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## Important Dates to Remember

**April 1 - June 30**  
**Twelve-Month Payment Option Open Enrollment**  
**April 15**  
**Deadline for Filing FSA Claims**  
**May 3**  
**Gabor Excellence Award Nominations Deadline**  
**May 31**  
**Memorial Day Holiday - University Closed**  
**June 30**  
**Deadline for Using USPS Personal Holiday**  
**July 1**  
**Retiree Re-employment Rules Change**

## Twelve-Month Payment Option Open Enrollment for Nine-Month Faculty

Open enrollment for the Twelve-Month Payment Option for nine-month faculty begins April 1 and ends June 30.

Eligible nine-month faculty members may request to have a specific dollar amount deducted from their paychecks during the fall and spring semesters by completing a [Twelve-Month Payment Option Form](#) which is available on the HR Website. All money accumulated in the balance will be paid over 5 paychecks (in equal amounts) during the summer to ensure that 9-month faculty members receive some pay during the summer months when they may not have a summer supplemental agreement. More information regarding the Twelve-Month Payment Option is available in [Frequently Asked Questions](#) on the HR Website.

If you have questions regarding this information, please contact Payroll Services at [payroll@mail.ucf.edu](mailto:payroll@mail.ucf.edu).

## UCF Will Close in Observance of Memorial Day Holiday

The university will be closed on Monday, May 31, in observance of the Memorial Day holiday. In order to be paid for the holiday, eligible employees must be in pay status (working or using paid leave) their last scheduled workday prior to the holiday. Eligible full-time employees will receive a maximum of 8 hours for the holiday, regardless of the number of hours or days which constitute their workday or workweek. Please contact Payroll Services at [payroll@mail.ucf.edu](mailto:payroll@mail.ucf.edu) if you have questions regarding the Memorial Day holiday.

## Requests for Duplicate W-2s

Employees who need a copy of their 2009 W-2, but they have not consented to electronic W-2 and do not wish to, will need to request a duplicate from Payroll Services. To request a duplicate W-2, please use Employee Self Service. Duplicate requests will be processed within 5-10 business days.

If you have any questions regarding the W-2 form, contact Payroll Services at [payroll@mail.ucf.edu](mailto:payroll@mail.ucf.edu).

## Flexible Spending Account Deadline

**April 15, 2010** is the deadline for filing medical and/or dependent care claims. Claims with postmarks, fax dates, or time stamps after midnight, **Wednesday, April 15, 2010**, will not be honored. If you have any remaining contributions in your 2009 account after eligible claims have been processed, you will lose those contributions.

Claim forms are available under the Health & Insurance tab on the People First Website at <https://peoplefirst.myflorida.com>, by contacting Customer Service at the People First Service Center, or on the UCF Human Resources Website at [http://www.hr.ucf.edu/web/forms/benefits/FSA\\_CLAIM\\_FORM.pdf](http://www.hr.ucf.edu/web/forms/benefits/FSA_CLAIM_FORM.pdf).

To file a claim:

- Incur the expense (pay out of pocket for eligible expenses).
- Expenses must have been incurred by **March 15, 2010** (for 2009 claims).
- Retain receipt(s) and download claim form.
- Complete the form and attach receipts (keep copies for your files).
- Submit completed form and attached receipts to People First at the address below:

People First Service Center  
Flexible Spending Account  
Post Office Box 1800  
Tallahassee, FL 32302-1800

Customer Service: (1-866-663-4735); TTY: (1-866-321-0269)  
Local FAX (850) 425-4608 TOLL FREE Fax: 888-800-5217

## 2010 Retirement & Investment Series

It is once again time for the HR Benefits Annual Retirement & Investment Series. We encourage all employees who are close to retirement or who just want more information on investing to attend. Informational sessions are scheduled through April 21 in the Student Union.

Visit the Human Resources Website for dates and times, series descriptions and course codes at [http://www.hr.ucf.edu/web/TJI/2010\\_ret\\_series.pdf](http://www.hr.ucf.edu/web/TJI/2010_ret_series.pdf).

