HR Liaison Network Meeting

April 15, 2013
9-11 a.m.
Student Union Cape Room 316

Meeting called	Human Resources	**Type of meeting:**	HR Liaison Network Meeting
Facilitator:	Beth Scheitzach	**Note taker:**	Deborah Frankenbach

Attendees: 116 registered HR Liaisons including 23 HR staff members representing over 65 colleges/departments

Minutes

Agenda item: Welcome	**Presenter:**	Roxane Walton & Beth Scheitzach

Discussion:
On April 15, 2013 at 9:00 am, the quarterly HR Liaison Network meeting was called to order by HR's Director, Roxane Walton. Ms. Walton opened the meeting by welcoming all HR Liaisons to the largest meeting to date. Ms. Scheitzach presented the HR Liaison Network Meeting purposes, goals and accomplishments. Feedback from the January 2013 meeting was shared. Please continue to submit questions, comments and topics and HR will answer. The 17 new HR Liaisons that completed training in February were introduced.

Agenda item: Leave Administration Recent Changes   **Presenter:** Ben Anderson

Mr. Anderson began the discussion with the recent news on The Supreme Court's review of the Defense of Marriage Act (DOMA.)   UCF and HR are expecting to hear more from the courts in June. In the meantime, UCF has a Domestic Partner option that mimics FMLA.

Mr. Anderson continued with the recent changes in Military Leave:

Exigency:
- Qualifying exigency leave may be taken as a result of members of the Regular Armed Forces, National Guard, and Reserves being deployed to a foreign country
- Expanded the number of days a family member may take as leave for a military member's rest and recuperation leave from 5 to 15
- Reasons for exigency leave expanded to include caring for military member's parent who is not capable of self-care

Caregiver:
- Military Caregiver Leave expanded to include covered veterans (5 years) with a specific definition of their serious health condition
- Medical Certifications for military caregiver leave are now able to be signed by physicians not affiliated with the Department of Defense (DOD), Veterans' Affairs (VA), or Tricare.

Conclusions:
FMLA training is available for your department/college. If you are interested, please contact loaandworkcomp@ucf.edu

Find this useful information on the HR website:
Military Family Leave http://hr.ucf.edu/liaisons-and-managers/manager-resources/personnel-issues/medical-leave/#Medical

Employee Rights and Responsibilities at http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf

Domestic Partner   http://hr.ucf.edu/files/DomesticPartnerProcedureforLeaveofAbsence.pdf

Agenda item: Employee Assistance Program (EAP)   **Presenter:** Karen Averill

Discussion:

Ms. Averill, Senior Account Executive from Horizon Health, presented ways the EAP can help HR Liaisons direct staff to all the FREE resources available.   EAP focus is to get employees back on track.

EAP benefits are available for employee and all household members.

EAP offers:
- Short-term counseling (one to three sessions per issue) at no cost
- Legal/Financial Services
- Free Online Will (attached brochure)
- Free Online resources with over 5,000 topics available 24/7 valid in 49 states
- Free Monthly webinars on various topics

Ms. Averill final question, "Do you have a will?" and if not, urged everyone to use the Free Online Will.

Conclusions:
Confidential assistance available 24 hours a day, 7 days a week
1-800-272-7252 or www.horizoncarelink.com LOGIN: UCF PASSWORD: UCF

Attachments:
Aetna Benefits Overview and Your Online Will Brochure

Agenda item: Veteran's Preference   **Presenter:** Renee Grigor/Recruitment

Discussion:

Ms. Grigor began the discussion by asking "what" is Veterans' Preference?   Per Florida Statue 295.07, all US veterans and their spouses who are eligible can claim preference to hiring, promotion, and retention for all USPS positions. Recruitment verifies the documentation and minimum qualifications before granting the preference status to the veteran. If the applicant meets all the criteria, the applicant is to be extended an interview. Departments/colleges should document and retain interview notes as an applicant can file a complaint with the Department of Veteran's Affairs.

Conclusions:
HR Link to Veteran's Preference Guidelines: http://hr.ucf.edu/files/VeteransPreference.pdf

Question submitted to HR:
   Q: *How do you determine if an applicant has already used their veteran's preference?*
   A: Whenever a veteran applies for a USPS position, he/she is eligible to claim veteran's preference. There is no limit for the number of times they can request veteran's preference when applying for positions of interest.

