



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

Form #	Status	Emergency Check Request			
1076	NEW				
For assistance with this form, please contact payroll-services@ufl.edu					
Important: Please remember to <u>enter</u> and <u>approve</u> the employee's time in myUFL before requesting an emergency check.					
Check Recipient					
UFID *	First Name	Middle Name	Last Name		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Primary Affiliation	Dept ID	Dept Name	Email	Area code	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



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

Please provide more information:

Reason for Emergency Check? *

Does this request meet UF's emergency check requirements? Review criteria at right before answering Yes or No. *

Emergency Check Criteria: (For more information please click [HERE](#))

- > Time worked was entered timely
- > Employee was paid less than 80% (based on FTE)
- > Time worked was not approved by the supervisor AND paid less than 80% of regular wages
- > "Additional Pay" only qualifies when it is their ONLY source of income



Emergency Check Form - OnBase

New Hire: a reminder popup will appear for both the distribution and time to be entered

Please provide more information:

Reason for Emergency Check? *
NEW HIRE

Does this request meet UF's emergency check requirements? Review criteria at right before answering Yes or No. *
[]

Emergency Check Criteria: (For more information please click [HERE](#))

- > Time worked was entered timely
- > Employee was paid less than 80% (based on FTE)
- > Time worked was not approved by the supervisor AND paid less than 80% of regular wages
- > "Additional Pay" only qualifies when it is their ONLY source of income

Please be sure a distribution has been entered for this person.
Please make sure time for this request has been entered in the timesheet and any time pending approval is approved.

Select date range you are requesting. Time must be in timesheet, with payable status of estimated or approved.

Empl ID #	Empl Rcd #	Pay Group	Pay Period Start *	Pay Period End *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Emergency Check Form - OnBase

- Original Check Cancelled
- Beneficiary
- Other

Number of fields required to process remains the same as the SharePoint version

Select date range you are requesting. Time must be in timesheet, with payable status of estimated or approved.

Empl ID #	Empl Rcd #	Pay Group	Employee Type*	FTE*	Hourly Rate*	Hours Worked*	Pay Period Start*	Pay Period End*	Time Reporting Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Emergency Check Form - OnBase

Multiple employee records: select which employee record you are processing

Empl ID #	Empl Rcd #
<input type="text"/>	<input type="text"/>

Select Keyset						
Empl ID #	Empl Rcd #	Pay Group	Employee Type	Hourly Rate	FTE	
11111111	0	E12	E	12.638889	1.000000	Select
11111111	1	E12	E	147.988506	1.000000	Select
11111111	2	NON	E	0.000000	0.000000	Select
11111111	3	E12	E	0.000000	0.000000	Select
11111111	4	NON	E	0.000000	0.000000	Select
11111111	5	E12	E	0.000000	0.000000	Select
11111111	6	E12	E	12.452107	1.000000	Select



Emergency Check Form - OnBase

Multiple Employee Records: Select “add” button and select the next record from the keyset list.

Select date range you are requesting. Time must be in timesheet, with payable status of estimated or approved.

Empl ID #	Empl Rcd #	Pay Group	Employee Type*	FTE*	Hourly Rate*	Hours Worked*
<input type="text" value="11111111"/>	<input type="text" value="0"/>	E12 ▼	<input type="text" value="E"/>	<input type="text" value="1.0000"/>	<input type="text" value="12.63888"/>	<input type="text"/>
<input type="text" value="11111111"/>	<input type="text" value="1"/>	E12 ▼	<input type="text" value="E"/>	<input type="text" value="1.0000"/>	<input type="text" value="147.9885"/>	<input type="text"/>

Pay Period Start*	Pay Period End*	Time Reporting Code*	Line Total	
<input type="text"/>	<input type="text"/>	<input type="text" value=""/>	<input type="text" value="0"/>	<input type="button" value="Remove"/>
<input type="text"/>	<input type="text"/>	<input type="text" value=""/>	<input type="text" value="0"/>	<input type="button" value="Remove"/>




Emergency Check Form - OnBase

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

Form Originator

Enter your UFID and hit TAB to auto populate remaining fields.


