UFHR Forum

December 4, 2024

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Benefits & Leave

Shannon Edwards



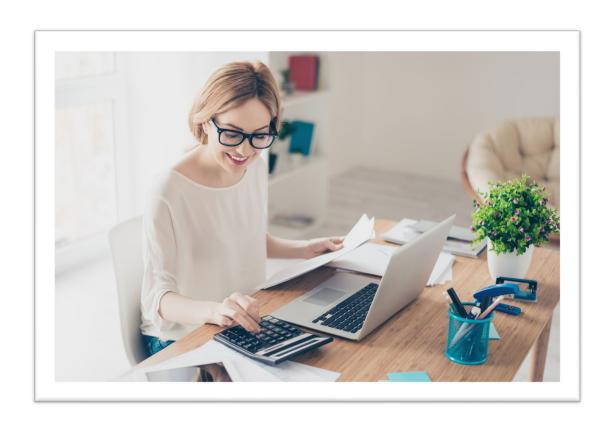
Payroll Deductions for 2025 Benefits

December & January payroll deductions reflect 2025 benefits elections:

State/People First Deductions

- Most plans paid a month in advance
- December 13 and December 27 paychecks pre pay for January 2025 coverage
- OE changes to reimbursement accounts reflected beginning on the January 10 paycheck
 - Flexible Spending Account, Dependent Care FSA, Limited Purpose FSA, and Health Savings Accounts

Payroll Deductions for 2025 Benefits



December & January payroll deductions reflect 2025 benefits elections:

UFSelect and **GatorCare** Deductions

- Paid month of coverage, not paid in advance
- Changes made during OE reflected in paycheck beginning January 10

December Personal Leave

Holiday closing period from 12/26 - 12/31

- Personal leave days auto-populated for eligible TEAMS and Faculty
- System does not require approval for personal leave days for exempt employees-hours automatically populated
- Time reporting code (TRC) DPL-270

NOTE: Departments with employees whose hire approvals are not fully executed by November 20 must contact Leave Administration to manually load DPL hours

Instruction guide "Personal Leave Days" located at:

Instruction Guide: https://training.hr.ufl.edu/instructionguides/time&labor/reporting_december_cashout.pdf

Vacation to Sick Leave Conversion

- The annual conversion of excess vacation leave to sick leave was discontinued in 2024 for TEAMS and out-of-unit faculty. We are currently bargaining with UFF to discontinue the practice for inunit faculty; if agreement is reached, ratification won't occur before January 2025.
- As a reminder, in-unit faculty can keep up to 480 hours of vacation leave, with any overage transferring to sick leave



University Benefits

Coming Attractions

• We will be starting back our Lunch & Learn Sessions on 1/23/2025



Questions? <u>benefits.hr.ufl.edu/contact</u> website or Contact - <u>benefits@ufl.edu</u>

Talent Acquisition & Onboarding

John Sun



TAO – Holiday Deadlines

Job Posting and Clearance Request

Job requisitions: *Wednesday, December 18th Clearance for offer: *Monday, December 16th

Research/Research support screening: *Monday, December 16th

Note: This <u>only applies to UFHR screening</u>. Cases that need further review by the RISC office may not be completed before the holiday break.

Criminal Background Screening (Fingerprinting Submission)

Level 2 Screening: *Wednesday, December 18 Level 2 – DCF Screening: *Monday, December 9

Immigration Compliance Services

Non-immigrant Petitions: Submitted to UF ICS via the Fragomen Portal by *Wednesday, December 11

*Pending any barriers associated with the request

Classification & Compensation

Kenya Williams



FLSA – Ruling Overturned

- On April 23, 2024, the Department of Labor (DOL) announced the final rule to amend the Fair Labor Standards Act (FLSA)
- Effective as of July 1, 2024, the minimum salary threshold increased from \$35,568 (\$684 per week) to \$43,888 (\$844 per week)
- On November 15, 2024, a federal judge in Texas ruled to strike down the overtime final rule
- We will monitor ongoing DOL developments to ensure compliance and prepare for potential changes

Postdoctoral Associates – Effective January 1

- Beginning January 1, 2025, the minimum annual salary of UF postdocs will increase to \$58,656
- UF Research will fund a percentage of the projected salary and fringe benefit increases
 - Funded via sponsored programs for the 2025 calendar year



Accelerated HR Deadlines

With the holidays fast approaching, please be aware of the accelerated HR deadlines UF will be experiencing in the months of November and December.

