

UF



HR Forum

December 4, 2019



Today's Agenda Items

- **UFHR Area Updates**
 - **Employee Relations – Brook Mercier**
 - **Communications & WorkLife – Angie Brown**
 - **Classification & Compensation – Brent Goodman**
 - **Talent Acquisition & Onboarding – John Sun**
 - **Benefits & Leave – Shannon Edwards**
- **Important Dates**



Employee Relations

UF Engaged



CLEAR | TIMELY | MEANINGFUL



➤ **Email notifications not being received**

- Check “Junk Mail” and “Deleted Items”
 - If you find the email reminder there and you did not accidentally delete or move the email yourself.
 - *You need to adjust a “Rule” or “Move” command within your personal email.*
 - If you do not find the email reminder in your “Junk Mail” or “Deleted Items” and you have not cleared those boxes.
 - *Check your business email within the PeopleSoft system to ensure it is accurate.*

➤ **If you are still unable to locate the UF Engaged Notification contact your departmental IT.**



- **Make sure you save your content so you don't lose it.**
 - If you walk away without saving, the system may timeout and you will lose all content entered.
 - PeopleSoft does not have an auto save feature.

- **Supervisor IDs, keep them up-to-date.**
 - UF Engaged pulls the supervisor ID from myUFL Job Data
 - If the supervisor ID is inaccurate then an individual's Quarterly Check-in will go to the wrong supervisor

- **Beginning in January, USPS employees will start to use UF Engaged**



- [UF Engaged Website](#) – offers a variety of **guides**, **simulations**, and available **trainings** to aide in the **success** of leaders and staff.
- Utilize your Department Human Resources representative
- Email us at: UFEngaged@hr.ufl.edu



Communications & WorkLife

Worklife and Wellness Spring Events

Spring Worklife Events and Programs

- **Save the Date!** Our second annual “Perk Up Your Summer” event will be Tuesday, Feb. 25, 2020
 - Summer camps from throughout the area
 - GatorPerks vendors
 - Summer activities/events for all ages
- **Wellness Wednesdays:** Two per month beginning in January
 - One campus-based expert (join in-person or online)
 - One EAP expert (webinar only)
 - Watch for schedule to be released in early January





Spring Worklife Events and Programs

- Additional offerings
 - Healthy Lifestyle Series: 3 six-week sessions offered beginning in mid-January
 - Resilient Gators: Coming in March
- Online resources, including:
 - 10@10 Toolkit
 - Healthy Potlucks Toolkit
 - Goal-Setting Toolkit
 - Summer Camps Directory
 - Guide to Affinity Groups & Communities of Practice at UF
 - Gratitude Spreads Cards





Stay in touch

- Follow us on Facebook and Twitter @UFatWork
 - *Coming this spring: @WellatUF*
- Visit us online at:
 - worklife.hr.ufl.edu
 - news.hr.ufl.edu
- We'll come to your department to share information on UF Wellness and/or EAP offerings. Email hrs-wellness@ufl.edu to request a visit.
- Events, news or activities happening in your area to share with faculty and staff? Email hrcommunications@ufl.edu or submit online via news.hr.ufl.edu/submit-a-story/



Classification & Compensation

Florida Minimum Wage Increase
FLSA Changes



Florida Minimum Wage Increase

- On January 1, 2020, the state minimum wage will increase from \$8.46 to \$8.56 per hour and applies to all employees including FWSP, STAS, and OPS.
- UFHR will process pay increases for all employees currently below \$8.56 with an effective date of January 1, 2020.
- The University's minimum hourly wage for TEAMS and USPS employee will remain \$14.00.



Florida Minimum Wage Increase

Questions?

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



Changes to the FLSA

- On September 24, 2019, the Department of Labor (DOL) announced a final rule that makes changes to the Fair Labor Standards Act (FLSA) that take effect January 1, 2020.
- The most notable change is that the DOL has raised the salary threshold from the current level of \$455/week (\$23,660 annually) that was established in 2004 to \$684/week (\$35,568 annually).
- The final rule does not make changes to the job duties tests.
- Unlike the previous proposed rule, the final rule does not include automatic adjustments to the salary threshold.



Proposed Changes to the FLSA

- As a refresher, in order to be exempt from the overtime provisions of the FLSA, a position must meet the following tests.
 - The employee must be compensated on a salary or fee basis at a rate not less than \$455* per week
 - The employee's primary duty must be the performance of duties that are Executive, Administrative, Professional, and/or meet another exemption under the DOL's regulations.
- The minimum salary threshold cannot be prorated based on an employee's FTE.

*\$684 per week effective January 1, 2020



Proposed Changes to the FLSA

Under the provisions of the FLSA, some types of Professional Employees are exempted from the salary basis test.

- Teachers - whose primary duty of teaching, tutoring, instructing or lecturing in the activity of imparting knowledge who are employed and engaged in this activity as a teacher in an educational establishment.
- Employees holding a valid license or certificate permitting the practice of law.
- Employees holding a valid license or certificate permitting the practice of medicine.
- An employee who holds the requisite academic degree for the general practice of medicine is exempt if he or she is engaged in an internship or resident program for the profession.
- In addition, several categories of student classifications, such as Graduate Assistants and Pre-doctoral Fellows, are not expected to be impacted by the salary threshold.



