January 13, 2015
2-4 p.m.

HR Liaison Network Meeting

Meeting called by:	Human Resources	**Type of meeting:**	HR Liaison Network Meeting
Facilitator:	Beth Scheitzach	**Note taker:**	Deborah Frankenbach
Attendees:	118 registered HR Liaisons and 26 HR staff members representing over 50 colleges and departments		

Minutes

Agenda item: Welcome   **Presenter:** Beth Scheitzach

Discussion:
The quarterly HR Liaison Network meeting called to order on January 13 at 2:00 p.m. by Beth Scheitzach. The meeting purpose continues to be a forum for communication between HR staff and HR Liaisons.

Conclusions: Email suggestions and topics for future meetings to Deborah.frankenbach@ucf.edu .

Agenda item: H-1B Considerations   **Presenter:** Jason Kennedy,
                                                                         Asst Director, Inter'l Service Center

Discussions:
Mr. Kennedy spoke on the H-1B visa process at the University.

Mr. Kennedy explained the H-1B visa consists of five phases that take from three and a half to eight months for an approval. Top issues discussed on the H-1B visa included:
- Visa Fees
- Expedited filing fees must be justified in writing and approved by Finance and Accounting.
- Sponsorship is subject to the Prevailing Wages calculated by the Department of Labor.
- Visa amendments must be filed <u>before</u> any change takes place.

Conclusions:
Please contact the staff at the International Service Center http://www.intl.ucf.edu/ or jason.kennedy@ucf.edu or 407-823-5491

Workshop Available: Aaron Blumberg, Immigration Attorney will be facilitating an H-1B Employment Workshop on January 21st from 9:30 a.m. to 11:00 a.m. at the Morgridge International Reading Center on campus. Contact abbee.camen@ucf.edu for more information.

Q: What happens if a department does not file an amendment to the visa?
A: The individual and Department/UCF will immediately be in non-compliance and be subject to filing a prevailing wage determination along with a new H-1B amendment. If neither are done, the university will be exposed to audit risks and wage liability risks.

Agenda item: OPS Terminations   **Presenter:** Abbee Camen

Discussion:

Ms. Camen was next to speak. She advised departments should run the Departmental Group Rate Report to view the list of employees who have not worked since pay period ending 12/18/2014 or prior. Since the Departmental Group Rate Report includes a field for the last pay period, the OPS employee received a paycheck, Records will no longer email departments of employees to be terminated.

Departments should submit a termination ePAFS for those employees who will not work by pay period ending 01/29/2015. Records will automatically terminate any unpaid OPS employees the week of 02/02/15.

Conclusions:

Records will automatically terminate any unpaid OPS employees the week of 02/02/15. If you need to request an exemption from the termination, please email Abbee.camen@ucf.edu and provide justification for the exemption no later than **01/30/2015.**

Student to Non-Student

With the beginning of the new semester, student employees who have graduated or no longer attend UCF need to change to a non-student employee status. Submit an ePAF with the effective date the beginning of a pay period. Please attach the SSA-1945 form. If a background check hasn't been completed, the affirmation form must be submitted to employment@ucf.edu to begin the background check within 30 days.

Performance Appraisals deadline February 15, 2015

Please review the Performance Appraisal FAQs, http://hr.ucf.edu/files/PAFFAQ.pdf

PeopleSoft Split: Impact Summer Deadlines

Tentative split is scheduled for April 20th. Any ePAFs not fully executed by Human Resources by April 17th, will have to be withdrawn by HR and resubmitted by the departments. Please do not submit ePAFs for Summer Semester until **AFTER** the split is completed. More details to follow in coming months.

Agenda item: Developing Emergency Response Plans   **Presenter:** Anita Gabbard & Sue Bauer
                                                                                              Center for Distributed Learning

Discussion:

Ms. Gabbard and Ms. Bauer led a brief discussion on how Center for Distributed Learning (CDL) worked with UCF's Emergency Management to design an online web course for their staff. The purpose of the course was to provide staff with the UCF Emergency readiness information. The course is now part of on boarding new hires at CDL.