   Q: *The compensation website states that candidates who live in Florida, and meet Veteran's Preference, must be interviewed. Why did I have to interview someone from Virginia and don't understand why? Does the website need to be updated?*
   A: UCF Recruitment, in coordination with the Office of EO/AA, utilizes the guidelines as defined on the Florida Department of Veterans Affairs Website. On the website, it states that a veteran who resides in Florida must be given veteran's preference. However, because an individual applies from Virginia, doesn't necessarily mean that   they are not a Florida resident. This can be clarified during the interview process. If the individual is not a Florida resident, he/she can be eliminated from the applicant process.

   Q: *May a phone interview be used as a screening tool when reviewing veteran's preference applicants?*
   A: Yes. If you have multiple candidates who claim veteran's preference, you may phone screen, as long as all the applicants who qualify and all veterans who have been granted veteran's preference and met the minimum qualifications to the position are phoned interviewed. Questions must be job related in nature.

   It is in the best interest to the university that you retain your notes from each interview in case a veteran request's documentation as to why he/she was not selected for a position. If an applicant resides a significant distance away from campus, and you are scheduling personally interviews, it is not a federal requirement to reimburse veteran's preference candidates for travel expenses.

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Agenda item: Electronic I-9/E-Verify Updates   **Presenter:** Abbee Camen /Records

Discussion:
Ms. Camen announced that USCIS has issued a new version of the I-9 Form that must be implemented by May 7, 2013. HR's electronic I-9 system will be updated by May 1ˢᵗ.

Following are changes to Section 1:
- Maiden Name Field changed to Other Names Used
- Optional email address field
- Optional phone number field
- Additional fields for international employees

Conclusions:
Contact records@ucf.edu for any questions regarding the electronic I-9

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Agenda item: Summer Semester: Student or Non-Student   **Presenter:** Abbee Camen /Records

Discussion:

Summer – Student Job Code
- **No** action required: --student is not taking summer classes but has not graduated
- **Action** required:
    - ➤ Termination ePAF -- student has graduated and will no longer work for UCF
    - ➤ Edit Existing Job ePAF-student graduated and will continue to work for UCF. Change to OPS Hourly Non-student job code and submit SSA-1945 and OPS Hourly Non-Student Affirmation Form.
    - ➤ Hire ePAF – use student job code when the student begins working in the summer semester but will not be enrolled until fall.
    - ➤ Contact ISC --International students' work authorization ends when they graduate, as long as they will not be progressing to the next academic level. They must provide an employment authorization card to ISC to remain on Payroll.

Conclusions:
Contact records@ucf.edu for any questions regarding the Summer Semester and students

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Agenda item: Attaching Hire/Rehire Sign-in Paperwork to ePAFS   **Presenter:** Abbee Camen /Records

Discussion:
Ms. Camen announced that sign-in paperwork (excluding Direct Deposit and W-4 Form) can be attached to the ePAF. The documents should be attached with the file name HR_HIRE_Emplid_Name. By using this format the documents can be automatically sent to imaging to load in Docview. Fax the Direct Deposit and W-4 Form to your Point of Contact in HR Records. Graduate Assistantship's paperwork still needs to be attached separately as instructed by College of Graduate Studies.

Conclusions:
New Video tutorial for attaching Hire/Rehire sign-in **http://ucf.adobeconnect.com/attachingsigninpaperworkepaf/**

Attachments:
Guidelines for Attaching Hire/Rehire Sign-in Paperwork to ePAFs

Questions and Answers:
    Q: *Will the new procedure for attaching hire/rehire sign-in paperwork be mandatory?*
    A: Yes, effective 05/10/2013, it will be mandatory.

    Q: *Will the department still need to attach the voided check to the Direct Deposit form?*
    A: Yes, the voided check will still need to be attached to the Direct Deposit Form. You will need to make a copy of the form with the voided check and then fax it to 407-823-3507.

Agenda item: Online New Employee Orientation (NEO)   **Presenter:** Patty Farris/OD&T
          "Mixed" Mode

Discussion:

Patty Farris announced the new "mixed" mode New Employee Orientation (NEO) available effective Friday, April 19th.

