

OFFICE OF ACADEMIC AFFAIRS
SUMMER 2012 & ACADEMIC YEAR 2012-2013 DATES

Term	Agreement Dates			
	Faculty	Adjunct Faculty	GTAs, GRAs & GAs	Phased Retirees
Summer A	05/08/12 – 06/21/12	05/14/12 – 06/27/12	N/A	N/A
Summer B	06/21/12 – 08/06/12	06/25/12 – 08/08/12	N/A	N/A
Summer C & D	05/08/12 – 08/06/12	05/14/12 – 08/08/12 (C) 05/14/12-07/18/12 (D)	05/14/12-08/09/12	N/A
Fall Term	08/08/12 - 12/21/12	08/20/12 – 12/14/12	08/20/12-12/13/12	08/08/12 - 12/21/12
Spring Term	12/21/12 – 05/07/13	1/7/13-05/03/13	01/07/13-05/02/13	12/21/12 – 05/07/13
Academic Year	08/08/12 – 05/07/13	08/20/12-05/03/13	08/20/12-05/02/13	08/08/12 – 05/07/13
Annual	08/08/12 – 08/07/13	08/08/12-08/07/13	08/15/12-08/14/13	N/A

FACULTY

ACADEMIC YEAR 2012-2013

Employment Agreement and ePAF Dates and Deadlines

- 12-month faculty will be paid over 26.1 biweekly pay periods.
9-month faculty employed during the fall and spring semesters will be paid over 19.5 biweekly pay periods.
9-month faculty employed for the fall or spring semester will be paid over 9.8 biweekly pay periods.
- Employment Agreements and ePAFs should be dated consistently and submitted to Human Resources-Records by the required deadline dates as follows:

<i>9-month faculty:</i>	<u>Employment Agreements & ePAF Dates</u>	<u>ePAF/Agreement Deadlines*</u>	<u>First Pay Check**</u>
Fall & Spring	08/08/12 – 05/07/13	07/06/12	08/24/12
Fall only	08/08/12 – 12/21/12	07/06/12	08/24/12
Spring only	12/21/12 - 05/07/13	11/09/12	01/11/13
<i>12-month faculty:</i>	08/08/12 - 08/07/13	07/06/12	08/24/12

Departments are encouraged to submit the ePAFs and agreements to Human Resources as soon as possible prior to the deadline date. Completion of a criminal background check requested through the Recruitment Section is required prior to issuing an employment agreement for all new faculty.

*Only those ePAFs/Employment Agreements for new and continuing faculty received by the 07/06 deadline can be guaranteed inclusion in the first pay period of the semester. ePAFs/Employment Agreements for new and continuing faculty received after 7/06 can and will be processed through 8/8, as possible, but may have to be deferred for implementation for the next pay period.

These dates are based on the assumption that the new hire sign-in documents, ePAFs and agreements for new faculty have been completed and submitted to Human Resources by the required deadlines. **Failure to meet these deadlines will delay receipt of the first paycheck.

ePAFs are required for **continuing** faculty for the following job actions: terminations, earnings distribution (funding) department changes, and home department number changes. ePAFs with an agreement are required for **new** faculty.

The first check of the fall semester will represent 7 working days (08/08-08/16) and the first check of the spring semester will represent payment for 10 working days (12/21-01/03).

Important Information Regarding New Faculty

New Employee Orientation Sessions

All new faculty must attend a Human Resources **New Faculty Benefits & Payroll Orientation** session. Representatives from Human Resources will be available during these sessions to assist faculty with information regarding benefits and payroll.

All scheduled Human Resources **New Faculty Benefits & Payroll Orientation** sessions will be held in the **UCF Student Union, Cape Florida Room 316CD**. Seating will be limited for each session. In order to reserve a seat for a group session, please access the Human Resources website at <http://www.hr.ucf.edu/web/records/NFO.shtml> and follow the instructions for registration. Faculty must attend one of the group sessions in order to receive information on how to enroll in their benefits.

