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2014 UCF Retirement and Investment Series



The HR Benefits Section is very excited to once again host the annual UCF Retirement and Investment Series! The series will be held on select dates between April 1 and April 24, 2014, in the HR Training Room. We will be

hosting presentations on cash and debt management, investing basics for retirees, nearing retirement in the FRS, retiring from UCF, making sense of investing and Medicare as well as others. We will even be hosting an investment panel with representatives from our various retirement companies who will answer employees' retirement questions. We have scheduled workshops throughout the series for everyone - from the brand new employee to the person getting ready to retire.

Dates and times of the specific workshops will be sent via Campus News announcements and will also be sent directly to department HR Liaisons for dissemination. The 2014 UCF Retirement and Investment Series [schedule](#) can also be found on the Human Resources website. Registration is required through [Employee Self Service](#). Seating is limited, so reserve your spot today!

If you have questions, please contact HR Benefits at benefits@ucf.edu.

Important Dates to Remember

April 1	Retirement and Investment Series Begins
April 1 - June 30	Open Enrollment for 12-Month Payment Option for 9-Month Faculty
April 15	Deadline for Submitting 2013 FSA Claims
	2014 Deadline for Filing Income Taxes
May 12	Quarterly Deadline for Reporting Non-Cash Fringe Benefits
May 26	Memorial Day Holiday - University Closed
June 30	Deadline for Using Personal Holiday

Memorial Day Holiday - May 26



The university will be closed on Monday, May 26 in observance of the Memorial Day holiday. In order to be paid for the holiday, eligible employees must be in pay status (working or using paid leave) for at least 50% of their last scheduled workday prior to the holiday.

Eligible full-time employees will receive a maximum of 8 hours for the holiday, regardless of the number of hours or days which constitute their workday or workweek.

Please contact Payroll Services at payroll@ucf.edu if you have questions regarding the Memorial Day holiday.

Twelve-Month Payment Option for Nine-Month Faculty Members

Open enrollment for the Twelve-Month Payment Option for nine-month faculty is here. The open enrollment period runs from April 1, 2014 through June 30, 2014.

Eligible nine-month faculty members may complete a form to request to have a specific dollar amount deducted from their paychecks during the fall and spring semesters. All money accumulated in the balance will be paid over 5 paychecks (in equal amounts) during the summer to ensure that nine-month faculty receive some pay in the summer months when they may not have a summer supplemental agreement. For [Frequently Asked Questions](#), which provide more information regarding the Twelve-Month Payment Option for nine-month employees, and the [enrollment form](#), please visit the HR website.

If you have any questions, please contact Payroll Services at payroll@ucf.edu.

Deadline for Submitting FSA Reimbursement Claims

Do you have a Flexible Spending Account (Medical or Dependent Care Reimbursement)?

The last day to submit claims for 2013 to People First for reimbursement is April 15, 2014. To file a claim:



- Incur the expense (pay out of pocket for eligible expenses)
- Retain receipt(s)
- Download claim form:
http://www.myflorida.com/mybenefits/pdf/FSAClaimForm_EY.pdf
- Complete the form and attach receipts (keep copies for your files)
- Mail or fax to People First for processing:

People First Service Center

Flexible Spending Account

Post Office Box 1800

Tallahassee, FL 32302-1800

Customer Service: 1 (866) 663-4735; TTY: 1 (866) 321-0268

FAX: (850) 425-4608

If you have problems, please contact the HR Benefits Team at (407) 823-2771 or benefits@ucf.edu.

Requests for Duplicate W-2 Forms

Employees, who have not consented to electronic W-2 and do not wish to, and need a copy of their 2013 W-2, will need to request a duplicate from Payroll Services.

To request a duplicate W-2, please use Employee Self Service via the [myUCF](#) portal.

Duplicate requests will be processed within 5-10 business days.

If you have any questions regarding the W-2 form, contact HR Payroll Services at payroll@ucf.edu.

USPS Personal Holiday

USE IT
OR
LOSE IT!

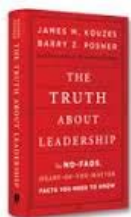
Full-time non-exempt USPS employees are entitled to one 8-hour Personal Holiday (PH) each fiscal year. Part-time non-exempt USPS employees are entitled to a PH each fiscal year which is calculated proportionally to the PH granted to full-time employees. The PH is credited to eligible USPS employees on July 1 of each year or at the time that they are hired, and must be used by the employees or forfeited at the close of business on June 30 of the following year.

