

## HR Liaison Network Meeting

January 15, 2013  
2-4 p.m.  
Student Union Cape Room 316

---

<b>Meeting called</b>	Human Resources	<b>Type of meeting:</b>	HR Liaison Network Meeting
<b>Facilitator:</b>	Beth Scheitzach	<b>Note taker:</b>	Deborah Frankenbach

**Attendees:** 98 registered HR Liaisons and 22 HR staff members representing over 50 colleges/departments

HR Staff included - Robert Guarnieri, Deborah Frankenbach, Ivette Martinez, Liz Rivera, Nancy Gayton, Molly Myers, Jon Richman, Lisa Mello, Becky Moulton, Daren Hill, Haresh Patel, Marty Sibley, Sarah Lovel, Kay West, Ben Anderson, Roxanna Tarrab, Beth Scheitzach, Abbee Camen, Elizabeth Herrera-Carrasquillo, Doanh Vu, Patsy Popelas, Shanika Gooding

### *Minutes*

---

**Agenda item:** Welcome **Presenter:** Beth Scheitzach

**Discussion:**

The quarterly HR Liaison Network meeting was called to order on January 15, 2013 at 2:00 p.m. by HR's Organization, Development and Training Manager, Beth Scheitzach. Ms. Scheitzach opened the meeting by welcoming all HR Liaisons and outlining the meeting guidelines.

To be added to the HR Liaison Network listing, staff must attend the two half-day HR Liaison training sessions. The next course is scheduled for February 5 and February 12<sup>th</sup> from 1pm – 5pm. A few seats are still available, so please register today in the employee self-service course PER079 and PER083.

---

**Agenda item: New Compensation Pay Practices Updates** **Presenter:** Robert Guarnieri

**Discussion:**

Mr. Guarnieri gave a brief summary of the new Compensation Pay Practices for USPS and A&P new hires, reclassifications, and lateral transfers implemented on August 31, 2012. Included in the discussion are the Special Pay Increases for various categories including: additional duties, temporary pay increases, counter offers, market adjustments, internal equity or compression, and out of cycle merit increases. One-Time Performance Payments are also available to departments to reward employees for the successful completion of a special project or assignment, which is in addition to the employee's regular assigned duties. Mr. Guarnieri completed the discussion by going over the guidelines for posting an A&P position to ensure that compensation has correct information for analyzing and offering employment.

**Conclusions:** Find this useful information on the HR website:

Compensation Pay Practices and Procedures (**NEW**) <http://www.hr.ucf.edu/web/compensation/policies.shtml>

**Q:** Will Recruitment/Compensation review the age of the position description before posting or is that part of the department's responsibility?

**A:** It is the responsibility of the department to confirm the age of the position description. However, if there is a question regarding the age of the description, please contact your compensation team member assigned to your group for clarification.

---

**Agenda item: Benefit Updates** **Presenter:** Nancy Gayton

**Discussion:**

Ms. Gayton advised of two upcoming free workshops for employees nearing retirement or interested in learning more about Medicare. SHINE (Serving Health Insurance Needs of Elders) is a program offered by the Florida Department of Elder Affairs and the local-Area Agency on Aging. HR/Benefits will be hosting two free workshops on February 4<sup>th</sup> at 10:00am -- 12pm in the Student Union Cape Florida Room 316AB and February 7<sup>th</sup> 10:00am -- 12pm Student Union Sand Key Room 220. Registration is available in the employee self-service course HRMED and session 1 or 2.

Benefits will soon be announcing the dates of our annual Retirement Series offered in April.

In May 2013, the state will be announcing the increase of the **employer's** portion of health insurance which will be effective June 1, 2013.

**Conclusions:**

For more information on SHINE, visit <http://floridashine.org/>

**Q:** Will health insurance premiums for retirees increase effective June 1<sup>st</sup>?

**A:** Benefits has not received any information at this time.

**Q:** What about OPS staff that does not have health insurance. After the new health laws are, in effect, will they have options for health insurance?

**A:** At this time, HR has not received any information from the state. However, UCF is looking into insurance options.

Benefits will keep updating these questions as we have additional information.

---

**Agenda item: Deadline and completion of annual Performance Appraisals**

**Presenter:** Abbee Camen

**Discussion:**

Ms. Camen began the topic by reminding the group that the deadline for Performance Appraisals to be received in Human Resources is February 15.