Conclusions:
If you have any questions about developing a response plan for your department, please contact Emergency Management at http://emergency.ucf.edu/ or http://emergency.ucf.edu/plans.html . Anita and Sue also volunteered to help answer your questions. Contact information: Anita.Gabbard@ucf.edu or SueB@ucf.edu

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

Discussion:
Military Leave for OPS Employees
The federal Affordable Care Act (ACA) requires UCF to report Military Leave for OPS employees.
New Military Leave Reporting for OPS form located at http://hr.ucf.edu/files/MilitaryLeaveRequestFormOPS.pdf

Several differences between OPS and regular employees:
- OPS employees required to submit form for any time away from work beginning on the first day.
- Departments are not required to submit ePAF. Records will process both the leave and return from leave in PeopleSoft upon approval of the military leave of absence.

Q: Is there a maximum amout of time for an OPS employee to take Military Leave?
A: While there is no set limit, time away could present issues. HR will look at each leave request on a case by case basis..

FMLA – Definition of Spouse
As of January 6, 2015, anyone legally married can be processed on the Medical Leave Request form as a "spouse."

Q: What about dependents?
A: Yes, children of legally married couples are included.

Q: What is the annual basis for using administrative leave for Veteran's Medical Exams?

A: Veterans treated for a service connected disability may use up to 6 days (48 hours) in a "calendar" year. (This question is not related to military leave under USERRA for active or inactive military duty.)

Conclusions:
New Military Leave Reporting for OPS form found at http://hr.ucf.edu/files/MilitaryLeaveRequestFormOPS.pdf
Contact loaandworkcomp@ucf.edu if you have any questions.

Agenda item: Legal Spouse Benefits Enrollment   **Presenter:**   Ashley Longoria

Discussion:
Ms. Longoria continued the discussion on the new law effective January 6, 2015 that allows same-sex marriages. Getting married is a Qualifying Status Change (QSC) event, which permits employees to make changes to their benefits outside the open-enrollment period, Employee marriages now recognized as legal, have a QSC event window open between January 6 and March 6, 2015 to enroll in a family plan.

Conclusions:
For questions about eligibility, enrollment and payments, employees should call People First. For questions about plan benefits, employees may visit the myBenefits website (http://mybenefits.myflorida.com/) or contact the insurance companies direct at (http://mybenefits.myflorida.com/health/contact_information).

Agenda item: Recruitment – Contingent Hires & Department   **Presenter: Patsy Popelas**
                    numbers for Background checks

Discussion:

For the costs for background checks to be invoiced, it is important to use the correct department funding numbers. Departments cannot use payroll department numbers or sponsored project numbers.

Ms. Popelas followed with a brief reminder on "contingent hiring" to speed up the current process. For those positions that need to be filled quickly, contingent hire allows departments to hire while the background checks are processed. It is the department's responsibility to ensure a contingent hire does not contradict any federal or state requirements under certain legislation, grants or contracts.

For USPS and A&P postings, use the "approval notification" field on the online hiring document tab in PeopleAdmin to select "contingent hire." For all other positions, select the checkbox on the upper-right side of the new Faculty Affirmation form.

Conclusions:
Email any questions to employment@ucf.edu

Agenda item: Back to College Committee Updates   **Presenter:**   SueAnn Mann and
                                                                              Patty Farris

Discussion:

In the fall, OD& Training conducted a survey with HR Liaisons regarding a "Back to College" program. The response was greater than expected. OD& Training in coordination with SueAnn Mann implemented a project for Leadership Enhancement Program (LEP). The goals of this project are to assist UCF employees want to return to college. The program plans to answer questions regarding applications, financing, and any other questions that can help staff reach their goal for the AA, BA/BS, or Graduate degrees. More information will be coming soon.

Conclusions:

Please contact Sue.Mann@ucf.edu for questions or feedback.

Mark your calendar for Future HR Liaison Network Meeting

Tuesday, April 14, 2015 8:30am -- 12:00pm

Key West Room 218ABCD, Student Union

Expanded with 3 Break-out Sessions

Tuesday, July 14, 2015 2:00 -- 4:00pm

Morgridge International Reading Center

Monday, October 12, 2015 2:00 -- 4:00pm

Cape Florida 316ABCD, Student Union