



Shelia Daniels

Interim Associate Vice President HR

WELCOME & HR UPDATE



Maria Beckman, Director EO/AA

Joseph Patton, Veterans Program Manager for
Career Source

VETERANS' PREFERENCE



BREAK



Abbee Camen, Records Manager

FALL SEMESTER PROCESSING

Fall Semester Processing



HR Fall Deadlines

- Faculty Agreements/ePAFs: **07/06/15**
- Adjunct Agreements/ePAFs: **07/17/2015**
- Graduate Assistantship Agreements/ePAFs:
07/17/2015

18 Business Days until August 8th ,the start date of Faculty Agreements.

28 Business Days until August 24th , the start date of Fall Semester.



Expediting ePAF Approvals by HR-Records

- Review the ePAF data inputted is correct and matches the agreement (when applicable).
- Review the sign-in paperwork is complete and accurate. Sign-In Paperwork checklists are located at <http://hr.ucf.edu/liaisons-and-managers/employee-sign-in-paperwork-2>.
- **30 seconds of review could save you days, even weeks!**



Submitting Hire ePAFs for Line Employees

- Position Data
- Please make sure after you input the position number that the defaulted position information is correct.
- Verify the information on the agreement matches the ePAF (i.e., location, liability account, job code, admin code, etc.)





Background Checks

- Please send the applicable Affirmation Forms directly to employment@ucf.edu or fax to 3-1095. Please **do not** attach the Affirmation Form to the ePAF.

Employment of Relatives

- An organizational chart must be included with the employment of relatives form.
- Form must be fully approved prior to employee's start date.
- For Adjuncts, Faculty, Graduate Assistantship, Post-Docs, form goes to Faculty Excellence.
- For all other employee types, the form goes to HR for approval.



International Employees

- International Employees must go to ISC to complete the sign-in paperwork documents.
- Please provide your employee with their start date so that ISC can complete the I-9 Form.
- ISC will issue a temporary placeholder number for international employees who do not have a Social Security Number.
- ISC will issue a letter for any missing documents, i.e. voided check.



Where is my ePAF?



- You can view the status of an ePAF at anytime to know where it is in the workflow.
- Go to Main Menu-Department Self Service-ePAF Home Page-View an ePAF (or Look up an Archived ePAF)-select eform type-input eform number or emplid, click search
- Scroll to the bottom of the ePAF, click next.
- You can view next approver.



Terminations

- Submit termination ePAFs for **visiting** 9-month faculty members who will not be hired into a regular line position nor issued an employment agreement for Fall 2015.
- Submit Termination ePAFs for your regular 9-month faculty who will not be returning in Fall.
- Submit termination ePAFs for your OPS employees who will not be working for your department in Fall 2015.

Position Numbers-Senior Level Faculty Administrative Appointments

- Designated position numbers for senior level department administrative appointments (dean, associate dean, chair, director, etc.)
- Decrease the amount of job change ePAFs needed to correct reports to when new chair or senior level administrator is appointed.
- Position Numbers occupied by current senior level administrators as of 08/08/15 will be designated as permanent position number.



Reports To Changes

- Important that the Reports To information is accurate in PeopleSoft.
- Updating any Reports To changes immediately is critical as it supports the Conflict of Interest reporting in addition to the upcoming Electronic Timesheet/LAPER project.



Quarterly HR Liaison Meeting

NEW EMPLOYEE ORIENTATION UPDATES



Your Feedback Is Important to Us

- OD&T conducted a survey on NEO
- Survey results indicated a need for change to the NEO format
- NEO Importance

Ch-ch-changes

- Full day orientation 8:30-4:30 p.m. (beginning Sept. 4, 2015)
 - New Orientation Form and Schedule will be available online in August
- Breakfast provided by various vendors
- Padfolios and binders with the UCF logo
- Campus bus tour
- Lunch provided by Aramark
- Benefits Enrollment Lab in HR (as of May 2015)

NEO Dates

- August 2015:

- August 11th, 12th, 13th, 14th and the 28th in addition to the usual payday Fridays on the 7th and 21st.