The hours granted for the PH may not be used intermittently, may not be used before they are earned, and the employees must use the entire 8 hours (or proportionate hours for part-time employees) during a single work shift. Remember, "Use it or lose it!"

If you have questions regarding the PH, please contact Payroll Services at payroll@ucf.edu.

The Leadership Challenge® Workshop Series

The Leadership Challenge® Series runs June 4, 11, 18, and 25 from 1:00 - 5:00 pm. The series uses practical application gleaned from twenty five years of research to transform individuals, teams, and organizations



- The workshop is a combination of 16 hours of in-class instruction, in addition to each participant receiving four one-on-one coaching sessions.
- The workshop uses the award-winning book, The Truth About Leadership, by Kouzes & Posner, which explores the 10 time-tested leadership truths that have endured decades of practice and withstood the intense scrutiny of statistics
- Participants experience and apply The Five Practices of Exemplary Leadership® through cases, workbook exercises, group problem-solving tasks, lectures and optional outdoor action learning.

Program Fee: The program fee is \$250 and can be paid by interdepartmental transfer or personal check. This fee includes all materials provided during the class, as well as a copy of the book, and the four individual coaching sessions.

Workshop Facilitators: Beth Scheitzach & Patty Farris

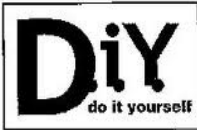
For more information, please see [Leadership Challenge Series](#) on the HR website.

Non-Cash Fringe Benefits Reporting Deadline

All non-cash fringe benefits should be reported to HR Payroll in a timely manner in order to ensure that they are reported on the employee's W-2 in the appropriate manner. If you are responsible for submitting non-cash fringe, please ensure that you submit the information to HR Payroll by the [quarterly deadlines](#) specified on the HR website.

The next quarterly reporting deadline is May 12, 2014.

Do It Yourself with Employee Self Service



Do you need a copy of one of your paychecks? Do you need to update your direct deposit or W-4 information? This, and much more, is now as simple as logging on to the [myUCF](#) portal and selecting Employee Self Service. In Employee Self Service, UCF employees can:

- View and print their paycheck
- Change their direct deposit banking information
- Update their W-4 tax information
- Consent to receive electronic W-2 for tax year 2009 and future tax years
- Request a duplicate W-2 for the years 2004 through 2013
- Change their voluntary 403(b) contribution
- Change their personal information (i.e., mailing address)

Any changes that employees make to their direct deposit, W-4, and voluntary 403(b) through Employee Self Service are processed in the payroll system in real-time and do not require completion of any forms. An email will automatically be sent to notify employees that their request to make a change was successful.

Employees who consent will be able to immediately print their W-2 for the tax years 2009-2013 and will not need to submit a request for a duplicate.

The [Employee Self Service User Guide](#), which was created to assist employees with using the functionality that is available on the Employee Self Service menu, is available on the HR website.

If you have questions regarding using Employee Self Service, please contact HR Information Systems at hris@ucf.edu.

Employee Tuition Waivers and Taxation

Section 127 of the Internal Revenue Code affords employees up to \$5,250 in tax-free educational benefits for graduate level and higher coursework. This portion of the code has been made permanent. The value of the benefit in excess of \$5,250 will be taxed at the supplemental tax rate (25%) for federal withholding, plus the appropriate Social Security and Medicare tax rates. Those taxes will be deducted from employees' paychecks and will be included on their Form W-2.

Medicare Taxes for High Earners

The employee and employer tax rate for Medicare is currently 1.45% on all taxable earnings. As part of the Patient Protection and Affordable Care Act, continuing with the tax year 2014, employees whose taxable wages exceed \$200,000 will experience an increase in the rate from 1.45% to 2.35%. The employer rate will remain at 1.45%.

OPS Online Benefits Orientation Available

Effective January 1, 2014, benefits coverage offered through the State Group Insurance program was extended to eligible OPS employees who work an average 30 or more hours per week.

People First, the state's contracted plan administrator, determines benefits eligibility and notifies eligible OPS employees accordingly.