Please note: Attendance of a New Faculty Benefits Orientation session does not guarantee benefit enrollment or that the faculty member will receive his or her first paycheck on August 24, 2012. Only employees who have received a signed employment agreement from the Office of Academic Affairs can be added to the university's payroll and enrolled in benefits. Completion and receipt of the new employee sign-in documents to Human Resources, along with an approved ePAF and a signed employment agreement guarantees that the employee will receive payment on August 24, 2012.

The 2012 New Employee Benefits Orientation Sessions are scheduled during the following dates and times:

Friday, August 3, 2012	1:00 p.m. to 4:30 p.m.
Monday, August 6, 2012	8:30 a.m. to 12:00 p.m.
Monday, August 6, 2012	1:00 p.m. to 4:30 p.m.
Tuesday, August 7, 2012	8:30 a.m. to 12:00 p.m.
Tuesday, August 7, 2012	1:00 p.m. to 4:30 p.m.
Wednesday, August 8, 2012	1:00 p.m. to 4:30 p.m.

Again, space is limited for these sessions, so do not forget to have the faculty RSVP! All sessions will be held at the **UCF Student Union, Cape Florida Room 316CD**.

Benefits Enrollment Sessions

- All new faculty will receive a Benefits Summary via CD-ROM during the New Faculty Benefits & Payroll Orientation. The Benefits Team will have a "New Faculty Open Door" session from **1 pm to 4 pm on Thursday, August 9th 2012 at the UCF Student Union, Cape Florida Room 316**, where they will be available to answer questions and walk faculty through the online insurance self-enrollment process. In addition, retirement vendors will be on-hand to answer questions and enroll faculty in the available plans.
- Enrollment procedures for those who wish to receive a September 1, 2012, insurance effective date are discussed during the New Faculty Benefits & Payroll Orientation.

New International Faculty*

- All new international faculty members **must meet** with an Employment & Taxation Coordinator at the International Services Center **before** Human Resources can finalize their hiring paperwork and add them to payroll. Please refer to the International Services Center website at www.intl.ucf.edu for more information on employment guidelines and on applying for a Social Security Number. If you have any questions, please contact the International Services Center at (407) 823-2337.

***All faculty members except for U.S. Citizens or Permanent Resident Card holders**

FACULTY

SUMMER 2012

Appointment Dates and Employment Agreement and Electronic Personnel Action Form (ePAF) Deadlines

Faculty employed over the Summer A term will be paid over 3.30 biweekly pay periods.

Faculty employed over the Summer B term will be paid over 3.30 biweekly pay periods.

Faculty employed over the Summer C or D terms will be paid over 6.50 biweekly pay periods.

Faculty employment agreements (and ePAF's as needed; please refer to "ePAF's" section below) should be submitted to Human Resources by the required deadlines as follows:

	<u>Employment Agreement & ePAF Dates</u>	<u>ePAF/Agreement Deadline</u>	<u>First Pay Check*</u>
Summer A	05/08/12 - 06/21/12	04/09/12	05/18/12
Summer B	06/21/12 - 08/06/12	05/14/12	06/29/12
Summer C	05/08/12 - 08/06/12	04/09/12	05/18/12
Summer D	05/08/12 - 08/06/12	04/09/12	05/18/12

*These dates are based on the assumption that all appropriate paperwork has been completed and submitted to HR by the required deadlines.

ePAF's

ePAF's for faculty summer appointments are not required. The only exceptions are for new hires or for returning faculty whose earnings distribution (funding) department number(s) and/or home department number are changing, so the information will be different from what is on record currently.

In this regard, please review the earnings distribution (funding) department number(s) and home department number information displayed in the "For Human Resources Use Only" section at the bottom left-hand corner of each employee's employment agreement. Only if this information is changing or an employment agreement revision is required (see "Employment Agreement Revisions" below) will an ePAF need to be prepared and forwarded to Human Resources.

If an ePAF is needed due to a change in the earnings distribution (funding) department number(s) and/or home department number, or as an employment agreement revision, please follow the above mentioned dates and deadlines.

ePAF's must be submitted to terminate any faculty members **not** returning for the summer or fall semesters. Failure to provide a termination ePAF could result in an overpayment to the faculty member and a 25% recovery fee to the department.

