



Welcome!

HR Forum

January 14, 2009
Human Resource Services
University of Florida



Today's Agenda

- Update W-2 Address Information
- E-Verify
- Form I-9
- Florida Prepaid Tuition Deadline
- 403(b) Plan – Retirement Manager
- Performance Appraisals
- FMLA Changes
- Salary Pay Plan – Important Dates
- Important Dates

W-2 Information

W-2 Information

- Employees' 2008 IRS Form W-2s will be distributed on or before January 31, 2009, along with Employee Year-End Earnings Statements.
- In preparation for the distribution of W-2s this month, please review your home and work addresses in the directory to ensure that they are accurate. Instructions for updating this information will be in the January InfoGator.

E-Verify

E-Verify

- SHRM and a handful of other employment related associations filed a federal lawsuit to stop the new rule requiring federal contractors and subcontractors to use the E-Verify system to verify work eligibility.
- The parties reached an agreement with the U.S. Justice Department to delay the new rule until February 20, 2009—allowing time for an expedited hearing on the merits of the case.

E-Verify

- Employer must enroll within 30 days of being awarded a federal contract.
- 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.

E-Verify

- Implementation Committee has been established and is currently working on business policy and implementation.
- Training plan is currently being developed and will consist of informational sessions and online training.
- More information expected at the February HR Forum.

FORM I-9

New I-9

- A new version of Form I-9, Employment Eligibility Verification, will be required for use on February 2, 2009 and no previous editions will be accepted.
- The new version of the form will be available from links on the HR website. Please update your bookmarks on or before February 2.
- When completing the new I-9, please be sure to note the changes to List A.

Open Enrollment for Florida Prepaid Tuition

Florida Prepaid

- Open Enrollment for Florida Prepaid ends January 31, 2009
- The Prepaid Plan and the Investment Plan (a 529 Plan) offers affordable ways to save for future college expenses
- Enroll by visiting the [Florida Prepaid](#) website or call 1-800-552-GRAD (4723) to request an application
- Once the application is approved by Florida Prepaid, you can request a UF payroll deduction form
- Deduction forms can be obtained thru HR Benefits by calling 392-2477 or emailing benefits@ufl.edu

403(b) Plan Retirement Manager

Retirement Manager

- Final 403(b) regulations governing loans and hardship withdrawals place greater burden on plan sponsors
- ARSCO (AIG Retirement Services Company) will provide administrative and compliance monitoring services

Retirement Manager

ARSCO

- will receive monthly data feed from UF 403(b) vendors
- will store information for use in determining eligibility for loans and hardships

Retirement Manager

- On-line application for loans and hardships
- Distribution Eligibility Certificate issued by ARSCO, when appropriate
- Providers will require certificate to process loans and hardship requests

Retirement Manager

- Loan eligibility and limitations
 - Cannot exceed the lesser of \$50,000
 - Or 1/2 of present account value across vendors
- Hardship eligibility
 - Immediate and heavy financial need
 - Deferral cessation

Retirement Manager

QUESTIONS?

retirement@ufl.edu

392-2477

Performance Appraisals

Performance Appraisals

- Evaluation Period
 - March 1st to February 28th
- Signatures with Dates
 - March 31st

Performance Appraisals

- Use Form
 - Non-exempt TEAMS and all USPS
- Use Narrative Format
 - Exempt TEAMS

Performance Appraisals

- Training Date Listed on Website
- Call Employee Relations for Minimal Achieves and Belows
 - 392-1072

New FMLA Regulations

New FMLA Regulations

- Intended to improve communication between employers, employees & healthcare providers
- Provide clarity about the employee's rights & responsibilities under FMLA
- Updates certification forms

Military Leave

- Eligible employees with a spouse, child, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies.

Military Leave

- **Military Caregiver Leave:** Eligible employee who is the spouse, son, daughter, parent, or *next of kin* of a service member recovering from serious illness, injury sustained in line of duty on active duty entitled to up to 26 weeks of leave in a single 12-month period.

What this means for you

- Updated Extended Leave of Absence form will include:
 - Eligibility Notice
 - Rights & Responsibilities
 - Designation of Leave

2008-2009
Salary Pay Plan for
Senior Faculty

Salary Pay Plan for Senior Faculty

- Guidelines and eligible list went out in December 2008 to College Dean's Office
- Packets are due to Academic Personnel Office on February 20, 2009
- APB will begin the review process after the Tenure and Promotion Process is completed (normally in late March or early April)
- Increases for faculty who will receive the SPP award will be in the 2009-2010 year
- Questions about the eligible list should be directed to Janet Malphurs, Academic Personnel Office

Important Dates

- January 31, 2009 – Deadline to complete online Sexual Harassment Training
- February 2, 2009 – New I-9 Form
- February 11, 2009 – Next HR Forum

Thank you for
attending!

