



# HR Forum

December 2, 2020



# Today's Agenda Items

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- Benefits Updates – Shannon Edwards
- GBAS Update – Gwynn Cadwallader
- Training Updates – Bob Parks
- Spring New Hire Screening – Brent Goodman
- Holiday Schedule for Postings and Background Checks – John Sun
- Mask Distribution – Jodi Gentry
- Important Dates



# University Benefits

Payroll Deductions for 2021 Benefits  
Voluntary Savings Plan Limits for 2021  
403(b) Voluntary Deductions/Fidelity Transition  
December Personal Leave  
Year-End Vacation Leave Conversion  
Paid Family Leave  
Leave Requests

# Reminder: Payroll Deductions for 2021 Benefits

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December & January payroll deductions reflect 2021 benefits elections:

## State / People First Deductions

- Most plans paid a month in advance
- **December 4 & December 18** paychecks **pre-pay** for January 2021 coverage
- OE changes to *reimbursement accounts* reflected beginning on the **January 15** 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 15**

Reminder: No deductions on 12/31/20 (3<sup>rd</sup> paycheck in December)

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



# Voluntary Savings Plan Limits for 2021

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- 2021 annual limits:
  - \$19,500 each for 403(b) plan & 457 Deferred Compensation plan contributions (no change)
  - Age 50 & over catchup is \$6,500 (no change)
  - 415C & Special Pay Plan Limit \$58,000 (increased \$1,000)
- To change **403(b)** contributions for 2021--complete a new Salary Reduction Agreement (SRA)
  - Beginning 12/28/20, no SRAs are required. Elections will be made directly with Fidelity
- To stop **403 (b)** contributions effective 12/31/20, SRA must be received by 12/7/20
- To change **457 Deferred Comp** contributions for 2021--contact Deferred Comp or increase contributions on their [website](#)

## STATE OF FLORIDA

**Florida Retirement System**

Florida Retirement System  
(Defined Benefit)  
Florida Retirement System  
(Defined Contribution)

**State University System  
Optional Retirement Plan**

Defined Contribution (403b)  
TIAA, VALIC, MetLife, AXA

Also allows for a 5 percent  
voluntary employee  
contribution

**457 Deferred Compensation**

Required  Voluntary

## UNIVERSITY OF FLORIDA

**AEF Retirement Plan (403b)**

TIAA, VALIC, VOYA,  
MetLife, Fidelity

*College of Medicine clinical  
faculty required to participate  
in ORP and AEF*

**401a**

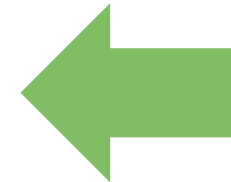
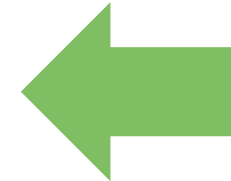
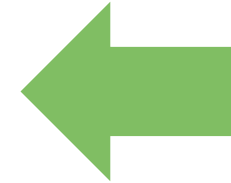
FICA Alternative  
(non-student OPS)

Special Pay Plan  
(Leave cash-outs)

**Voluntary or Supplemental  
Plans (403b)**

TIAA, VALIC, VOYA,  
MetLife, Fidelity

Required  Voluntary



# 403(b) Voluntary Deductions/ Fidelity Transition

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Beginning January 2021, all UF 403(b) contributions will be managed by Fidelity Investments

- Final contributions sent to current record-keepers on 12/18/20
- Early Election window starting 12/4 to 12/18
- Contributions to Fidelity begin on 12/31/20 paycheck (due to blackout period for the transition)
- If you do not want to make future UF 403(b) contributions due to the move to Fidelity:
  - Complete a Salary Reduction Form (SRA) and
  - Email SRA to [benefits@ufl.edu](mailto:benefits@ufl.edu) by **12/7/20**
- Additional information regarding the transition available:
  - [Fidelity Website](#) (includes Transition Guide)
  - [UF HR Benefits and Rewards Website](#)

**Questions? Call (352) 392-2477 or email [benefits@ufl.edu](mailto:benefits@ufl.edu)**



# December Personal Leave

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- 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 24<sup>th</sup> 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](http://training.hr.ufl.edu/instructionguides/time&labor/personal_leave_days.pdf)





# Year-End Vacation Leave Conversion

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- The annual conversion for accrued vacation leave over the maximum will occur after the pay period ending January 7, 2021
- Accruals over the max amounts convert to sick leave
- Annual maximum hours are as follows:

<b>TEAMS and out-of-unit faculty</b>	352
<b>In-unit faculty</b>	480
<b>USPS</b>	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 in PeopleSoft:**

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

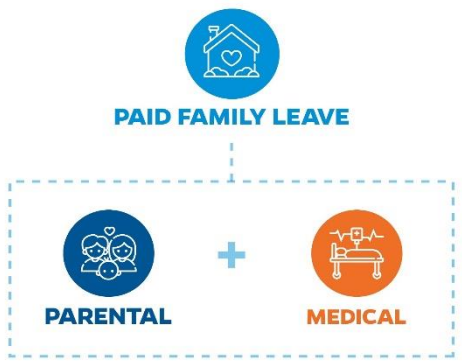
*Enterprise Reporting > Access Reporting > Human Resources Information > Benefit Information > Leave > Leave Accruals, Usage, and Balances By Pay Period, Department*



# Paid Family Leave

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- Starting January 1<sup>st</sup>
- Eligible Staff and Faculty awarded up to eight (8) weeks of Paid Family Leave in a rolling 24-month period
- Request Leave via our new UF Leave Request Form
- UFHR-Central Leave will be responsible for awarding benefits





