2015 W-2 information
Employees who consented to receive the electronic version of their W-2 forms were notified that they could access them by going to MyUFL, using the navigation: My Self Service> Payroll and Compensation> View W-2/W-2c Forms.
Electronic W-2s were made available on January 22, 2016.

Terminated employees and those who did not consent to electronic W-2 receipt will have the W-2 forms mailed to the local home mailing address in the UF directory no later than January 31, 2016.
Terminated employees no longer have electronic access so please verify the home address information is correct in the system when inputting terminations to ensure that the W-2 is mailed to the correct address.

More W-2 and tax information can be found online at http://www.fa.ufl.edu/departments/payroll-tax-services/w-2s-and-payroll-tax/

New IRS Form 1095 Distribution for 2015
Employees will receive a statement (form 1095-C) which reports health coverage information for the preceding calendar year. Unlike the Form W-2, Form 1095-C is informational and need not be attached to your income tax return. The State of Florida health plan participants will begin to receive forms in early February and Gatorcare participants will receive their forms no later than March 31, 2016.

Generally, you will not need the Form 1095-C to prepare your 2015 individual income tax return. If you know that you (and your spouse/partner and dependents, if any) had coverage for the entire year, you can simply check the box showing 12 months of coverage on your 2015 individual income tax return. If you or your third-party tax return preparer needs additional evidence to confirm your coverage, you may be able to obtain it by reviewing your health insurance card, your pay stubs, or your Form W-2.

If you, your spouse, or your dependents had health coverage through the Marketplace and received a premium tax credit, or plan to claim the premium tax credit on your tax return, you may need information about UF’s offer of health care coverage in order to complete the IRS Form 8962, Premium Tax Credit (PTC), which is filed with your income tax return. For example, you may need to report whether you, your spouse or any dependents were offered employer-sponsored health coverage that was affordable and provided minimum value in the months for which you, your spouse or your dependents received or are claiming the premium tax credit. If this circumstance applies, you may be able to find this information in the health care open enrollment materials. If you need additional information, please contact the UF Benefits office at (352) 392-2477 or benefits@ufl.edu.

Tax Updates for 2016
The income tax tables for withholding have been updated on our website and are available at http://adminaffairs.med.ufl.edu/hr-admin/faculty/templates-and-other-information/income-tax-tables/.
**Worker’s Compensation Injury Reporting Change**

Effective March 1, 2016, if a non-life threatening on-the-job injury occurs; the injured employee should notify his or her supervisor and immediately contact AmeriSys, the State of Florida’s medical case management vendor, by calling 1-800-455-2079.

Treatment for any non-life threatening work-related injury or illness must be authorized by AmeriSys prior to obtaining medical treatment. For more information, please contact UF Workers’ Compensation at (352) 392-4940 or visit [http://hr.ufl.edu/manager-resources/employee-relations/workers-compensation/new](http://hr.ufl.edu/manager-resources/employee-relations/workers-compensation/new).

**Careers at UF**

In an attempt to eliminate a long list and confusion with dispensing applicants, an update has been made to Careers at UF on the applicant status. The new list will include: Ineligible, Remove, Incomplete, Submitted, Withdrawn, Did Not Meet Minimum Requirements.

If recruitment and staffing sees that only one person was interviewed as denoted in the system, the clearance for hire will be paused to determine whether a fair and competitive recruitment process was followed.

Departments are also reminded to close their postings once filled including OPS and Students. Also please note the requisition number in the EPAF comments when hiring an OPS or student assistant for which there was a search.

A reference collection module is being tested and should be released later in spring.

**Notification to Interviewed Applicants**

Please have your supervisors and hiring managers notify those applicants who were interviewed but not chosen for hire of their status personally.

Many applicants only receive an email informing them that the position was filled.

**Update to Veteran’s Preference Guidelines**

UF is required per Florida Statute 295 to give preference in appointment and retention of employment to veterans which includes: wartime veteran, disabled veterans, spouse of a veteran, unmarried widow of a veteran, mother/father/legal guardian of a veteran, veteran defined in statute 1.01(14), current member of any reserve component of U.S. Armed Forces or the Florida National Guard.

