

UF



HR Forum

January 6, 2021



Today's Agenda Items

- APA Updates – Corina Velasquez
- GBAS Updates – Barbara Mitola
- 2020 W-2 Updates – Olga Weider
- Remote Work Location Agreements – Kenya Williams
- Leave Updates – Nadja Schimmel-Cruz
- Vaccines – Jodi Gentry
- Important Dates



Academic & Professional Assembly (APA)

2021 Updates

APA – for Staff, by Staff!

JOIN OUR
MAILING
LIST



- Would you like to get involved on campus? Are you searching for ways to put your talent and skills toward a professional cause? Do you want to advance new skills and to interact with colleagues from other units?
- Whether you have a few minutes to connect with colleagues, or specific talents you'd like to use [we invite you to consider joining the APA board.](#)



ACADEMIC AND
PROFESSIONAL ASSEMBLY
(APA)

UNIVERSITY OF FLORIDA



APA in 2021 – Statewide Outreach

- Stay tuned for our 2021 event lineup
- Find ways to get involved with APA
- Check our website for updates:
- [Academic and Professional Assembly \(APA\) » University of Florida \(ufl.edu\)](#)



Training and Organizational Development

GBAS Updates



New Horizons





GBAS Director

- .10 FTE (about 4-5 hours/week) OPS Exempt Position
- Applications open mid-January and close sometime in the first week of February
- Announce new GBAS Director in May 2021 at the CxUF Conference

Serve as the subject matter consultant and strategic planning partner for GBAS on UF business processes in the areas of human resources, finance and accounting, and sponsored programs.

Consult on professional development activities that build UF business administrators' skills and capacity and assist UF business administrators in the execution of their responsibilities to move the mission of the University forward.







TOGETHER FOR THE

GATOR
GOOD



Call for Presenter Proposals

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 18, 2021 @11:55pm

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



University Payroll Services

2020 W-2 Updates

2020 W-2 Updates

- Form W-2 & Year End Statement
- Former Employees
- Department W-2 Access

*Coming Soon: Updated W-2 website for instructions and frequently asked questions

<https://www.fa.ufl.edu/directives/w-2-information>





Form W-2

- Payroll Services will start processing W-2s on 1/19/2021
- Electronic W-2s will be available on 1/20/2021
- Paper W-2s will be mailed on 2/1/2021
- As some may have seen, we have been actively encouraging employees to consent to receive their W-2 electronically





Employee Year End Statement (EYES)

- In myUFL: My Self Service > Payroll and Compensation > UF Employee Year End Statement
- Provides detail of:
 - W-2, Box 1 reportable compensation
 - Taxes and other deductions
 - Total net pay
 - UF's contributions on behalf of the employee

| | |
|--|------------------|
| Your Total Income and Non Taxable Gross: | |
| Gross Earnings/Subject to withholding: | |
| 115-Regular TEAMS (S) | 60,320.35 |
| 185-Vacation Used | 2,230.27 |
| 195-Sick Leave Used | 255.73 |
| 270-December Personal Leave | 1,014.58 |
| 280-December Vacation Cashout | 524.03 |
| Holiday | 2,569.88 |
| Total Gross Earnings | 66,914.84 |
| Non Salary Earnings / Subject to withholding: | |
| Total Non Salary Earnings | |
| Total Income | 66,914.84 |
| Less: | |
| Before Tax Deduction(s): | |
| Blue Cross Blue Shield Befr Tx | 600.00 |
| FRS Pension Plan | 2,007.37 |
| MetLife Indemnity w/PPO #4031 | 547.82 |
| Vision | 83.52 |
| Total Before Tax Deductions | 3,238.71 |
| Reportable Compensation: | |
| W2 Earnings – Box 1 | 63,676.13 |



Former Employees

- Former employees must keep their **mailing addresses** current in the UF Directory to receive any mailed W-2s
- Employees with myUFL access can update their address at: My Account > Update My Directory Profile
 - Both the Local and Permanent Home Data addresses should be updated
- Employees who no longer have myUFL access should go to: “Former Employee Address Change Request Form” found on the HR website
 - https://hr.ufl.edu/wp-content/uploads/2018/04/former_employ_address.pdf



Former Employees – What's Changing?

