



Kelly Education and Out-of-State Employment FAQs

Revised 05/26/2022

Q: What is the difference between remote work and out-of-state employment?

A: Remote Work at UCF is defined as performing work at an alternate worksite **within the State of Florida** other than the employee's central workplace where official UCF business is performed. Out-of-State employment is when an individual is performing services for UCF at an alternate worksite outside the State of Florida.

Q. What are the potential liabilities with an employee working outside the State of Florida?

A. When employees are allowed or assigned to work for UCF or any of UCF's direct support organizations from a jurisdiction other than Florida, such as another state, the possibility exists that additional taxes, expenses, and liabilities may be incurred because of the work being performed in a different legal jurisdiction. These liabilities could include payroll taxes to the non- Florida jurisdiction, unemployment compensation or workers compensation obligations in the different jurisdiction, additional employee benefits or insurance requirements, registration fees, etc.

Q. Does UCF have a solution to allow departments to employ out-of-state employees.

A. Yes, UCF has contracted with Kelly Education which will allow departments (with appropriate approval) to allow certain employee types to perform services for UCF who reside out-of-state.

Q. What is Kelly Education?

A. Kelly Education is a staffing augmentation firm with over 30 years of experience in supporting higher education and has worked with 150+ higher education institutions. Kelly Education will administer pay, benefits, retirement, unemployment compensation, workers compensation, employment verifications, medical leave requests, etc., for out of state employees if you choose to use their service. Kelly Education will handle all the tax payments and reporting requirements. This will allow the individual, who resides outside of Florida, to perform services for UCF.

Q. What is the cost to use Kelly Education?

A. See the chart below. For example, if you have an A&P employee who earns \$50,000/yr., you would be charged \$61,000 (which includes the salary and the administrative fee of \$11,000); in addition to any of the direct health insurance and (retirement) 401(k) costs. The UCF fringe rate **will not** be charged for these individuals.

Kelly Education Rate Card (Salary)

UCF Employee Classification	Kelly Education Employee Classification	Billing Percentage
Administrative & Professional (A&P)	Salaried Professional Staff	1.22
Salaried University Support Personnel (USPS)	Salaried Support Staff	1.24
Adjunct Faculty, Hourly Non-Students, Post-Docs, OPS Students,	Other Contracted Services Personnel	1.26

2022 Health Insurance Direct Costs

	Employee	EE + Children	EE + Spouse	Family
Kelly HDHP w/\$500/\$1,000 HSA contribution	\$341.66	\$375.40	\$344.72	\$549.26
Kelly PPO	\$530.46	\$943.89	\$1,204.41	\$1327.93

401(k) Direct Costs

Department will be charged **3.3% or 5.14%** dependent on the retirement plan employee is currently enrolled in.

Q. What employee types cannot be hired through Kelly Education?

A. Line faculty members, internationals in F-1, J-1, or H1B status, and student employees on a graduate assistantship.

Q. What happens if I have a student employee on a graduate assistantship or international employee on a F-1, J-1, or H1B status who moves out of state?

A. They would need to cease working for UCF once they move out-of-state. A termination ePAF will need to be submitted.

Q. What if I have a current employee who is working for us but is temporarily out-of-state? Do they need to transition to Kelly Education?

A. If they are working for you while out-of-state for no more than 6 weeks, they can remain an active employee with UCF and do not need to transition to Kelly Education. If it will be longer than 6 weeks, they will need to transition to Kelly Education. You will need to follow-up with them to confirm they have returned to Florida in that 6-week period.

Q. What if I have a current employee who tells me that they are moving out-of-state but would like to work for UCF remotely?

A. They will need to provide you with a resignation letter as UCF is a Florida-based employer. A termination ePAF would need to be submitted. Permission for them to work remotely via Kelly Education will only be granted if one of the out-of-state employment guiding principles is met and is approved by the provost or appropriate VP.

Q. What if I have a current employee who tells me that they are moving out-of-state but would like to work for UCF remotely, but we do not have the budget to use Kelly Education services?

A. They would need to provide a resignation letter, and cease working for UCF once they move out of Florida. A termination ePAF will need to be submitted.

Q. Are we authorized to actively recruit new hires to work remotely outside of Florida?

A. No, permission to work in another state will only be granted if one of the following out-of-state employment guiding principles is met and is approved by the provost or appropriate VP:

- i) Contributes to UCF's teaching and/or research mission such that otherwise it could not be met by another employee or Florida resident new hire.
- ii) Provides required support services to students or staff that can't be appropriately or effectively provided by another employee or Florida resident new hire.
- iii) Skills and background required for the job are so specialized, and unique that required services for students and/or critical staff functions could not be provided by another employee or Florida resident new hire.
- iv) The out-of-state relationship is of substantial benefit to UCF's ability to meet our academic, research or efficiency needs and could not be provided by another employee or Florida resident new hire.

