefits OE Changes

### UFSelect and GatorCare Deductions:

- Paid month of coverage, not paid in advance.
- **January 5 & January 19** paychecks pay for January 2018 coverage.

Contact UF Benefits with enrollment and/or deduction questions! Email [benefits@ufl.edu](mailto:benefits@ufl.edu) or call (352) 392-2477.



## Important Dates

- December 8 → State plan deductions for OE elections begin.
- December 25 *UF Holiday – Christmas.*
- December 26 – *UF Holiday closing period.*  
Dec. 29
- January 1 *UF Holiday – New Year’s Day.*  
Effective date for elections made during OE.
- January 5 UFSelect & GatorCare deductions for OE elections begin.
- January 15 *UF Holiday – MLK Birthday.*





# Important Dates

- Next HR Forum – February 7, 2018.
- GBAS Spring Workshop 2018 – February 14, 2018.
- GBAS Spring Institute 2018 – April 3, 2018.



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

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