**NOTE:** Reservations are required, so please RSVP through Employee Self Service > Learning & Development > Request Training Enrollment at <https://my.ucf.edu/>.

## People First Website Changes Coming in July

Beginning in July 2010, the People First Website will have a new look and feel to make it easier and faster to complete your human resource activities.

The first thing you will notice is a new People First logo that 'pops' against the new look of the **Website's login page**. That page will include an easy-to-read message center where you will find important information that you need to know, such as open enrollment dates. In addition, the **home page** will show items that need your attention, such as missing information or changes needed in your personal information.

You will log in the same way, with your current user ID and password, and quickly find your way through the site.

More details will be provided as the July grand re-opening gets closer!

## Consenting to Electronic W-2

Did you know you can receive your W-2 for 2009 and W-2s for future tax years as soon as possible without worrying about delays? All you need to do is consent to receive your W-2 electronically via the myUCF portal. Once consent is received, it will carry over for future tax years unless consent is withdrawn.

The copy you access and print is the exact same document as the paper form that Payroll Services would print.

In order to indicate your consent:

Log into the myUCF Portal <https://my.ucf.edu>  
Click on Employee Self Service  
Click on Payroll and Compensation  
Click on W-2/W-2c Consent  
Check the box to "indicate your consent"  
Click on Submit, re-enter your password, click continue

If you have any questions regarding consenting, please contact Payroll Services at [payroll@mail.ucf.edu](mailto:payroll@mail.ucf.edu).

## USPS Personal Holiday - Use It or Lose It

Full-time USPS employees are entitled to one 8-hour Personal Holiday (PH) each fiscal year. Part-time USPS employees are entitled to a PH each fiscal year which is calculated proportionally to the PH granted to full-time employees. The PH is credited to eligible USPS employees on July 1 of each year or at the time that they are hired, and must be used by the employees or forfeited at the close of business on June 30 of the following year.

The hours granted for the PH may not be used intermittently, may not be used before they are earned, and the employees must use the entire 8 hours (or proportionate hours for part-time employees) during a single work shift. Remember, "Use it or lose it!"

If you have questions regarding the PH, please contact Payroll Services at [payroll@mail.ucf.edu](mailto:payroll@mail.ucf.edu).

## Employment of Relatives Forms Added to Hiring Packet

A new form has been added to the new employee hiring packet to coincide with the UCF Employment of Relatives Policy #3-008. According to the policy, a conflict of interest may arise when relatives of employees are hired at UCF. As a result, the Faculty Affairs Employment of Relatives Form and the Human Resources Employment of Relatives Form have been created. All undergraduate, graduate, post doctoral associates, faculty, and adjunct faculty employees must complete the [Faculty Affairs Employment of Relatives Form](#). All A&P, USPS, and OPS (non-students) must complete the [Human Resources Employment of Relatives Form](#). The form is only required if the employee meets the criteria stated in the Employment of Relatives Policy. Both forms, along with a description of the UCF Employment of Relatives Policy, are located at [www.hr.ucf.edu](http://www.hr.ucf.edu) under the Records Section.

## Fringe Benefits Must Be Reported

This is an important reminder that all non-cash fringe benefits should be reported to Payroll Services in a timely manner in order to ensure that these benefits are appropriately reported on the employees' W-2s. If you are responsible for submitting non-cash fringe to Payroll Services, please ensure that you submit the information by the quarterly deadlines as specified on the HR Website at [http://www.hr.ucf.edu/web/forms/payroll/Non\\_Cash\\_Fringe\\_Benefits.pdf](http://www.hr.ucf.edu/web/forms/payroll/Non_Cash_Fringe_Benefits.pdf).

## Horizon Health Offers Free Training Sessions

Horizon Health, the Employee Assistance Program (EAP) provider, is offering free training to employees to assist in personal and professional growth. This benefit helps our organization provide educational experiences that introduce employees to new information and provide basic skill training.