Questions

- Please contact Classification & Compensation at compensation@ufl.edu or by phone at (352)273-2842.



Talent Acquisition & Onboarding

TAO's Contact Information

Immigration Compliance Services Update

Job Requisitions Update

Holiday Deadlines for Posting ePAF's and Criminal Background Checks



Talent Acquisition and Onboarding

- Scope

- Job postings and applicant tracking systems (Interfolio and PageUp)
 - Recruitment programs and policies
 - High level and difficult-to-fill searches
 - Talent Pipeline
- Phone Number: (352) 273-2841
- Main email address: talent@hr.ufl.edu



Criminal Background Check Team

- Scope
 - Criminal background check programs and policies
 - First Advantage
 - FBI and 435 Livescans
- Phone Number: (352) 273-2841
- Main email address: HRSBackgrounds@admin.ufl.edu
- Fax Number: (352) 846-3058



Immigration Compliance Services

- Scope
 - Immigrant and non-immigrant visa program and policies
 - H1B, TN, O-1, E-3
 - Employment based permanent residency
 - UF liaison with Fragomen, immigration law firm
- Phone Number: (352) 392-2477
- Email Address:
HRImmigrationComplianceServices@mail.ufl.edu



Immigration Compliance Services Update



Fees

- Premium Processing Fee
 - Effective December, USCIS increased the fee from \$1,410 to \$1,440
- Rush Fee Timeframe

CASES: Official PWD Request	
Days before Start Date	Rush Fee
126 – 140 days	\$1,500
110 – 125 days	\$2,000
Less than 110 days	Not Possible
All research and TEAMS positions	

CASES: Unofficial PWD	
Days before Start Date	Rush Fee
95 – 120 days	\$1,500
60 – 94 days	\$2,000
Less than 60 days	Not possible
All faculty “teaching” and clinical positions	

- Visit <https://hr.ufl.edu/manager-resources/recruitment-staffing/immigration-compliance-services/> for additional information



Job Requisitions



Posting Maintenance

- Define active recruitment
- Close out inactive searches
- Ensure better data provided for departmental, institutional, and federal reports (i.e. OFCCP reporting)
- Prevent delay in delivering requested reports



Timeline

- November – December

- Focusing on postings that are more than 180 days in PageUp (as of November 13)
- Including TEAMS, OPS, Student, and PostDoc postings
- Will move unaccounted OPS and Student postings to “Filled” status on Friday, December 13

- January – February

- Postings in Interfolio
- Academic postings more than a year



Holiday Deadlines



Posting, Background Check & ePAF

Service	Date
Job Posting/Careers at UF	Friday, December 20
Clearance for Hire	Friday, December 20
FBI Livescan	Fingerprinted by Monday, December 17
435 Livescan	Fingerprinted by Monday, December 10
ePAF Approval	Arrive to HR for approval by Wednesday, December 11 (PP 12/13 – 12/26) Last day for HR to approve ePAF's is Thursday, December 19 (PP 12/13 – 12/26)



Benefits and Leave

Payroll Deductions for 2020 Benefits

Voluntary Savings Plan Limits Increased for 2020

December Personal Leave

Year-End Vacation Leave Conversion

Reviewing Leave Balances



Reminder: Payroll Deductions for 2020 Benefits

December & January payroll deductions reflect 2020 benefits elections:

State / People First Deductions

- Most plans paid a month in advance
- **December 6 & December 20** paychecks **pre-pay** for January 2020 coverage
- OE changes to *reimbursement accounts* reflected beginning on the **January 3** paycheck (i.e. Medical Reimbursement, 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 3**

Questions about benefits or deductions? Email benefits@ufl.edu or call (352) 392-2477



Voluntary Savings Plan Limits Increased for 2020

- 2020 annual limits increasing to \$19,500 each for 403(b) plan & 457 Deferred Compensation plan contributions
- Age 50 & over catchup increased to \$6,500
- To change **403(b)** contributions for 2020--complete a **new** Salary Reduction Agreement (SRA)
- To change **457 Deferred Comp** contributions for 2020--contact Deferred Comp or increase contributions on their [website](#)



December Personal Leave

- Holiday closing period from 12/26 – 12/31
- Personal leave days auto-populated for eligible TEAMS and Faculty
- 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 whose hire approvals are not fully executed by November 26th must [contact Leave Administration to manually load DPL hours](#)*
- Instruction guide “Personal Leave Days”
http://training.hr.ufl.edu/instructionguides/time&labor/personal_leave_days.pdf

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



Year-End Vacation Leave Conversion

- The annual conversion for accrued vacation leave over the maximum will occur after the pay period ending January 9, 2020
- 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

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 in 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



Important Dates

- **December 25 – Christmas Day Holiday**
- **December 26-31 – Holiday Closing Period**
- **January 1 – New Year's Day Holiday**
- **January 1 – Effective date for benefits elections for 2020**
- **January 20 – MLK Jr. Birthday Holiday**
- **Next HR Forum – February 5, 2020 – UFHR Room 120.**

A scenic view of a university campus with a brick building, trees, and a path. A semi-transparent blue rectangle is overlaid in the center, containing the text 'Thank you for attending the HR Forum'.

UF

Thank you
for attending the
HR Forum