The "mixed" mode is a blend of in-person and online modules, which include four modules presented in person followed by five online modules.   Prior to Orientation Date, the new employee receives an invitation email. On Orientation Date, the new employee completes in-person session; employee email is entered into Canvas; and participant receives online instruction, handouts, and Canvas invitation. New employee should expect 3 ½ hours in-person at Human Resources Department and approximately 1 ½ hours for the online content. New Employee has two weeks to complete online modules.

Under specific situations, employees will be able to complete all modules online. The fully online nine modules take approximately three hours to complete. New Employee has two weeks to complete online modules.

Conclusions:
Computer Labs are available at Technology Commons 2 (CCII) Monday – Thursday 8am – 10pm; Friday 8am – 7pm. Technology Commons 1 (CCI) Monday – Friday 8am – 7pm

Information for New Employees can be found on the HR website at http://hr.ucf.edu/prospective-employees/new-employee-benefits/new-employee-orientation-3/

> ***Q: Will you continue to offer the full day course for those staff members that aren't comfortable with using computers?***
> **A:** This will be something to research for the future. We are meeting to discuss other options available to this population during the interim.

> ***Q: Will there be a Spanish version?***
> **A:** This will be something to research for the future. Currently Facilities Operations offers a Spanish new employee orientation.

> ***Q: Can employees do the online NEO at home?***
> **A:** Non-Exempt hourly employees should be compensated and complete while at work. Exempt employees can complete anytime.

> ***Q: Can employees access parking services sooner?***
> **A:** At this time, there is no change to the current procedure. Once the employee has an employee id, they are able to go online at Parking Services.

Agenda item: Payroll Charges to Departments   **Presenter:** Isha Guerrero-Londeree
                                               Payroll

Discussion:

Ms. Londeree responded to email questions regarding funding departments for payroll charges.

> ***Q: Would it be possible for HR to make a note somewhere when/if there's some type of fee or charge to use a particular account?***
> A: There is no place for HR to keep a note on file.

However, prior to the processing of a particular payment type, departments can provide us with a request to use an alternate account by utilizing the following methods:

1) Off Cycle Check Request – insert that information on the revised form which now contains a line for it
2) Overpayment Recovery Fee – upon notification that a fee will be charged, reply to the email requesting the alternate account preferred
3) Leave Payouts – email payroll@ucf.edu and request the alternate account before the payment is processed

If the alternate account is allowable (based on the standards from F&A that HR has to follow), we will attempt to accommodate the request.

Remember do not process correction journals on departments ending in xx-xx-0601 or 0602 (Federal College Work Study numbers.) This causes the financial-aid system to be out of balance. You will need to contact Shameika Daye in the Financial Aid Office for assistance.

Conclusions:
Contact payroll@ucf.edu for any questions about payroll charges to alternate funding departments.

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Agenda item: Time Reporting	**Presenter:** Isha Guerrero-Londeree Payroll

Discussion:

Ms. Londeree addressed several questions submitted to HR in regards to time reporting.

> **Q:** *Can you explain why the university conducts hourly reporting and exception reporting at the same time?*
> **A:** There is hourly reporting for the OPS (hourly) employees based upon the total number of hours worked during the day. And there is exception reporting (for all other employees, except OPS hourly), so that the proper amount of leave is deducted from the leave accrual balances. The payroll system does not know what an employee actually works (compared to their standard hours) unless that information is reported or captured within the system.

> **Q:** *Will the LAPER ever be automated?*
> **A:** Yes, the reporting of exceptions will change in the future. This will be a major project contingent upon available funding and the implementation of future versions of PeopleSoft.

Conclusions:
Find you payroll Point of Contact (POC) name and information at http://hr.ucf.edu/files/HRServicePointofContactInformation.pdf; email payroll@ucf.edu; phone 407/823-2771 or fax 407/823-0582 for any help.

Be sure and read the new quarterly "Payrolling it Forward" Newsletter sent by the HR Point of Contact to the departmental payroll processors and authorizers.