UFID* First Name Last Name Job Title Department ID Department Name Email Phone

 The form originator UFID field is invalid. The Form Originator and Check Recipient cannot be the same person. Use the clear section button and enter a different originator.

Supervisor/Time Approver

Enter the UFID of the Supervisor / Time Approver and hit TAB to auto populate remaining fields.

UFID* First Name Last Name Job Title Department ID Department Name Email* Phone

 The time approver UFID field is invalid. The Approver and Check Recipient cannot be the same person. Use the clear section button and enter a different 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.

Submit



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



**FINANCIAL
LITERACY**
A UF Wellness Series



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 hws-wellness@ufl.edu





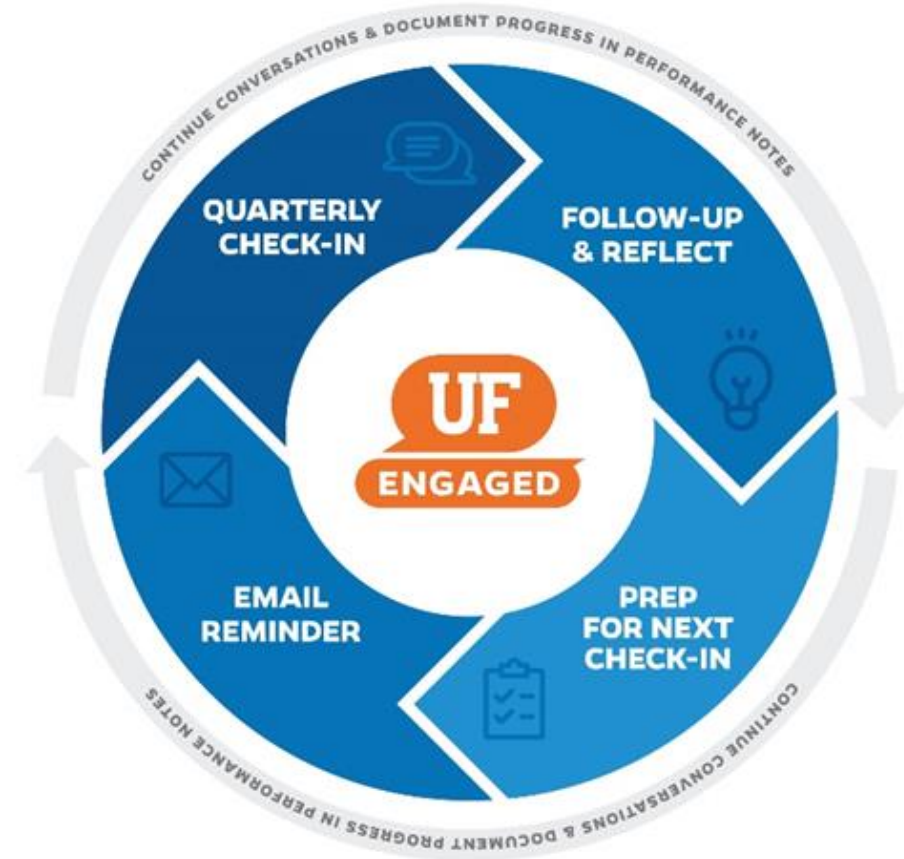
Employee Relations / Office of Postdoctoral Affairs

UF Engaged



UF ENGAGED

CLEAR | TIMELY | MEANINGFUL





Beginning March 1st

Postdoc Associates will be included in UF Engaged



CLEAR | TIMELY | MEANINGFUL



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



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)

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 sunlight filtering through the trees, creating a warm, golden glow. A semi-transparent blue rectangle is overlaid on the center of the image, containing the text.

Thank you
for attending the
HR Forum