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## Memorial Day Holiday - May 25



The university will be closed on Monday, May 25, 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) 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@mail.ucf.edu if you have questions regarding the Memorial Day holiday.

## HUMAN RESOURCES STRIVES TO MAINTAIN CUSTOMER SERVICE LEVELS (A letter from the Director)

Before July 2007, the words “budget cut” and “hiring freeze” were not included in our daily vocabulary. At that time, the UCF Human Resources (HR) Department staff included 67 regular positions and 4 OPS positions. Today, as we face further budget cuts, our department operates with a 25% reduction in staff which includes 51 positions and 14 frozen positions.

Statistics show that during the 2007-2008 fiscal year, the HR staff:

- Established the **ePAF** electronic workflow for the university.
- Answered **35,984** reception desk phone calls.
- Received **7,407** visitors.
- Generated **12,950** W-2 forms.
- Processed & QC'd **23,317** ePAFs/PAFs
- Issued 26 payrolls with paychecks totaling **\$323,705,306**
- Scanned & indexed **220,148** documents.
- Facilitated and/or coordinated **311** workshops for **2,522** employees.

Obviously it is impossible to provide the same level of customer service with 14 less positions. I ask for your understanding if you experience any diminution in our customer service levels.

However, it is our goal to provide the best service we can under the circumstances. All departments have been affected by the budget cuts, and HR is doing its part to contribute to reducing the budget deficit.

While there are lots of things we can't control, we can control how well we perform our roles every day and the effort we provide. When we excel at what we do, we make it possible for others to provide the best possible educational experience for our students.

If you have any comments or questions regarding the HR Department, please contact Roxane Walton, HR Director of Operations, or me.

Sincerely,  
Mark Roberts  
Director

## USPS Personal Holiday: Use It or Lose It

Full-time USPS employees are entitled to one 8-hour Personal Holiday (PH) each fiscal year. Part-time USPS employees are entitled to a PH each fiscal year which is calculated proportionately 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@mail.ucf.edu](mailto:payroll@mail.ucf.edu).

## 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 1st through June 30th.

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 9-month faculty are paid approximately the same net amount over an academic year. For [Frequently Asked Questions](#), which provide more information regarding the Twelve-Month payroll option for 9-month employees, and the [enrollment form](#), please visit the HR Website.

If you have questions, please contact Payroll Services at [payroll@mail.ucf.edu](mailto:payroll@mail.ucf.edu).

## 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@mail.ucf.edu](mailto:payroll@mail.ucf.edu).

## Pegasus Perks - UCF Discount Program

*(Administered by Perkline)*



For employees who are not members of Pegasus Perks, this is a FREE discount program offered to UCF employees. To register, visit <http://www.perkline.com/UCF/register> and log in using your UCF email address.

By becoming a member of Pegasus Perks, employees may gain access to many discounts located in Central Florida and nationwide, including automotive, electronics, recreation, etc. Perkline adds new discounts every Tuesday, so check back to see if your favorite vendor is participating.

## USPS Employee of the Month

Do you know someone that deserves to be the USPS Employee of the Month? Please visit <http://hr.ucf.edu/web/employeerecognition/EOM.shtml> for details on how to nominate a person and to find out what the winner receives. If you have questions regarding the Employee of the Month process, please call OD & Training at 407-823-0440.

## Employee Self Service Features

Did you know that you can do the following in the [myUCF](#) Portal?

- ◆ View and print your paycheck
- ◆ Change your direct deposit banking information
- ◆ Update your W-4 tax information
- ◆ Request a duplicate W-2 for the years 2004, 2005, 2006, 2007 and/or 2008
- ◆ Update your home and mailing addresses, phone numbers and email addresses
- ◆ Update your emergency contact information
- ◆ Review your benefits
- ◆ Enroll in training classes and review previous training taken at UCF
- ◆ Add professional development training taken outside of UCF

Any changes you make to your direct deposit and W-4 through Employee Self Service are processed in the payroll system in real-time and do not require any forms to be completed. An email will automatically be sent to you to let you know that your request to make a change was successful.

You can preview your paycheck on the Tuesday prior to payday to check your deposit total. This is a great use of Employee Self-Service on [myUCF](#). If you have any questions about your upcoming paycheck, contact Payroll Services at [payroll@mail.ucf.edu](mailto:payroll@mail.ucf.edu) for resolution before payday.

## Gabor Excellence Award Nominations Deadline May 1

You are invited to participate as UCF Human Resources recognizes one of UCF's dedicated A&P employees. The Gabor Excellence Award, sponsored by The GABOR Agency, was established to recognize and reward outstanding job performance of a selected A&P employee. The award recipient, selected annually, will be presented at the Annual Employee Awards Program in July 2009, and will receive a check for \$2,500.