- **December 11th** is the accelerated HR deadline for ePAF transactions to be paid out on the December 27th paycheck; Time & Labor closes on Tuesday, December 17th this pay period
- **December 18th** is the accelerated HR deadline for ePAF transactions to be paid out on the January 10th paycheck

To review all Payroll and HR deadlines visit the Payroll Schedules webpage.

http://www.fa.ufl.edu/directives/payroll-schedules/

Student Employee Reminders

Federal Work Study (FWSP) Employees

- Those who are graduating this semester and will no longer be enrolled must be switched to student assistant (STAS) effective 12/13/24 if they continue to work.
 - Last day to work as FWSP is December 12th; always the Thursday before commencement.

Student Assistant (STAS) Employees

- Those who are graduating this semester and will no longer be enrolled must be switched to OPS effective 12/20/24 if they continue to work.
- Student assistants are entitled to FICA exemption for the entire pay period that commencement falls in.

Hours Extension Form

Employment Operations & Records will be managing this form. The look is different, but the content and guidelines remain the same. You can find the form on our website:

https://admin.hr.ufl.edu/wp-content/uploads/sites/39/2024/03/Hours-Extension-Form.pdf

Termination File

- A termination file is now open from November 22nd December 12th
- The file consists of active employees who have not received payment in the past six months
- Effective date in Job Data: December 20, 2024
- Why do we do a termination file?
 - Help mitigate unnecessary risks
 - Have an accurate count of our employment population
 - Assist departments in making good decisions for unit/college

Important Note: This should never be an alternative to timely terminations in the system

Termination File

- Review the termination file and "uncheck" those individuals who should remain active in the system
- As Employment Operations & Records reviews the file, we may contact you for additional justification on leaving certain employees active
- The file may contain records of all the salary plans. For example, OPSN, FELL, FWS, STAS, OF12, etc. (This is not an all-inclusive list)

Termination File

The termination file is located:

Main Menu > Human Resources > Workforce Administration > Job Information > UF Appointment Review

- Enter the Calendar Year: 2024
- Enter your unit's Department ID
- Enter Termination Date: 12/20/2024

Reminder – Termination File closes December 12th

Temporary SSN

Departments can run an Enterprise Analytics report to view employees who have a temporary ID that needs to be updated with an actual SSN

Navigation: Enterprise Analytics > Access Enterprise Analytics > Team Content
 > Human Resources Information > Workforce Information > Employees with
 Temporary SSNs

Please review the report and submit an <u>Update SSN</u> request to our portal to ensure these updates are active in myUFL prior to reports sent to IRS for tax season.

Training & Organizational Development

Gwynn Cadwallader



Spring Training Calendar

New classes available starting
December 6, 2024.



Employee Education Program

Verlissa Ford



Employee Education Program (EEP)

Provides a professional and personal development opportunity that enables fulltime (1.0 FTE) UF staff and faculty, who have been employed at least (6) months, to receive:

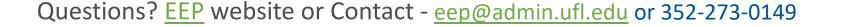
- Tuition assistance for up to (6) eligible credits per semester term.
- Florida public university (or college, if TEAMS) closest to their work location.

Note: Participants must be admitted or have the expectation to be admitted to their EEP eligible institution (for the semester of attendance) as a degree-seeking or non-degree seeking student.

Accepting Applications Now!
Application & Director Approval Deadline

UF EEP Spring 2025 – 5PM, December 20

Join Us! EEP Information Session Friday, November 22, 230-430PM





December 6 • Spring Training Calendar Registration Opens

December 11 and 18 • Accelerated HR Deadline for ePAF Transactions

December 20 • Deadline for UF EEP Spring 2025

December 25 – January 1, 2025 • Winter Break (UF Closed)

January 8, 2025 • HR Forum

January 23, 2025 • Benefits Lunch & Learn Session







Happy Holidays

Thank you for being an essential part of our efforts to honor our history and shape an inspiring future for UF.

Wishing you a relaxing holiday season and a prosperous New Year!



Human Resources

