Today’s Agenda Items

• Introductions
• Academic and Professional Assembly (APA)
• Recruitment & Staffing Updates
• Classification & Compensation Updates
• Benefits Updates
• Important Dates
Introductions

- **Deanna Nelson**, who has accepted the position of Faculty Relations Coordinator. Deanna will oversee the online promotion & tenure process and assist with other faculty-related projects. *Welcome, Deanna!*

- **Verlissa Ford**, who is T&OD’s new Education Programs Coordinator. Verlissa’s core responsibilities include managing the Employee Education Program, Higher Education Opportunity, Prudential Productivity Awards, Meritorious Service Awards, and Service Recognition Program. *Welcome, Verlissa!*
Mission:
To promote communication, recognition, professional networking, and service opportunities for professional staff across campus
• “To meet and network with faculty/staff from across campus whom I might not otherwise meet.”
• “I want to be more connected to the university as a whole and have the opportunity to learn something new and network with my fellow colleagues.”
• “I wanted UF to feel smaller by meeting people and learning about the resources available.”
• “Contributing to the success of APA … Presenting APA’s achievements to potential members to increase buy-in and involvements for future achievements as a group.”
• “To network with people from other colleges/schools, professions, and expertise.”
• “To network with other staff at UF and learn how each area fits into the UF community.”
I enjoyed being in the same space with people I would have otherwise probably not crossed paths with -- taking part in a fun activity, lighthearted conversation, and friendly atmosphere. - Florencia Otegui, Special Assistant, UF Online [Bowling with Strangers]

I honestly had no idea going in what they did at the UF Innovate The Hub. I feel more knowledgeable now about what takes place there and thought it was very interesting. Loved the tour of the facility as well. - Rebecca Kidwell, Field Experience Coordinator, College of Education [UF Innovate, The Hub]

This event was a well-executed, high-level lecture that was meant to encourage perspective-taking, making connections, and as a brief overview of the new CDO's process. It was excellent in communicating the deep complexity of the work involved in changing culture on a renowned university campus. Farias is inspiring in his ability to inspire and challenge the audience, and I'm looking forward to his work here at UF. - Jason Arnold, Director for E-Learning, Technology, and Communication Services, College of Education
Focus on welcoming new staff

Ambassador program
Targeted outreach
Event invitations
Upcoming events

12/6 – Get to Know Campus Tour: Career Connections Center (8:30 a.m.)

1/25 – APA Gallery Hour (brown bag lunch at the University Galleries; will feature guitars from the Henry Lowenstein Collection)

More to come!
APA leadership

2018-2019 team:
- 40+ officers and committee/workgroup members
- 25+ colleges/departments represented

https://apassembly.ufl.edu/
Recruitment & Staffing

Recruitment & Background Check Deadlines
Recruitment Resources
Interfolio Tips
Recruitment & Background Check Deadlines
## Posting, Background Check & ePAF

<table>
<thead>
<tr>
<th>Service</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Posting/Careers at UF</td>
<td>Wednesday, December 19</td>
</tr>
<tr>
<td>Clearance for Hire</td>
<td>Monday, December 17</td>
</tr>
<tr>
<td>AOL/FDLE</td>
<td>Thursday, December 13</td>
</tr>
<tr>
<td>FBI Livescan</td>
<td>Fingerprinted by Monday, December 17</td>
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<tr>
<td>435 Livescan</td>
<td>Fingerprinted by Monday, December 10</td>
</tr>
<tr>
<td>HireRight (USA)</td>
<td>Consent from applicant by Friday, December 14</td>
</tr>
<tr>
<td>ePAF Approval</td>
<td>Arrive to HR for approval by Wednesday, December 12 (for PP 12/14 -12/27)</td>
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Recruitment Resources
Find Yourself Here

• Updated recruitment brochures available
• Provides high level introduction to the University of Florida, Gainesville, and our faculty
• Pocket in back for individualization
Guide to Greater Gainesville

• 2018 Guide now available
• Excellent in-depth resource about Gainesville for candidates
• Digital version also available
• www.guidetogreatergainesville.com
Interfolio Tips
Interfolio

• Sunsetting faculty postings in PageUp
• New instruction guides available
  • Using Disposition Codes
  • Closing a Position
• Recap of demo sessions on Nov.14-15 and thank you to hosts
Class and Comp

2018-2019 Pay Program Update
Florida Minimum Wage Increase
January GA Increases
2018-19 Pay Program

• In November, UF and the United Faculty of Florida (UFF) reached a tentative agreement regarding the 2018-2019 pay program.