Employment Agreements

To guarantee inclusion in the first payroll of the summer term, Human Resources must receive the original signed employment agreement, or a copy signed by Academic Affairs **no later than Monday, April 9, 2012**. It is the department's responsibility to ensure the original, fully-executed agreement (signed by the employee) is forwarded to Human Resources-Records. Again, an ePAF is required only in the cases noted above.

Note that all 9-month faculty will have been automatically placed on short work break at the end of the Spring 2012 semester (effective May 7, 2012). These employees will remain on short work break until an employment agreement is submitted to return them to payroll for summer or fall employment, or until an ePAF is submitted to terminate them. Therefore, employment agreements (or ePAFs) are not necessary for faculty who **will not** be teaching during the summer semester.

Employment Agreement Revisions

REVISIONS TO THE ORIGINAL EMPLOYMENT AGREEMENTS WILL NOT REQUIRE NEW EMPLOYMENT AGREEMENTS. Specifically, an increase or decrease in total standard hours or a change in term from A or B to C, etc. will be implemented via the Supplemental Summer Agreement Change Notification form, which will serve as an addendum to the employment agreement. In that case, two rules should be noted:

- Changes to the earnings distribution (funding) department number(s) that do not result in an increase or decrease in the total employment agreement FTE or a change to the home department number are not employment agreement revisions and only require an ePAF.
- A new summer employment agreement is required only in cases where the faculty member did not plan to work at all during the summer, and a summer employment agreement was never issued. In those cases, please contact your college Dean's Office for assistance.

Payroll Certifications Based on a 1.00 FTE

The first certifications for **Summer A, C, and D** terms will be processed during the pay period beginning Friday, April 27, 2012 and ending Thursday, May 10, 2012. These employees will be certified for six (6) working days from the spring employment agreement (April 27 - May 4) and three (3) working days (May 8 - May 10) from the summer employment agreement. If a summer employment agreement has not been submitted to return the employee from short work break for Summer A, C, or D term, the employee will only be paid through the end of the Spring semester (six working days).

Please note that the last certification period for **Summer A** term, ending June 21, 2012 will be processed during the pay period beginning Friday, June 8, 2012 and ending Thursday, June 21, 2012. These employees will be certified for ten (10) working days (June 8 - 21).

The first certification for **Summer B** term will be processed during the pay period beginning Friday, June 8, 2012 and ending Thursday, June 21, 2012. Employees working Summer B only will be certified for one (1) working day (June 21). If an ePAF has not been submitted to return the employee from short work break for Summer B term, no payment will be processed.

GRADUATE ASSISTANTSHIPS

ACADEMIC YEAR 2012 – 2013

Rules Governing Graduate Assistantships

- To facilitate on-time payments, all graduate assistantship agreements/ePAFs must be submitted to the College of Graduate Studies before the HR ePAF deadline on July 9th for annual agreements or July 23rd for academic year agreements. The last day to submit financial support documentation for all continuing students or new domestic students is August 15. The last day to submit financial support documentation for new international students is August 31.
- All academic year agreements should be from August 20, 2012 to May 2, 2013 (academic year), or from August 15, 2012 to August 14, 2013 (annual).
- All agreements will specify either a .25 FTE (10 hours of service per week) appointment or a .50 FTE (20 hours of service per week) appointment. A .50 FTE appointment is considered the university standard graduate assistantship.
- All agreements will specify a stipend level that is commensurate with past stipend levels. Stipend levels must be at least \$6,600 for fall/spring agreements.
- Terminations or changes prior to the end date of existing Graduate Assistant agreements and ePAFs should be sent to the College of Graduate Studies. Failure to provide a termination ePAF could result in an overpayment to the student and a 25% recovery fee to the department.

Agreement and Personnel Action Form (EPAF) Dates and Deadlines

- Graduate Assistantships (job codes 9181-9184, 9186, 9187) will be paid over the number of biweekly pay periods indicated below unless the Agreement/EPAF dates are different from those provided below.

