Faculty Incentive Awards
Faculty Incentives will be entered by the administrative affairs as in the past. No action will be required by the department. Additional information will be distributed to individual department chairs and administrators. Payment is anticipated to occur on the October 31st paycheck.

Superior Accomplishment Awards
Do you know an outstanding employee? Someone who has made a positive impact in your department?

Nominate an employee for performance during the previous academic year:

Nomination Period: September 8 – October 31, 2014

- Award Categories
  - Clerical/Office Support
  - Support Services
  - Scientific/Technical
  - Administrative/Supervisory
  - Administrative/Professional
  - Academic Personnel
- Community Service
- Diversity and Inclusion

For a criteria information and a nomination form, please visit [http://www.hr.ufl.edu/awards/saa/default.asp](http://www.hr.ufl.edu/awards/saa/default.asp)
This program recognizes staff members who contribute outstanding and meritorious service, efficiency and/or economy, or to the quality of life provided to students and employees. Recognition by one’s peers is the highest point of achievement. Division-level award recipients receive cash awards of $200 each, then compete for university-level awards, which offer eight $1,000 and eight $2,000 cash awards.

For additional information contact your College of Medicine Representative:
Lavina Gramig at 273-5163 or gramig@ufl.edu.

EPAF Processing
1. When departments check “leaving another job” in EPAF, the system uses that to change existing job data. This has caused errors that require manual correction by HR to rehire employees and fix time.

   Please check with the current department, not just the employee, prior to checking the “leaving another job” to make sure that the old department has all time in the system and the record can be terminated to avoid these issues.

2. HR600’s, nepotism agreements and rehire retiree exception forms should be approved PRIOR to employee’s start date.

   Do not enter the hire EPAF until all paperwork is complete and all signatures have been obtained.

   Form HR600, nepotism and rehire retiree forms should be submitted to [DOCOM-ADMINAFFAIRS-L@lists.ufl.edu](mailto:DOCOM-ADMINAFFAIRS-L@lists.ufl.edu) for Dean’s Office approval and will be subsequently forwarded to the appropriate office for final approval.

**To help expedite consideration, requests to reemploy retirees should include information within the justification that (1) describes a specific end date and list the end date in the description or (2) describes the succession plan to replace the rehired retiree on a permanent basis.**
Do not submit updated employment authorizations (section 3) through the I-9 Management System. Departments should submit a paper I-9 with the updated information to HR at 903 W. University Avenue.

Voluntary Self Disclosure for Applicants
UF is required to begin collecting information from applicants beginning this month that indicates disability and veteran status. The “voluntary disclosure form” is now in Gatorjobs and available to applicants who apply through the online system. The paper version of the OPS application form will be updated shortly to include this information.

Veteran’s Preference Update
The Florida legislature made several recent changes to the veteran’s preference requirements that were effective July 1, 2014. All former USPS positions (those with a TU2E or TU2N salary plan code) require veteran’s preference requirements be met. These requirements do not extend to other types of positions. The changes include new groups of eligible individuals as listed below:

- A veteran with a service-connected disability who is eligible for or receiving compensation, disability retirement, or pension under public laws administered by the U.S. Department of Veterans Affairs and the Department of Defense.
- The spouse of a veteran who cannot qualify for employment because of a total and permanent service-connected disability, or the spouse of a veteran missing in action, captured, or forcibly detained by a foreign power.
- A wartime veteran who has served on active duty for one day or more during a wartime period, or who has served in a qualifying campaign or expedition. Active duty for training shall not qualify for eligibility under this paragraph.
- The unmarried widow or widower of a veteran who died of a service-connected disability.
- The mother, father, legal guardian, or unremarried widow or widower of a member of the United States Armed Forces who died in the line of duty under combat-related conditions, as verified by the United States Department of Defense.
- A veteran as defined in s.1.01(14). Active duty for training may not be allowed for eligibility under this paragraph.
- A current member of any reserve component of the United States Armed Forces or the Florida National Guard.

**Still must have received an honorable discharge in order to be eligible and produce form DD214**

myTraining
myTraining is a new integrated training management system for faculty and staff which contains training for both UF and UF Health Shands employees. The system was activated on October 1, 2014. Benefits of this new system:

- Enrollment is quick, easy, and flexible
- Access is simplified
- Training progress is bookmarked
- Grades and feedback are displayed upon completion
- Transcript updates immediately (ARS will still update overnight)

If you had the ability to view training data via manager self-service or run training reports through Enterprise Reporting, you have been granted the ability to do these things in myTraining.

myTraining (continued)
Enterprise Systems is working on a process to grant new employee access to myTraining upon EPAF initiation for the hire of the employee. The new process should be available starting October 22nd.