Q. If the above criteria are met, what steps do I need to take for approval to hire an out-of-state employee?

The Exception to Work out-of-State via Kelly Education form will need to be completed/signed by all appropriate individuals prior to offering employment to an individual working out-of-state. If the form is approved, submit directly to Kelly.Fernandez@ucf.edu or Tatiana.Barth@ucf.edu at least two weeks prior to the hire date. The individuals would be employed through Kelly Education and not UCF.

Q. Does the foreign influence bill apply to employees hired through Kelly Education?

A. Yes, if they will be conducting research and meet the criteria under the foreign influence bill, additional screening is required before they can be hired through Kelly Education.

Q. Will there be a different recruitment process for out-of-state hires?

A. No, you will follow the normal recruitment process administered at UCF. The only difference is that Kelly Education will administer the background check and not UCF. Appropriate wording will need to be placed in the posting to consider out-of-state employment. Please contact your Talent Acquisition Consultant in UCF HR.

Q. If I receive approval for an out-of-state hire, would I still process an ePAF?

A. No, new hires will not be processed through the ePAF system as they will not be a UCF employee. Once the Exception to Work out-of-State via Kelly Education form is

approved, submit to Kelly Fernandez at Kelly.Fernandez@ucf.edu or Tatiana Barth at Tatiana.Barth@ucf.edu , and they will provide you the next steps to onboard the new hires through Kelly Education.

Q. How much time does HR need to submit the information to Kelly Education for new hires?

A. Human Resources must receive the Exception to Work out-of-State via Kelly Education form at least two weeks prior to the intended hire date to send the necessary information to Kelly Education. Kelly Education cannot process retroactive hires.

Q. Will these individuals working out of state need to complete the remote work agreement?

A. No, the remote work agreement is only for individuals working remotely in the State of **Florida**. The Exception to Work Out-of-State via Kelly Education will need to be completed/approved.

Q. How do I go about obtaining an email and security access for the new hires who will reside out-of-state?

A. Your department will need to submit a Sponsored Account Request form, <https://sponsoredaccounts.infosec.ucf.edu/>, to request the necessary access.

Q. If I have a new instructor of record whom I have received approval to hire through Kelly Education due to their out-of-state status, do I still submit an eFQMS (Faculty Qualifications Management System) Form?

A. Yes, you will also need to collect official transcripts and, as necessary, other supporting documentation (e.g., CV) to include with your submission. As with other UCF instructors of record, once the individual is certified in FQMS, you need only submit an updated eFQMS form if the teaching assignment changes or the individual obtains additional relevant qualifications (e.g., a higher degree)

Q. If I have a new postdoctoral scholar (i.e., other contracted services personnel) whom I have received approval to hire through Kelly Education due to their out-of-state status, do I still need to collect an official transcript documenting the conferral of their terminal degree?

A. Yes, official transcripts (and, for credentials earned outside the United States, foreign equivalency evaluations) must be collected at the time of hire. Transcripts (and, as applicable, foreign equivalency evaluations) will be requested by Academic Program Quality ahead of key state reporting deadlines. For more information on certifying transcripts as official as well as obtaining foreign equivalency evaluations and required supporting documentation, please contact Academic Program Quality or visit their website at <http://apq.ucf.edu/fq/fqdegree/>.

Q. Will the out-of-state individuals employed by Kelly Education be paid on a biweekly basis?

A. No, they will be paid weekly by Kelly Education. Their work week is from Monday-Sunday.

Q. How would I approve timesheets for hourly (non-exempt) employees processed through Kelly Education?

A. The supervisor will receive an email from Kelly Education from the email of DoNotReply@PeopleNet-us.com, the Monday morning following the end of the work week to electronically approve the time for non-exempt employees.

Q. Do exempt employees submit their time through Kelly Education?

A. No, exempt employees will automatically be paid on a weekly basis and will not submit their time through Kelly Education. Their leave balances will need to be monitored offline.

Q. How will the billing work with Kelly Education?

A. Kelly Education will be billing UCF weekly for wages/rate and monthly for employee benefits/retirement, the 15th of every month.

Q. How does the rate work, is it billed as a one-time payment?

A. No, the rate will be billed on a weekly basis based on the individual's weekly paycheck. The direct costs such as health insurance and 401(k) will be billed monthly.