	<u>Agreement & ePAF Dates</u>	<u>ePAF Deadlines</u>	<u>First Pay Check*</u>	<u>Biweekly Pay Periods</u>
Academic Year	08/20/12 – 05/02/13	07/23/12	09/07/12	18.4
Annual	08/15/12 – 08/14/13	07/09/12	08/24/12	26.1
Fall	08/20/12 – 12/13/12	07/23/12	09/07/12	8.4
Spring	01/07/13 – 05/02/13	12/01/12	01/25/13	8.4

*These dates are based on the assumption that the ePAFs, agreements and new employee sign-in documents have been accurately completed, and that they are submitted by the deadlines indicated above.

Important Agreement and ePAF Guidelines

- In no case should any graduate assistantship activity begin until the appropriate agreement is processed and signed. Therefore, once again, please ensure that all paperwork for new employees is submitted to Human Resources by the published deadline dates.
- Starting with Fall 2012 assistantship agreements, all agreements must be created in the Graduate Financials System managed by the College of Graduate Studies. Access to this system and training requests should be sent to gradassistantship@ucf.edu or contact Debra Winter (407-823-3567) or Jennifer Parham (407-823-4337) in the Graduate College. The new Assistantship Agreement webform in the Graduate Financials System will replace the previously used PDF agreement file, which will not be accepted for ePAF approval by the Graduate College.
- Graduate Teaching Associates (9183) require a Teaching Qualifications Form to be submitted with the agreement to the College of Graduate Studies, available on the Graduate Studies website.

- The agreement and ePAF beginning and ending dates should always reflect the dates of the employee's actual work assignment. If the employee's actual working dates are different from the dates recommended above, the agreement and ePAF must reflect the correct dates.
- ePAFs to terminate graduate assistantship agreements **will not** be required at the end of each semester. The employees will automatically be terminated at the end of each semester based on the end date indicated on the agreement submitted to hire them for that semester. An ePAF and agreement must be submitted to rehire the employee if he/she returns the following semester.

GRADUATE ASSISTANTSHIPS

SUMMER 2012

Rules Governing Graduate Assistantships

- To facilitate on-time payments, graduate assistantship agreements/ePAFs for the summer semester must be submitted to the College of Graduate Studies before the HR ePAF deadline on April 16. The last day to submit financial support documentation for all continuing students or new domestic students is May 10. The last day to submit financial support documentation for new international students is May 24.
- All agreements will specify either a .25 FTE (10 hours of service per week) appointment or a .50 FTE (20 hours of service per week) appointment. A .50 FTE appointment is considered the university standard graduate assistantship.
- All agreements will specify a stipend level that is commensurate with past stipend levels. Stipend levels must be at least \$2,475 for summer agreements.
- Terminations or changes prior to the end date of existing Graduate Assistant agreements and ePAFs should be sent to the College of Graduate Studies. Failure to provide a termination ePAF could result in an overpayment to the student and a 25% recovery fee to the department.

Agreement and Personnel Action Form (ePAF) Dates and Deadlines

- Graduate Assistantships (job codes 9181-9187) will be paid over the number of biweekly pay periods indicated below unless the agreement/ePAF dates are different from those provided below.

	<u>Agreement Dates & ePAF Dates</u>	<u>ePAF Deadlines</u>	<u>First Pay Check*</u>	<u>Biweekly Pay Periods</u>
Summer	05/14/12-08/09/12	04/16/12	06/01/12	6.4

*These dates are based on the assumption that the ePAFs, agreements and new employee sign-in documents have been accurately completed, and are submitted by the deadlines indicated above.

Important Agreement and ePAF Guidelines

- In no case should any graduate assistantship activity begin until the appropriate agreement is processed and signed. Therefore, once again, please ensure that all paperwork for new employees is submitted to Human Resources by the published deadline dates.
- The agreement is available on the College of Graduate Studies website and also on the HR website at <http://hr.ucf.edu> under Forms, Records Forms. There is one agreement form for all contracted graduate assistantships.
- Graduate Teaching Associates (9183) require a Teaching Qualifications Form to be submitted with the agreement to the College of Graduate Studies, available on the Graduate Studies website.
- The agreement and ePAF beginning and ending dates should always reflect the dates of the employee's actual work assignment. If the employee's actual working dates are different from the dates recommended above, the agreement and ePAF must reflect the correct dates.
- ePAFs to terminate graduate assistantship agreements **will not** be required at the end of each semester. The employees will automatically be terminated at the end of each semester based on the end date indicated on the agreement submitted to hire them for that semester. An ePAF and agreement must be submitted to rehire the employee if he/she returns the following semester.

