

HR FORUM



WELCOME

December 7, 2016

WORKING TOGETHER

FOR THE

GATOR GOOD



Agenda

- Updated Form I-9
- Careers at UF
- Recruitment and Background Check Deadlines
- Salary Increases
- FLSA Changes
- Benefits Reminders
- Important Dates



Updated Form I-9

- USCIS published a new version of the Form I-9, which is mandatory to use as of January 22, 2017. Until then both versions of Form I-9 are acceptable.
- New [Form I-9](#) is linked on [HR Forms](#) page.
- GatorStart version will be updated by January 22, 2017.
- New version does **not** change list of work authorization documents.



Updated Form I-9

- Below are some of the changes in the new version:
 - Employees only need to provide other last names used in Section 1, rather than all names used.
 - The certification in Section 1 for certain foreign nationals takes less time to complete.
 - There are additional spaces to enter multiple preparers and translators.
 - Employees must check a box under the signature line to indicate if they have or have not used a preparer/translator.
 - Citizenship/Immigration status is required at top of page 2.



Updated Form I-9

- New version becomes “smart form” when used as pdf (electronic) version:
 - Checks certain fields to ensure information is entered correctly.
 - Auto-population of certain fields based on information entered elsewhere on the form.
 - Drop-down lists and calendars.
 - Instructions on the screen that users can access to complete each field.
 - Buttons that will allow users to access the instructions electronically, print the form, and clear the form to start over.



Updated Form I-9

- UFHR advises that departments use the pdf (electronic) version to complete Section 2 when a paper I-9 is required; i.e., foreign nationals and distance hires.
- When completing as a “smart form”, must print out and sign. An electronic signature is not acceptable on a paper I-9.
- Completed form must be submitted to E-Verify through I-9 Management.



Updated Form I-9

- Please note I-9 deadlines remain:
 - Employee must complete Section 1 on or before day of employment, and Section 2 must be completed **and** I-9 must be submitted to E-Verify no later than the third day after the employee begins work.
- If you have any questions/issues, please contact Recruitment & Staffing at 352-392-2477 or employment@ufl.edu.



Careers at UF



Search Committee Feature:

- Enhanced view.
- Quicker access to application materials.
- Sort by name (first and last) and submission date.
- Able to mark which one has been reviewed.
- Capable to bulk download application materials.



Status:

- Implement during the weekend of January 14 -15, 2017.
- Roll out on Monday, January 16, 2017.
- Instruction Guide will be available on or before Monday, January 16, 2017.
- Communication will go out to current active search committee members in early January (based on job status in Careers at UF).



Welcome Sharon

NEW JOB

0 - jobs open

ADVERTISEMENTS

0 - open advertisements

SEARCH COMMITTEE REVIEW

1 - jobs requiring search committee review

APPLICATIONS

0 - jobs have applicants for review
0 - applicants assigned to you for review



Chair View

Classification Title	User	Total applications	Your role
Extension Agent I or II - Agriculture (Livestock ES	ES	23	Chairperson

[View Applicants](#) | [View responses](#)

Member View

Classification Title	User	Total applications	Your role
Extension Agent I or II - Agriculture (Livestock/Forage)	ES	23	Search committee member

[View Applicants](#)



Extension Agent I or II -
Agriculture (Livestock/Forage)
(493082)

Bulk compile and send

Select all

Sort: First name (A-Z)

New

Ali Gator Reviewed
19 May 2016

Albert Einstein Reviewed
17 Aug 2016

Eddy Murphy Reviewed
14 Dec 2015

Jimmy Fallon Reviewed
15 Dec 2015

John Travolta Reviewed
6 Sep 2015



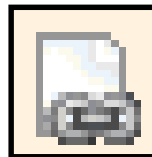
Extension Agent I or II -
Agriculture (Livestock/Forage)
(493082)

Bulk compile and send

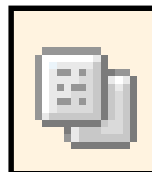
Select all

Sort: First name (A-Z)

- First name (A-Z)
- First name (Z-A)
- Last name (A-Z)
- Last name (Z-A)
- Date submitted (First to Last)
- Date submitted (Last to First)



View Resume



View Answers (application)



Resources

- Careers at UF Toolkit

<http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/careers-at-uf/>



Recruitment & Background Check Deadlines



Posting, Background Check & ePAF

Service	Date
Careers at UF	Monday, December 19
Clearance for Hire	Monday, December 19
AOL/FDLE	Monday, December 19
FBI Livescan	Fingerprinted by Monday, December 19
435 Livescan	Fingerprinted by Monday, December 12
HireRight (USA)	Consent from applicant by Friday, December 16
ePAF Approval	Arrive to HR for approval by Friday December 9



Salary Increases



Salary Increases

- Effective January 1, 2017, the Florida minimum wage will increase from \$8.05 per hour to \$8.10 per hour.
- Effective January 1, 2017, out-of-unit faculty, postdoctoral associates, TEAMS, and USPS employees will receive a 1.5% across the board (ATB) increase.
- To be eligible, employees must be hired on or before June 30, 2016.



