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FLORIDA

The Foundation for The Gator Nation



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Welcome!

HR FORUM



July 1, 2009, Human Resource Services

Agenda

- Introductions
- Training Updates
- Leadership Development
- Employment Updates
- Academic Personnel Updates
- Fringe Benefit Pool Update
- Retirement Manager
- Survey Updates – Veteran Status & Race/Ethnicity
- Regulation Update
- Important Dates



Training Updates



Fall Training

- Registration opens August 3
- Supervisory Challenge, myUFL/PeopleSoft, Pro3, Business Communication, etc.
- Computer application also will be provided
 - Microsoft and Adobe applications
 - New: \$75 per day fee
- Details still being worked out
 - Current plan: Bill once per month to college/division level
 - Your decision whether to pass along to departments or cover as a college expense



Fall Training

- Will be able to provide more training since cost is being shared by participants
- Will have minimum number of seats that must be filled in order for the class to “make”
- Charge will be assessed for short-notice cancellations and “no shows”



Leadership Development



Leadership Development

- UF Academy for 2009-2010
- Entering its seventh year, Academy focuses on immersion in the university culture and exposure to its organizational structure
- Designed for emerging leaders
 - Applications to participate are being accepted from July 20 through close of business on August 28
 - This year's program kicks off September 23
 - Participation will run from October through June 2010



Leadership Development

- Participants are selected via a competitive application process
- Up to 15 recognized star achievers will be selected
- Employee must be exempt with at least two years of supervisory or decision-making responsibility at UF
 - Additional criteria described on UF Academy webpage
- Employees at the assistant director level and above as well as interested faculty members with fewer than two years at UF also may apply to participate
- www.hr.ufl.edu/training/leadership/academy.asp

Leadership Development

- Next Level Leadership
- For existing leaders—assistant directors and above as well as faculty members in leadership positions
- Designed to provide UF leaders with skills and tools to more effectively lead, manage, and mentor others
- Call for applications will occur this fall
- Program will begin in January 2010
- Partnering with the Provost's Office and Faculty Senate
- www.hr.ufl.edu/training/leadership/default.asp

Employment Updates



Employment Updates

- E-Verify delayed until September 8, 2009 as requested by the Department of Justice. New legislation has been introduced in the House.
- Implementation of The Work Number is anticipated for August 1, 2009.
- Section 1 of the I-9 must be completed **ON** or **BEFORE** the employees first day of work.



Employment Updates

- New I-9 forms are not published yet so please continue to use the version that expired 6/30/09.
- Be sure to accurately record applicant statuses in GatorJobs. This is the electronic recruitment file which is used for summaries, EEOC reporting, and recruitment challenges.



Academic Personnel Updates



Faculty Promotions & Salary Pay Plan Increases

Promotional increases and Salary Pay Plan increases will be effective :

7/1/09 for 12 month faculty

8/10/09 for 10 month faculty

8/16/09 for 9 month faculty

Tenure and Permanent status dates will be effective:

7/1/09 for 12 month faculty

8/10/09 for 10 month faculty

8/16/09 for 9 month faculty

No need to do anything in job data, Academic Personnel will enter salary increases into job data and update tenure status



Faculty and Graduate Assistant Summer Job Terminations

- Please make sure that summer jobs that have been entered through ePAF are terminated on a timely basis:
- Term A ends June 30, 2009
- Term B ends August 15, 2009
- Term C ends August 15, 2009



Short Work Break Process

- 9 and 10 month employees will be returned from short work break during the weekend of July 17.



Fringe Benefits Pool Update



Fringe Benefits Pool

- Written approval received from DHHS
- Effective pay period ending 7/9/09
- <http://www.hr.ufl.edu/benefits/fringepool>



Fringe Benefits Pool

DHHS

Clinical Faculty
Faculty
TEAMS Exempt
TEAMS Hourly
House Stf/Post Docs
Graduate Asst
OPS/Temp Faculty
Student OPS/FWSP

UF Salary Plan

COM Clinical Faculty
Faculty (3-, 9-, 10-, and 12-month)
Exempt TEAMS/USPS
Non-Exempt TEAMS/USPS
Housestaff/Post Doc Associates
Graduate Assistants
Other OPS/ Temporary Faculty
Student OPS/Federal Work Study



Fringe Benefits Pool

ePAF Leave Cashouts

- Vacation/Sick Leave Cashouts paid by Dept
 - Last Day Worked = 6/30/2009
 - Job Data Termination = 7/01/2009
 - Add earning account code in Comments of ePAF
- Vacation/Sick Leave Cashouts paid by FBP
 - Last Day Worked = 7/01/2009
 - Job Data Termination = 7/02/2009
- Overtime/Special Comp
 - Add earning account code in Comments of ePAF

Fringe Benefits Pool

- **Simulation exercises**

Additional Pay

<http://www.hr.ufl.edu/training/myUFL/toolkits/HiringAddPay.asp>

Cashouts

<http://www.hr.ufl.edu/training/myUFL/toolkits/TimeLabor.asp>



403(b) Plan Retirement Manager



Retirement Manager

- Final 403(b) regulations governing loans and hardship withdrawals place greater burden on plan sponsors, effective 1/1/09
- VRSCO (VALIC Retirement Services Company) is providing administrative and compliance monitoring services