The new guidelines require us to take extra effort (above and beyond that given to other applicants) to obtain correct documentation and contact the veteran for interview even if they are difficult to locate. For example, one more attempt to reach (i.e., phone call/email) than was afforded to non-veteran applicants.

For open vacancies, special consideration is extended which includes automatic advancement to the interview stage, unless the veteran made it to this stage based on his/her own merit. If the veteran made it to the interview stage based on his/her own merit, then special consideration must apply at a later stage of the recruitment process. It should be noted that phone screening/interviews must be a form of interview that will assess the knowledge, skills, abilities and competencies of the applicants. You cannot eliminate an applicant based upon expected salary or location preference.
For promotional/Internal Assignment special consideration is only afforded to employees who have been redeployed since their most recent appointment. To qualify, the employee would need to upload his/her redeployment documentation (updated DD214). Additional instructions will be included in the internal posting for covered positions.

A list of positions that fall under the Veteran’s Preference guidelines can be found at http://hr.ufl.edu/wp-content/uploads/docs/worksheet_veteran_preference.xlsx

For additional details including criteria and documentation, please visit http://hr.ufl.edu/manager-resources/recruitment-staffing/recruitment-resources/veteran-preference/

Any additional questions should be directed to employment@ufl.edu or call 352-392-2477.

**TEAMS Posting Ranges**
The posting ranges for TEAMS positions list was updated on January 1, 2016.

If your department has a position with a newly created title that is NOT listed in the table, please contact our office so we may determine an appropriate range. If you DO NOT have a title created yet, please send the position description through for determination of an appropriate title prior to asking for posting ranges.

**Additional UF Job Salary Updates Needed**
If an employee holds a secondary job in your department, please be sure to review their salary data to see if an adjustment will need to be made to their salary in the secondary job due to a merit increase received on the primary.

This type of adjustment would apply to those holding a non-exempt position in their primary role for which the secondary department is required to pay an overtime rate.

These adjustments should be submitted via EPAF with a January 1, 2016 effective date. Please note in the EPAF comments that this is an adjustment for secondary job due to merit on primary.

**Process Terminations Timely**
Please process terminations timely for temporary jobs (i.e., OPS lump sum or OPS hourly positions) that are not working on a regular basis in your area. It should be noted that having an active FTE in our system can affect the ability of the individual to enroll or terminate enrollment in ben

In an attempt to clean up some of the active jobs that should be terminated, HR will be creating lists of those positions that have not receive payment for 6 months. Departments will be required to justify why those job records should remain active. The justification will have to be approved or the job record will be terminated. If you are aware of these types of positions you have open, please terminate the jobs now.
New Form I-9 and E-Verify Resource Guide Available

UF Recruitment and Staffing has developed a new Form I-9 Resource Guide to serve as a resource for current and new HR department administrators when completing Form I-9 and E-Verify.

The guide can be found at http://training.hr.ufl.edu/resources/i9/FormI-9/FormI-9.htm and will include the following:

- Instructions on completing each section of the Form I-9
- Deadlines for completion of each section in order to be federally compliant
- Examples of completed Forms I-9
- Information on how HR department administrators should complete Section 2
- Specific guidance regarding allowable documentation for each citizenship status (i.e., U.S. Citizen, Permanent Resident and Foreign Nationals)
- Common mistakes to avoid
- The distance hire process and E-verification of all employees

Given the legal ramifications and complicated nature of the Form I-9, this new guide will help ensure UF’s new employees are in compliance with federal regulations. Completing these forms accurately speeds up the hiring process.

HR administrators and staff are encouraged to become familiar with this new resource guide and use it as a reference when hiring new employees. Any questions can be directed to HRS at (352) 392-2477 or to employment@ufl.edu.

Benefits Coverage Consideration for New Hires

Departments should consider hire dates prior to making an offer of employment. Early to mid-month hire dates should ensure time to process the job appointment and benefits enrollments. Avoid hire dates late in the month or on the last day of the month as typically this would delay enrollment an additional month for State of Florida benefits. Job appointment must be active both in PeopleSoft and Peoplefirst before the employee can access their online enrollment for State plans.

