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HUMAN RESOURCES Connection

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Twelve-Month Payment Option Open Enrollment

Open enrollment for the Twelve-Month Payment Option for 9-month faculty began April 1 and will end June 30, 2008.

Eligible 9-month faculty members may complete a [Twelve-Month Payment Option Form](#) for Academic Year 2008-2009 to request to have a specific dollar amount deducted from their paychecks during the fall and spring semesters. The accumulated balance will be paid to the 9-month faculty members over 5 equal paychecks during the summer, beginning with the June 5, 2009 paycheck and ending with the July 31, 2009 paycheck. To receive approximately the same net amount over 24 pay periods, 9-month faculty members may use the calculator that is provided to help estimate their deduction amounts.

For more information regarding the Twelve-Month Payment Option, visit the Human Resources Website at <http://hr.ucf.edu/web/payroll/index.shtml> or contact Payroll Services at payroll@mail.ucf.edu.

Personal Holiday– Use It or Lose It

Each full-time USPS employee is entitled to one Personal Holiday (PH) each fiscal year. Full-time USPS employees receive 8 hours for the PH; part-time employees are granted a PH which is calculated proportionately to the PH granted to full-time employees, based on their FTE. The PH is credited to eligible employees on July 1 of each year or at the time they are hired. Employees must use the PH by the close of business on June 30 of the following year, or lose it.

The hours granted for the PH may not be used intermittently; employees must use the entire 8 hours (or proportionate hours for part-time employees) during a single work shift. Employees may not use the PH before it is earned. Employees who terminate before using the PH shall forfeit the PH. Employees are not eligible for payment for the PH upon termination.

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

EAP Can Help with Work-Life Issues

The Employee Assistance Program, provided by Horizon Health, gives UCF employees confidential access to qualified specialists who can address a variety of issues including, but not limited to, child care, elder care, separation and divorce, general tax or investment questions, collection agencies, and child support payments.

Employees or their immediate family members may reach Horizon Health at (407) 788-8822 or (800) 272-7252.

Group Long Term Disability Open Enrollment

The Benefits Section announces a special open enrollment period for the Group Long Term Disability (LTD) Program which is administered by the Gabor Agency. The open enrollment period, which began on Monday, March 17, ends on Wednesday, April 30, 2008.

All applications from benefits-eligible employees will be honored and every policy will be issued. The guaranteed issue benefit will replace 66 2/3% of the employees' income (up to \$9000 per month), tax free, in the event that they are unable to work due to personal illness or injury.

To take advantage of this opportunity, employees should complete the LTD application, which is available on the HR Website at http://www.gaboragency.com/pdf/Disability_Application.PDF. Completed applications must be submitted to Human Resources by 5:00 p.m. on April 30.

If you have questions regarding the special open enrollment period, please contact the Benefits Staff at benefits@mail.ucf.edu.

New Password Requirements for People First

On Saturday, April 12, 2008, People First implemented new password requirements for logging in to the People First system. As a result of this implementation, the following changes will occur:

- * Employees who log in will be required to select **three security questions** and provide answers. These will be used to verify employees' identity and to unlock and/or reset their password.
- * Employees whose password expires will be required to create an **eight-character, alpha-numeric password**. For security reasons, passwords will continue to expire every 90 days.

This system enhancement will provide a more secure online environment and allow employees to reset their password without calling the Service Center for assistance.

More information, including password guidelines and frequently asked questions, is available on the HR Website at http://www.hr.ucf.edu/web/benefits/People_First_System_Enhancement.pdf.

People First is the state administrator and primary contact for pre-tax insurance and is responsible for enrollment, changes, premium administration, and dependent eligibility, among many other things. Employees who experience issues with their pre-tax insurance (health, life, dental, flexible spending account, hospitalization, cancer and accident/disability) or who have general questions should contact People First directly at <https://peoplefirst.myflorida.com> or call the Service Center at 1 (866) 663-4735.