Salary Increases

- UF and UFF have reached a tentative agreement regarding salary increases:
 - 1.5% across-the-board increase effective January 1, 2017.
 - Faculty members in non tenure-accruing appointments whose salary is less than \$50,000 will receive an additional pay increase ranging from \$1,500 to \$5,000.
 - PKY faculty whose salary is less than \$50,000 will receive a \$750 raise, and many salary supplements will be raised to be comparable with the Alachua County School System.



Salary Increases

- UF and GAU have reached a tentative agreement regarding salary increases:
 - Effective January 1, 2017, the GA minimum stipend will be increased to \$15,000.
 - GAs will receive an across-the-board increase of \$390 effective January 1, 2017.
 - GAs will receive a \$60 “fee relief” increase effective January 1, 2017.



Salary Increases

- **December 22, 2016 (Thursday)**— HRS and Enterprise Systems will begin creating the necessary raise files required to implement the 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/>.



Salary Increases

- **Thursday, December 22, 2016**– HRS and Enterprise Systems develop raise files.
- **Tuesday, January 3, 2017**– Increases will be reflected in Job Data in myUFL.
- **Friday, January 20, 2017**– 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.
- 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

UF Raise Review

Enter any information you have and click Search. Leave fields blank for a list of all values.

Figure 1

Find an Existing Value

Maximum number of rows to return (up to 300):

Department:

Description:

Fiscal Year:

Raise Type:

Effective Date:

Case Sensitive

Search

Clear

[Basic Search](#)

[Save Search Criteria](#)

Enter Department ID.
Enter the Raise Type field.

Staff	= S17
Faculty	= F17
Postdoc	= P17
Minimum Wage	= MHO

Enter Effective Date = 01/01/2017



Salary Increases

Figure 2

Raise Review

UF Raise Processing

Below is a listing of employees eligible for raises in your department. Please review the information and enter/change the amounts of increase as needed. If an employee is not getting a raise, please remove the check under 'Process' which appears next to the Empl ID. If an employee needs to be added, deleted or moved to another Department ID, please contact the appropriate personnel office.

Raise Type: Staff 2017 ATB Increase

Department: 11111111 ANY DEPARTMENT

Raise/Bonus Effective Date: 01/01/17

Eligible Employees

Process (?)	Empl ID	Empl Rcd#	Status	Name	FTE	Sal Plan	Empl Class	Union Code	Freq	Component	Annual Salary	Raise Amount	New Salary	% Change
<input checked="" type="checkbox"/>	12345678	0	Active	Person, One	1.000000	TA12	REG		Annual	Across The Board	\$31,006.800	\$930.204	\$31,937.004	3.000
<input checked="" type="checkbox"/>	98765432	0	Active	Person, Two	1.000000	TA12	REG		Annual	Across The Board	\$41,600.000	\$1,248.000	\$42,848.000	3.000
<input checked="" type="checkbox"/>	87654321	0	Active	Person, Three	1.000000	TU2N	REG		Hourly	Across The Board	\$37,312.560	\$1,119.377	\$38,431.937	3.000

Department Totals

Current Total Annual Salary:	\$109,919.360	Department Raise Total:	\$3,297.581
New Total Annual Salary:	\$113,216.941	Percent Change:	2.500



Salary Increases

- Position and job actions for raise eligible employees will be discouraged for the following dates:
 - December 22, 2016 – January 1, 2017.
 - 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.



Salary Increases

- Effective December 1, 2016, Postdoctoral Associates earning less than \$47,476 were provided an increase to the new minimum salary.
 - Part-time employees were provided an increase to the prorated minimum salary based on FTE.
 - Raises are now in myUFL.
 - Departments can may review the raise file.
 - Raise Type = P16
 - Effective Date = 12/01/16



Salary Increases

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



FLSA Changes



FLSA Update

- On November 22nd, a federal court issued an injunction blocking the enforcement of the new Department of Labor (DOL) overtime rules.
- As a result, UF is delaying the transition of our impacted exempt employees to salaried nonexempt until the effects of this ruling are understood and finalized.
- Special pay increases that have been approved due to the anticipated DOL rule change will continue.