• Last week, the tentative agreement was ratified by the union membership and the UF Board of Trustees (BOT) is expected to approve the agreement later this week.

• Once approved by the BOT, UFHR will execute the one-time payments in myUFL this week.
Florida Minimum Wage

• On January 1, 2019, the state minimum wage will increase from $8.25 to $8.46 per hour and applies to all employees including FWSP, STAS, and OPS.

• UFHR will process pay increases for all employees currently below $8.46 with an effective date of January 1, 2019.

• The University’s minimum hourly wage for TEAMS and USPS employee will remain $13.00.
GA Salary Increases

• The current multiyear collective bargaining agreement (CBA) between UF and GAU includes a $225 raise for continuing graduate assistants effective January 1, 2019.
Timeline

GA Salary and FL Minimum Wage Increase Implementation Timeline

• Wednesday, January 2, 2019 – UFHR & UFIT will begin implementing the GA and FL Minimum Wage Increases
  • Note: Departments may submit job edits and other ePAF actions with job dates effective on or before January 1st through the end of business on January 1st.

• Friday, January 18, 2019 – performance payments included in employee paychecks
Questions

If you have questions, please contact Classification and Compensation at (352) 392-2477 or by email at salaryincrease@ufl.edu
Benefits

Retirement
Leave
Benefits
Retirement
## 2019 IRS Contribution Limits

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>403(b) Elective Deferral (Traditional &amp; Roth)</td>
<td>$18,500</td>
<td>$19,000</td>
</tr>
<tr>
<td>457(b) Deferred Compensation Plan</td>
<td>$18,500</td>
<td>$19,000</td>
</tr>
<tr>
<td>Age-based Catch-up (age 50 by 12/31)</td>
<td>$ 6,000</td>
<td>$ 6,000</td>
</tr>
<tr>
<td>415 Annual Addition Limit (ER + EE)</td>
<td>$55,000</td>
<td>$56,000</td>
</tr>
</tbody>
</table>

• 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 $25,000 in each plan
• 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 10, 2019
• Accruals over the max amounts convert to sick leave
• Annual maximum hours are as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Maximum Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEAMS and out-of-unit faculty</td>
<td>352</td>
</tr>
<tr>
<td>In-unit faculty</td>
<td>480</td>
</tr>
<tr>
<td>USPS</td>
<td>240</td>
</tr>
</tbody>
</table>
Reviewing Leave Balances

Employees may review their leave balances in PeopleSoft:

Main Menu > My Self Service > Payroll and Compensation > UF Leave History

Payroll Processors may review employee leave balances as follows:

PeopleSoft:
Main Menu > Human Resources > Benefits > Manage Leave Accruals > Review Accrual Balances

Enterprise Reporting:
Access Reporting > Human Resources Information > Benefit Information > Leave > Leave Accruals, Usage, and Balances By Pay Period, Department
December Personal Leave

• Holiday closing period from 12/26 – 12/31

• Personal leave days auto-populated for eligible TEAMS and Academic Personnel records by 12/7

• 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 November 29th must contact Leave Administration to manually load DPL hours
December Personal Leave

• Instruction guide “Personal Leave Days” found online here: http://training.hr.ufl.edu/instructionguides/time&labor/personal_leave_days.pdf

• Questions? Email central-leave@ufl.edu or call (352) 392-2477
Benefits
Payroll Deductions for Benefits

December & January payroll deductions reflect Open Enrollment elections:

• State / People First Deductions
  • Most plans paid a month in advance
  • December 7 & December 21 paychecks pre-pay for January 2019 coverage
  • OE changes to reimbursement accounts reflected beginning on the January 4 paycheck (i.e. Medical Reimb., Dependent Care, Limited Purpose, and Health Savings Accounts)

UFSelect and GatorCare Deductions

• Paid month of coverage, not paid in advance
• Changes made during OE reflected in paycheck beginning January 4
Questions

If you have questions, please contact Benefits at (352) 392-2477 or by email at benefits@ufl.edu
Important Dates

• Holiday Closing Period – December 25-31
• New Year’s Holiday – January 1, 2019
• Effective Date for Benefits Elections made during Open Enrollment – January 1, 2019
• Martin Luther King, Jr. Birthday Holiday – January 21, 2019
• Next HR Forum – February 6, 2019
Thank you for attending the HR Forum