

HR FORUM

OCTOBER 5, 2022

Agenda

October 5, 2022

- ▶ Office of Strategic Initiatives
- ▶ Communications & Worklife
- ▶ Benefits & Leave
- ▶ Talent Acquisition & Onboarding
- ▶ Important Dates





Office of Strategic Initiatives

SUPERIOR ACCOMPLISHMENT AWARDS

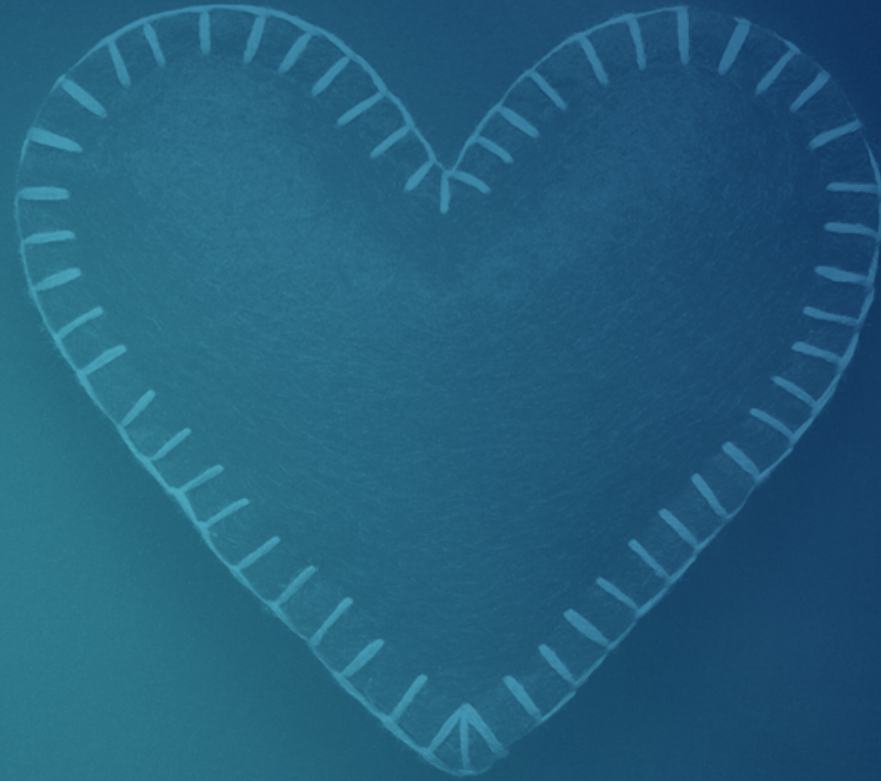
- ▶ Nomination Period:
September 14 – October 21
- ▶ Online nomination form
 - ▶ No late submissions!
 - ▶ More info on [SAA webpage](#)
- ▶ Eligibility now includes **Post-Doctoral Associates** and **Director-Level**
- ▶ Questions? Contact us at SAA@hr.ufl.edu



A serene spa-themed background featuring a blue-tinted image of a candle, a rolled towel, and hot stones on a woven mat. A solid yellow rectangle is positioned in the top right corner.

Communications & Worklife

Benefits



WELCOME



★ **Crystal Roncek**
Director

Benefits, Retirement & Leave Administration★



OPEN ENROLLMENT

UNIVERSITY *of* FLORIDA

UF | Human Resources
UNIVERSITY *of* FLORIDA

OPEN ENROLLMENT

UNIVERSITY of FLORIDA

- Open Enrollment will be held October 10 - 28
- OE is your opportunity to make benefits enrollment changes for the upcoming 2023 calendar year
 - Updates to **State** benefits elections → **People First**
 - Updates to **UF Select** benefits elections → **Self-Service in myUFL**
- Attend annual Benefits and Wellness Fair on October 24 from 9 a.m. to 3 p.m. at the Champions Club
 - Great opportunity for UF employees to learn more about their benefits and the wellness resources
 - Flu shots will be available—must have Gator 1 ID and insurance ID card
 - Due to Hurricane Ian, the Benefits Fairs scheduled in Ft. Myers have been canceled

WHAT IS NOT CHANGING IN 2023?

No increase to employee health insurance premiums for State or GatorCare plans.

SUBSCRIBER CATEGORY/CONTRIBUTION CYCLE		COVERAGE TYPES	PPO/HMO STANDARD			PPO/HMO HDHP		
Career Service/OPS	Monthly Full-Time Employees ⁽¹⁾		Employer	Enrollee	Total	Employer ⁽⁴⁾	Enrollee	Total
		Single	763.46	50.00	813.46	763.46	15.00	778.46
		Family	1,651.08	180.00	1,831.08	1,651.08	64.30	1,715.38
		Spouse	1,801.08	30.00	1,831.08	1,685.40	30.00	1,715.40
	Bi-Weekly Full-Time Employees ⁽¹⁾	Single	381.73	25.00	406.73	381.73	7.50	389.23
		Family	825.54	90.00	915.54	825.54	32.15	857.69
		Spouse	900.54	15.00	915.54	842.70	15.00	857.70

The Spouse Program is only available to those employees whose spouse is also a benefits eligible state employee.

WHAT IS NOT CHANGING IN 2023?

No premium increases for vision and supplemental insurance plans

- This includes those offered by both the State and University

No premium increases for optional life and disability insurances, (other than those that are typically tied to age and/or salary)

WHAT IS CHANGING IN 2023?

- New Humana PPO Dental plan
- Premiums for Ameritas and MetLife PPO Dental plans will decrease
- Additionally, Humana Vision Plan offered through the state will also decrease

WHAT IS CHANGING IN 2023?