UCF Human Resources currently offers an online Benefits Orientation, which is delivered via [Webcourses@UCF](#), for OPS employees to help them understand the benefits offered through the Division of State Group Insurance and the enrollment process.

The Health Care Compliance section of HR sends eligible OPS employees an email with information on the online Benefits Orientation once we receive the notice of eligibility from People First.

Employees may access the online orientation by following the instructions provided below:

- Sign on to the [myUCF](#) portal
- Navigate to Employee Self Service > Learning & Development > Request Training Enrollment
- Search by Course Name, OPS BENEFITS ORIENTATION WEB, then select Search **or**
- Search by Course Number, OPS02, then select Search
- Select View Available Sessions, then select the highlighted session #
- Select continue to complete registration
- Select Submit

Employees will receive a confirmation email from healthcarecompliance@ucf.edu once registration is complete. They can then access the course immediately by logging into [Webcourses@UCF](#) via the [myUCF](#) portal or <https://webcourses.ucf.edu>.

Questions regarding OPS healthcare should be sent to healthcarecompliance@ucf.edu.

Electronic W-2s

Print your own W-2 for tax years 2009-2013. All you need to do is consent to receive your W-2 electronically via the [myUCF](#) portal, if you have not already done so.

The copy you access and print is the exact same document as the paper form that Payroll Services would print.

In order to receive an electronic W-2:

- Log into the [myUCF](#) Portal
- Click on Employee Self Service
- Click on Payroll and Compensation
- Click on W-2/W-2c Consent
- Check the box to "indicate your consent"
- Click on Submit, re-enter your password, click continue

If you have any questions, please contact Payroll Services at payroll@ucf.edu.

Fair Labor Standards Act and Overtime Compensation



The University of Central Florida complies with the Fair Labor Standards Act (FLSA) and applicable state laws in designating the status of employees who are eligible for overtime payments and in making overtime payments as specified in federal and state laws and related regulations. Please see [UCF Policy 3-010, Eligibility for Overtime Compensation](#) for additional information.

A **nonexempt** employee is any employee of the university who does not qualify for an exemption from the overtime requirements of the FLSA, state laws, or regulations. Most USPS employees are non-exempt. Employees who are classified as nonexempt must either be paid overtime or accrue compensatory time (at the rate of 1.5 times their hourly wage) for all hours actually worked beyond 40 in the designated work week (Friday through Thursday). There are limited exceptions to this rule as authorized by FLSA, including an exception relating to law enforcement.

An **exempt** employee is any employee of the university who qualifies for an exemption from the overtime requirements of FLSA, state laws, or regulations. A&P and Faculty and USPS Exempt employees are classified as exempt.

If an employee is not being properly credited with overtime or compensatory time, the employee must immediately report this information to a supervisor. If the employee feels uncomfortable discussing the problem with a supervisor (or has not received a prompt reply), the employee should promptly report this information to the university's Payroll Section at (407) 823-2771. The employee must document, in writing, the specific circumstances of the discrepancy and whether it has occurred on other occasions.

If an employee believes he or she is improperly designated as exempt, the employee must immediately report this information to a supervisor. If the employee feels uncomfortable discussing the problem with a supervisor (or has not received a prompt reply), the employee should promptly report this information to the university's Compensation Section at (407) 823-2771.

Additional information is available on the [HR website](#).

Fiscal Year End Reminder

Fiscal Year End is fast approaching! If you are responsible for reconciling your funding departments, please ensure that you are running your Cost Center Reports and reviewing your UCF Financials reports. If you need security access to run Cost Center Reports, complete the [Departmental Cost Center Authorization List Form](#). If you have any questions, please contact Payroll Services at payroll@ucf.edu.

Employee Discounts Program



Join the UCF Discount Program!

The university provides employees with an elite collection of local and national discounts from thousands of hotels, restaurants, movie theaters, retailers, florists, car dealers, theme parks, national attractions, concerts, and events through Abenity. Offers are added and updated weekly.

Registration is quick and easy at ucf.abenity.com/login.

2014 Employee Recognition Announcements



Would you like to recognize the contributions and achievements of outstanding UCF employees or a UCF team? Show them how much their hard work is appreciated. Let us help you! Below are several options that will allow you to recognize the achievements of USPS and/or A&P employees.

