

UF



HR Forum

May 5, 2021



Today's Agenda Items

- Federal Work Study – Christina Lamb
- GBAS Update – Lyz Lynch
- Training Updates – Bob Parks/Brandon Telg
- Termination File – Cynthia Mendoza
- Name Fields in PersonHub – Cynthia Mendoza
- Benefits Updates – Shannon Edwards/Nadja Schimmel-Cruz
- Return to Standard Operations – Jodi Gentry
- Important Dates

FEDERAL WORK-STUDY



**Christina Lamb, Ph.D.
Senior Associate Director**

**Office of Student Financial
Aid and Scholarships**

WHY DOES **FEDERAL WORK-STUDY** MATTER?

- Engagement & Support
- Experiential Learning
- Positive Financial Impact
- Alignment with Institutional & State Values





Student success is only one part of the equation.

75% of work-study wages are federally funded—the hiring department pays just 25% of the student's wages

Student employees help to diversify offices, provide relevant viewpoints, and meet changing staffing needs



FEDERAL WORK-STUDY (FWS) ELIGIBILITY

- Complete an error-free FAFSA and be Title IV eligible
- Have financial need
- Enroll at least half-time in a degree-seeking program
- Make satisfactory academic progress

UTILIZING FWS

- Students can view their FWS award on One.UF
- Financial Aid Advisers may add or increase an award
- Standard work hours limited to 20 per week
- Students may only work up to their awarded FWS amount
- Both student and employer should monitor earnings



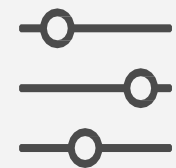
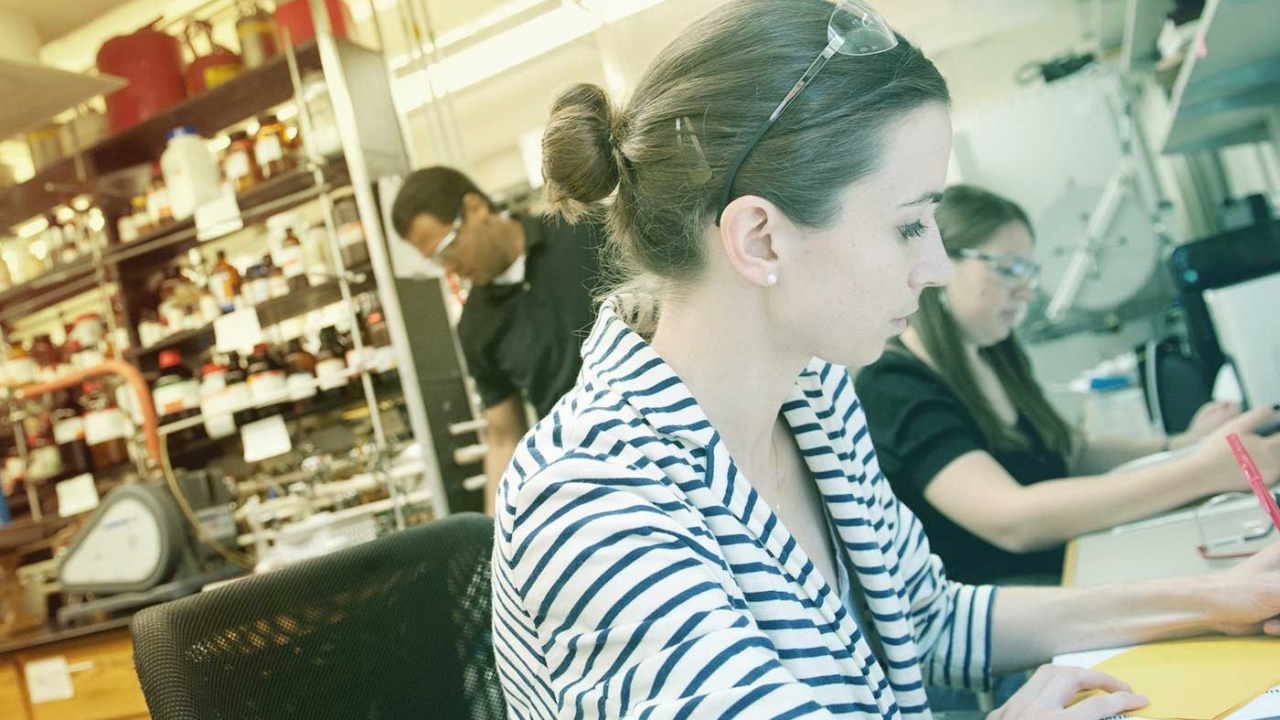
"As we become even more selective, more competitive—we must become more personal."