Important Information Regarding Graduate Students

- Students who have been accepted in a graduate degree program and will be employed by the university must be added to the payroll by submitting an Electronic Personnel Action Form (ePAF) and OPS new employee sign-in documents to Human Resources. A graduate assistantship agreement must also be submitted for employees in the following job codes: Graduate Researchers, 9181 or 9182; Graduate Teachers, 9183 (instructor) or 9184 (assistant) and Graduate Grader, 9187; and Graduate Assistant, 9186.
- UCF requires a criminal history background investigation for all new hire graduate assistantship students (job codes 9181, 9182, 9183, 9184, 9186, 9187), as well as for those GTAs, GRAs, and GAs who are being rehired as graduate assistants after being off the university payroll for one year or more. UCF requires authorization from the graduate assistantship student to conduct this background check, using the [Disclosure and Release of Information Authorization Form – Graduate Assistant Appointees form](#). Please see [Background Checks](#) at www.hr.ucf.edu before hiring new graduate assistants for instructions on how to have a background investigation completed.
- Graduate students who are enrolled at least half-time, are scheduled to work less than 33 hours per week, and are employed in a graduate student job code, may qualify for exemption from Social Security and Medicare (FICA) taxes during pay periods that overlap with the academic term and during breaks of less than five weeks. Breaks longer than five weeks where graduate students are employed but not enrolled will result in withholding FICA taxes.
- Graduate students who have assistantships are standardly limited to working a maximum of 20 hours per week (.5 FTE) during the fall and spring semesters, regardless of the number of departments in which they have assistantship support. Graduate students whose full-time equivalency (FTE) exceeds .50 must have an approved Supplemental Assignment Form from the College of Graduate Studies. A new form must be submitted and approved by the College of Graduate Studies for each new academic year. The form is available on the College of Graduate Studies website at www.admin.graduate.ucf.edu. Please note that graduate students who are non-resident aliens on F-1 visas are **not** permitted to work more than 20 hours per week except during the summer and official school breaks.
- A Supplemental Assignment Form is not required for summer appointments.
- In the summer semester, F-1 students may work up to 40 hours per week (assuming the student is “in status” and has been asked by the employer to work the hours).
- Job code OPSGRD is NOT a graduate assistantship and is not governed by graduate assistantship requirements. OPSGRD is an **hourly** appointment for enrolled graduate students who are assigned non-graduate assistantship duties (a “job” rather than the professional development experience of research, teaching, or administration). A graduate student cannot be appointed as both OPSGRD and graduate assistantship (9181-9187). If you are changing a graduate assistantship student to the OPSGRD job code, the ePAF will be submitted to the College of Graduate Studies; if you are hiring an OPSGRD student, the ePAF will be submitted directly to Human Resources.
- For more clarification, please refer to the current Graduate Catalog and Faculty & Staff guides, available on the College of Graduate Studies website at www.admin.graduate.ucf.edu.

International Students

- All new international students must complete payroll sign-in with an Employment and Taxation Coordinator at the International Services Center **BEFORE** the student begins employment. Please refer to the International Services Center website at www.intl.ucf.edu for more information on employment guidelines and on applying for a Social Security Number. If you have any questions, please contact the International Services Center at (407) 823-2337.

ADJUNCT FACULTY

ACADEMIC YEAR 2012-2013

Contract and Personnel Action Form (EPAF) Dates and Deadlines

- Adjuncts will be paid over 8.5 biweekly pay periods during the fall semester and spring semester.
- The contracts and ePAFs for each individual semester should be dated as indicated below, and the paperwork should be submitted to Human Resources by the required deadline dates as follows:

	<u>Contract & ePAF Dates*</u>	<u>ePAF Deadlines</u>	<u>First Pay Check**</u>
Academic Year	08/20/12 - 05/03/13	07/16/12	09/07/12
Annual	08/08/12 - 08/07/13	07/06/12	08/24/12
Fall	08/20/12 - 12/14/12	07/16/12	09/07/12
Spring	01/07/13 - 05/03/13	12/01/12	01/25/13

*Additional compensation for faculty is paid from OPS funds (not salary); therefore, the ePAFs should be prepared in accordance with this schedule.