To be eligible to receive the award, the nominee must be a non-unit Administrative & Professional (A&P) employee in good standing with a minimum of one (1) year of continuous university service. 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. We encourage all nominators to keep this in mind when identifying individuals to be considered for this award. An employee may receive this award a maximum of one time every five years.

To nominate an employee, please complete and submit a [Gabor A&P Excellence Award Nomination Form](#). All nominations must be received in Human Resources by **May 1, 2009**.

If you have questions or need more information, please contact Stephanie Jenkins in Human Resources OD & Training at [OD&Training@mail.ucf.edu](mailto:OD&Training@mail.ucf.edu) or at (407) 823-0440.

**We appreciate your participation in recognizing UCF's greatest asset, YOU!**

## Register Now for OD & Training Workshops



It's SUMMERTIME and the perfect time to *jump* into professional development opportunities! The Organization Development & Training newsletter & workshop calendar is available ONLINE! To view the FULL newsletter, go to <http://hr.ucf.edu> and click [Training Calendar](#). To register simply log into [myUCF](#) Employee Self Service. Full directions for registering are available in our online newsletter.

## UCF Has a New Workers' Compensation Insurer and a New Process

As of January 1, 2009, UCF has a new Workers' Compensation insurer, OptaComp. Through OptaComp the process of reporting an injury has been streamlined and will provide the injured employee with the quickest and best medical referrals possible, with minimal delay, by the direct reporting of the injury to an OptaComp Intake Triage Nurse.

Who is covered? All UCF employees including OPS employees, college work study students, and graduate assistants are covered by Workers' Compensation. Workers' Compensation is "insurance" that provides coverage for employees, from the very first day of employment, for a job-related injury or illness. This coverage is provided by the State of Florida to UCF at no cost to the injured worker. An employee who is injured or becomes ill due to the conditions of his/her job may receive partial income replacement and will receive payment of expenses for medically necessary services under Workers' Compensation. Job-related illnesses or injuries are not covered by employer sponsored group insurance policies, therefore claims for such illnesses or injuries should not be filed under any of these plans.

The new process requires an employee who experiences a job-related illness or injury to notify his/her supervisor immediately. The supervisor, together with the injured employee, must then complete a [First Report of Injury \(FROI\) Form](#) and immediately place a call to Optacomp at 877-518-2583. In the event of a true emergency, the employee may call 911 and/or go directly to the nearest emergency room. The supervisor, or other responsible party witness (if a supervisor is unavailable), must then call Optacomp as soon as possible after emergency treatment has been received for the employee.

The FROI form, directions for completing the form, and the new Workers' Compensation process information for reporting injuries after January 1, 2009, are all available on the Human Resources Website under the Leave of Absence and Workers' Compensation Section at [http://www.hr.ucf.edu/web/loa\\_wc/optacompprocess.shtml](http://www.hr.ucf.edu/web/loa_wc/optacompprocess.shtml). After OptaComp has been contacted, a copy of the completed FROI form must be faxed to Human Resources at 407-384-2866. An injured employee must complete an FROI form and the employee (with his/her supervisor) must call OptaComp regardless of whether the employee decides to seek medical treatment. If the injury requires medical attention, the OptaComp triage nurse will direct the employee to the best treatment facility available for his/her particular injury, including a specialist, if necessary.

For additional information on Workers' Compensation please visit our Website at [http://www.hr.ucf.edu/web/loa\\_wc/index.shtml](http://www.hr.ucf.edu/web/loa_wc/index.shtml).

If you have questions regarding Workers' Compensation, please contact Marlene Miller at (407) 823-1091 or Deborah Evans at (407) 823-3730. You may also send an email to [loaandworkcomp@mail.ucf.edu](mailto:loaandworkcomp@mail.ucf.edu).

## Annual Awards Program - July 22

Each year, we pause to take note of the very special people who have dedicated years of their lives to the service of the University of Central Florida community. This year's 37<sup>th</sup> Annual Employee Awards Program is being held in the Student Union on **Wednesday, July 22, 2009, at 3:00 p.m.**

In 2008, based on employee feedback, the program was changed from an evening event to an early afternoon program to make it more convenient for employees to attend. Approximately 450 employees attended the first afternoon awards program. During this year's program, we will honor USPS and A&P employees who have reached specific years of service milestones, along with retirees, and USPS employees of the month (EOM). The USPS Employee of the Year, who is selected from the 12 EOM nominees, as well as the Gabor A&P Excellence Award Winners will be announced!

Please mark your calendars and join us as we recognize your fellow employees.