Fiscal Year End Processing

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 and submit the [Departmental Cost Center Authorization List](#). If you have any questions regarding year end processing, Cost Center Reports, or the Departmental Cost Center Authorization List, please contact Payroll Services at payroll@mail.ucf.edu.

New Faculty Background Check Procedures

As recently announced by the Provost, a national criminal background check is now required on all faculty new hires. This applies to new hires for all regular line and adjunct (OPS) faculty positions. The Fair Credit Reporting Act, requires that an applicant give written permission to conduct a criminal background check. A [Faculty Disclosure and Release of Information Authorization](#) form has been developed for this purpose and is available on the Provost's Website and the Human Resources Website.

The signed [Faculty Disclosure and Release of Information Authorization](#) form, along with a signed copy of the faculty Applicant Affirmation or Application for Adjunct Position Form, should be sent to HR Recruitment. The forms cannot be emailed to or from any non-GroupWise account because the security of the transmission of the highly sensitive information contained on the form cannot be guaranteed. Forms which cannot be emailed between GroupWise accounts must be faxed or sent via campus email. Recruitment's fax number is (407) 384-2866.

The [Applicant Affirmation Form](#) is required along with the disclosure form in order for Recruitment to be able to advise the hiring official on the truthfulness of the applicant's disclosures pertaining to previous criminal convictions. Recruitment will send an email to the requestor identified on the disclosure form to inform him/her of the results of the background check. This email should be included in the completed hiring packet that is submitted for approval.

For further guidance, please refer to the [Faculty Background Check FAQ's](#) on the Recruitment Website and the recently updated Academic Affairs [Faculty Hiring Guide](#), or contact Recruitment at (407) 823- 2771.

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 now:

- View and print their paycheck
- Change their address
- Change their direct deposit banking information
- Update their W-4 tax information
- Request a duplicate W-2 for the years 2004 through 2007

Any changes that employees make to their direct deposit and W-4 through Employee Self Service are processed in the payroll system in real-time. No forms are required for these changes. An email will automatically be sent to notify employees that their request to make a change was successful.

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 Human Resources Website at http://hr.ucf.edu/web/forms/hris/HREESS_Guide.pdf.

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

Records Update on ePAF

The Records team has been very busy rolling out the ePAF and conducting ePAF trainings. The ePAF, or electronic Personnel Action Form, was implemented to simplify the data-entry procedures required to initiate various HR actions in the PeopleSoft database. Once initiated, the HR actions are processed through electronic workflow. The ePAF has many advantages for both HR and the UCF community. The built-in logic of the ePAF reduces the possibility of keying errors which cause overpayments and underpayments. Using the ePAF, we will be able to reduce processing time for personnel actions. In addition, multiple personnel actions can be processed using only one ePAF form. The ePAF also provides an audit trail of all approval/disapproval history.

Human Resources is very excited about implementing the ePAF and introducing its benefits to the UCF community. Nancy Gayton Ellis, Records Manager, has been conducting ePAF training sessions. The ePAF pilot groups, including the College of Medicine, have been using the ePAF with very successful results.

The Records team is also pleased to welcome our two newest team members, Joshua Hallam and Maribel Herrera. Joshua, a UCF graduate, has joined our team as an HR Representative, and Maribel as a Program Assistant. Additionally, two of our team members have received promotions within HR. Nakia Randell has been promoted to a Coordinator in the Payroll Services unit, and Justin Amick has been promoted to an HR Representative position. Congratulations team members!!

Gabor Excellence Award Nominations Deadline May 1

Nominations are now being accepted for the Gabor Excellence Award for A&P employees. This award, which is sponsored by the Gabor Agency, was established to recognize and reward the outstanding job performance of a selected A&P employee. The 2008 award recipient will be announced at the Annual Employee Awards Program in July, and will receive a check for \$2500. All nominations must be received in Human Resources by **Thursday, May 1, 2008**. To be nominated for the award, employees must meet the following criteria:

The nominee must be employed in an established A&P position.

The nominee must have a minimum of one year of continuous UCF experience.

The nominee's contributions should exceed those that are expected of the employee during the normal course of performing his/her duties.