- Access for former employees who have left UF within the last 18 months will be available through OneUF to retrieve their W-2 form electronically
- Anticipated to be available for 2020 W-2s

A screenshot of the 'View W-2' page on the OneUF website. The page has a dark blue header with the UF logo and 'ONE.UF'. The main content area is light gray. It features a section titled 'View W-2' with a sub-header 'Download and review your available W-2 and W-2c forms.' Below this is a section for 'Most Recent Tax Year' which states 'No W-2 or W-2c forms available to view.' and provides a link to 'UF Payroll Services' for assistance. There is also a section for 'Previous Years' showing '2019 Issued: 1/23/2020'. At the bottom, there are three buttons: 'Filing Instructions', 'PDF', and 'Year End Statement', each with a download icon.

Department W-2 Access

- UF_PY_PAYROLL_INQUIRY role holders can view or print W-2s for their department's current or former employees, as needed
- In myUFL: Payroll for North America > U.S. Annual Processing > Create W-2 Data > View W-2/W-2c Forms



Department W-2 Access

Due to personal privacy concerns:

- You **may not**
 - email the W-2, unless you have fully redacted the SSN
 - fax the W-2 internationally
- You **may**
 - fax the W-2 domestically without redaction
 - mail the W-2 domestically or internationally without redaction





Questions?

Contact Information

- Payroll Services – payroll-services@ufl.edu
- Phone: 352-392-1231





Classification and Compensation

Remote Work Location Agreements



Remote Work Location Agreements

- Alternate Work Location Agreement is now known as Remote Work Location Agreement
 - Authorizes an employee to work from an approved remote location instead of physically traveling to a central UF workplace
 - Academic Personnel, TEAMS, USPS, and OPS employees are eligible to work at a remote location immediately upon hire
 - Supervisor and the employee have a clear, shared understanding of the employee's remote work location arrangement
 - Working arrangement mutually benefits both the college/unit and the employee
 - Director or Department Chair and VP/Dean Approval



Remote Work Location Agreements

- New Remote Work Location Agreement form has been implemented via OnBase
- You may locate the new electronic form on the HR website at: <https://hr.ufl.edu/manager-resources/alternate-work-location/>
 - Electronic form may be completed then submitted by employee or supervisor/manager
 - Employees are still expected to follow college/administrative unit procedures, if appropriate

Kudos

- OnBase Team
- UFIT
- Payroll Services
- College of Medicine
- IFAS
- University Libraries
- College of Business





Questions

Please contact Classification & Compensation via email at
RemoteWorkAgreement@hr.ufl.edu



University Benefits

Leave Updates



Year-End Vacation Leave Conversion

- 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:

| | |
|--------------------------------------|------------|
| 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



Paid Family Leave

- Starting January 1st
- 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
- Those Staff and Faculty covered under a Collective Bargaining Agreements who are not eligible still have the option to borrow Parental Leave as outlined in the terms of the agreements



Leave Requests

- 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 is responsible for drafting and sending out forms to employees, departments and HRLs

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



Families First Coronavirus Response Act

- Paid Emergency Sick Leave & Emergency family Medical leave Expansion Act (EFMLEA) expired on December 31, 2020.
- UF COVID-19 Leave donation will run through the current Public Health Emergency declaration through January 20, 2021.
- Eligible employees can request leave at hr.ufl.edu

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



Vice President's Office

Vaccines



Important Dates

- **Upcoming Holidays/Closings**

- Martin Luther King Jr. Holiday – January 18

- **Upcoming HR Forum** – February 3 @ 10 a.m. (Zoom details TBA)

A scenic view of a University of Florida campus path lined with trees and brick buildings, with a semi-transparent blue box in the center containing the text.

UF

Thank you
for attending the
HR Forum