## UCF Human Resources

### Primary Business Address

12565 Research Parkway  
Suite 360  
Orlando, FL 32826

Phone: (407) 823-2771

Fax: (407) 384-2865

Career Opportunity Line:  
(407) 823-2778

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

<https://www.jobswithucf.com>

## Remaining Holidays for 2009

UCF will observe the following paid holidays through the end of 2009\*:

Memorial Day	Monday, May 25
Independence Day	Friday, July 3
Labor Day	Monday, September 7
Veteran's Day	Wednesday, November 11
Thanksgiving Day	Thursday, November 26
Day after Thanksgiving	Friday, November 27
Christmas	Friday, 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 hours or days which constitute their workday or workweek.

If you have questions regarding paid holidays, please contact Payroll Services at [payroll@mail.ucf.edu](mailto:payroll@mail.ucf.edu).

## Coping With Financial Stress



Financial stress is common if you are forced into frugality because of a lost job, divorce, death in the family, or being over your head in debt. This can lead to feelings of insecurity, fear, anxiety, anger, and, of course, depression.

These feelings can also cause you to make poor money management decisions. These poor decisions can lead to heavy debt loads, and start a vicious cycle of fear, anxiety, and panic that never seems to end.

When you reach this point, your feelings of helplessness and hopelessness can become so overwhelming you literally stop functioning in the real world.

If you recognize any of the above traits in yourself or a family member, get the help you need! No situation is hopeless. With just a little professional guidance, a couple of well thought out goals, and emotional support from family and friends, you can do what needs to be done and come out of dire circumstances with a new outlook, new skills, and best of all, a new feeling of self-esteem.

The university has contracted with an independent professional firm to establish an Employee Assistance Program (EAP) which offers free and convenient access to a range of confidential and professional services to help you address these problems.

For assistance, contact [Horizon Health](#) at (407) 788-8822 or (800) 272-7252. A userid (UCF) and password (UCF) are required to logon to the Horizon Health Website.

Disclaimer:

Every attempt has been made to ensure that the information contained herein is valid at the time of publication. Human Resources, however, disclaims all responsibility for the information and suggestions provided, and reserves the right to make changes, corrections and/or improvements at any time, and without notice. Questions or comments should be sent to [AskHR@mail.ucf.edu](mailto:AskHR@mail.ucf.edu).

# The Family Medical Leave Act (FMLA) and You

## Frequently Asked Questions

The following are frequently asked questions (and their answers) that should help employees to better understand their rights and responsibilities under the Family and Medical Leave Act (FMLA):

### **Q: *What is FMLA?***

The Family and Medical Leave Act (FMLA), a law that was passed in 1993 and recently amended, allows an employee to balance his/her work and family life by taking job-protected unpaid leave for certain family and medical reasons due to a serious health condition. Under FMLA the employee is entitled to unpaid leave and the maintenance of his/her health benefits during the leave.

An employee may use his/her FMLA entitlement during a parental leave, a medical leave for a family member with a serious illness or injury, or medical leave during his/her own serious illness or injury.

### **Q: *Who is eligible for FMLA leave?***

An employee is eligible to take FMLA leave if he/she has worked for the university for at least 12 months, and has worked for at least 1,250 hours during the previous 12 months.

### **Q: *For what reasons is an employee entitled to FMLA?***

An employee is entitled to a total of **12 workweeks of unpaid leave** per fiscal year (July 1—June 30) for one or more of the following reasons:

- For the birth of a son or daughter, and to care for the newborn child;
- For placement of a son or daughter with the employee for adoption or foster care;
- To care for the employee's spouse, son, daughter, or parent with a serious health condition;
- Because of a serious health condition that makes the employee unable to perform the functions of his/her job;
- Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of contingency operation;
- To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

### **Q: *Does the law guarantee paid time off?***

No. The FMLA only requires unpaid leave. However, the law does allow the employee to elect to use accrued paid leave, such as compensatory, vacation, or sick leave, for some or all of the FMLA leave period.

### **Q: *Does workers' compensation leave count against an employee's FMLA leave entitlement?***

Yes. FMLA leave and time off work due to workers' compensation can run together, provided the reason for the absence is due to a qualifying serious illness or injury.

### **Q: *Can leave taken due to pregnancy complications, parental leave (maternity leave) count against an employee's 12 weeks of FMLA leave for the birth and care of a child?***

Yes. An employee is entitled to a total of 12 weeks of FMLA leave in a fiscal year (July - June). If the employee has to use some of that leave for another reason, including a difficult pregnancy, it may be counted as part of the 12-week FMLA leave entitlement. A pregnant employee may take leave intermittently for prenatal examinations, or for her own condition, such as for periods of morning sickness.