Date	Time	Class	Location
Wednesday, April 21	9:30 - 10:30 a.m.	Employee Orientation	Student Union, 218CD
Tuesday, May 4	9:30 - 10:30 a.m.	Change Management for Supervisors and Managers	Student Union, 221AB
Tuesday, May 11	N/A	Your Body Language Speaks Volumes	Webinar
Tuesday, May 12	N/A	Your Body Language Speaks Volumes	Webinar
Wednesday, June 16	9:30 - 10:30 a.m.	Building Successful Teams	Office of Research & Commercialization 5th Floor Conference Rm
Tuesday, July 13	N/A	Making Time for Me - Finding Work-Life Balance	Webinar
Wednesday, July 14	N/A	Making Time for Me - Finding Work-Life Balance	Webinar

If you have questions regarding the sessions, or if you need additional information about EAP, please visit the HR Website at <http://www.hr.ucf.edu/web/benefits/eap.shtml> or contact HR Benefits at (407) 823-2771.

## HR Records Website Updated

In keeping with the proverb "every little bit helps," the Records Website has been updated to include helpful New Hire Sign-In checklists for each type of employee, both line and OPS. Now, when hiring an employee, a department can easily use the corresponding checklist to ensure that all new hire documents are completed. A combined list of all types of employees and their corresponding new hire documents is also located on the HR Records website under New Employee Sign-In/Hire Packet Information.

Additionally, the Records Website includes sign-in tutorials. The [Line Employee Sign-In Tutorial](#) and [OPS Employee Sign-In Tutorial](#) explain how to complete each new hire document. The tutorials also include common mistakes and additional resources for assistance. For more in-depth information and training, departments may also contact HR Records and schedule a New Employee Sign-In training session. The information for both the tutorials and training is located at [www.hr.ucf.edu](http://www.hr.ucf.edu) under Records.

## Fiscal Year End Reminder

Fiscal Year End is fast approaching! If you are responsible for reconciling your funding departments, please ensure that you are running your Cost Center Reports and reviewing your UCF Financials reports. If you need security access to run Cost Center Reports, complete the [Departmental Cost Center Authorization List](#) form. If you have any questions, please contact Payroll Services at [payroll@mail.ucf.edu](mailto:payroll@mail.ucf.edu).

## Re-employment Rule Changes for Retirees

Effective July 1, 2010, retiree re-employment rules will be changing. Employees are encouraged to read the following to determine how they will be affected by these changes.

### FRS Pension Plan Retirees

**Retirees receiving a monthly payment from the FRS Pension Plan.**

- ♦ If your date of hire with UCF in any type of position (OPS, USPS, A&P or Faculty) occurs during the **2<sup>nd</sup> through 12<sup>th</sup> calendar month** of retirement or at the conclusion of DROP, your monthly retirement benefit must be suspended during those months of retirement.
- ♦ If it is later determined that the FRS re-employment provisions have been violated, you will be responsible for **repaying** any benefits received.
- ♦ **NOTE:** *If your service retirement date is July 1, 2010 or after, you must remain off the payroll for 6 full calendar months before returning to work in any employment class. In addition, you will not be eligible for renewed membership in any retirement plan.*

### FRS Investment Plan Retirees

**Retirees who have received any kind of distribution, including a rollover, under the FRS Investment Plan.**

- ♦ If your date of hire with UCF in any type of position (OPS, USPS, A&P or Faculty) is during the **first 6 calendar months** after you retired (received a distribution), you **must repay** any benefits received or terminate employment for an additional period to satisfy the 6 calendar month termination requirement.
- ♦ If you are re-employed at any time during the 7<sup>th</sup> through 12<sup>th</sup> calendar month after retirement, you will not be eligible for additional Investment Plan distributions until you terminate or complete 12 calendar months of retirement.
- ♦ **NOTE:** *If you return to work on or after July 1, 2010, you will not be eligible for renewed membership in any retirement plan.*

