

Welcome!

---

## HR Forum

December 3, 2008  
Human Resource Services  
University of Florida



# Today's Agenda

- Minimum Wage Increase, January 1, 2009
- Classification Update Project
- Open Enrollment Deductions
- Signing up for New Hire Benefits
- Early Holiday Payroll Deadlines
- December Leave Benefits
- E-Verify Update
- Important Dates
- E-PAF (Special Information Session)

# Minimum Wage Increase

# Minimum Wage

- Minimum wage increase for 2009
  - Florida minimum wage will increase to \$7.21 as of January 1, 2009
  - Federal and Florida Minimum Wage will increase to \$7.25 as of July 24, 2009
- Increases will be loaded into job data on January 5, 2009

# Minimum Wage

- Departments do not need to take any action to increase the pay of current employees but are asked to enter any terminations effective in 2008 by December 12.
- Terminations effective after January 1 should be submitted after January 5.

# Classification Update Project

# Why Update?

- Current system was developed nearly 30 years ago for the Board of Regents and over time has become outdated.
- Job duties overlap within several classifications making it difficult to classify positions.
- Difficult to determine career progression.

# Project Goals

- To provide clear and concise job titles which can be easily communicated
- To help recruit and retain qualified employees
- To ensure compliance with Fair Labor Standards Act (FLSA)
- To provide for continuous skill and competency development
  - Note: project pertains to staff positions only

# Classification Structure

- Group positions by Job Family
- Each Job Family will have several Classifications/Market Titles
- Each Job Family will have several Competencies

# Job Family

- A broad meaningful grouping of jobs commonly clustered within a career emphasis.
  - Academic Services
  - Administration
  - Advancement
  - Communications/PR
  - Finance
  - Human Resources
  - Information Technology
  - Law Enforcement
  - Operational Services – Physical Plant – Housing
  - Research

# Class/Market Titles

Each classification will be defined by:

- Job Family
- Title
- Job Code
- FLSA Status
- Pay Grade
- Summary
- General Functions
- Education/Experience
- Licensure/Certification
- Supervision

# Competencies

Competencies are the knowledge, skills, abilities, and behaviors required to be successful in any given job and, as such, can provide a framework for identifying and cultivating highly successful employees.

- Job Knowledge
- Dependability
- Cooperation
- Leadership
- Initiative

# Getting Started

- A steering committee for project oversight will be established.
- Subcommittees will then be established to draft classification titles and specifications.
- Project completion in 18-24 months.

# Open Enrollment Deductions

# Look for Deductions

- **December 5<sup>th</sup> and 19<sup>th</sup> paychecks**
  - **State Sponsored plans** (i.e. health, basic & optional life, dental, cancer, hospital, vision, short term disability)
  
- **January 2<sup>nd</sup> and 16<sup>th</sup> Paychecks**
  - **FSA's** (i.e. medical, dependent care, limited purpose medical reimbursement, HSA's)
  - **UF sponsored plans** (i.e. domestic partner, LTD, Lincoln Financial/UF Term Life)

Signing up for new  
hire benefits  
effective 1/1/09

# For Benefits effective 1/1/09

- TEAMS--Attend the next New Employee Orientation (NEO) session from 8:30am – 12:30pm.
  - 12/5 HRS Bldg. Rm. 120
  - 12/9 HSC/HPNP Rm. G105
  - 12/12 HRS Bldg. Rm. 120
  - 12/23 HSC/HPNP Rm. G105 (1/1/09 start date can be requested, but will experience a delay due to premium collection process)
- New Faculty or a TEAMS hire who is unable to attend NEO – should view the benefits tutorial on the HR web site at: <http://www.hr.ufl.edu/benefits/enroll.asp>

# 2 Ways To Enroll in Benefits

- Online via People First (as long as the UF appointment has been processed and sent to People First)
- Employees who need assistance with completing the online enrollment may attend a Benefits Enrollment session:
  - 12/5      1:30-3:30      HRS Bldg. Rm. 119
  - 12/12     1:30-3:30      HRS Bldg. Rm. 119

# Early deadlines

- Due to the holidays and early payroll closing, new hire insurance deductions must be requested by the following deadline:

Payday	Pre-Pays for Coverage for	Benefits deadline to capture deductions for the affected payday
12/19/08	January 2009	12/10/08

- If the new hire misses the deadline for a payroll deduction, premiums must be paid by personal check.
- Checks collected after 12/12/08, will be processed however, employees will have some delay with January coverage.

# Early Holiday Payroll Deadlines

## University of Florida Payroll Calendar - December 2008

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					Pay day	
30	1	2	3	4	5	6
				Pay period end		
7	8	9	10	11	12	13
				Time & Labor closes for pay period end date of 12/25/08	Pay day	
					Emergency checks requested after 12/19 may not be paid until 1/5/09	
14	15	16	17	18	19	20
				Pay period end	Holiday Closing	
				Holiday		
21	22	23	24	25	26	27
	Holiday Closing			Holiday	Pay day	
					Holiday	
28	29	30	31	1	2	3

# December Leave Benefits

# December Leave Benefits

- Holiday Closing Period Dec 25 – Jan 2
- January 2 designated a holiday for 2008 season.
- Decision based on proximity to regular holiday closing period and savings to the university.
- Allows the university to be closed for a total of 11 days, resulting in significant cost savings through energy consumption.

# December Leave Benefits

- Personal Leave Days
  - Available for 12-month faculty and TEAMS employees.
  - To be used during the period of December 26-31 unless employees are designated as “essential personnel” by dean or directors working with appropriate vice president.
  - Additional information available via instruction guide:
  - <http://www.hr.ufl.edu/training/myUFL/instructionguides/personal%20leave%20days.pdf>

# Vacation conversion

- Vacation over max will convert to sick on January 8, 2009
  - TEAMS & Academic Personnel – 480 hrs
  - USPS – 240 hrs
- Vacation used by January 8, 2009 must be entered and approved in system by that date to avoid conversion

Questions?

# E-Verify

# Executive Order

- Existing Executive Order amended in November to require the use of E-Verify to verify employment eligibility for employees on Federal Contracts awarded after January 15, 2009. Part of the Federal Acquisition Regulation.
- Federal grants are not covered by E-Verify.

# Overview

- E-Verify is an Internet-based system operated by the U.S. Citizenship and Immigration Services that allows employers to electronically verify the employment eligibility of all newly hired employees, regardless of citizenship.
- Based on the information provided by the employee on their Form I-9, E-Verify electronically checks this information against records contained in Department of Homeland Security (DHS) and Social Security Administration (SSA) databases.

# E-Verify Requirements

- New employees required.
- Existing employees recommended.
- I-9 Data used for E-Verify query.
- Employer must initiate query within three business days after actual hire date.
- Quick response time for E-Verify – 24 hours or less.

# Compliance Timeframes

- Employer must enroll within 30 days of being awarded a Federal contract. (By February 15.)
- Employer must begin using within 90 days of enrollment date.
- Employer must enter data for current employees within 120 days of enrolling to do so.

# Next Steps

- Implementation Committee to be established.
- Process for entry and non-confirmations finalized.
- Training and communication plan to be finalized.

# Important Dates

- Registration for spring training opens  
December 8<sup>th</sup>
- Next HR forum January 14<sup>th</sup>

Thank you for  
attending!

