

HR FORUM



WELCOME

October 3, 2018



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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



My Dashboard

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](#).



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Careers at UF Interfolio Updates

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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



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Faculty Search Processes

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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



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2018-19 Pay Program

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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.



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Any Questions?

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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.



UFSelect Plans—OE Updates

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 Plans—OE Updates

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

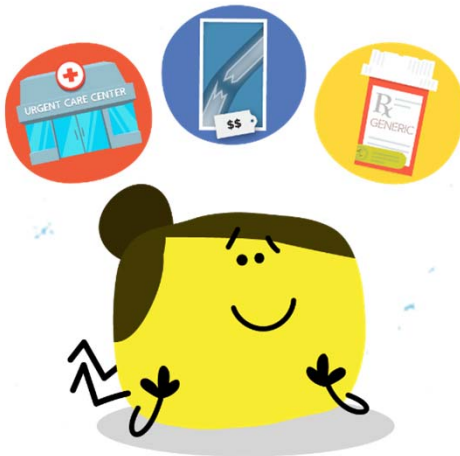
- Continue to use your old card until it expires
- New cards sent automatically





alex[®] and Open Enrollment

UF's interactive online tool is available to help with your OE benefit choices.



- [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



Sick Leave Pool (SLP) 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 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

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**Thank you for
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