Questions and Answers:

> **Q**: *Is it possible to reduce the number of notifications that are being emailed to processors during payroll?*
> **A**: We will need to discuss with the Associate Director and HRIS to determine if we can modify the existing practice to have that automatic workflow email sent out after each Time Administration process completes.

> **Q:** *Where can departments find the payroll monthly calendar? Next payroll calendar?*
> **A:** Please see the HR website www.hr.ucf.edu, click on the A-Z Index. You can use the "Find a Form" box and type "**Calendar**" and it will bring up the options. Based on feedback during the liaison meeting, we have updated the website to put both calendar links under letter "P" for **Payroll Calendar (current month)** and **Payroll Calendar (next month)**.

> **Q: Is it ok to send an email to our point of contact (POC) and cc the payroll section's email?**
> **A:** Yes, it is a good idea to CC the other point of contacts listed on the HR's point of Contact sheet. This keeps communication open, ensures that multiple people are aware and working toward a solution, allows the other contacts to determine if maybe the problem does reach into their particular area of expertise, and provides the HR team with a cross-training situation.

Agenda item: Performance Appraisals	**Presenter:** Roxane Walton for Employee Relations

Discussion:

Effective March 6th, HR is now offering monthly Performance Appraisal training. This new training was designed to capture new supervisors and supervisors who have not had the opportunity to join performance appraisal training.

Classes are available from 9:00 a.m. to 11:30 a.m. on the following dates:
April 3, May 1, June 5, July 3, August 7, September 11th , October 2nd, November 6th, December 4th, and 11th.

Conclusions:
More information regarding the training and registration is available at http://hr.ucf.edu/files/TrainingCalendar1.pdf .

Questions and Answers submitted:
Q: Will an online performance appraisal process come to UCF?
A: In 2011, HR was in the process of researching PeopleSoft's ePerformance Management when we learned that UCF did not own the module. At this time, Human Resources continuing our research on an electronic Performance Appraisal.   This will be one of HR's top projects following the implementation of ePosition Description and eRecruit.

Q: Could HR consider changing the due date for performance appraisals?
A: The date can be changed. However, the current deadline was established because most academic supervisors leave at least for part during the summer. It would be more difficult to have them done timely if due at the end of the academic year or fiscal year.

Agenda item: Question & Answer / Wrap Up   **Presenter:**   HR Managers

Discussion:

Q: Can UCF employees use compensatory leave for time spent during conference?
A: Employees in positions designated as **non-exempt** who work more than 40 hours during a workweek must be paid overtime at time and a half for all hours worked over 40. These employees may be allowed to earn overtime compensatory leave at time and half in lieu of being paid overtime. Therefore, USPS non-exempt hourly employees should be paid for time spent traveling and attending conferences.

Exempt employees including exempt USPS and A&P, is a class that has been designated as exempt from the maximum hours and overtime pay requirements of the FLSA. Therefore, **exempt** employees do not receive compensatory leave.

Q: Will you recycle the ePAF back if there is an error on the sign-in paperwork?
A: No, we will print out the document with the error and scan it to you for a correction.

Q: Do I use a student or non-student job code when hiring a student who isn't enrolled at UCF?
A: If the individual is not a UCF student, (for example, they attend Valencia), you will have to hire them in an applicable OPS Hourly Non-Student Job code as they are not a UCF student.

Q: If you are accepting scanned copies of the 3-in-1 Form, doesn't that make the notary stamp null and void?
A: No, the notary is still notarizing the original document with the employee's signature. The scanned copy that you submit to HR-Records can be designated as the record (master) copy.

Q: Will you be sending an email out regarding attaching the sign-in paperwork and when is it mandatory?
A: Yes, an email will be sent out shortly, and we will require the hire/rehire sign-in paperwork to be attached effective 05/10/2013.

Q: In my department, one person completes the ePAF, and another takes care of the sign-in paperwork? How do I accommodate this with the ePAF deadlines?
A: It's greatly recommended that the sign-in paperwork is completed prior to the employee's first day. Allowing the person to be in the system by the first day allows them to have access to their email, obtain an ID card, buy a parking decal, enroll in online training courses, etc. There are established ePAF deadlines; however, the Record's section works hard at processing all paperwork as expediently as possible, even if they come in after the deadline.