UCF HR website: Prospective Employees > New Employee Information > New Employee Orientation

- **September 4, 2015 and forward...**

- 8:30-4:30 p.m. schedule available Sept. 4, 2015



NEO Full Day Agenda

- Breakfast and ID Cards
- Message from the President
- UCF Mission, Vision & Goals
- Resources at UCF
- Benefits and Retirement
- Campus Tour
- Lunch
- EO/AA
- Payroll
- IT
- More about UCF
- UCF Athletics



QUESTIONS



Ben Anderson, Leave Administration Manager

USPS SICK LEAVE POOL STATUS



USPS Sick Leave Pool

- Membership status – 663 members in pool
- Requesting hours from the pool
- Upcoming Open Enrollment in September for both the USPS Sick Leave Pool and the Faculty/A&P Sick Leave Pool



Renee Grigor & Joshua Tschiggfrie, Interim Recruitment Managers

RECRUITMENT



Ban the Box

- Started as a civil rights initiative in 2004
 - Expand opportunities
 - Assist past offenders
 - Gaining national attention
- Scope is to remove the criminal history question from *all* applications
 - Unfair bias from hiring managers
- Gaining momentum in Florida
 - Certain cities have already banned the question
 - Legislation entered into FL House in March 2015

Ban the Box-UCF

- Institutionally driven decision from the President and VP's
- Question will remain on the application but restricted to HR access only
- Question will be removed from the affirmation form
- Recruitment is working with EEO and other HR managers to craft the new policy
- Contingent hires will be phased out. No offers of employment will be extended prior to the background being cleared



Ban the Box

- Recruitment will continue to communicate and elicit feedback as we go through this process
- Goal: Give everyone applying to UCF equal opportunity and consideration and only remove individuals with previous convictions that are relevant to the position they apply to



Sarah Lovel, Compensation Manager

COMPENSATION



PROPOSED FLSA OVERTIME REGULATIONS



Background

- March 2014: President Obama directed the Department of Labor (DOL) to update the Fair Labor Standards Act (FLSA) overtime protections
- Goals:
 - Raise middle-class wages
 - Increase the number of nonexempt workers
 - Provide bargaining power to low-wage workers who do not have certain protections
 - Simplify the identification of overtime-eligible employees

Proposed Overtime Rule

Salary Test

- Current Law: \$455/week or \$23,660 per year
- Proposed Rule: \$970/week or \$50,440 per year

Proposed Overtime Rule

Salary Test (cont)

- Bonuses (more to come)
 - DOL is soliciting comments on whether or not companies should be allowed to include nondiscretionary bonuses, such as production or performance bonuses to satisfy a portion of the standard salary test requirement.

Proposed Overtime Rule

Salary Test (cont)

- Threshold for highly compensated employees (HCE)
 - Current HCE salary test is \$100,000 annually
 - DOL is proposing to set the HCE annualized salary to \$122,148

Proposed Overtime Rule

Duties Test

- DOL has not set forth specific proposals to modify the current standard duties test
 - DOL is seeking comments on the duties test. Specifically, they want to know if the duties tests are currently working to screen out employees who are not bona fide white collar exempt employees

What Happens Next?

- Comment Period – the public has 60 days to submit formal comments. Comments opened July 6th and are due September 4th
- Implementation goal for administration is to finalize these rules while they are still in office – sometime in 2016.
- In 2004, organizations were given 120 days to become compliant once final rule was published.

What happens next for UCF?

- Compensation to review potential impacts
 - Based on salary
 - Focus on employees currently classified as exempt who will fail the new salary test
 - Based on duties
 - Review job documentation and tasks for impacted jobs
 - Analyze and continue to monitor updates, especially as we get closer to public comments closing (September)

More to come as information becomes available

Questions:

please stop to see me after the meeting



Becky Moulton, Associate Director HR

PEOPLESOFT HCM 9.2 UPGRADE



Announcements

- Online HR Liaison Training Coming in Fall 2015



Quarterly HR Liaison Meeting

HR LIAISON TRAINING UPDATES



Future State

- People Soft enrollment into for credit courses
- Targeted audience and materials
- Online modules to include
 - Payroll, Recruitment, Compensation, Benefits, Records, Employee Relations, LOA/Workers' Comp, OD & Training, and more

Expected Roll out?

- Teams will work diligently Summer and Fall to provide this just in time learning
- Final product expected to be up and going late Fall 2015
- Expect communication via email and the HR Connection
 - Subscribe here: <http://hr.ucf.edu/hrconnection/>



QUESTIONS



Announcements

- Going Back to College
- Veterans' Preference Special Training
- Parental Leave Class on Sept. 9th



HR Leadership Team

Q&A WRAP-UP



Shelia Daniels

CLOSING