** These dates are based on the assumption that the ePAFs, contracts, and new employee sign-in documents have been accurately completed, and that they are submitted to Human Resources by deadlines indicated above. Completion of a criminal background check requested through the Recruitment Section is required prior to issuing a contract.

Important Contract and ePAF Guidelines

- In no case should any adjunct faculty activity begin until the appropriate contract is processed and signed. Therefore, once again, please ensure that all paperwork for new employees is submitted to Human Resources by the published deadline dates.
- Contracts should be prepared on the approved Academic Affairs form located on the Provost website at <http://www.provost.ucf.edu/forms/docs/afa.pdf>. **ALL** adjunct contracts should contain the following special condition: **Adjunct Faculty will receive {9} paychecks. The first check of the semester will be on {Friday, September, 7, 2012} or {Friday, January 25, 2013}, assuming all paperwork has been accurately completed and submitted to Human Resources by the required deadline.**
- The contract and ePAF beginning and ending dates should always reflect the dates that the employee's work assignment actually begins and ends. Please keep in mind that the dates above are only recommendations. If the employee's actual working dates are different, the contract and ePAF must reflect the correct dates. You must also correct the "special condition" statement on the contract to reflect the appropriate number of paychecks and the correct date the employee will receive his/her first paycheck.
- ePAFs to terminate Adjuncts **will not** be required at the end of each semester. The employees will automatically be terminated at the end of each semester based on the end date indicated on the contract submitted to hire them for that semester. An ePAF and contract must be submitted to rehire the employee if he/she returns the following semester.

International Faculty

- All new international adjunct faculty members **must meet** with an Employment & Taxation Coordinator at the International Services Center **before** Human Resources can finalize their hiring paperwork and add them to payroll. Please refer to the International Services Center website at www.intl.ucf.edu for more information on employment guidelines and on applying for a Social Security Number. If you have any questions, please contact the International Services Center at (407) 823-2337.

ADJUNCT FACULTY

SUMMER 2012

Contract and Electronic Personnel Action Form (ePAF) Dates and Deadlines

- Adjuncts employed over the Summer A term will be paid over 3.3 biweekly pay periods.
- Adjuncts employed over the Summer B term will be paid over 3.3 biweekly pay periods.
- Adjuncts employed over the Summer C term will be paid over 6.3 biweekly pay periods.
- Adjuncts employed over the Summer D term will be paid over 4.8 biweekly pay periods.

- The contracts and ePAFs for each individual semester should be dated as indicated below, and the paperwork should be submitted to Human Resources by the required deadline dates as follows:

	<u>Contract & ePAF Dates</u>	<u>ePAF Deadlines</u>	<u>First Pay Check*</u>
Summer A	05/14/12 - 06/27/12	04/16/12	06/01/12
Summer B	06/25/12 - 08/08/12	05/28/12	07/13/12
Summer C	05/14/12 - 08/08/12	04/16/12	06/01/12
Summer D	05/14/12 - 07/18/12	04/16/12	06/01/12

*These dates are based on the assumption that the ePAFs, contracts and new employee sign-in documents have been accurately completed and that they are submitted to Human Resources by the deadlines indicated above. Completion of a criminal background check requested through the Recruitment Section is required prior to issuing a contract.

Important Contract and EPAF Guidelines

- In no case should any adjunct faculty activity begin until the appropriate contract is processed and signed. Therefore, once again, please ensure that all paperwork for new employees is submitted to Human Resources by the published deadline dates.

- Contracts should be prepared on the approved Academic Affairs form located on the Provost website at <http://www.provost.ucf.edu/forms/docs/afa.pdf>. **ALL** adjunct contracts should contain the following special condition: **The first check of the summer semester will be on {Friday, June 1, 2012} (A, C or D) or {Friday, July 13, 2012} (B), assuming all paperwork has been accurately completed and submitted to Human Resources by the required deadline.**

- The contract and ePAF beginning and ending dates should always reflect the dates that the employee's work assignment actually begins and ends. Please keep in mind that the dates above are only recommendations. If the employee's actual working dates are different, the contract and ePAF must reflect the correct dates. You must also correct the "special condition" statement on the contract to reflect the appropriate number of paychecks and the correct date the employee will receive his/her first paycheck.