Postdoc Associate Minimum Salary and Increases
UF has established new minimum salaries for postdocs that mirror those of the graduate assistants. For postdocs appointed on 12 month appointments:

<table>
<thead>
<tr>
<th>FTE</th>
<th>Annual minimum Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>$34,800</td>
</tr>
<tr>
<td>.50</td>
<td>$17,400</td>
</tr>
<tr>
<td>.33</td>
<td>$11,484</td>
</tr>
<tr>
<td>.25</td>
<td>$ 8,700</td>
</tr>
</tbody>
</table>

If you have a postdoc who is currently below the minimum, campus HR will input the increases on Monday, October 13th. Departments should check job data and paylists to ensure appropriate pay.

Benefits Updates

Open Enrollment Information
This year’s Open Enrollment period for making benefits changes will be from Monday, October 20th through Friday, November 7th. If you do not wish to make any changes to your current plans, no action is required on your behalf.

To make changes to your GatorCare health insurance plan and/or your supplemental insurance plans offered through the University of Florida (UFSelect), you will want to login to myUFL using your GatorLink username and password, and then navigate to Main Menu > My Self Sevice > Benefits > Benefits Enrollment. A helpful instruction guide for this process can be found here: http://hr.ufl.edu/wp-content/uploads/instructionguides/EnrollmentIG.pdf

For changes to your State of Florida supplemental insurance plans, you will need to contact PeopleFirst by calling 866-663-4735, or by going to http://peoplefirst.myflorida.com. A helpful instruction guide for this process can be found here: http://training.hr.ufl.edu/instructionguides/benefits_guides/pf_enrollmentguide.pdf

Please also make sure that GatorCare-eligible clinical faculty are aware of the upcoming changes to the plans for 2015. Plan Summary Guides for both the 2014 and 2015 GatorCare Premium and Prime Plus plans can be found at the following links:


* Please note that the monthly costs for the 2015 GatorCare plans will continue to be employer-paid for all clinical faculty members appointed at 0.5 FTE and higher.

** Please also remind clinical faculty that they can only have one health insurance plan – either through GatorCare or through the State of Florida (PeopleFirst). It is recommended that they select one of the GatorCare plans, as the monthly costs are paid by their department and the coverage is more comprehensive than the State of Florida plans.
Annual Benefits Fair

The benefits fair for open enrollment will be held at the Touchdown Terrace on October 29th. An additional benefits fair for College of Medicine faculty and housestaff will be available in the Atrium on Thursday, October 30th from 8am – 5pm.

Benefits Guides and tutorials can be found for new hires at http://hr.ufl.edu/benefits/new-employees. A variety of information is included to acclimate new hires to the University of Florida community and benefits enrollment. Please remind all your new employees that they should enroll in benefits no later than 60 days of their hire date.

Reduced rates for UF Select Term Life and LTD Plans

Effective September 1st, the rates for UF Term Life and UF Long Term Disability will decrease thanks to UF benefits negotiation with the Standard Insurance Company. Current enrollees in these plans should have noticed a slight premium reduction beginning with the September 5th paycheck.

Optional Life Plan –

Employees enrolled in the State of Florida’s optional life plan who also received a retroactive pay increase may expect to receive underpayment letters from People First if they have not already received one.

Because the plan is paid a month in advance and the salary increases were retroactive, optional life plans were underpaid for August and September coverage.

If your department has any employees who have this coverage, please make sure they check to see if they received a letter and pay the premium underpayment to ensure continuing coverage. If they do not pay the difference, the coverage will be cancelled.

Payments may be sent by personal check made payable to “Division of State Group Insurance” or “DSGI” and should be mailed to PeopleFirst Service Center, PO Box 863477, Orlando, FL 32886-3477. The employee’s PeopleFirst ID number should be included along with a copy of the underpayment letter and check to ensure the premiums are applied appropriately.

Additional questions should be directed to University Benefits at (352) 392-2477 or benefits@ufl.edu

Sick Leave Pool Enrollment –

Open enrollment for sick leave pool will be held from October 1st through October 31st. Employees must have a minimum balance of 64 hours of accrued sick leave and be able to make an 8 hour contribution of leave (both prorated to FTE) in order to enroll.

Applications should be sent to Central Leave no later than 5PM on October 31st. Information and forms can be found online at http://hr.ufl.edu/benefits/leave/sick-leave/sick-leave-pool/

Additional questions should be directed to Central Leave Administration at (352)392-2477.