Some helpful hints to be sure that Performance Appraisals are not returned to the department include:

- Input appraisal date in format MM/DD/YY – MM/DD/YY and for no more than one year
- Only one appraisal statement can be selected for each performance factor.
- Review overall rating level based on its definition.
- Immediate supervisor and department head must sign and date.
- Employee must sign; however, if refuses please note on performance appraisal.

**Conclusions:**

Find more information and the USPS and A&P appraisal forms on our HR website at <http://www.hr.ucf.edu/web/payroll/appraisals.shtml>

**Agenda item: Electronic I-9/E-Verify Updates**

**Discussion:**

Ms. Camen thanked the group for their participation in the recent Electronic I-9/E-Verify training and implementation on November 23, 2012.

She advised that the State of Florida is the second state to join the RIDE (Records and Information from DMVs for E-Verify). Be sure to input Florida Driver's License Numbers in the Electronic I-9 form by only using the Alpha Numeric Characters and omit hyphens, dashes and spaces.

When processing Electronic I-9/E-Verify here are some helpful tips:

- E-Verify cases must be closed when status shows Employment Authorized.
- Incomplete Message – the system is giving you a second chance to review and update the data before submitting.
- Duplicate SSN Message – if an employee has ever worked at UCF this message may appear. If it's the same person, click same. If a different person, click Different and update the employee's SSN.

**Conclusions:**

Find the Quick Guide: Department Instructions: Electronic I-9/E-Verify and Manual at [http://www.hr.ucf.edu/web/forms/records/Department\\_Quick\\_Guide\\_Instructions.pdf](http://www.hr.ucf.edu/web/forms/records/Department_Quick_Guide_Instructions.pdf)  
[http://www.hr.ucf.edu/web/forms/records/Electronic\\_I-9\\_E-Verify\\_Manual.pdf](http://www.hr.ucf.edu/web/forms/records/Electronic_I-9_E-Verify_Manual.pdf)

**Discussion:**

UCF Card Services provides official university identification cards to more than 60,000 students, faculty, and staff. Ms. Kidder, UCF Card Services Manager, was asked to be a guest speaker to share information about the mass re-carding for the university.

The new card's magnetic stripe provides secure access to:

- **Knight Cash** – funds can be used almost anywhere on campus, including restaurants, retail locations, vending machines, etc.
- **FAIRWINDS Credit Union** – On October 29, 2012, FAIRWINDS Credit Union became the official Student Banking Services Provider. An account can be opened with FAIRWINDS Credit Union, and your ID card will have access at ATMs and debit purchases. Visit <https://www.fairwinds.org/ucf/faculty> for more information.
- **Meal Plan** – Access funds in your meal plan to purchase at Dining Services facilities. Visit [www.ucfdining.com](http://www.ucfdining.com)

Replacement cards are currently at no charge for faculty and staff when the old card is returned. Cards can be obtained at UCF Card Services office at East Plaza Drive across from the UCF Arena and North of the Barnes & Noble Bookstore.

Card Services and Human Resources are working together at future New Employee Orientations. Card Services will be attending New Employee Orientation between 8:00am – 8:30am to take photos and return later in the day to distribute the identification card.

**Conclusions:**

Find complete information at UCF Card Services web site at <https://ucfcard.ucf.edu/index.html>

**Q:** Why should staff change cards?

**A:** At some point, the old card will not work with the new readers being installed.

**Q:** Did FAIRWINDS sign a contract with UCF?

**A:** After the first five years of the contract, it is extended by a mutually agreed upon time period not to exceed an additional five years.

**Q:** Noticed there is an expiration date on the cards. What does the expiration mean?

**A:** Cards have always had an expiration date. Card Services needs a process for managing the cards. If staff card expires and you do not get a new one, all the services will continue except Knight Cash.

**Q:** How long will Card Services continue to issue the new cards without charging \$15 replacement cost?

**A:** At this time, Card Services has not announced a date to stop.

**Discussion:**

Parking and Transportation Services is responsible for providing and maintaining all parking facilities and transportation services on campus. There are over 17,000 parking spaces and the majority of this is general student parking. Ms. Jacqueline Sablain, UCF Parking Services, was asked to be a guest speaker to discuss parking decals for new employees.

