HR FORUM

October 3, 2018

WORKING TOGETHER FOR THE GATOR GOOD
Agenda

• PageUp Hiring Manager Review
• Careers at UF - Interfolio Updates
• Faculty Search Processes
• 2018-19 Pay Program
• Benefits Updates
• Important Dates
PageUp Hiring
Manager View
Welcome Robert, this is your Dashboard where you will see all your tasks organized in various stages.

New job
- 2 Jobs open

Advertisements
- 2 Advertisements

Applications
- 0 Applicants assigned to you for review

Search committee review
- 2 Jobs requiring panel review

Guidelines / Tips
Please see the Hiring Manager and Search Committee reference guides for navigation instructions. For more recruitment tools, please visit the Careers at UF toolkit.
Careers at UF
Interfolio Updates
Careers at UF: Faculty/Postdocs

Interfolio Implementation Updates

Careers at UF toolkit
- PST099 course for originators, approvers & committee managers
- Instruction Guides

User Provisioning
Careers at UF: Faculty/Postdocs

Interfolio Tips
- Administrator & Committee Manager roles
- Posting ID
- Search chair in Internal Notes
- Appropriate position type
Faculty Search Processes
Faculty Search Processes

- Use descriptive info in posting titles
- Add new Faculty/Postdoc job board info to website
- Disseminate postings through multiple networks and social media
Faculty Search Processes

- Look for efficiencies across college/department
- Conduct search committee training
- Recruit/evaluate with diversity and inclusion in mind
2018-19 Pay Program
2018-19 Pay Program

• On June 29, 2018, President Fuchs announced a salary increase program that will provide a performance payment pool of 4% for employees on payroll as of June 30, 2018.
  – Performance Payments will be disbursed on December 21, 2018
• Salary changes, including possible lump sum payments, for employees in a bargaining unit are subject to union negotiation.
2018-19 Pay Program

Eligibility Criteria:

• Employees must be hired on or before June 30, 2018.
• Employees who have received notification of non-renewal or layoff are not eligible for a performance payment.
• Employees who have received discipline in the form of a written reprimand or who have been suspended since January 1, 2018, are also not eligible for a performance payment.
• OPS employees are not eligible for the salary increase program.
2018-19 Pay Program

Funding:

- The Office of Research, along with the Office of the General Counsel, has determined that one-time performance payments to employees cannot be charged to a research contract or grant.
- Funds 211 and 212 may be used to provide the one-time performance payments, provided the individual is assigned to research.
- Any distributions from the 211 and 212 funds must be proportional to the individual’s assigned research.
2018-19 Pay Program

Funding:

- If the department wants the performance payment charged to the employee’s existing funding source, no action is necessary.
- If the department wants the one-time payment charged to another funding source, departments will need to edit or create a new department budget table (distribution) entry.
2018-19 Pay Program

Department Budget Table (distribution) Entry:

- The one-time performance payments will be processed using the “BNS” earnings code.
- If an employee’s Department Budget Table (distribution) in effect for the pay period ending December 13, 2018, reflects a distribution from a sponsored project, departments must edit or create a new budget table entry, adding BNS and the combination code(s) to charge.
- Departments may edit or create a distribution prior to the actual processing date.
- Additional guidance will be provided in the salary increase toolkit.
2018-19 Pay Program

Implementation Timeline:

• **Monday, November 5, 2018** – Performance Payment File Opens

• **Friday, November 16, 2018 5:00 PM** – Performance Payment File will be closed to departments

• **Friday, December 21, 2018** – performance payments included in employee paychecks
2018-19 Pay Program

- For questions regarding the 2018-19 pay program please email salaryincrease@ufl.edu or contact Classification and Compensation at (352) 273-2842.
Any Questions?
Benefits Updates
Benefits & Wellness Fair

Date: Thursday, October 18th
Time: 9 a.m. to 3 p.m.
Location: Champions Club at the Stadium

This year’s fair features:

• Benefits and retirement vendors—find out more about your available options
• Health screenings & wellness resources
• Flu shots—no appointment needed (must have Gator 1 card and insurance ID card)
Benefits Open Enrollment (OE)

- OE dates 10/15/18 – 11/2/18*
- *Elections must be made by 6 p.m. on 11/2/18*
- Elections during OE are effective 1/1/2019
- Carefully read all materials sent to you from UFHR Benefits and PeopleFirst
- Outside OE (& new hire window) may only make changes based on qualifying status changes
- Choose your benefits plans carefully--completed elections are final!