Q. What happens if the individual who is employed through Kelly Education ends their employment, am I still responsible for the rates (administrative fee).

A. No, once the individual ceases receiving paychecks from Kelly Education, then you are no longer responsible for the salary or rate. Direct Costs such as health insurance and 401(k) maybe billed up to a month after separation, depending on where in the cycle the employee ends employment.

Q. Why is the rate for OPS higher than A&P or USPS?

A. There are more risks/institutional effort related to employment of OPS which is why the rate is greater.

Q. Will I be charged the UCF fringe rate for individuals hired/paid via Kelly Education?

A. No, you will only be charged the Kelly Education rate and any direct costs for health insurance and 401(k).

Q. How will sick and annual leave be handled for Kelly Education employees?

A. Eligible employees (A&P and USPS) will receive 4 weeks of vacation time and 12 days of sick leave at the beginning of the year. Post-Docs will receive 10 days of vacation time and 5 days of sick leave. The time will not roll-over into the following years.

- Q. Will Workday be able to help with the out-of-state payroll taxes?**
A. Although Workday can be configured to address the out-of-state payroll taxes, it will not solve the other issues as it relates to worker's compensation, unemployment, reporting, business registration, and other requirements that differ by each state. Workday is not a total solution which is why we selected Kelly Education.
- Q. Will employees hired via Kelly Education working for UCF be required to complete various trainings that UCF employees are required to complete?**
A. It maybe advantageous based on the individual's association with UCF to take specific trainings. More information to come related to this topic.
- Q. How would performance concerns or disciplinary issues be handled for the individuals who transition/hired via Kelly Education?**
A. The College/Division would continue to reach out to Employee Relations or Faculty Excellence for guidance on those matters.
- Q. How would compensation be addressed for Kelly Education employees?**
A. You would continue to use the salary administration pay guidelines.
- Q. I have a stipend (non-employment related) that needs to be paid to one of my post-doctoral scholars (processed through Kelly Education) for funds awarded. How can I process the payment since the individual is not in our payroll system?**
A. Your department will need to complete a stipend from Accounts Payable and Accounts Payable will process these payments accordingly.
- Q. Can individuals who transition/hired via Kelly Education maintain or be issued UCF property (i.e., laptops)?**
A. Yes, with the understanding that departments must keep track of their assets locally.
- Q. Can individuals who transition/hired via Kelly Education maintain their cellphone allowance?**
A. No, however, Kelly Education offers a variety of discount cell phone plans.
- Q. Can individuals who transition/hired via Kelly Education maintain their P-Card of be issued a P-Card**
A. Yes, since they will have a sponsored account and as long as F&A can verify a clear background check.
- Q. Can departments continue to pay for travel if needed to attend a conference?**
A. Yes, you can continue to pay for travel.

- Q. For the individuals that are transitioned or hired via Kelly Education. How should changes to their employment record be made since an ePAF would not be processed?**
- A. Contact Kelly.Fernandez@ucf.edu or Tatiana.Barth@ucf.edu with the information that will change, and they will coordinate with Kelly Education. Please notify Kelly Fernandez or Tatiana Barth at least two weeks prior to the change.
- Q. What will happen to current employees' leave balances who transition to Kelly Education?**
- A. Their leave balances, (up to the maximums) will be paid out based UCF's standard procedures. Additional information is located at, <https://hr.ucf.edu/liaisons-supervisors/payroll/leave-and-attendance/>.
- Q. What happens to the employees' security access and UCF email who are transitioning over to Kelly Education if they are no longer an active employee in myUCF?**
- A. Your department will need to submit a Sponsored Account Request Form, <https://sponsoredaccounts.infosec.ucf.edu>, to maintain the access and email prior to the transition. The recommendation is to submit the request at least 30 days prior to the transition.
- Q. What will happen to the current employees who are in the Florida Retirement System (FRS) when they transition over to Kelly Education?**
- A. They will cease accruing time with FRS, and they will be enrolled in a 401(k)-plan administered by Kelly Education.
- Q. What if I have an A&P employee who transitioned to Kelly Education because they were living out of state, but they have moved back to Florida?**
- A. A [Request for Exemption From Posting](#) form will need to be completed and approved by OIE. After the form has been approved, the HR Business Center can process the action in Workday as a Direct Hire, attaching the approved Request for Exemption From Posting form. The individual will receive tasks via Workday to complete the UCF onboarding documents.

Notify Kelly Fernandez at Kelly.Fernandez@ucf.edu or Tatiana Barth at Tatiana.Barth@ucf.edu **ASAP for the employment end date with Kelly Education**. We will need to notify Kelly Education so that they cease their pay through Kelly Education.