



UFHR Forum

December 4, 2024

903 W University Ave. Gainesville, FL 32601-5117
HR.UFL.EDU | (352) 392-2477



Human Resources

AGENDA

Benefits & Leave | [Shannon Edwards](#)
Talent Acquisition and Onboarding | [John Sun](#)
Classification & Compensation | [Kenya Williams](#)
Employment Operations & Records | [Rachel Blue](#)
Training & Organizational Development | [Gwynn Cadwallader](#)
Employee Education Program | [Verlissa Ford](#)
Important Dates and Closing Remarks



Benefits & Leave

Shannon Edwards


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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
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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 in-unit 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? benefits.hr.ufl.edu/contact website
or Contact - benefits@ufl.edu

A hand is shown opening a compartment of a white advent calendar with a red roof. The calendar is decorated with a snowflake and has several compartments, each with a numbered circular sticker. The hand is peeling off the sticker with the number '1'. The background is dark with some bokeh lights.

Talent Acquisition & Onboarding

John Sun

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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 only applies to UFHR screening. 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

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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
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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

Questions? Classification & Compensation - compensation@ufl.edu



Employment Operations & Records

Rachel Blue

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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)
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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 [Update SSN](#) 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

UF

Human Resources

Spring Training Calendar

**New classes available
starting
December 6, 2024.**





Employee Education Program

Verlissa Ford



Human Resources

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

Questions? [EEP](#) website or Contact - eep@admin.ufl.edu or 352-273-0149

The background features several wrapped gifts in brown paper on a red surface. The gifts are decorated with various tags: a star with the number 21, a heart with 19, a star with 24, a candy cane, and a heart with 4. There are also pinecones and orange slices visible in the top right corner.

Important Dates

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!



UF Human Resources