

UF



HR Forum

May 4, 2022

Today's Agenda Items

- Remote Work Location Agreement – Christina Mohlmaster
- Termination File – Brent Goodman
- Creating UFIDs – Brent Goodman
- Short Work Break – Kenya Williams
- Comp Leave Cash-Out – Kenya Williams
- Fiscal Year End Leave Processes – Kenya Williams
- Spring/Summer New Hire Reminders – Kenya Williams
- Important Dates



Classification & Compensation

Remote Work Location Agreement



RWLA Form/Email Changes

- Currently, employees should receive a reminder email that their RWLA will expire in 30 days. This went live back in February 2022.
- As of 5/2/22, employees will start seeing their reminder emails come through with an option to copy their original form for resubmittal. This will only be for RWLAs submitted from 12/1/2021 until present.



RWLA Form/Email Changes

- Example of new email reminder:

From: RemoteWorkAgreement@hr.ufl.edu
Sent: Wed, 27 Apr 2022 15:09:52 +0000
To: jlrigator@UFL.EDU
Cc: rmarrin@ufl.edu
Subject: Remote Work Agreement Expiring for JENNIFER RICKERSON
Importance: Normal



FYI, your current Remote Work Location Agreement will expire on 5/18/2022. Should you wish to extend this agreement, you may edit and resubmit your existing form by clicking the link below. Once the form opens, click the **Copy Form** button in the upper right hand corner to receive an editable version of the form via email.

<https://docs.erp.ufl.edu/appnet/docpop/docpop.aspx?docid=41737696&chksum=47246ebddbe7d50c5199c878d65887f73d27ebe39acf9a5df8627d6b0c66d852>

Alternately, should you wish to submit a **new** Remote Work Location Agreement, please click the link below:

<https://docs.erp.ufl.edu/appnet/UnityForm.aspx?d1=ARjM2s7rmlFgr5PBh%2bjdTQpNG7TQR5WmXwihU8HSrYgdzt%2bp6s3doWD9notbVcWTpiGzCMqQaP0fidNGlinstDRO6uX11S1GxNKcUbnAaNitNf%2f6brzAtORRCDTarfb%2bqE3kadf3pxl4YYODL7f%2fy0qehx2AGXlIS1wYgByxRVhuSCKYMjZmVH8QUdLcYt9xA%3d%3d>



RWLA Form/Email Changes

- Example of Copy button on RWLA form:

The screenshot displays the top portion of the 'Remote Work Location Agreement' form. At the top left is the 'UF Human Resources UNIVERSITY of FLORIDA' logo. To the right is a 'Copy Form' button. Below these is a yellow instruction box: 'Press "Save" to create a copy of this Remote Work Location Agreement form. It is then safe to close this window. **Note:** You will be sent an email within 15 minutes with a link to the new form.' A 'Save' button is located below the yellow box. The main title 'Remote Work Location Agreement' is centered below the box. Underneath is a blue header for 'Instructions & Acknowledgment'. The text below explains that the form is for requesting to work at a remote location within the U.S. and that for outside the U.S., the 'Alternate Work Location Agreement for Employment Abroad' must be completed. It also states that the practice of working at an approved remote location is a work alternative offered by supervisors when requests meet eligibility criteria and when such arrangements would benefit both the organization and employee.

UF Human Resources
UNIVERSITY of FLORIDA

Copy Form

Press "Save" to create a copy of this Remote Work Location Agreement form. It is then safe to close this window.
Note: You will be sent an email within 15 minutes with a link to the new form.

Save

Remote Work Location Agreement

Instructions & Acknowledgment

This form is for requesting to work at a remote work location within U.S. For outside of the U.S., a complete copy of the [Alternate Work Location Agreement for Employment Abroad](#) must be completed and submitted to UF Human Resources for final approval. For additional information, please visit UF [Employment Abroad](#).

The practice of working at an approved remote location instead of physically traveling to a central workplace is a work alternative that University of Florida supervisors may offer to employees when such requests meet the eligibility criteria established by the University of Florida's Alternate Work Location Policy and when such working arrangements would benefit both the organization and employee, resources can accommodate the request, and supervisory discretion allows for the employee to work at a remote location. The conditions for working at a remote location are agreed upon by the employee, their supervisor, the appropriate Director/Department Chair, and the Dean or Vice President. The provisions of this agreement are made in compliance with applicable law and UF policies and without regards to race, sex, age, disability, or any other protected status.