## Family Medical Leave - FAQs (continued from page 6)

### **Q: *What is intermittent medical leave or reduced leave?***

FMLA leave may be taken intermittently or on a reduced leave schedule under certain circumstances. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason. A reduced leave schedule is a change in the employee's schedule for a period of time, normally from full-time to part-time. A reduced leave schedule may reduce an employee's usual number of working hours per workweek or hours per workday for planned and/or unanticipated medical treatment for a serious health condition. There must be a medical need for leave that can be best accommodated through an intermittent or reduced leave schedule.

### **Q: *What are examples of intermittent medical leave and reduced schedule medical leave?***

Intermittent leave may be taken for a serious health condition which requires treatment by a health care provider periodically, rather than for one continuous period of time, and may include leave of periods from an hour or more to several weeks. Examples of intermittent leave would include leave taken on an occasional basis for medical appointments, or leave taken several days at a time spread over a period of six months, such as for chemotherapy, physical therapy, or dialysis.

An example of an employee taking leave on a reduced leave schedule is an employee who is recovering from a serious health condition and not strong enough to work on a full-time schedule.

If an employee needs leave on an intermittent or reduced leave schedule for planned medical treatment, then the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt the employer's operations.

### **Q: *How much time can an employee take for a medical leave?***

A medical leave is granted based on the duration of the medical condition stated on the UCF Medical Certification Form that the employee's physician (or the employee's family member's physician) must complete. The maximum amount of medical leave that an employee may request at one time is 12 weeks. An employee may be granted a medical leave of absence for a period not to exceed 12 calendar months, provided the University deems such leave to be justified and not detrimental to the operations of the organization.

### **Q: *What is a serious health condition?***

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

The continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy or incapacity due to a chronic condition.

### **Q: *How much time can an employee take for a parental leave?***

An employee may be granted a parental leave of absence, not to exceed six months, when he/she becomes a biological parent or a child is placed in the employee's home pending adoption. The period of parental leave shall begin no more than two weeks before the expected date of the child's arrival, and not later than twelve months after the arrival of the child.

Please note the following:

Sick Leave may only be used while the employee or the employee's spouse are under the care of a physician. This is normally six to eight weeks after delivery during the post partem period.

Nine month employees may use leave with pay only during periods covered by a valid employment contract.

For an employee who is entitled to leave under the FMLA, the first 12 weeks of parental leave will count toward the employee's FMLA entitlement.

## Family Medical Leave - FAQs (continued from page 7)

**Q: How does FMLA work with a medical or parental leave of absence?**

If an employee is eligible for FMLA and has an approved medical or parental leave, the first 12 weeks of the leave will count toward the employee's FMLA entitlement.

**Q: How are the employee's insurance benefits affected when he/she is on medical or parental leave?**

When an employee is on a medical leave with pay the employee's premiums will continue to be payroll deducted. If the employee is on leave without pay, he/she must make arrangements with Human Resources to pay his/her insurance premiums monthly. While the employee is on medical or parental leave, the university will continue to pay the employer's contribution for six months.

**Q: When must the employee submit forms to request medical or parental leave?**

We recommend that the employee submit the [Medical or Parental Leave Form](#) and the [UCF Medical Certification Form](#) at least 30 days in advance for a foreseeable leave. For unforeseeable leave the employee will be allowed 15 days to provide a UCF Medical Certification form.

For more information regarding FMLA, please visit the HR Website at [http://hr.ucf.edu/web/loa\\_wc/leaveattendance.shtml#Medlv](http://hr.ucf.edu/web/loa_wc/leaveattendance.shtml#Medlv).

If you have additional questions regarding FMLA, please contact Deborah Evans at (407) 823-3730 or [loandworkcomp@mail.ucf.edu](mailto:loandworkcomp@mail.ucf.edu).

## PeopleSoft 9.0 Upgrade Project Update



Human Resources Information Systems (HRIS) has been working on the PeopleSoft 9.0 Upgrade Project. Selected individuals, who are members of the HR PeopleSoft Advisory Group (HRPAG), have been assisting with the parallel testing. During parallel testing, these individuals process Timesheets, LAPERS and ePAFs for their department in both the production database and our test database, HEPAY. The pay periods that have been tested so far, or will be tested soon, are:

Parallel #1 - PPE 03/05/09

Parallel #2 - PPE 04/02/09

Parallel #3 - PPE 04/30/09

A big THANK YOU to all of the individuals, departments and teams that have helped so far!

Because PeopleSoft 8.9 and version 9.0 are very similar, HRIS does not plan to conduct any training to help with the transition. HRIS will review the PeopleSoft manuals on the HR Website to ensure that the screen prints, navigation and instructions are all relevant to 9.0.

For more information on project updates, visit Computer Services & Telecommunications website at <http://www.cst.ucf.edu/peoplesoft/>.

If you have any questions regarding the PeopleSoft project, please contact HRIS at [HRIS@mail.ucf.edu](mailto:HRIS@mail.ucf.edu).