Annual Salary Increase Requests:
Salary Increase requests for next fiscal year should be sent to the salary increase listserv at SVPHA-SI-REQUESTS-L@lists.ufl.edu no later than the end of the day on March 1st.

Information regarding documentation requirements can be found on our website at http://adminaffairs.med.ufl.edu/hr-admin/

- Faculty - http://adminaffairs.med.ufl.edu/hr-admin/faculty/special-pay-increases/
- TEAMS - http://adminaffairs.med.ufl.edu/hr-admin/teams-usps/special-pay-increases/
- OPS and Student Assistants - http://adminaffairs.med.ufl.edu/hr-admin/ops-student-assistants/special-pay-increases/

Deadlines for FY 2014-15:
We have posted the new deadlines for 2014-15 on our website at http://adminaffairs.med.ufl.edu/payroll-deadlines/

AAMC tables for 2012-13:
The latest AAMC faculty salary tables have been placed on Financial Services’ sharepoint at https://portal.comfs.ufl.edu/default.asp

Navigation is:
Budgeting/Budgeting Documents/Public/FY15 Budget Documents/AAMC 2012-2013 Tables

2013 W-2:
Electronic W-2’s were generated on 1/22/14 and email notifications were sent to active employees who had completed the consent for electronic W-2. Printed W-2’s for inactive employees and those who did not consent to receive them electronically were mailed to the mailing address in the UF directory on 1/31/14.

Active employees may still consent to retrieve their 2013 W-2’s electronically at: My Self Service> Payroll and Compensation > W-2/W-2c Consent.

Inactive employees are not permitted to retrieve their W-2s electronically, even if they provided consent. To ensure delivery, inactive employees should update mailing addresses in the UF Directory. Departments should request forwarding information during the termination process.

Department personnel with the UF_PY_PAYROLL_INQUIRY role have access to assist employees with obtaining a copy of their Form W-2 by using the following navigation:
Payroll for North America > U.S. Annual Processing > Create W-2 Data > View W-2/W-2c Forms

Year end Statements are also available electronically at:
My Self Service > Payroll and Compensation > UF Employee Year End Statement
Social Security Office Printouts:
As of February, the Social Security field offices will no longer offer social security number printouts/receipts. To ensure a smooth transition, they will continue to provide printouts (upon request) until April 2014.

At this time, if an employee does not have an original social security card, please have them request a receipt when they apply for a card.

Campus HR is working with General Counsel and our I-9 vendor for recommendations.

Annual Performance Appraisals:
Annual Performance appraisals for TEAMS and USPS employees must be reviewed and signed by the employee and supervisors by March 31, 2014.

Two Forms are used for evaluations:
1. Teams Non-Exempt, USPS Non-exempt and USPS Exempt
2. TEAMS Exempt

Forms and instructions can be found on the HR Website at [http://hr.ufl.edu/manager-resources/employee-relations/performance-appraisals/](http://hr.ufl.edu/manager-resources/employee-relations/performance-appraisals/)

Supervisors should also review position descriptions prior to issuing appraisals to verify accuracy of duties.

UF On-Target Classification Project:
This classification project is designed to identify job titles for TEAMS employees that more accurately reflect what they do. Campus HR has established project timelines and is currently working to identify the method of implementation. They will be establishing workgroups that should include subject matter experts performing responsibilities in a particular “job family”. We are hopeful that our college will be able to choose subject matter experts to serve on these workgroups and appreciate your assistance with future identification of appropriate personnel. Please note that this is not a compensation project and employees’ pay will not change due to the project.

Additional information regarding this project can be found online at [http://hr.ufl.edu/talent-management/current-projects/on-target/](http://hr.ufl.edu/talent-management/current-projects/on-target/)

Requests to Recruit or Hire:
All requests to recruit or hire should be sent to the recruitment listserv at com-recruitment-l@lists.ufl.edu

On the subject line of the email, please include the following information: Department ID, position # (if faculty or TEAMS) OR requisition number (if request to recruit for OPS/student/postdoc) OR name of hire (if OPS/student or postdoc position which you are not advertising), type of appointment (Faculty, TEAMS, Postdoc, Adjunct or OPS), type of request (recruit or hire) and if funding includes unrestricted sources, please include “unrestricted”. This should make it easier to track down your requests when necessary.

Detailed instructions on the process can be found on our website under the recruitment/hiring instructions for each type of position (i.e., faculty, TEAMS, Postdoctoral associate or OPS/Student).

Faculty Benefit Deductions:
Please be advised that the College of Medicine employer-paid life insurance, accidental death insurance, and long-term disability insurance deductions will only be listed on the second paycheck of each month for the entire month’s premium. Faculty were notified of this adjustment in January via email.
New Training Requirements for Sponsored Projects:

New training is now required for personnel who are involved in managing sponsored project and effort certification. Please insure that your departmental personnel complete the appropriate training before March 3, 2014. Requirements include:

- **Training for investigators, department chairs, deans, and center/institute directors:** Two courses are now required: Effort Fundamentals (RSH220) and Cost Principles (RSH260). Note that the cost principles training requirement has been in effect since January 2013. After the training deadline, investigators who have not successfully completed the course will have Notice of Award actions on their sponsored projects withheld until the training course is completed.

- **Training for staff:** the following trainings are required for staff as appropriate. Access to grants transactions and information within myUFL and to reporting tools like myinvestiGator will be removed if the training is not completed.
  - All UF employees who facilitate the development of sponsored project budgets, charging of costs, distribution or allocation of payroll, reporting, or any other fiscal activity for sponsored funds will be required to complete RSH260: Cost Principles.
  - All grant management staff including those who facilitate the development of sponsored project budgets, distribution or allocation of payroll, reporting, or effort reporting for sponsored funds will be required to complete RSH220: Effort Fundamentals and RSH230: Effort Management.

In addition, there are three procedural changes going into effect on March 3, 2014:

1. **Uncertified Effort Reports:** Effort reports that have not been certified more than 150 days after the certification period opens will have spending on all active projects suspended and salary charges on federal programs affected by the delinquent effort reports removed.

2. **Equipment purchased near the end of the grant:** Purchase orders for equipment submitted within 120 days of the end of the grant period will require justification, review and approval by Contracts & Grants prior to purchase.

3. **Cost transfers on to sponsored projects:** Outside of extraordinary circumstances, any labor cost transfer requested after effort certification will not be approved and any non-labor cost transfer requested 90 days after the charge was originally posted will not be approved.

Forms Updates:
The following forms were updated on our business forms page at [http://old.med.ufl.edu/busforms](http://old.med.ufl.edu/busforms).

- The “Hiring Form” now includes a space to indicate whether a TEAMS position will be credentialed.

Procedural Updates:
The letter of offer instructions for faculty have been updated 2/24/14 to include new language in the introductory paragraph. Please go to [http://adminaffairs.med.ufl.edu/hr-admin/faculty/templates-and-other-information/](http://adminaffairs.med.ufl.edu/hr-admin/faculty/templates-and-other-information/) to find the most up to date information.

Wellness Resources for Employees:
The University of Florida is providing wellness resources for all employees. A “health newsletter” will be included in the monthly Infogator and we will see additional resources soon. You can assist by insuring that your employees are aware of the resources available to them.

Check out the February health newsletter at [http://news.hr.ufl.edu/health/2014/february/index.html](http://news.hr.ufl.edu/health/2014/february/index.html)

The wellness resource website is at [http://gatorcare.org/wellness/](http://gatorcare.org/wellness/)