Administrative Affairs Newsletter

December 18, 2013

Recruitment and Processing Deadlines due to Holidays:
Please note the following campus HR deadlines and be mindful when submitting requisitions or EPAF to us for approvals that our office will do our best to meet these deadlines but items submitted at the last minute to us may not meet their deadline due to volume.

<table>
<thead>
<tr>
<th>Item</th>
<th>Campus HR Deadline</th>
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<tbody>
<tr>
<td>GatorJobs</td>
<td>Friday, December 20</td>
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<tr>
<td>Clearances for Interview/Hire</td>
<td>Friday, December 20</td>
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<tr>
<td>AOL or FDLE Background Check</td>
<td>Tuesday, December 17</td>
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<tr>
<td>FBI 110 Livescan</td>
<td>Fingerprints by Wednesday, December 18</td>
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<tr>
<td>FBI Chapter 435 Livescan</td>
<td>Fingerprints by Friday, December 13</td>
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<tr>
<td>HireRight (United States)</td>
<td>Consent from applicant by Friday, December 13</td>
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<tr>
<td>HR ePAF Deadline</td>
<td>Friday, December 20**</td>
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Time and Labor Reminders:
Prior to leaving for the Christmas holidays time should be entered for employees and approved. Any time through 1/2/14 can be estimated. If the time worked changes, the time can be corrected during the next time and labor cycle (1/3-1/16/14).

Please insure that your department has staff available on Thursday January 2 and Friday January 3rd to review and approve time as well as enter distributions for payroll closing.

If a new hire was not in the system by 12/17, HR is unable to add the DPL (December personal leave) balance in the system until after 1/2/14 so it will not show in the employee balance until the following pay period. In this case, departments should enter time as if worked and make a correction to time and labor following the addition of the DPL balance in the system by HR.

Payroll will not process emergency checks or leave cash outs from 12/30/13-1/3/14. They will begin processing these the following week.

Electronic W-2 Consent:
Active employees who wish to retrieve their W-2 electronically must provide their consent in myUFL using the navigation My Self Service>Payroll and Compensation>W-2/W-2c Consent. This consent remains in place until the employee withdraws it or is terminated. Employees who do not provide electronic consent will be mailed their 2013 paper W-2s on January 31, 2014.

Public Meeting Requirements for Search Committees:
Each search committee should establish protocols on public comments during their initial meeting. Requests for public comments must be allowed at each decision point prior to a decision during a search committee meeting. When posting a public meeting notice for a search committee meeting during which a decision will be made, you can use the following language on the announcement: “Any inquiries and requests should be made to the Search Committee Chair, [Name], through [name administrator] at [address, phone contact]. Any request relating to a meeting must be made at least [specific timeframe] in advance and include the specific matter and meeting that are the subject of the request, and the requester’s name, group represented (if any), email, and phone number.” It is recommended that you allow requests up to the last day or two prior to the meeting.
Florida Minimum Wage:
The Florida minimum wage will increase to $7.93 per hour on January 1, 2014. The Dean’s Office and/or campus HR will make the necessary adjustments in MyUFL. No action will be required by your departments.

Gatorjobs Changes:
Effective January 1, 2014 any requisitions submitted from your departments for recruitment (including faculty) must receive applications online through gatorjobs instead of through other methods (i.e., mail or email to search chair). Any outside advertisements should direct applicants to the UF job applicant website for completion.

End of Year Vacation Leave Conversion:
The conversion of vacation balances over the maximum will occur at the pay period ending 1/16/14.

- TEAMS and HSC faculty limit is 352 hours
- USPS limit is 240 hours

401(a) Plan Conversion:
For our FICA Alternative and Special Pay Plans, VALIC was selected to replace BENCOR. This change was effective December 12, 2013. Because of the transfer, there will be no participant actions lasting from approximately 12/5-12/24. The last day to submit forms to BENCOR was 11/30.