Q: Very hard to complete online training at work when starting a new position. Would HR consider having a "lab" of sorts where employees could go to complete their online computer training?
A: At this time, HR has no plans to establish a computer lab.. However, Tech Common is open for all UCF students and staff. More information can be found at https://publishing.ucf.edu/sites/itr/cst/Pages/TechCommons.aspx

Q: In regards to the recent events, there are concerned for campus safety. Can we have more dialogue around it?
A: HR Liaisons – In light of the discussion at our meeting on Monday and the recent tragedy in Boston, Human Resources would like to share some information to help you and your staff. ***Furthermore, please reply to this email if you would like Human Resources to schedule a special session with EAP, to discuss workplace violence and employees in stressful situations***.

Please feel free to use the Counseling Center database to help locate a referral (https://cpd.sdes.ucf.edu/search) or call the Center for help in finding a referral (407-823-2811). The Counseling Center has a list of helpful resources - http://caps.sdes.ucf.edu/student-coping

On Wednesday April 17th, a separate email was sent to all HR Liaisons with the below attachments.
Please be sure that you received those brochures. If not, contact Debbie.frankenbach@ucf.edu

1)HR's brochure "Helping Employees in Distress" 2013**; 2)**E.A.P. Horizon Health/Aetna - Benefits Overview; **3)** E.A.P. Horizon Health/Aetna – Management Services Guide 2013; **4)** Florida Blue BCBS PPO Mental Health **5)**Mental Health Care Provider Insurance information for Florida Blue/BCBS PPO and AvMED HMO.

Confidential assistance is available 24 hours a day, 7 days a week

Need help? 1-800-272-7252 / www.horizoncarelink.com login: UCF password:UCF

9—1—1 or 407-823-5555 on call UCF Advocate

If you or someone you know needs assistance, simply dial 2-1-1 or 407-839-4357

1-800-273-8255 National Suicide Prevention Lifeline

Announcements
Performance Appraisal Training

In an effort to capture new supervisors and supervisors who have not had the opportunity to attend performance appraisal training, classes are now being offered once per month.
Classes are available from 9:00 a.m. to 11:30 a.m. on the following dates:
April 3, May 1, June 5, July 3, August 7, September 11th, October 2nd, November 6th, December 4th, and 11th.

More information regarding the training and registration is available at http://hr.ucf.edu/files/TrainingCalendar1.pdf .

2013 New Faculty Benefits and Payroll Orientation Sessions

The following Benefits and Payroll Orientation sessions are scheduled for new faculty for 2013:
- Monday, August 5, 2013 - 8:30 a.m. to 12:00 p.m.
- Monday, August 5, 2013 - 1:00 p.m. to 4:30 p.m.
- Tuesday, August 6, 2013 - 8:30 a.m. to 12:00 p.m.
- Tuesday, August 6, 2013 - 1:00 p.m. to 4:30 p.m.

Online sessions will also be available for new faculty who are unable to attend one of these scheduled sessions. The 2013-14 Academic Year Payroll guidelines are posted on the HR website.

2013 Open Enrollment and Benefit Fair

Benefits Fair scheduled for Friday, October 4th and Open Enrollment, October 21 through, Friday, November 8th , 6:00pm.

Future 2013 – 2014 HR Liaison Network Quarterly Meetings

- Tuesday, **July 9, 2013 9:00– 11:00 a.m**. and **2:30– 4:30 p.m.** HR Training Room, Innovative Center
  A morning or afternoon session will be emailed to you for registration. Look for more details soon on this special once-a-year meeting

- **Tuesday, October 8, 2013** 9:00 – 11:00 a.m. Cape Florida 316ABCD, Student Union

- **Tuesday, January 14, 2014** 2:00 – 4:00 p.m. Cape Florida 316ABCD, Student Union

- **Tuesday, April 15, 2014** 9:00 – 11:00 a.m. Key West Room 218ABCD, Student Union

- **Tuesday, July 15, 2014 9:00 – 11:00 a.m. and 2:30 – 4:30 p.m.** HR Training Room, Innovative Center
  A morning or afternoon session will be emailed to you for registration.

- **Tuesday, October 7, 2014** 9:00 – 11 a.m. Cape Florida 316ABCD, Student Union