HR Forum
February 3, 2021
Today’s Agenda Items

- Emergency Checks – Linda Smith
- GBAS Updates – Alicia Wood
- Financial Literacy Series/Wellness Group Coaching – Yusuf Al-Wadei
- UF Engaged Updates – Jennifer Munroe/Lily Lewis
- Benefits Updates – Jason Talbert
- Important Dates
University Payroll Services

Emergency Checks
New – Electronic Emergency Check Form
Electronic Emergency Check Form

- Collaborative effort with Payroll & Tax Services and UFIT OnBase Team
- Other forms - being reviewed for any improvement opportunities and will also transition to an Electronic Format
Emergency Check Form - OnBase

Location: Payroll Forms & Resources Page

Auto populates: Simply type in the UFID and the remaining fields in this section will auto-fill
Emergency Check Form - OnBase

What’s new?

- Emergency Check Criteria is now located on the form for easy reference
- A dropdown box with Reasons for Emergency Check Request
- Additional question: does the request meet the criteria for an emergency check
New Hire: a reminder popup will appear for both the distribution and time to be entered.
Emergency Check Form - OnBase

- Original Check Cancelled
- Beneficiary
- Other

Number of fields required to process remains the same as the SharePoint version
Emergency Check Form - OnBase

Multiple employee records: select which employee record you are processing
Emergency Check Form - OnBase

**Multiple Employee Records:** Select “add” button and select the next record from the keyset list.
Emergency Check Form - OnBase

**Required UFID:** Originator and Supervisor/Time Approver

**Auto populates:** Simply type in the UFID and the remaining fields in this section will auto-fill.
Emergency Check Form - OnBase

Check Delivery

Emergency Check
All emergency checks are paid through Direct Deposit except for Contract Buyout and Beneficiary Payment.

Contract Buyout
We require that the check will be picked up by department personnel. An email notification will be sent to the preparer with instructions regarding check pickup.

Beneficiary Payment
Beneficiary checks are mailed.

I confirm that the employee listed above has performed the duties as required by his/her authorized position(s) and should be paid as indicated above. I will notify Payroll Services immediately by emailing payroll-services@ufl.edu of any pay discrepancy so that appropriate adjustments can be made in a timely manner before payments are delivered to the banks or departments. I also confirm that appropriate time and attendance records are being maintained for the employee listed.
Emergency Check Form - OnBase

Status emails

- Denial – detailed reason for denial
- Distribution needed
- Time Entry needed
- Time Approval needed

- Complete – you will receive an email when the form is processed
Questions?

Contact Information

- Payroll Services – payroll-services@ufl.edu
- Phone: 352-392-1231
Training and Organizational Development

GBAS Updates
Spring Workshop Series

Resilience at Work

- Holistic Approach
- Series of five 2-hour sessions
- Attend all sessions
- Light homework
- Integrating Mindfulness
- Start on February 23th and end on April 20th
Resilience at Work

Learning Objectives

- Learn about the importance of personal work resilience and recognize its 7 components
- Increase self-awareness through self-reflection and mindfulness
- Discover ways to build resources that strengthen resilience
- Make lasting changes for proactive transformation and sustained performance

Registration is Open
Limited spots are available for this opportunity, so sign up today!
Save the Date, May 11 & 12

Keeping It Real

- Planning and selection committees have selected the presentations
- Twenty learning opportunities to select from
- Keynote Guest Speakers each day
- Networking opportunities
Communications & Worklife

Financial Literacy Series
Wellness Group Coaching
Financial Literacy Series

Knowledge is power

- A series of workshops lead by financial experts to support and increase financial literacy and improve financial wellness
- February 9th @ 11 am – Budget & Savings
- February 23rd @ 1 pm – 5 Questions to Ask Before You Retire
- March 9th @ 12 pm – Let’s Talk Credit
- April 6th @ 11 am – Fundamentals of Investing
- April 8th @ 11 am – Protecting Your Self from Identify Theft
- More sessions will be added
Wellness Group Coaching

Online live wellness coaching

- Join a small group of 4-12 colleagues to establish wellness goals, receive feedback, gain support, and maintain accountability for four sessions.
- 4 sessions will start in mid-February and meet at the same time, with the same facilitator and group, once a month through May.
- Registration is open now through next Sunday, February 7.
- Sign up individually or with your coworkers as a group for your preferred time slot.
- Register here.
We’re here to help