Ms. Sablain explained the various parking areas available for faculty and staff.

These options are currently available for new employees:

- Parking Services offers a complimentary two-week temporary parking pass for all new employees. The new employee needs to have their office prepare a letter from the supervisor on departmental letter head stating that they are a new employee. This gives the new employee time for all hire paperwork to be processed and register online.
- If a new employee does not have access to the internet, please stop by the Visitor and Parking Information Center to use a computer to register and pick up a parking decal at that location as well.
- Daily permits may be purchased at the Visitor and Parking Information Center, and any of the pay and display parking meter machines located in student (D) parking lots and garages.

**Conclusions:**

More information can be found about employee permits at <http://parking.ucf.edu/permits/employee-permits/>

**Q:** Is payroll deduction for parking decals available for OPS staff?

**A:** Yes for OPS non-students.

**Q:** In the future, how can we streamline the process for new employees purchasing a parking decal?

**A:** Again, currently we offer a free two-week temporary pass for new employees with a signed letter from the supervisor. Beth suggested that HR continued working with Parking Services to see what additional ideas can be presented for streamlining the process during new employee orientation.

**Q:** Is there anything that can be done for decals that expire mid – end July while they wait for new decals to be available?

**A:** No, not at this time. However, Parking Services does usually start selling the new decals end-July.

---

**Agenda item:** W-2 Processing for 2012 Tax Year

**Presenter:** Nancy Gayton for Payroll

**Discussion:**

Ms. Gayton led the Payroll discussions in the absence of the Payroll Manager. Regarding W-2 for the 2012 tax year, UCF has a 68% electronic participation rate. Payroll Services anticipated release of the electronic forms by January 18<sup>th</sup> but actually had an early release date last Friday, January 11<sup>th</sup>. If an employee did not consent by the cutoff date of January 10<sup>th</sup>, they will receive a paper W-2 postmarked and mailed no later than January 31<sup>st</sup>. After January 10<sup>th</sup>, employees can still consent to receive their W-2 electronically through the employee self-service; however, they will also receive the paper. Payroll will not print duplicate W-2s until after February 15<sup>th</sup>.

**Conclusions:**

Direct employees to self-service at <http://my.ucf.edu>.

For additional information please go to [payroll@ucf.edu](mailto:payroll@ucf.edu) or visit the IRS website <http://www.irs.gov>.

**Agenda item:** Discontinuing the use of Under 30-Day Form

**Discussion:**

Ms. Gayton discussed HR's proposal to eliminate the usage of the 30-Day Form due to the following reasons:

- Employment verifications
- 25% supplemental Tax rate charged employees.
- Student FICA Tax Determination
- Graduate Students workload limitation
- Payment Timing
- Departmental Approval

HR's plan includes replacing the under 30-Day form with the ePAFs and Salary Supplement Request Form.

**Conclusions:**

Check HR's website and contact [payroll@ucf.edu](mailto:payroll@ucf.edu) with any questions.

---

**Agenda item: Parental Leave**

**Presenter:** Ben Anderson

**Discussion:**

Mr. Anderson continued the agenda items with a reminder on Parental Leave and the use of sick leave. An employee may be granted an unpaid parental leave of absence not to exceed six months when the employee becomes a biological or adoptive parent.

Accrued Sick leave can be used:

- By an employee for the two weeks prior to the anticipated delivery date and six or eight weeks after delivery with the submission of a UCF Medical Certification form that states the biological mother is unable to work.
- By an employee when an immediate family member is under the care of a physician. The use of sick leave will depend on the information submitted on the UCF Medical Certification form.

- When an employee becomes an adoptive parent, sick leave may be used under the provisions of the documented information of a serious health condition of the child on the UCF Medical Certification form.

Leave of Absence has scheduled a Parental +Child = Parental Leave Workshop on February 7<sup>th</sup> 2pm – 4pm in the HR Training Room 105. This free workshop is offered specifically for soon-to-be new parents, adoptive parents and those who are anticipating a foster child placement. Registration is open online in employee self-service COURSE PER094. A brochure is attached for your use in advising your department/college of this important upcoming workshop.