Working Remotely Out of State

- Currently, UF has tax agreements with the following states:
 - Georgia
 - Washington DC
 - Wisconsin
 - South Carolina
- Added wording to the RWLA to help employees with questions concerning out-of-state taxes



Working Remotely Out of State

- Example of tax wording on RWLA:

Remote Location Information

☐ Is Remote Location International? (includes US territories)

Address of Remote Work Location: *

City *

Zip/Postal Code *

Remote Phone Number *

State *

AK

Country *

UNITED STATES

Are you a resident, or will you be claiming residency, in the state of Florida? *

University of Florida is not currently registered to withhold taxes in the selected state. Employees are responsible for any individual state income tax liability or required estimated tax payments due to residing in or working from a state other than Florida. Please contact your state's revenue department to determine any tax filing or payment requirements, or consult a tax professional. If you move to or begin working from a different state, please contact Payroll Services at payroll-services@ufl.edu to have your tax location updated in myUFL.

Please identify the date(s) of any previous remote work location arrangements at the University of Florida:

Below are the conditions for working at a remote location agreed upon by the employee, their supervisor, and the appropriate Director and Dean or Vice President. The provisions of this agreement are made in compliance with applicable law and UF policies and without regards to race, sex, age, disability or any other protected status.



Questions

Contact Classification & Compensation via email or phone

- RemoteWorkAgreement@hr.ufl.edu or compensation@ufl.edu
- (352) 392-2477



Employment Operations & Records

Termination File

Creating UFIDs



Termination File

- A termination file will be open from **May 30th – June 17th, 2022**
- The file lists active employees who have not received payment in 6 months or more
- Effective date in Job Data: June 24, 2022
- 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: **2022**
 - Enter your unit's **Department ID**
 - Enter Termination Date: **06/24/2022**



Creating UFIDs

- During the hiring process a thorough search for duplicate UFIDs must be performed in order to prevent creating another ID
- Employees may already have a UFID from a prior university affiliation; for example: applicants, students, and volunteers, etc.
- Creating an additional ID can cause time-consuming cleanup among many stakeholders that may delay the hiring process due to uncertainty around which ID to use and transferring of data
 - Stakeholders involved in this process include: Registrar, Admissions, SFA, Bursar, DCE, UFIT, UF Health, UFHR—EOR and T&OD



Creating UFIDs

Appropriate way to search for a UFID:

1. First and last name
2. First name and date of birth
3. Last name and date of birth
4. Social Security number

Note: If your search yields results and the information on file matches the same person, then that UFID must be used. The best practice is to confirm with incoming hire whether they currently have a UFID and complete a thorough search.



Questions

Contact Employment Operations and Records at
ufhr-employment@ufl.edu or by phone at (352) 273-1079.



University Benefits

Short Work Break

Comp Leave Cash-Out

Fiscal Year End Leave Processes

Spring/Summer New Hire Reminders



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 22 paycheck for UFSelect and/or GatorCare plans
 - May 6 paycheck for State plans and GatorGradCare (GA plan)
- Normal deductions resume in September



Leave Cash-Out Webpage

- New Leave Cash-Out Eligibility & Calculator webpage located at: <https://benefits.hr.ufl.edu/time-away/cashout/>
- Provides reviews of eligibility & lifetime maximums, hourly rate with leave cash-out calculator, and request or confirm cash-out status
- Other features include
 - Fidelity Investments contact portal
 - Cash-out flow chart



Leave Cash-Out Webpage

Homepage • Time Away • **Leave Cash-Out Eligibility & Calculator**

LEAVE CASH-OUT ELIGIBILITY & CALCULATOR

EXTENDED LEAVE OF ABSENCE REQUEST FORM

FMLA

PAID FAMILY LEAVE

PAID TIME OFF

SICK LEAVE SAVINGS ACCOUNT

VACATION LEAVE

HOLIDAYS AND PERSONAL LEAVE DAYS

SICK LEAVE

PARENTAL LEAVE

OTHER TYPES OF LEAVE

FLEXTIME

LEAVE CASH-OUT ELIGIBILITY & CALCULATOR

CALCULATE YOUR CASH-OUT

On this page you can find instructions, details, and a calculator to help you estimate your leave cash-out.