Request a program or reach out to let us know your needs

- Visit our website at https://wellness.hr.ufl.edu
- Contact us at hrs-wellness@ufl.edu
Employee Relations / Office of Postdoctoral Affairs

UF Engaged
UF ENGAGED

CLEAR | TIMELY | MEANINGFUL

UFHR preeminence through people
Beginning March 1st
Postdoc Associates will be included in UF Engaged
Postdoc Associates

Postdoc Associate Appointment Policy

▪ Professional development plan
▪ Evaluated by supervisor
▪ Maximum of 4 years

Exceptions – New Opportunities:

▪ Moving to a new UF Lab allows for 2 additional years
▪ Up to 2 year extension may be requested (Form)
  ▪ Requires evidence postdoc is being mentored
    ▪ Evaluations
    ▪ Professional Development Plan
    ▪ Justification (new skills & opportunities)
    ▪ Exit/transition plan
We need your help!

Supervisor IDs, check for accuracy and 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
- Update via ePAF
Resources

- **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](mailto:UFEngaged@hr.ufl.edu)
University Benefits

Benefits Updates
Double Deductions for 9/10 Month Employees

- Active 9/10-month employees have double premium deductions during the spring to cover summer when no payroll is issued.
- Double deductions begin on 2/12/21 and end on 5/7/21 paycheck.
- Departments with new 9/10-mo. employees whose hires are executed between February 1st and the start of the Fall term should advise their new hires to contact UFHR Benefits for assistance regarding benefit premiums.
- If no action is taken, premiums will be underfunded, and coverages may be suspended.

Questions? Contact UFHR Benefits at (352) 392-2477 or email benefits@ufl.edu
IRS Reporting Form 1095-C

- Employer Provided Insurance Offer and Coverage
- Reports employees’ health insurance information for prior calendar year
- State of Florida and GatorCare plan participants will receive forms within the next several weeks
- **State** 1095s available in PeopleFirst beginning 1/31, if you opted for electronic delivery
- **GatorCare** 1095s are sent by postal mail only (no electronic option)
- Employees may file income tax returns *prior* to receiving 1095-C if they know they had coverage for the entire year
- Employees enrolled in ACA Marketplace plans must report UF’s offer of employer-sponsored health coverage to IRS
Marketplace Tax Credit Notices

- Employees using Healthcare Marketplace may qualify for premium tax credit
- UF is subject to penalty if full-time employee offered coverage by UF receives the tax credit
- If tax credit notice received by departmental UF campus location, forward to UFHR Benefits immediately (fax, email, or postal mail):

**Physical Address:**
UFHR Benefits
Attn: Shannon Edwards
903 W. University Ave.
Gainesville, FL 32606

**Campus Mailing Address:**
UFHR Benefits
Attn: Shannon Edwards
P.O. Box 115007

**Email:**
shannon.edwards@ufl.edu

**Fax:** (352) 392-5166
Flexible Spending Accounts

Healthcare FSAs and Limited Purpose Healthcare

- **Carryover from 2020** -- Plan Year Members may carry over any unused benefits from plan year 2020 to plan year 2021.
  - Plan year 2020 carryover benefits must be used by December 31, 2021.
  - No action is required by the employee. Balances will carry over automatically.
- **Changes in Election Amount** -- For plan year 2021, members may prospectively change contribution amounts without a qualifying status change.
- **Post-Termination Reimbursements from Health FSAs** -- A member who stops participating in the plan mid-year of 2021 may continue to receive reimbursements of their unused contributions through the end of the plan year.
  - For example, a member who leaves employment April 1, 2021, may continue to receive reimbursements of their unused contributions through the end of 2021.
Flexible Spending Accounts

Dependent Care Flexible Spending Accounts

- **Extension of Grace Periods** -- The grace period to incur eligible expenses applicable to plan year 2020 contributions is extended to December 31, 2021.

- **Eligible Dependent** -- If a dependent "aged-out" during the pandemic, the maximum age the child is considered a qualifying dependent is changed from age 12 to age 13, if certain criteria are met.

- **Changes in Election Amount** -- For 2021, members may prospectively change contribution amounts without a qualifying status change.

FSA Questions?
Contact Chard Snyder 855-824-9284 or FloridaAskPenny@chard-snyder.com
Important Dates

- **Upcoming HR Forum** – March 3 @ 10 a.m. (Zoom details TBA)
Thank you for attending the HR Forum