

Welcome!

HR Forum

February 11, 2009
Human Resource Services
University of Florida



Today's Agenda

- Pooled Fringe Benefit Rates
- Budget Update
- Layoff Services
- Employee Evaluations
- Employment Updates
- Employment Verifications
- Race & Ethnicity Code Changes
- Important Dates

Pooled Fringe Benefit Rates

What is a pooled fringe rate?

- Result of the process of taking all employee benefits for an employee group and averaging them into one fringe benefit rate for the group

Employee Benefits

Departmental perspective –

- Fringe benefits charged in detail
 - Seven types (Health, Life, Retirement, Soc. Sec., Medicare, W Comp, Un Comp)
 - Multiple variable rates
 - Health - Single, Family, Spouse
 - Life – Yes, No
 - Ret. – FRS, ORP, DROP, Special Risk
 - SS – NRA, Earnings threshold
- Inconsistent planning methods used by funded areas
- Payroll reporting includes detailed fringe activity

Why a pooled rate?

- Provides a simpler approach process for administering budgets
- Considered to be a best practice of leading research institutions
- Simplifies the grant proposal budget process
- Provides an opportunity to recover employee benefit costs currently funded and managed at the college level (Terminal leave payouts, Sick leave pool usage, Unemployment benefits)

Current Process

Budget perspective –

- E&G fringe benefits are covered with college funds
 - Difficult to estimate the funding level
 - Salary decisions at departmental level
 - Hiring decisions not based on benefit projections
 - Ever-increasing fringe benefit escalation
- Departmental budgets pay for annual leave payouts
- Experienced rates sometimes include unidentified data anomalies

Why change now?

- More accurate fringe planning associated with all salaries
- Easier to calculate unexpended grant funds when closing out grant
- Monthly budget status reports will be simplified

What is basis of the pooled rate?

- Controller's office will calculate and negotiate annual rates
 - Compiles experienced rates from the previous year across all funds and seeks approval from the Department of Health and Human Services
 - FICA – OASDI, Medicare
 - Insurance—Health, Life
 - Retirement
 - Long-term disability
 - Worker's Compensation
 - Unemployment Comp.
 - Termination Pay –Annual & Sick Leave
 - Sick Leave Pool
 - Projects and negotiates anticipated rates for subsequent year

Budget Update

Layoff Services

Employee Relations

- Determines appropriate staff member to be laid off based on retention points
- Assists with timelines and notifications
- Drafts appropriate letters for signature
- Reviews overall scenario with department administrators

Human Resource Services

- Counsels on career opportunities and reviews resumes
- Coordinates unemployment compensation claims
- Provides counseling on issues of benefits, retirement, and leave
- [http://www.hr.ufl.edu/emp_relations/layoff/default
.asp](http://www.hr.ufl.edu/emp_relations/layoff/default.asp)

Performance Evaluations

- Evaluation Period
 - March 1st to February 28th
- Signatures with Dates
 - March 31st
- Training Dates
 - SCS030 Power of Feedback
Thursday, February 19, 9 A.M. to 12 Noon, HRS
Building, Room 120
 - SCS012 Writing Performance Appraisals
Wednesday, February 25, 9 A.M. to 12 Noon, HRS
Building, Room 120

Employment Updates

Employment Updates

- Updated I-9 delayed until April 3, 2009.
- E-Verify delayed until May 20, 2009.
- Position clean-up underway in GatorJobs.
- New background check request available.

Employment Verifications

Employment Verifications

- Implementing The Work Number for employment verifications of UF employees.
- Currently, HR handles approximately 6,000 employment and income verifications annually.
- Instant employment and income verifications for verifiers, social service agencies, and employees.
- Implementation date is mid to late April.

Employment Verifications

Benefits include:

- Verifications provided instantly.
- Verifications provided online or by phone, 365 days a year, 24 hours a day.
- Improved accuracy, security, and confidentiality.
- Improve efficiency within the HR office and reduce workload.
- Easy to use for both verifiers and employees.

New Race & Ethnicity Code Changes

New Race & Ethnicity Code Changes

- In 1976, in response to an apparent undercount of Americans with Spanish origin in the 1970 Census, the Congress passed Public Law 94-311, calling for the collection and analysis of Federal statistics on person with Spanish origin.
- On October 19, 2007, the U.S. Department of Education posted to the Federal Register “Final Guidance on Maintaining, Collecting and Report Data on Race and Ethnicity to the U.S. Department of Education.” (Volume 72, Number 202)
- Educational institutions and other recipients of DOE contracts and grants are required to utilize the new standards and aggregation categories for collection and reporting of racial and ethnic data.

Two Question Format

- ❶ Are you Hispanic or Latino?
- ❷ How would you describe yourself?
 - ◀ Choose one or moreAmerican Indian or Alaskan Native, Asian, Black/African American, Hawaii Native or Other Pacific Islander, White

Cannot use “unknown” or nonresident alien or “two or more races” in the options provided!

New Race & Ethnicity Code Transition Teams

Policy & Practices Team (P)

- The role of the “P” Team is to develop the underlying policies, practices and standards that will guide the change to the new race and ethnicity codes on the University of Florida campus.
 - Recommend the level of coding detail
 - Establish data retention & storage policies
 - Review mapping and resurveying options
 - Provide analysis of results of mapping/resurveying activities
 - Recommend reporting strategy for internal UF data

New Race & Ethnicity Code Transition Teams

Implementation Team (I)

- The role of the “I” Team is to plan and lead the implementation of the new race & ethnicity codes changes.
 - Identify all systems, databases, programs and reports that will be affected by the changes
 - Implement all system and database changes ahead of collecting or accepting data in the new format
 - Implement storage strategies for the new data
 - Carry-out any resurveying or mapping actions for continuing employees, students and alumni
 - Develop and conduct training of staff in collection and reporting

Important Dates

- Next HR Forum – March 11th

Thank you for
attending!