# Leave Requests

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- Look for changes coming to the UFHR-Central Leave website
- Updated UF Leave Request form available online
- All requests requiring an Extended Leave of Absence other than conventional time off will be tracked by UFHR-Central Leave
- New Medical Authorizations and Extended Leave of Absence Forms
- UFHR-Central Leave will be responsible for drafting and sending out forms to employees, departments and HRLs

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



# Training and Organizational Development

GBAS Update



# Connected by UF (CxUF)

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**May 11-12, 2021**

Connect, Learn and Share in Real Time

Professional Development for financial, human resources,  
research and academic professionals



# Call for Presenter Proposals

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## Conference Theme: Keeping It Real

- The current environment at UF
- Ideas and solutions about ways to manage and refine processes
- The challenges you are solving
- Real data and outcomes

**Presenter proposal deadline: January 8, 2021**

<https://learn-and-grow.hr.ufl.edu/connected-by-uf-cxuf-conference-call-for-proposals/>



# Session Formats

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- Poster Presentation (15 minutes)
- Workshop Session (60 minutes)
- Case Study (60 minutes)
- Foundation (90 minutes)
- Advanced Deep Dive (90 minutes)





# Guidance Sessions

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- December 11 from 4-5pm – Presenter Support Session
  - <https://ufl.zoom.us/j/93080759928?pwd=QThmQ3BScjA4ZS8yZVYrcUFqWVpBZz09>
- December 16 from 3-4pm – Presenter Support Session
  - <https://ufl.zoom.us/j/91810309253?pwd=TTdRcEcyeXFSN0ErTIRINFhhQVRxQT09>
- Practice Sessions in the Spring



# GBAS Dates

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- December 15 from 2:30-4:00pm – Mindfulness
  - Registration will go out to the GBAS list serv this week
- January 8 – Presenter proposal deadline for CxUF
- May 11 and 12 – CxUF Conference



# Training and Organizational Development

Required Trainings

Managing Bias

Spring Calendar

Employee Education Program

Strategic Communications Academy

# Required Trainings

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- Several online trainings for faculty and staff right now
  - Compliance & Ethics: Doing Your Part for the Gator Good (OOC101)
  - At-Risk for Faculty & Staff Kognito Training (KOG100)
  - Protecting UF: Information Security Training (ITT102)
  - Managing Bias (RJE101)
- Main tip! *Use Chrome or Firefox*

# Managing Bias

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- Related to President Fuchs' commitment in June
- Part of UF's broader efforts to build a more racially just UF
- One piece of a broader Racial Justice Education Initiative
  - Series of webinars and other resources to be launched in January by UFHR in collaboration with colleagues and areas across campus
  - Student training launched in the spring



# Spring Calendar

- Spring calendar of courses available for registration starting December 7
- Several certification tracks for different roles
- Register in myTraining
- View HR calendar for course dates

<https://calendar.hr.ufl.edu/events/category/training-organizational-development/>



Managing at UF:  
The Supervisory Challenge



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# Employee Education Program

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- Spring EEP information session hosted by the APA
  - This Friday (12/4) from 2-4PM
  - [Register here](#), or on the [EEP website](#) (SFC/UF pages)
- EEP deadlines are approaching for the Spring semester
  - Visit the [Employee Education Program](#) for program deadlines and eligibility.
    - Santa Fe College 12/11
    - Outside Alachua county 12/18
    - UF 1/8



# SCA Applications Open

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- Communicate in order to make a difference!
  - Helps faculty and staff develop next-level communication skills to build communities, communicate persuasively, and drive positive change
  - Led by faculty and staff from the Center for Public Interest Communications in the College of Journalism
- Applications open until January 25
- Program runs March to September 2021
- Visit SCA website for more information (<http://hr.ufl.edu/leadership@uf/programs/sca/>)







# Classification and Compensation

Spring New Hire Screening



# Spring New Hire COVID-19 Screening

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- With the start of the spring term, January is typically the second busiest month in terms of hiring activity.
- Colleges and Units should plan for the Screen, Test & Protect testing sites to be unavailable during the December break.
- As a result, departments should plan to initiate the hiring ePAF in myUFL as soon as possible in order to provide new faculty and staff the ability to complete the screening process prior to the break.
- While testing will be available at the start of the spring term, faculty and staff may experience limited availability due to required student testing.



# Questions

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- For questions related to faculty and staff screening, please email [UFReturnToWork@hr.ufl.edu](mailto:UFReturnToWork@hr.ufl.edu).
- For questions related to student screening, please email [student-screening@ufl.edu](mailto:student-screening@ufl.edu).



# Talent Acquisition and Onboarding

Holiday Schedule



# Posting and Background Check

Service	Date
Job Posting/Careers at UF	Friday, December 18
Clearance for Hire	Friday, December 18
FBI Livescan	Fingerprinted by Thursday, December 17
435 Livescan	Fingerprinted by Thursday, December 10



# Vice President's Office

## Mask Distribution



# Important Dates

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- **Upcoming Holidays/Closings**
  - Homecoming Holiday observed – December 24
  - Christmas Holiday – December 25
  - Holiday closing period – December 26-31
  - New Year’s Day Holiday – January 1
- **Effective date for benefits elections for 2021 – January 1**
- **Upcoming HR Forum – January 6 @ 10 a.m. (Zoom details TBA)**



Thank you  
for attending the  
HR Forum

A photograph of a university campus scene. In the foreground, a student with a backpack walks away from the camera on a path covered with fallen leaves. In the background, several people are walking along a similar path. The scene is set against a backdrop of brick buildings and trees, with a soft, golden light suggesting late afternoon or early morning. A semi-transparent blue rectangle is overlaid on the center of the image, containing the text.