UF PRESIDENT
W. KENT FUCHS

In an address to the UF
Communicators Network



*How can a work-study student benefit
my organization?*



ADMINISTRATION

Communications & Marketing

Student Services & Advising

Database Management & Technical Support



RESEARCH

Lab Technician

Clinical Data Management

Qualitative Interviewer



Ready, Set, Work-Study!

The Office of Student Financial Aid and Scholarships

Student Employment Coordinator
Van Thai: nublavt@ufl.edu, 392-0296



Training and Organizational Development

GBAS Update

Lyz Lynch – GBAS Advisory Council



CxUF is HERE!



Next Week – May 11 & 12

- The website will be open Monday, May 10 for pre-conference exploration.
- You will need a conference password – ONLY for those who are registered.
Please do NOT share.
- Why should I attend the peer learning groups called YCG groups?
- Find Your Conference Group (YCG) <https://learn-and-grow.hr.ufl.edu/connected-by-uf-conference/your-conference-group/>
- Visit <https://learn-and-grow.hr.ufl.edu/connected-by-uf-conference/cxuf-agenda/> to see the session descriptions and speaker's bios.



Training & Organizational Development

Stronger Together

Upcoming Sessions

- Racial Trauma Panel: 5/20 at 9am
- Understanding and Taking Action Against Anti-Black Racism with Dr. Della Mosley: 5/25 at 12pm



The Racial Healing Handbook

- Book Club
 - Weekly readings and discussion
 - Tuesdays, June 15th – August 17th at 12pm
 - Register in myTraining



<http://learn-and-grow.hr.ufl.edu/courses-registration/stronger-together/>



Employment Operations & Records

Termination File

Changes to Name Field in PersonHub



Termination File

- A termination file will be open from **May 10th – May 28th, 2021**
- The file lists active employees who have not received payment in 6 months or more
- Effective date in Job Data: June 1, 2021
- Why do we do a termination file?
 - Help mitigate unnecessary risks
 - Have an accurate count of our employment population
 - Assist departments in making good decisions for unit/college
- It is **NOT** an alternative to timely terminations in the system



Termination File

- Review the termination file and “**uncheck**” those individuals who should remain active in the system
 - As EOR reviews the file, we may contact you for additional justification on leaving certain employees active
- The file may contain records of all the salary plans. For example, OPSN, FWS, STAS, OF12, etc. (This is not an all-inclusive list)



Termination File

The termination file is located:

- Main Menu > Human Resources > Workforce Administration > Job Information > UF Appointment Review
 - Enter the Year: **2021**
 - Enter your unit's **Department ID**
 - Enter Termination Date: **06/01/2021**
- Questions?



Changes to Name Fields in PersonHub

Names in Person Hub – Current State

Directory Name
Mendoza,Cynthia

Display Name
Cynthia Mendoza

Legal
Cynthia Maria Mendoza

- In effort to streamline our systems, the field labeled “Display Name” is changing to “Chosen Name”
- This change will take effect on May 6, 2021

Names in Person Hub – May 6, 2021

Directory Name

Mendoza,Cynthia

Chosen Name

Cynthia Mendoza

Legal

Cynthia Maria Mendoza

- What does this mean for our operations?
 - We will experience minimal change if any
 - Hiring experience will continue as it is currently (using legal name)
 - Campus users have access to make changes to their “Display/Chosen” name currently
- Questions?