USPS Employee of the Month Nomination Process and Monthly Deadlines

Any USPS employee who has at least two years of USPS service and whose job performance is satisfactory or above may be nominated for recognition as Employee of the Month. Employees who have received the award within the past 3 years are not eligible for nomination.

Anyone with UCF affiliation (a fellow employee, student, parent of a student, or someone who conducts business with the university) can nominate a deserving candidate.

More information, including monthly nomination deadlines, is available at:

<http://hr.ucf.edu/current-employees/employee-recognition/employee-of-the-month/>.

Gabor A&P Excellence Award Call for Nominations

The Gabor Award which is sponsored by The GABOR Agency was established to recognize and reward the outstanding job performance of a selected Administrative & Professional (A&P) employee. The honoree, selected annually, will be announced during the Annual Employee Awards Program, and will receive a check for \$2,500.

More information, including nomination criteria, is available on the HR website at:

<http://hr.ucf.edu/current-employees/employee-recognition/gabor-ap-excellence-award/>.

<http://hr.ucf.edu/files/GABOR-Nomination-and-Criteria-form.pdf>.

Nomination Deadline: May 9, 2014

2014 Annual Employee Awards Program

The Annual Employee Awards Program recognizes USPS and A&P employees for longevity of service to UCF. USPS employees are recognized at 5 year increments, and A&P employees are recognized at 10 year increments. In addition, employees who are retiring from UCF, the Employees of the Month from the preceding year, the USPS Employee of the Year, and the Gabor Excellence Award winner are also recognized. The Employee of the Year and the A&P Gabor Excellence Award winner each receive a check for \$2,500.

2014 Awards Program Date: Tuesday, August 5, 2014; 3:00 - 5:00 p.m.

Location: UCF Arena

2014 OD & Training Recognition Ceremony

HR and the Organization Development and Training Team host an OD&T Recognition Ceremony annually during the fall to honor graduates of Leadership Challenge, Emerging Leader, Supervisory Skills, and Leadership Excellence September 2013-2014 programs.

More information is available at:

<http://hr.ucf.edu/current-employees/employee-recognition/od-training-recognition-ceremony/>.

Recognition Ceremony Date: Monday, November 3, 2014; 9:00 - 11:00 a.m.

Location: Student Union

Aetna Resources for Living Free Webinars

UCF Human Resources

Primary Business Address

3280 Progress Drive
Suite 100
Orlando, FL 32826

Phone: (407) 823-2771

Fax: (407) 823-1095

<https://hr.ucf.edu/>

<https://www.jobswithucf.com>

Aetna Resources for Living, the Employee Assistance Program (EAP) provider for UCF, offers free webinars to employees and immediate family members in their household to assist in their personal and professional growth. Upcoming webinars include:

- Overcoming Your Fear of Failure (4/10)
- Fighting the Funk: Dealing With Depression (4/16)
- Stress: Do This, Not That (4/23)
- Taking Your ZZZZ's Seriously (4/30)

To register for any of the free webinars or to access any of the other free services available through Aetna Resources for Living, simply log into www.mylifevalues.com and enter UCF as both the Login and Password.

Remaining Paid Holidays for 2014

UCF will observe the following paid holidays during 2014:



Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving
Day after Thanksgiving
Christmas

Monday, May 26
Friday, July 4
Monday, September 1
Tuesday, November 11
Thursday, November 27
Friday, November 28
Thursday, December 25

UCF requires employees to be at work or on approved leave with pay for no less than 50% of the normal workday prior to a holiday in order to be paid for the holiday. For example, employees who normally work an 8 hour shift must work or use paid leave for at least 4 hours; employees who normally work a 12 hour shift must work or use paid leave for at least 6 hours; and part-time employees who normally work a 4 hour shift must work or use paid leave for at least 2 hours the normal workday prior to the holiday.

Full-time employees will receive a maximum of 8 hours for each holiday, regardless of the hours or days which constitute their workday or workweek.

Part-time employees will receive the number of hours for each holiday based on their standard hours, regardless of how many hours they work for the week. For example, employees whose standard hours equal 20 hours per week would receive a maximum of 4 hours for the holiday.

OPS employees are only eligible to be paid for the hours they work. They do not receive payment for holidays or leave days.

If you have any questions regarding paid holidays, please contact HR Payroll Services at payroll@ucf.edu.