Remember to inform your new hire about when coverage might reasonably begin and encourage them to complete benefits enrollment as early as possible. You should also recommend that they check with their current employer for coverage end dates or COBRA coverage.

Employees have 60 calendar days from the date of hire to enroll and coverage cannot be used until premiums have posted and insurance ID cards are received. State of Florida coverage would typically begin the first of the month after enrollment provided 2 consecutive payroll deductions occur in the same month. Gatorcare and UF Select plans begin on the date of hire.

Additional information regarding benefits eligibility or enrollment can be directed to benefits@ufl.edu or by calling 352-392-2477.
OPS FTE Changes
It is important to note that OPS meeting certain criteria (averaging 30 hrs per week over specified period or hired at an FTE where expected to meet 30 hrs per week) are eligible for State of Florida insurance when they are hired. For those at an eligible FTE, the State of Florida sends notification directly to the employee regarding their eligibility and enrollment for coverage.

If the employee is initially hired to work less than 30 hours per week on average, they would be ineligible. However, if the employee later has an FTE change that would bring their weekly hours worked to 30 or more, which makes them eligible for coverage, the State does NOT send notification to the employee. If you have OPS employees that you intend to adjust FTE for, please contact UF Benefits at (352) 392-2477 regarding their eligibility before making the adjustment.

Florida Prepaid College Foundation
The open enrollment period for Florida Prepaid runs through February 29, 2016.

Both the Florida Prepaid Plan and the Florida Investment Plan (a 529 plan) offer affordable ways to save for your children’s future college expenses. Sign up by visiting the Florida Prepaid website or call (800) 552-GRAD (4723) to request an enrollment kit and application.

After your application has been approved by Florida Prepaid, you may submit a payroll deduction form to have premiums taken from your biweekly paychecks. Payroll deduction forms can also be found on the Florida Prepaid website at the link provided above. Questions? Call University Benefits at (352) 392-2477

2016 Holidays
New Year’s Day - Friday, January 1st
Martin Luther King Jr’s Birthday - Monday, January 18th
Memorial Day - Monday, May 30th
Independence Day - Monday, July 4th
Labor Day - Monday, September 5th
UF Homecoming - Friday, October 14th
Veteran’s Day - Friday, November 11th
Thanksgiving - Thursday, November 24th and Friday, November 25th
Christmas - Monday, December 26th

Wellness for UF Employees
UF-UF Health Wellness, led by a joint committee, provides enhanced wellness opportunities while exploring potential opportunities to maximize shared resources and expertise.

Workshops and other opportunities are provided on a regular basis in various areas important to overall wellness including, emotional, spiritual, social, environmental, financial, occupational, physical and intellectual wellness.

For more information on services provided, check out their website at http://gatorcare.org/wellness/
Updated Forms Page
We have updated our forms pages to be consistent with our website. Please go to http://adminaffairs.med.ufl.edu/hr-admin/college-of-medicine-forms/ in order to access the most up to date forms.

Effort Report Certification
Effort reports through Summer 2015 should be complete. Incomplete records are considered past due unless the record has been superseded.

Effort Certifiers and approvers should check their “dashboards” on a regular basis to ensure 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 box in the “percentage” table that is above 2-coordinator to see any records that will need to be input or submitted by the certifier. Click on the red box in the “percentage” table that is 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 box in the “percentage” table that is above 2-coordinator to see any records that will need to be input or submitted by the certifier. Click on the red box in the “percentage” table that is above 3-Employee to see any records that still require approval by the employee. Last, Click on the red box in the “percentage” table that is 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.

Procedural Updates
DEPARTMENTS ARE REMINDED THAT NO LETTER OF OFFER FOR A FACULTY MEMBER, POSTDOC, OR ADJUNCT FACULTY SHOULD BE ISSUED WITHOUT THE COLLEGE OF MEDICINE DEAN’S SIGNATURE, EVEN THOSE LETTERS 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 This Month:

1. Income Tax tables updated at http://adminaffairs.med.ufl.edu/hr-admin/faculty/templates-and-other-information/income-tax-tables/