University Benefits

Short Work Break

ARP Act of 2021 COBRA & Dependent Care FSA

Fiscal Year End Leave Processes



Short Work Break for 9/10 Month Employees

SWB preserves benefits eligibility during the summer months for active 9/10 month employees

- No benefit deductions taken over the summer months, even if additional compensation is provided (such as OPS employment)
- Benefit coverage extends through September for employees on short work break
- Last benefits deductions for 9/10 month employees:
 - April 23 paycheck for UFSelect and/or GatorCare plans
 - May 7 paycheck for State plans and GatorGradCare (GA plan)
- Normal deductions resume in September

ARP – COBRA Premium Assistance

- The American Rescue Plan includes a provision for premium assistance for employees and their qualified dependents of 100% of the COBRA premium for group health, dental, and vision plan coverages.
- Only available to those who are eligible for COBRA because of an involuntary termination or a reduction in hours (does not apply to OPS employees who did not measure enough hours) and who are, or could have been, eligible for COBRA during 4/1/21 - 9/30/21.
- COBRA Administrators (People First and Payflex) will notify individuals who may potentially qualify.



Benefits Termination & COBRA

- Entering job terminations in a timely manner expedites timely benefits termination and appropriate payroll deductions
- Termination dates for benefits vary depending on plan type
 - State plans—health plans terminate end of the month *after* job termination
 - Example—job termination date 5/15, state health plan termination date 6/30
 - UFSelect/GatorCare plans—health plans terminate at end of month of job termination
 - Example—job termination date 5/15, GatorCare health plan termination date 5/31
- Termination processing
 - Job termination in myUFL triggers termination of employee benefits in UF system
 - Benefits termination then transfers to plan administrators, and COBRA packets sent when applicable
- Be sure to use the correct reason code (termination, lay off, etc.) instead of using “end of temporary job” to ensure COBRA offer is generated

ARP – Dependent Care FSA

- The ARP includes a provision for raising pretax contribution limits for DCFSA for calendar year 2021.
- New 2021 limits:
 - Single and Married Filing Jointly: increased from \$5000 to \$10,500
 - Married Filing Separately: increased from \$2,500 to \$5,250
- Chard Snyder will communicate these changes to participants and participants would change their amount through Chard Snyder.

Have questions about benefits eligibility, enrollment, or effective dates?

Contact the UFHR Benefits Office: benefits@ufl.edu or (352) 392-2477



Preparing for 2021 Fiscal Year End Leave Processes

Personal Holidays (USPS) and December Personal Leave Days (Teams & Eligible Faculty)

- USPS Personal Holidays must be used in full day increments
- December Personal Leave Days can be used in less than full-day increments
- “Use it or lose it”--use by **June 30, 2021** or will expire



FY 20-21 Comp Leave Cash-Out

- Overtime, regular, and compensatory leave will be cashed out on the final paycheck of FY 20-21 (06/18/2021)
- Accrued balances (less use) as of the end of PPE 5/27/21 will be paid out
- To prevent negative balances and payroll corrections, TRCs pertaining to comp leave unavailable during PP 05/28/21 - 06/10/21
- Any approved use of comp time 05/28/21 - 06/30/21 must be submitted to Central Leave and entered directly by Payroll



FY 20-21 Comp Leave Cash-Out Departmental Preparation

- In most cases, units can adjust work schedules to prevent compensatory leave from accruing
- Accrued comp leave can be taken in place of other leave types
- Review accruals anytime (recommended on at least a per-pay basis):
Enterprise Reporting > Access Reporting > Human Resources Information > Benefit Information > Leave > Leave Accruals, Usage, and Balances By Pay Period, Department - COMP ONLY
- Correct negative balances as quickly as possible by working with Central Leave

For assistance with Leave Cash-Outs:

Contact the UFHR Central Leave: central-leave@ufl.edu or (352) 392-2477



Vice President's Office

Return to Standard Operations



Important Dates

- **Upcoming HR Forum** – June 2 @ 10 a.m. (Zoom details TBA)

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