

UF



# HR Forum

• December 5, 2018



# Today's Agenda Items

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



*nice to meet you!*

# Introductions

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- **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!***





**ACADEMIC AND  
PROFESSIONAL ASSEMBLY  
(APA)**

UNIVERSITY OF FLORIDA

**Mission:**

**To promote communication, recognition, professional networking, and  
service opportunities for professional staff across campus**



## Why staff get involved

## Connect

## Network

## Collaborate

## Build relationships and partnerships

## Professional development

## Learn and share resources

## Build awareness

## Give back to community

## Build skills

- “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.”



# APA programming



*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*





The background of the slide is a photograph of a brick building with many windows, partially covered by trees. In the foreground, there is a large sculpture of an alligator resting on a globe, which is mounted on a brick base. Two metal benches are visible on either side of the sculpture. The entire image has a blue color overlay and a faint geometric pattern of lines and dots.

**UF**

# 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.)**



**CAREER CONNECTIONS  
CENTER**

UNIVERSITY OF FLORIDA

**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

Service	Date
Job Posting/Careers at UF	Wednesday, December 19
Clearance for Hire	Monday, December 17
AOL/FDLE	Thursday, December 13
FBI Livescan	Fingerprinted by Monday, December 17
435 Livescan	Fingerprinted by Monday, December 10
HireRight (USA)	Consent from applicant by Friday, December 14
ePAF Approval	Arrive to HR for approval by Wednesday, December 12 (for PP 12/14 -12/27)



# Recruitment Resources

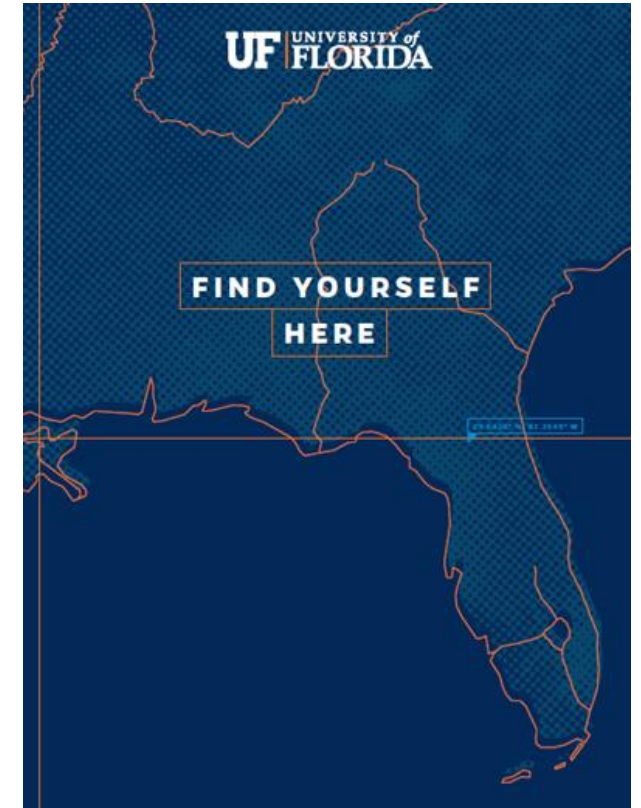




# Find Yourself Here

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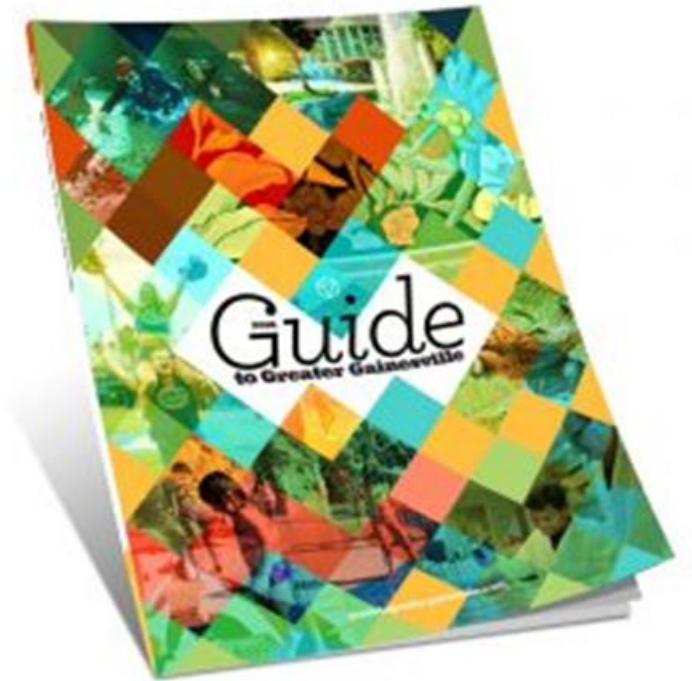
- Updated recruitment brochures available
- Provides high level introduction to the University of Florida, Gainesville, and our faculty
- Pocket in back for individualization



# Guide to Greater Gainesville

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- 2018 Guide now available
- Excellent in-depth resource about Gainesville for candidates
- [Digital](#) version also available
- [www.guidetogreatergainesville.com](http://www.guidetogreatergainesville.com)







# Interfolio Tips



# Interfolio

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- 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

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- 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

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- 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

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



# Timeline

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## **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](mailto:salaryincrease@ufl.edu)



# Benefits

Retirement

Leave

Benefits





# Retirement



# 2019 IRS Contribution Limits

	2018	2019
403(b) Elective Deferral (Traditional & Roth)	\$18,500	\$19,000
457(b) Deferred Compensation Plan	\$18,500	\$19,000
Age-based Catch-up (age 50 by 12/31)	\$ 6,000	\$ 6,000
415 Annual Addition Limit (ER + EE)	\$55,000	\$56,000

Source: <https://www.irs.gov/newsroom/401k-contribution-limit-increases-to-19000-for-2019-ira-limit-increases-to-6000>





# 2019 IRS Contribution Limits

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- 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:

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





# Reviewing Leave Balances

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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

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- 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 29<sup>th</sup> must contact Leave Administration to manually load DPL hours*



# December Personal Leave

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





# Benefits



# Payroll Deductions for Benefits

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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](mailto:benefits@ufl.edu)





# Important Dates

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- 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**

The background of the slide is a photograph of a university campus. It shows a wide, paved walkway lined with trees and greenery. In the distance, there are large, multi-story brick buildings with many windows. The scene is bathed in the warm, golden light of late afternoon or early morning. Several people are walking along the path, some carrying backpacks. In the bottom right corner, there is a large, semi-transparent blue rectangle containing white text.

UF

Thank you  
for attending the  
HR Forum