Employees who participate in the State's High Deductible Health Plans (HDHP) will be able to increase their Health Savings Account contributions:

- **\$3,850*** (**\$3,350 EE/ \$500 ER**) 2023 limit for individual coverage
(an increase of \$200)
- **\$7,750*** (**\$6,750 EE / \$1,000 ER**) 2023 limit for family coverage
(an increase of \$450)
- Catch Up contribution remains at \$1,000 for participants who turn 55 prior to 12/31/23

** Includes ER portion*

MAKE SURE YOU...

- **Review your current benefit elections to ensure they continue to meet your (and your family's) needs**
- **Review your mailing address in myUFL**
If incorrect, visit <https://benefits.hr.ufl.edu/life-events/updating-directory/> for instructions on how to update your contact information.
- **Review your beneficiaries**
 - A toolkit for UF products is available at <https://benefits.hr.ufl.edu/my-benefits/enrollment/>
 - Resources regarding State beneficiaries are available through the People First portal.
- **Contact UFHR Benefits with any questions – benefits@ufl.edu**



REMINDERS:

- Any State of Florida benefit changes will be reflected in the December 2 paycheck
- Any changes to a flexible spending account or health savings account will be reflected in the January 13 paycheck
- Any UF Select benefit changes will be reflected in the January 13 paycheck
- Ensure your paycheck matches your benefit changes

Annual Vacation Leave Conversion

- Historically, vacation leave hours over the maximum are converted to sick leave in January
 - TEAMS and out-of-unit faculty - 352 hours
 - In-unit faculty - 480 hours
 - USPS – 240 hours
- Due to the pandemic, the vacation leave conversion was paused for 2021 and 2022

Annual Vacation Leave Conversion

- The accrued vacation leave maximum for purposes of conversion to sick leave will be increased by 120 hours for 2023 only
- Hours over these temporary maximums will be converted to sick leave:
 - 472 for TEAMS and out-of-unit faculty
 - 600 for in-unit faculty
 - 360 for USPS
- Annual vacation leave conversion for January 2024 will return to regular maximums

December Vacation Leave Cashout

- TEAMS employees may cash out up to **16 hours (per FTE)** of vacation leave October 28 - November 9
- Minimum balance of **40 hours (per FTE)** of vacation leave required after end of pay period
- No late entries or exceptions permitted:
 - ***Employees must enter in system by midnight on 11/08***
 - ***Supervisor approvals must be completed before 10:00 a.m. on 11/09***
- Cashout payment included on November 18 paycheck
 - Instruction Guide: <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/human-resources-toolkits/time-and-labor/>

Questions? Call (352) 392-2477 or email central-leave@ufl.edu

Sick Leave Pool (SLP) Open Enrollment

- Open enrollment for SLP – 10/1/22 – 10/31/22
- SLP enables participating employees to combine a portion of their individually accrued sick leave for collective use
- Members donate eight (8) hours (or pro-rated amount based on FTE), and may draw upon the pool when individual leave is depleted due to personal catastrophic injury or illness
- More information and Sick Leave Pool Membership Application located on the UF HR Benefits website

<https://benefits.hr.ufl.edu/time-away/sick-leave/sick-leave-pool/>

IMPORTANT BENEFITS DATES

- 10/10/22** **Annual Open Enrollment begins**
- 10/24/22** **UF Employee Benefits & Wellness Fair**
- 10/28/22** **Annual Open Enrollment ends at 6:00 pm**

Talent Acquisition & Onboarding

The background features a blue notepad with a checklist. The first two items are checked, and the third is unchecked. To the right of the notepad is a blue pen. In the top right corner, there is a yellow sticky note.

TAO UPDATES

Job Search Categories

- Careers at UF website
 - Search categories for applicants
 - Align category options with UF titles
 - Improve applicant pools
 - Better applicant experience
 - Separate out high volume categories
- Updates will go into effect **Monday, October 10th**

CATEGORIES	
<input type="checkbox"/> Academic Advising/Support	24
<input type="checkbox"/> Administrative/Professional	54
<input type="checkbox"/> Advancement	4
<input type="checkbox"/> Agriculture/Life Science/Vet Medicine	92
<input type="checkbox"/> Architecture/Construction/Planning	5
<input type="checkbox"/> Artificial Intelligence	12
<input type="checkbox"/> Arts/Museum	8
<input type="checkbox"/> Business/Accounting/Finance	32
<input type="checkbox"/> Communications/Public Relations/Marketing	26
<input type="checkbox"/> Education/Instructional	58
<input type="checkbox"/> Engineering/Computer Science	32
<input type="checkbox"/> Executive/Director/Management	37
<input type="checkbox"/> Facilities/Skilled Trades	27
<input type="checkbox"/> Health Profession	318

TAO UPDATES

Salesforce Implementation

- Process Changes
 - All requests should be sent to **talent@hr.ufl.edu**
 - These requests will be managed in Salesforce
 - All requisitions will be assigned to **TAO User**
- Federal Work Study requisitions should still be assigned to Mykal Greene
- Updates will go into effect **Monday, October 10th**

APPROVALS

Approver(s) and core HR assigned to your department can be found by [clicking here](#).

TAO representative who approved requisition:

TAO representative who completed clearance to offer:

Hiring Manager:*

No user selected

Core HR:*

TAO User

Email address: talent@hr.ufl.edu

Approval process:*

Next Approver - Approver

1. Approver:

No user selected

2. Core HR:

TAO User

talent@hr.ufl.edu

Important Dates

SAA Nomination Period → 9/14/2022 – 10/21/2022

Open Enrollment → 10/10/2022 – 10/28/2022 ends at 6:00 p.m.

Employee Benefits & Wellness Fair → 10/24/2022

Next HR Forum → 11/2/2022

GBAS Institute at Emerson Alumni Hall → 11/18/2022



Thank you!