### Optional Retirement Program

**Retirees who have received any kind of distribution, including a rollover, under the Optional Retirement Program (ORP).**

- ♦ If your date of hire with UCF in any type of position (OPS, USPS, A&P or Faculty) is during the **first 6 calendar months** after you retired (received a distribution), you **must repay** any benefits received or terminate employment for an additional period to satisfy the 6 calendar month termination requirement.
- ♦ If you are re-employed at any time during the 7<sup>th</sup> through 12<sup>th</sup> calendar month after retirement, you will not be eligible for additional ORP distributions until you terminate or complete 12 calendar months of retirement.
- ♦ **NOTE:** *If you return to work on or after July 1, 2010, you will not be eligible for renewed membership in any retirement plan.*

## International ACH Transactions (IAT)

Employees who receive their payroll via direct deposit at a US bank and then have the entire payroll amount forwarded to a bank in another country are required to notify Payroll Services. There are new formatting requirements for these transactions that the university must follow. There is no impact to the employee's paycheck.

## Change Retirement Contributions Online

Employees may now change their Voluntary 403(b) contributions through Employee Self Service. To make changes:

1. Log into the myUCF Portal <https://my.ucf.edu/>
2. Click on Employee Self Service under the myUCF Menu
3. Click on Benefits
4. Click on Benefits Summary
5. Make desired changes

You will receive an email confirmation after completing your changes.

**NOTE:** This option is only available if you are currently contributing to non-ORP 403(b) and ROTH 403(b) plans. Submit paper forms to Benefits if you wish to start contributions again.

If you have questions regarding this information, please contact Benefits at (407) 823-2771 or [benefits@mail.ucf.edu](mailto:benefits@mail.ucf.edu).

## Do It Yourself With Employee Self Service

Do you need a copy of one of your paychecks? Do you need to update your direct deposit or W-4 information? This and much more is now as simple as logging on to the [myUCF](#) portal and selecting Employee Self Service. In Employee Self Service, UCF employees can now:

- View and print their paycheck
- Change their direct deposit banking information
- Update their W-4 tax information
- Consent to receive electronic W-2 for tax year 2009 and future tax years
- Request a duplicate W-2 for the years 2004 through 2009
- Change their voluntary 403(b) contribution
- Change their personal information (i.e., mailing address)

Any changes that employees make to their direct deposit, W-4 and voluntary 403(b) through Employee Self Service are processed in the payroll system in real-time and do not require completion of any forms. An email will automatically be sent to notify employees that their request to make a change was successful.

Employees, who consent, will be able to immediately print their W-2 for the tax year 2009 and will not need to request a duplicate through Payroll Services.

The Employee Self Service User Guide, which was created to assist employees with using the functionality that is available on the Employee Self Service menu, is available on the Human Resources Website at [http://hr.ucf.edu/web/forms/hris/HREESS\\_Guide.pdf](http://hr.ucf.edu/web/forms/hris/HREESS_Guide.pdf).

If you have questions regarding using Employee Self Service, please contact HR Information Systems at [hris@mail.ucf.edu](mailto:hris@mail.ucf.edu).



## UCF Human Resources

### Primary Business Address

12565 Research Parkway  
Suite 360  
Orlando, FL 32826

Phone: (407) 823-2771

Fax: (407) 384-2865

Career Opportunity Line:  
(407) 823-2778

<http://hr.ucf.edu/>

<https://www.jobswithucf.com>

## Remaining Holidays for 2010

UCF will observe the following paid holidays through the end of 2010:

Memorial Day	Monday, May 31
Independence Day	Monday, July 5
Labor Day	Monday, September 6
Veteran's Day	Thursday, November 11
Thanksgiving Day	Thursday, November 25
Day after Thanksgiving	Friday, November 26
Christmas Day	Friday, December 24

Additional paid leave days may be announced by President Hitt.