Higher Education savings for children of full-time employees

1. TEAMS employees may apply for HEO scholarship by November 1st. Each year, Human Resource Services will choose at random from a pool of eligible applicants 50 children of TEAMS employees to participate in this program. For each child selected, the university will pay the in-state matriculation fees, less any Bright Futures scholarship award, for a maximum of 132 credit hours toward an undergraduate degree at the University of Florida or a public community or state college for each selected child.
More information regarding qualification and application can be found at http://hr.ufl.edu/learn-grow/education-programs/higher-education-opportunity/

2. The Tuition Exchange Scholarship Program offers the possibility of more affordable higher education for dependent children of UF full-time employees (excluding OPS) to attend a participating Tuition Exchange College or University at a significant tuition reduction rate. The TEP scholarship deadline is October 31 of the year preceding the desired enrollment into the academic year (Fall & Spring only) program.

Additional information regarding the TEP program can be found online at http://www.aa.ufl.edu/tep

**UF Health Wellness**

UF has created a website at http://news.hr.ufl.edu/category/wellness/ that contains the latest news for UF Health Wellness. Encourage your employees to check out this resource to achieve their own personal wellness goals.

Additionally, the UF Health Wellness committee is looking for Wellness Partners to help advocate the various wellness programs offered throughout the year. If you are interested in becoming a Wellness Partner, please contact Brian Berryman at BNBerryman@ufl.edu

**Effort Report Certifications**

Effort Certifiers and approvers should check their “dashboards” on a regular basis to insure that all outstanding reports are being taken care of. To access the dashboard go to MyUFL>Main Menu>Effort Reporting>Dashboards>My Dashboards.

The dashboard will open with drilldown criteria automatically filled. Click on the “path” and choose Cert-PI, then click the “fetch” button. The incomplete items are indicated by the “red bar” on the “my open reports” grid. Click on the red above 2-coordinator to see any records that will need to be input or submitted by the certifier and the red above 3-PI to see any records that still require approval by the PI. Next, click on the “path” and choose Cert-Employee, then click the “fetch” button. The incomplete items are indicated by the “red bar” on the “my open reports” grid. Click on the red above 2-coordinator to see any records that will need to be input or submitted by the certifier. Click on the red above 3-Employee to see any records that still require approval by the employee and last, click on the red above 4-Reviewer to see records that still require attention from the certifier which may include corrections as these would be items returned or changed by the employee.

**December Vacation Cashout**

TEAMS employees may cash out up to 16 hours of vacation leave during the November 7-20th pay period.

- Minimum balance of 40 hours of vacation leave required after end of pay period
- Payment to be received in November 26th paycheck
- An Instruction guide, *Reporting December Leave Cash-Out*, is available at http://training.hr.ufl.edu/instructionguides/time&labor/reporting_december_cashout.pdf to assist with this process

**Administrative Affairs Staffing Updates**

Veronica Gebrai will be leaving the administrative affairs office for a promotional opportunity in Pediatrics on Friday, October 10, 2014. Effective on that date, Mary Byrd will assume the responsibilities that Veronica previously held in our office. Please welcome Mary as she joins us!

An updated contact list for the HR Administration section can be found on our website at http://adminaffairs.med.ufl.edu/hr-admin/
Academic OPS, Graduate Students and Housestaff contacts are at http://adminaffairs.med.ufl.edu/graduate-programs/.

Immigration and Fringe Benefits contacts can be found at http://adminaffairs.med.ufl.edu/immigration/.

**Procedural Updates**

DEPARTMENTS ARE REMINDED THAT NO LETTER OF OFFER FOR A FACULTY MEMBER, POSTDOC, OR ADJUNCT FACULTY SHOULD BE ISSUED WITHOUT A DEAN’S SIGNATURE, EVEN THOSE BEING COMPLETED FOR A VISA RENEWAL.

Get the most up to date procedural information on the Administrative Website at http://adminaffairs.med.ufl.edu/

**Forms and Templates Updates**

1. The faculty letter of offer has been updated to include new language for the outside employment statement and a new URL for the intellectual property. The latest template language is on our website at https://com-dean-adminaffairs.sites.medinfo.ufl.edu/files/2014/05/Letter-of-Offer-Wording-.pdf

2. The Postdoc letter of offer has been updated to include new language for benefits, outside employment, and a new URL for the intellectual property. In addition, the postdoc template for J-1 applicants contains new language in the paragraphs describing the J-1 process. The latest template language is on our website at http://adminaffairs.med.ufl.edu/hr-admin/post-doctoral-associates/recruitment-and-hiring/

3. The TEAMS letter of offer info has been updated to include new language for the outside employment statement and a new URL for the intellectual property. The latest template language is on our website at https://com-dean-adminaffairs.sites.medinfo.ufl.edu/files/2014/01/TEAMSLOFFERGUIDE.pdf