Retirement Manager

VRSCO

- will receive monthly data feed from UF 403(b) vendors
- will store information, and use it to pre-certify loan and hardship withdrawal eligibility



Retirement Manager

- Distribution Eligibility Certificate issued by VRSCO at:
 - <https://www.aigretco.com/Retireman/>
- Providers will require copy of certificate before sending employees applications for loans and hardship withdrawals



Retirement Manager

- Loan limitations
 - Cannot exceed the lesser of \$50,000
 - Prior and current loan balances may impact this amount
 - Or 1/2 of present account value across vendors



Retirement Manager

- Hardship eligibility - 6 reasons
 - Medical expenses (employee or dependents)
 - Purchase of principal residence (employee)
 - Tuition expenses (employee or dependents)
 - Payments to prevent eviction/foreclosure (employee)
 - Funeral expenses (parents or dependents)
 - Repair damage to principal residence (IRS casualty deduction)
- Documentation required for expenses



Retirement Manager

- Hardship withdrawal allowed only:
 - to meet immediate and heavy financial need
 - when no other sources of funds are available
- Elective deferral ceases for 6 months



Retirement Manager

- Distribution Eligibility Certificate Employee Guide available on Retirement website
<http://www.hr.ufl.edu/retirement/voluntary/annuities.asp>
- Certificate of Eligibility does not guarantee approval
- All documents must be submitted to Retirement Services for final review and plan sponsor authorization



Retirement Manager

QUESTIONS?

retirement@ufl.edu

392-2477



Survey Updates: Veteran Status & Race/Ethnicity



Veterans Status Survey

WHY

- As a federal contractor, the University of Florida is required to collect and report veteran status data to the United States Department of Labor each year.
- However, because of changes in the veteran status codes, the data we have collected and stored for employees in the myUFL system is not aligned with these federal reporting requirements.
- Our existing data includes **14** legacy fields, compared to the **6** new fields for which reporting is required.

WHAT

- Human Resource Services has worked with UF Bridges to develop a one-time survey process for all regular full-time and part-time employees through a Self Service application in myUFL.

WHERE

- To access the survey, go to **myUFL > My Self Service > UF Veterans Status Survey**

WHEN

- July 1, 2009 through September 1, 2009

Veteran Status Resurvey

via MySelf Service

NON-VETERAN

A person who **never served** with the U.S. military, ground, naval or air service.

A person who is **currently active duty** in U.S. military, ground, naval or air service and has not been discharged as of today's date.

DISABLED VETERAN

A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administrated) under laws administrated by the Secretary of Veterans Affairs, or (2) a person who was discharged or released from active duty because of a service-connected disability.

SPECIAL DISABLED VETERAN

A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administrated under laws administrated by the Department of Veterans' Affairs for a disability **(A) rated at 30 percent or more, or (B) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 38 U.S.C. 3106 to have a serious employment handicap** or (ii) a person who was discharged or released from active duty because of a service-connected disability.

OTHER PROTECTED VETERAN

A veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.

ARMED FORCES SERVICE MEDAL VETERAN

A veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 Fed. Reg. 1209).

VETERAN OF THE VIETNAM ERA

A person who: (i) served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, and who was discharged or released there from with other than an dishonorable discharge, if any part of such active duty was performed: (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in all other cases; or (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in any other location.

RECENTLY SEPARATED VETERAN

Any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.



Race & Ethnicity Survey

WHY

- The U.S. Department of Education requires all educational institutions and other recipients of DOE contracts and grants to collect and report race and ethnic data utilizing new standards and aggregation categories (Public Law 94-311).

WHAT

- VPHR assembled a Policy Team and an Implementation Team to develop a report containing recommendations for implementing the new federal Race & Ethnicity Codes campus-wide.
- The report is scheduled to be shared with the Executive Sponsor on July 8th

WHERE

- *Possible navigation:* **myUFL > My Self Service > UF Race & Ethnicity Survey**

WHEN

- Fall 2009 (collection)
- Winter 2010 (reporting)

Race & Ethnicity Resurvey via MySelf Service

① Are you Hispanic or Latino?

- No, not Hispanic or Latino
- Yes, Hispanic or Latino

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

*The above part of the question is
about ethnicity, not race.*

*No matter what you selected above,
please continue to answer the
following, if applicable, by marking
one or more boxes as appropriate.*

② How would you describe yourself?

(Choose one or more from the following racial groups)

American Indian or Alaska Native

A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

Asian

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American

A person having origins in any of the Black racial groups of Africa.

Native Hawaiian or Other Pacific Islander

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Questions?



Regulation Update



6C1-1.017 Separations from Employment and Layoff



Layoff

- Unit Definition
- Ranking System
 - Flexibility with Layoff Order
 - Bumping Rights Eliminated
 - USPS Maintain Recall Rights
- Police Officers



6C1-3.056 Resignation and
Non-Reappointment of
Technical, Executive,
Administrative and Managerial
Support Staff



Non Reappointments

- NRAs No Longer Tied to End of Appointment Period
- Clarifies Buy Out Language
- Ties in With Regulation 6C1-3.054 Revised in March



Important Dates

- **August 12th** - Next HR Forum





Thank you for attending!