The nominee should demonstrate the high standards and excellence expressed in the UCF Mission, Vision, and Goals. Employees who nominate employees should keep the Mission, Vision, and Goals in mind when identifying individuals to be considered for this award.

Nominees may receive this award a maximum of once every five years.

To nominate an employee, please complete and submit a Gabor A&P Excellence Award Nomination Form which is available at http://www.hr.ucf.edu/web/employeerecognition/Gabor_Award.shtml. If you have questions, or need additional information, please contact Stephanie Jankowski at (407) 823-0440 or at OD&Training@mail.ucf.edu.

Rate Great in 2008! Annual Performance Appraisals

Were you happy with the results on your 2007 Annual Performance Appraisal? Do you want to see improvement or maybe continue your record of excellence for 2008? Now is the time to begin preparing for 2008 by working on any performance issues and recording your accomplishments as you go. The economy and budgets may be in a temporary valley, but keep your career and lifestyle at peak performance levels.

Here are some ideas to help you rate great on your 2008 Annual Performance Appraisal.

- √ Keep a "Smile" file - Keep a file of your accomplishments and compliments. Hopefully, when you have an occasional bad day, you can look in it and get a smile. This could include "Thank You" notes from people you have helped and other positive feedback from both internal and external customers that you deal with in your job. You might drop in a note regarding any special projects that you complete or changes that you have managed successfully. Brag about yourself.
- √ Set a few goals - Look at your previous appraisal and think about your strengths and weaknesses. Will you get more results from playing to your strengths or improving a weakness? Set some goals, possibly you did this on your prior appraisal? Don't try to do too much at once, just a couple of goals to maximize results within the year. Keep It Simple and Sustainable.
- √ Get updates from your boss - Check in with your supervisor on at least a quarterly basis to see how you are doing. Be sure your work efforts are aligned with your team's performance expectations. Change is happening all the time, so don't discuss it only one time per year. This could be especially helpful if your job assignment changes and you get a new supervisor during the year.
- √ Brag on yourself - Provide your supervisor with a list of your accomplishments which can be easily organized from your "Smile" file as year end approaches. Make it easier for him or her to rate you great!
- √ Make a statement - The Annual Performance Appraisal includes a space for comments. Consider writing at least one positive comment relating to either the past year or your desires for the next year. This is your chance to speak your mind, preferably in a positive way. You have up to five business days to make a statement and extra paper can be used if necessary.

The annual performance appraisal is intended to ensure performance standards are met. It should enhance communications and help to avoid surprises regarding performance expectations. Make the most of it. One annual appraisal may effectively keep you on the right road, but treating it as a continual journey will bring progress so you....

Rate Great in 2008!

UCF Human Resources

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(407) 823-2778

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

<https://www.jobswithucf.com>



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2008 Holidays

UCF will observe the following paid holidays through the end of 2008*:

Memorial Day	Monday, May 26
Independence Day	Friday, July 4
Labor Day	Monday, September 1
Veteran's Day	Tuesday, November 11
Thanksgiving Day	Thursday, November 27
Day after Thanksgiving	Friday, November 28
Christmas	Thursday, December 25

UCF regulations require employees to be at work or on approved leave with pay the normal workday prior to a holiday in order to be paid for the holiday.

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

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

***Additional days may be announced by President Hitt**

HR Welcomes New Employees

Aisha Morfe-Bencosme - Accountant

Joshua Hallam - OPS Human Resources Representative

Maribel Herrera - OPS Program Assistant

MaryAnn Parker - Executive Secretary

HR Staff Changes

Justin Amick - Human Resources Representative

Antoinette Broomfield - Sr. Human Resources Representative

April Edwards - Benefits Manager

Nancy Gayton Ellis - Records Manager

Patsy Fan - Recruitment Manager

Martha Gedbaw - Associate Director

Becky Moulton - Assistant Director, HRIS

Paul Newman - Assistant Benefits Manager

Nakia Randell - Human Resources Coordinator

Disclaimer:

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