- ePAFs to terminate Adjuncts **will not** be required at the end of each term. The employees will automatically be terminated at the end of each semester based on the end date indicated on the contract submitted to hire them for that semester. An ePAF and contract must be submitted to rehire the employee if he/she returns the following semester.

PHASED RETIREES

ACADEMIC YEAR 2012-2013

Contract and Electronic Personnel Action Form (ePAF) Dates and Deadlines

- Phased Retirement Plan participants will be paid over 9.80 pay periods during the fall semester or spring semester.
- The contracts and ePAFs for each individual semester should be dated as indicated below, and the ePAFs and contracts submitted to Human Resources by the required deadline dates as follows:

	<u>Contract & ePAF Dates*</u>	<u>ePAF Deadlines</u>	<u>First Pay Check*</u>
Academic Year	08/08/12 - 05/07/13	07/06/12	08/24/12
Fall	08/08/12 - 12/21/12	07/06/12	08/24/12
Spring	12/21/12 - 05/07/13	11/09/12	01/11/13

*These dates are based on the assumption that the ePAFs, contracts and new employee sign-in documents have been accurately completed, and that they are submitted to Human Resources by the deadlines indicated above.

Important Contract and ePAF Guidelines

- The contract beginning and ending dates should always reflect the dates that the employee's work assignment actually begins and ends. Note that the contract dates for phased retirement program participants are the same as the contract dates for nine-month faculty.
- The university's contribution for State Health and Life Insurance must be included in the contract for each phased retirement program participant. Departmental representatives who have responsibility for preparing the contracts should contact the Benefits Section of Human Resources at (407) 823-2771 or benefits@ucf.edu to determine the university's contribution for each participant.
- When the faculty member retires and **begins** the phased retirement program, an initial hire ePAF needs to be submitted. An ePAF to terminate the Phased Retiree **will not** be required at the end of the semester. The Phased Retiree will automatically be placed on leave at the end of each semester based on the end date indicated on the contract.
- Each time the phased retiree returns, an employment status change (Return from Leave; Return per Phased Ret Plan) ePAF needs to be submitted. An ePAF to terminate the Phased Retiree **will not** be required at the end of the semester. The Phased Retiree will automatically be placed on leave at the end of each semester. When the ePAF is submitted to return the employee for the final semester in the phased retirement program, you must indicate in the Comments Section "Completion of Phased Retirement Program". Based on this information, the employee will automatically be terminated.

Leave Information for Phased Retirement Program Participants

- Participants will be credited with five days of leave at the beginning of each full-time semester appointment. For less than full-time appointments, the amount of leave credited will be prorated based on the employee's assigned full-time equivalency (FTE). This leave, with appropriate notice and approval, shall be used in 4-hour increments when participants are unable to perform their assigned duties due to their personal illness or injury or that of their immediate family. The leave may be accumulated for future use, but will not be paid at the termination of the re-employment period.
- If participants were previously employed on a 12-month appointment and receive the same or similar assignment, they will be credited with an additional five days of leave at the beginning of each semester appointment. For less than full-time appointments, the amount of leave credited will be prorated based on the employees' assigned FTE. This leave, with appropriate notice and approval, shall be used in 4-hour increments for personal reasons unrelated to illness or injury. The leave may not be accumulated for future use, and will not be paid at the termination of the re-employment period.
- A Leave Audit Form, found on the HR website under Payroll Services Forms, can be created to show a retiree's beginning leave balance(s). As a retiree uses the leave, the hours can be deducted from the balance. These hours are not recorded in the payroll system.
- Each phased retirement program participant should receive a leave and pay exceptions report, but this form will only be used to document "leave without pay" after the retiree exhausts all leave balances. The leave and pay exception report should be given to the payroll processor to enter LWO into the payroll system and the payroll authorizer would approve the hours. This will ensure that no overpayment situation occurs.
- Participants should refer to the Phased Retirement Program Agreement for more information regarding the usage of leave.