- FICA Alternative Plan – includes all OPS, adjunct faculty, postdocs and residents not covered by a State of Florida retirement plan. The employee is not subject to social security taxes and will not earn social security credit during this period. Contribution is 7.5% from gross wages on tax deferred basis. The account is portable upon termination from UF or ineligibility for the plan. The default investment for contributions is changing from a fixed-interest rate account to an age-appropriate target date fund. A target date fund is a diverse mix of investments that periodically and automatically adjust over time to grow more conservative as you near your target retirement date which is based on age 65. There will be an annual distribution of low balance accounts containing less than $5,000 that have no contribution for 12 months. The annual distribution will occur in March. Participants in the FICA alternative plan were notified of these changes via email from UF and VALIC and a letter has been forwarded from VALIC. Each individual received a mapping schedule regarding fund participation but may make adjustments if they wish. You may sign up to register for information sessions at https://www.valic.com/3750_539813.html. Please insure eligible employees in your department are aware of this update.

- Special Pay Plan- Effective 12/12/13 Faculty, TEAMS and USPS vacation and sick leave cash outs totaling greater than $5,000 are processed through this plan. Please note the make-whole provision was eliminated effective 12/12/13. Contributions are not subject to social security taxes. The default investment for these contributions will be the stable value fund. Active DROP participants were notified of these changes via email from UF and will receive a letter from VALIC. Leave cash outs with an issue 12/11/13 or earlier were processed under the previous guidelines of $2,000 or more and eligible for the make-whole provision. Participants will have 60 days from the issue date to submit the make whole request form.

OPS Health Benefit Eligibility Clarification:
Employees without a Break in Service will be measured on average of hours worked during period as below:

- Hired on or before April 1, 2013 will be measured again during the next Open Enrollment Measurement Period. Because they are not new hires, the Employment Status Change provision does not apply.
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- Hired April 2, 2013 and after who, at the point of hire, were reasonably expected to work 30 or more hours per week on average are eligible for coverage in 2014. These employees will be measured again during the next Open Enrollment Measurement Period.
- Hired April 2, 2013 and after who, at the point of hire, were not reasonably expected to work 30 or more hours per week on average are not eligible for coverage in 2014. These employees are new hires. They will have a New Hire Measurement Period to determine eligibility for coverage. The Employment Status Change provision applies.

New Hire Benefits Enrollments:
Effective Dec. 2013, new hires and current employees must enroll/change benefits online via People First website or by phone for state plans and through MyUFL portal for UF Select and GatorCare plans.
- Job appt./actions must be active in both systems before the employee can access their online enrollment
- 2014 Forms are not posted and will not be accepted (exception - spouse program forms)
- Employees with life events (marriage, birth, etc.) should call People First for state plan changes & UFSelect changes are handled by UF Benefits
- Dept. supervisors should consider hire dates, prior to making an offer OR advise prospective hires of a possible delay in coverage (refer to the November InfoGator article in the Dept. Admin. issue)
- Employees have 60 calendar days from hire or from the qualifying status change (QSC) date to either enroll or make benefit changes
- State plan coverage can begin no earlier than hire date or qualified status change date and will be the first of the month after enrollment, providing 2 consecutive payroll deductions occur in the same month. Exceptions may be made for new hire health enrollments or plan changes for employees with qualifying status events but this will necessitate coordination with UF benefits office.
- Department considerations for new hires
  - Choose early- to mid-month dates, giving ample time to process job appts.
  - Inform hires about when coverage may reasonably begin
  - Encourage new hires to complete enrollments early
  - Recommend checking with the prior employer on coverage end dates and COBRA
  - Avoid hire dates late in the month or on the last day of the month
  - Jobs appointments that are not in the UF or People First systems by the end of any given month can delay coverage by one-month
- Accelerated payroll deadlines – means employees having to pay health premiums by personal check to People First
- Coverage cannot be used until premiums have posted and the health provider mails the member card

GatorStart updates:
Effective 2/1/14, Gatorstart completion will be required for all new employees, including foreign nationals, except those requiring temporary social security numbers

Online Personnel Records:
Departmental HR personnel may obtain access to scanned personnel records if they currently hold the UF_EPAF_DepartmentAdmin security role. The departmental security administrator should request the UF_HR_PERSONNEL_DOCS role as well. Please note that this role should be restricted to employees within your departments who have a business need to access personnel records that is essential to performing their job duties. Folder access is restricted based upon department ID access.