**Conclusions:**

**Q:** When a married couple both work for UCF, can both use parental leave at the same time?

**A:** Yes, with the appropriate medical certification form and Parental Leave Request Form required for the process.

---

**Agenda item:** HRIS and future development

**Presenter:** HRIS Becky Moulton, Marty Sibley, Daren Hill

**Discussion:**

Mr. Sibley announced that HR has been in the process of updating our website. The new website will have the UCF standard design, role-based layout, and improved search functionality. March 2013 is the projected release. HR will send out multiple communications prior to the switch to the new format.

Other announcements included future electronic position description and plans for additional PeopleSoft modules. HRIS is attending training this spring, and more information will be coming soon.

**Conclusions:**

**Q:** The current HR website is very hard to find forms. Will this be improved with the new website?

**A:** HR plan is that the new format will make it very easy to find forms.

---

**Agenda item:** HR's new Point of Service Contact

**Presenter:** Robert Guarnieri

**Discussion:**

Mr. Guarnieri announced that the entire HR Department is moving away from the alpha contact listing to a new Point of Service Contact by College/Division. A printed breakdown was distributed at the meeting to be effective February 1<sup>st</sup>.

**Conclusions:**

HR asked that each HR Liaison share this information with their staff so that the appropriate person will be contacted at HR for streamlined and improved customer service.

---

**Agenda item:** Question & Answer / Wrap Up

**Presenter:** HR Managers

**Discussion:**

**Q:** I have one girl whose boss will not let her make up any time when she is out for a doctor's appointment, or other short appointments, etc. Can someone please elaborate on that?

Another payroll processor once told me that one could make up time within the week you are out. Can someone address if that is correct? Also, if a doctor appointment is on a Thursday, is it okay to make up your time by taking shorter lunch hours than Monday-Wednesday (15-30 minutes let's say) or working a little extra time in the evening; or is it possible one could make up their time within the two-week pay period?

**A:** It is at the supervisor's discretion on whether or not an employee will be allowed to make up missed time when out for doctor or other short appointments. I would encourage that supervisors treat employees similarly within the same department (unless you have a valid business reason because you do not want to be accused of discriminatory practices).

If a supervisor does allow time to be made-up, USPS non-exempt must do it within the same workweek. A&P, faculty, USPS exempt and law enforcement personnel can make up the time within the same pay period with supervisor approval. Shorter lunches are allowed (supervisor approved) but must be at minimum 30 minutes for USPS non-exempt employees.

**Q:** Parking Garage signage: There are four floors and only two machines per floor. We need signage at two stairs directing people to the parking permit machine. Could this be possible in the future?

**A:** That is a possibility. I will get with our Parking Maintenance department to see if that's something that can be done soon.

**Q:** Will departments be involved with e-recruit implementation?

**A:** Once HR has a shell of a system in place, we will work with volunteers to help us test the system.

**Q:** When will the LAPER be automated?

**A:** We will not be automating LAPERs until we are on version 9.2 of PeopleSoft.

**Q:** Any news about retirement for employees who left UCF, returned to find out that they're not eligible for retirement from FRS in regard to the rolling retirement into another plan.

**A:** In regards to the 2010 legislation that changed the definition of a "retiree," at this time, HR Benefits is not aware of any proposed changes to that legislation.

**Q:** Why does the University conduct hourly reporting and exception reporting at the same time?

**A:** The Department of Labor requires employers to maintain accurate records of hours worked each workday. We accomplish this by using the Timesheet. It is important to track in and out times and derive the total number of hours worked to determine overtime eligibility and pay requirements for non-exempt employees (non-exempt USPS and OPS hourly) in order to comply with the Fair Labor Standards Act.

All employees (except for the exception of OPS hourly) are required to use a Leave & Pay Exception Report (LAPER) to report leave usage and/or leave without pay. The timely processing of this document assists with preventing an overpayment. The LAPER is also used to document whether or not a USPS non-exempt employee wants overtime paid out or accrued in the compensatory balance.

The Department of Labor and State of Florida have special record retention laws by which we are required to retain these records for inspection.

## **Mark your calendar for the NEXT HR Liaison Network Meeting**

**Monday, April 15, 2013 – 9:00am – 11:00am **MOVED** to Cape Florida 316ABCD  
Registration is open in Employee Self-Service PER098 Session 007**