*Note: The UFHR Benefits Office will be closed on 11/2/18 for UF Homecoming holiday.
Eagles Direct Reimbursement Dental Plan—Slight increase in monthly rates for 2019

Guaranteed Issue Life and Disability* during OE for the following:

- **UFSelect Life Insurance**—Employees may elect up to the Guarantee Issue amount $300,000, no Evidence of Insurability (EOI) required
- **UFSelect Disability Insurance**—Employees may elect 30 or 90-day plan, no EOI required

*Note: If previously denied—must complete EOI for any amount requested.
**State Plans—OE Updates**

**Health Savings Account (HSA)**--Contribution maximum increased for 2019
- $3,500 individual / $7,000 for family
- Includes state’s contribution

**Healthcare FSA/Limited Purpose FSA***
- Up to $500 of 2018 contributions can carryover into 2019 plan year
- 2018 funds over the $500 carryover amount forfeited after 12/31/18
- Can elect the max contribution and have the $500 carryover
- Last day to incur 2018 expenses - 12/31/18

**Dependent Care FSA***--No carryover of 2018 funds

*Last day to submit 2018 claims for FSA accounts is 4/15/19

**FSA Questions?**
Contact Chard Snyder 855-824-9284 or FloridaAskPenny@chard-snyder.com
State Life Plans
- Optional Life Insurance offer for OE:
  - May elect 2x annual salary (max $500k)
  - No Evidence of Insurability (EOI) required
  - Offer available for all optional life eligible employees, including employees previously denied optional life based on medical history
- Name change from Securian to Securian Financial
State Plans—OE Updates

Enhancements for state health plan participants:

**Shared Savings Program**--cost saving innovations and options
- Healthcare Bluebook and SurgeryPlus
- Automatic enrollment in the program
- Rewards credited to HRA, FSA, or HSA (health savings account)
- Program details sent directly to participants from DSGI/PeopleFirst

**Chard Snyder Benny cards**--new design for cards
- Continue to use your old card until it expires
- New cards sent automatically
Open Enrollment Sneak Peek available now!

- Available 24 / 7 / 365
- Personalized & confidential guidance
- Learn more about available benefit options
- Choose the best plans for you
- Newly updated life and retirement info

Visit ALEX online!
Benefits Open Enrollment

Which system do I use to enroll?

State Plans—enroll through PeopleFirst
- Logon to the People First website
- Call (866) 663-4735 for assistance from PeopleFirst by phone
- Eligible employees should watch for State OE packets around mid-October
- Use instruction guides on the Benefit Enrollment webpage

UFSelect and/or GatorCare Plans—enroll through myUFL
- Logon to myUFL portal
- Navigate to Main Menu > My Self Service > Benefits > Benefits Enrollment
- Use instruction guides on the Benefit Enrollment webpage

Important: Changing from a state plan to the same plan type through UFSelect plan (or vice versa), requires two transactions (one in each system)
Open Enrollment Reminders

• Make elections early in case you need assistance (UFHR Benefits Office closed 11/2/18 for holiday)

UFHR Benefits Office (352) 392-2477 benefits@ufl.edu

PeopleFirst Service Center (866) 663-4735
Sick Leave Pool
Open Enrollment
Open Enrollment for SLP 10/1/18 to 10/31/18
SLP enables participating employees to combine a portion of their individually accrued sick leave for collective use by pool members
Members may draw upon the pool when individual leave is depleted due to personal catastrophic injury or illness
Approval from SLP committee is required in order to use hours
SLP Open Enrollment (continued)

To participate in SLP:

- Complete and submit the SLP application during the enrollment period—application found online here: https://benefits.hr.ufl.edu/time-away/sick-leave/sick-leave-pool/
- Contribute 8 hours* of sick leave upon enrollment in pool
- Must have minimum balance of 64 hours* of accrued sick leave

*Note: Balance and contribution requirements are pro-rated based on FTE
SLP Open Enrollment (continued)

• Not sure if you are participating in SLP?
  • Check your status in Main Menu > 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
• SLP applications must be received by Central Leave by **October 31st**

Questions? Contact Central Leave at 273-2840 or email central-leave@ufl.edu
Benefits and Open Enrollment Resources:

Contact
UFHR Benefits:
Email us: benefits@ufl.edu
Call us: (352) 392-2477
Visit us: Schedule appointment online

Benefits and Open Enrollment Resources:

- alex® (online “virtual benefits counselor”)
- UF HR Benefits & Rewards website
- DMS (state benefits website) https://www.mybenefits.myflorida.com/
- PeopleFirst portal https://peoplefirst.myflorida.com/peoplefirst
Important Dates

- **Sick Leave Pool OE** – October 1-October 31, 2018
- **Benefits OE** – October 15-November 2 (6 p.m.), 2018
- **Benefits & Wellness Fair** – October 18, 2018
- **Superior Accomplishment Awards** – Nomination period ends October 31, 2018
- **Homecoming Holiday** – November 2, 2018
- **2018-19 Performance Payment File Open to Departments** – November 5-16 (5 p.m.), 2018
- **GBAS Institute** – November 28, 2018
  - 8:30 a.m.-3:30 p.m. – Emerson Alumni Hall
- **Next HR Forum** – November 7, 2018
Thank you for attending the HR Forum!

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