1. Review Eligibility & Lifetime Maximums

Start by reviewing the your eligibility and leave cash-out maximums for your employment type.

Faculty	+
Staff	+
Law Enforcement	+
What is a lifetime maximum?	+

2. Reviewing Your Hourly Rate

Once you have determined your eligibility and the lifetime cash-out maximum for your position use your hourly rate listed on your paycheck in the calculator below to get an estimate of your cash-out.

- If you need to review your hourly rate you can find it visiting [myUFL](#). Once there navigate to My Self Service > Payroll and Compensation > View Paycheck to view your pay check and hourly rate.
- If you are College of Medicine Faculty and your position is funded by Academic Enrichment Funds (AEF) make sure you are combining all of your hourly rates when estimate your cash-out. If you do not know if your position is funded by AEF [please reach out to your HR Liason](#).

CASH-OUT FLOW CHART

REVIEW ELIGIBILITY & LIFETIME MAXIMUMS

A lifetime maximum is the greatest amount of leave that can be cashed out for an employee during any employment at UF. These levels are determined by your appointment classification.

FACULTY	STAFF	LAW ENFORCEMENT
In-Unit Faculty: 352 HR Out of Unit, College of Medicine, IMA, or Levin College of Law: 200 HR	TEAMS & USPS 200 HR	Law Enforcement Lieutenant: 352 HR Law Enforcement Officer or Sergeant: 200 HR

REVIEW YOUR HOURLY RATE

Once you have determined your eligibility and the lifetime cash-out maximum for your position use your hourly rate listed on your paycheck and the formula below to get an estimate of your cash-out.

HOURLY RATE × LEAVE HOURS = CASH-OUT TOTAL

CASH-OUT IS UNDER \$5K

Payment will be sent electronically to the banking information you have on file.

The amount is subject to state retirement contribution and supplemental federal withholding.

CASH-OUT IS OVER \$5K

If your cash-out is over \$5,000 payment will sent via a one-time, tax deferred retirement contribution account.

A 401(k) account will be established with Fidelity Investments to receive these funds once you request your cash-out. Fidelity Investments will contact you by mail with more information regarding your account.

REQUEST YOUR CASH-OUT

To request your cash-out contact your department's HR Liason and they will initiate the request for a cash-out. They will be your contact throughout the process and can let you know once the cash-out is initiated.

Please note that once the cash-out has been requested it can take up to 4-6 weeks to process.

HAVE QUESTIONS?

UF Human Resources UNIVERSITY of FLORIDA

central-leave@ufl.edu

352- 392-2477



FY 21-22 Comp Leave Cash-Out

- Overtime, regular, and compensatory leave will be cashed out on the final paycheck of FY 21-22 (06/17/2022)
- Accrued balances (less use) as of the end of PPE 5/26/22 will be paid out
- To prevent negative balances and payroll corrections, TRCs pertaining to comp leave will be unavailable during PP 05/27/22 - 06/23/22
- Any approved use of comp time for PP 06/10/22 - 06/23/22 must be submitted to Central Leave and entered directly by Payroll



FY 21-22 Comp Leave Cash-Out

Department 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



Preparing for 2022 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, 2022** or will expire



Spring/Summer New Hire Reminders

- Due to double deductions, any new 9- and 10-month hires effective prior 8/15/2022 must be coordinated with Benefits to ensure proper enrollment and summer coverage
- All new OPS hires with combined FTEs ≥ 0.75 are eligible for State benefits
- The State does not consider salary plan changes (i.e., OPS to TEAMS or Faculty) for benefits-eligible employees as a Qualifying Status Change
 - Employees may have to wait until Open Enrollment to enroll in State benefits
- Questions? Contact us at benefits@ufl.edu, 352-392-2477, or reach out to your dedicated Benefits Specialist



Important Dates

- **Upcoming HR Forum – June 1 @ 10 a.m.**

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.

UF

Thank you
for attending the
HR Forum