Benefits



2017 IRS Contribution Limits

No change from 2016 limits

	2016	2017
403(b) Elective Deferral (Traditional & Roth)	\$18,000	\$18,000
457(b) Deferred Compensation Plan	\$18,000	\$18,000
Age-based Catch-up (age 50 by 12/31)	\$ 6,000	\$ 6,000
415 Annual Addition Limit (ER + EE)	\$53,000	\$53,000

- 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 \$24,000 in each.
- 415 limit includes SUSORP, UF 403(b) and UF AEF 403(b).



Year-End Vacation Leave Conversion

- The annual conversion for accrued vacation leave over the maximum will occur after the pay period ending January 12, 2017.
- 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 leave balances: *My Self Service > Payroll and Compensation > UF Leave History*. You may also see your vacation leave balances in *My Self Service > Benefits > Manage Leave Accruals > Review Accrual Balances*.



December Personal Leave

- Holiday closing period from 12/27-12/30.
- Personal leave days auto-populated for eligible TEAMS and Academic Personnel records by 12/14.
- System does not require approval for personal leave days for exempt employees -- hours automatically populated.
- Time reporting code (TRC) – DPL-270.

Instruction guide “Personal Leave Days” found online here:

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



Review Benefits OE Changes

- Review December & January deductions for enrollments/changes made during OE.
- **State/People First Deductions:**
- Paid a month in advance
 - **December 9 & December 23** paychecks **pre-pay** for January 2017 coverage.
 - **January 6** paycheck look for Reimbursement Accounts (i.e. Medical Reimb., Dependent Care, Limited Purpose, and Health Savings Accounts).
- **UFSelect and GatorCare Deductions**
 - Paid month of coverage, not paid in advance.
 - **January 6 & January 20** paychecks pay for January 2017 coverage.
- Contact UF Benefits with enrollment and/or deduction errors.



New Hire Enrollments & Changes

- **Timeframe to enroll:**
 - Employees have **60 calendar days** from hire, or from the qualifying status change (QSC) date, to either enroll or make benefit changes.
- **State health & supplemental coverage can begin:**
 - No earlier than hire date or QSC date.
 - The 1st of the month after enrollment, provided 2 consecutive payroll deductions occur in the same month.
 - Exceptions – New hire health plan enrollments only OR plan changes for employees with QSC events.
- **UFSelect & GatorCare Plans:**
 - Coverage is effective on date of hire (will be retroactive).
 - QSCs effective on date of event
 - Exception – QSC effective on 1st of month if removing coverage.



New Hire Enrollments & Changes

Department considerations for new hires:

- Job appt./actions must be active in all systems *before* the employee can access their online enrollment.
 - Takes approx. 2 days to show in the benefits enrollment portals
- Choose early- to mid-month hire dates--provides time to process
- Avoid hire dates late in the month & last day of the month
 - Note: jobs not in the UF or People First systems by the end of month can delay coverage by **at least one month** for state plans
- Encourage new hires to complete benefit enrollments early
- Inform hires about when coverage may reasonably begin, or refer to Benefits staff for assistance



New Hire Enrollments & Changes

Holiday considerations:

- Accelerated payroll deadlines – impact normal payroll deductions.
 - Employees must send personal checks for missed deductions to People First for state plans.
 - Employer premiums can be taken if the enrollment loads timely **prior to payroll cutoff**; otherwise deductions will be made up in a January off cycle payroll.
- **Using the plans:**
- Coverage cannot be used until premiums have posted and insurance ID card is received.



Resources for Benefits

- Human Resources Benefits website:
<http://hr.ufl.edu/benefits/>
 - New Employee Information.
 - Tutorials & Instruction Guides.
 - Benefits Eligibility Matrix.
- For questions call UF Benefits at 392-2477 or email benefits@ufl.edu.



Important Dates

- December 9 State plan deductions for OE elections begin
- Dec. 26-Jan. 2 UF Holiday closing period
- January 1 Effective date for benefits elections made at OE
- January 6 UFSelect & GatorCare deductions for OE elections begin
- January 16 UF Holiday – MLK Birthday



Important Dates

- Spring Training Classes – Registration Starts Monday, December 5th
- Next HR Forum – Wednesday, February 1, 2017



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

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