Please be reminded that UCF regulations require employees to be at work or on approved leave with pay the normal work day prior to a holiday in order to be paid for that holiday.

Eligible, full-time employees will receive a maximum of 8 hours for each holiday, regardless of the days or hours which constitute the employees' workweek.

If you have questions about holidays, please contact Payroll Services at [payroll@mail.ucf.edu](mailto:payroll@mail.ucf.edu).

## Gabor Excellence Award Nomination Deadline

Nominations are now being accepted for the Gabor Excellence Award for A&P employees. This award, which is sponsored by the Gabor Agency, was established to recognize and reward the outstanding job performance of a selected A&P employee. The 2010 award recipient will be announced at the Annual Employee Awards Program in August 2010, and will receive a check for \$2500. All nominations must be received in Human Resources by **Monday, May 3, 2010**. To be nominated for the award, employees must meet the following criteria:

The nominee must be employed in an established A&P position.

The nominee must be in good standing, and must have a minimum of one year of continuous UCF experience.

The nominee's contributions should exceed those that are expected of the employee during the normal course of performing his/her duties.

The nominee should demonstrate the high standards and excellence expressed in the UCF Mission, Vision, and Goals. Nominators should keep the UCF Mission, Vision, and Goals in mind when identifying individuals to be considered for this award.

Nominees may receive this award a maximum of once every five years.

To nominate an employee, please complete and submit a [Gabor A&P Excellence Award Nomination Form](#) which is available on the HR Website.

If you have questions or need additional information, please contact Stephanie Jenkins at (407) 823-0440 or [OD&Training@mail.ucf.edu](mailto:OD&Training@mail.ucf.edu).

### Disclaimer:

Every attempt has been made to ensure that the information contained herein is valid at the time of publication. Human Resources, however, disclaims all responsibility for the information and suggestions provided, and reserves the right to make changes, corrections and/or improvements at any time, and without notice. Questions or comments should be sent to [AskHR@mail.ucf.edu](mailto:AskHR@mail.ucf.edu).

## How Do You React During Stressful Situations?

To better understand your reaction to life's stressors, consider your current coping behaviors.



**Do you tense up?** Neck and shoulder muscle tension or clenched jaws or fists are often early warning signs of stress. Stress may cause an upset stomach, shortness of breath, back pain, headaches and other physical symptoms as well.

**Do you reach for something to eat?** Stress and overeating are often closely related. Stress may cause you to eat even when you're not hungry or to lose track of your meal and exercise plans.

**Do you get impatient?** Perhaps you find yourself pacing the floor or twitching nervously. You might have trouble concentrating or falling asleep at night. All of these are signs of stress.

**Do you get angry?** Stress leaves many people with a short fuse. When you're under pressure, you may find yourself arguing with co-workers, friends or loved ones — sometimes with little provocation or about things that have nothing to do with what's actually triggering your stress.

**Are you reduced to tears?** Stress may trigger crying spells or other emotional releases.

**Do you give up?** Sometimes stress may be too much to take. You might deny the issue, avoid the problem, call in sick or simply give up.

**Do you let negative thoughts take over?** When you're under stress, perhaps you automatically expect the worst or magnify the negative aspects of a situation.

**Have you started to smoke again?** Even if you quit smoking long ago, a cigarette may seem like an easy way to relax when you're under pressure. And smoking is a double-edged sword. Aside from the obvious health risks of smoking, nicotine acts as a stimulant — triggering even more stress symptoms.

**Do you turn to alcohol or other drugs?** Stress leads some people to drink too much or engage in other risky behaviors, including drug abuse.

**Do you rely on a single coping technique?** Sometimes crying, expressing your anger or isolating yourself from a problem that you can't possibly fix can serve as an effective stress management technique. The same goes for exercising or other healthy coping techniques. But in the long run, you may need new ways to handle stress. If you find yourself using one technique all the time - or if you see yourself engaging in unhealthy behaviors - it may be time to seek professional help.

The university has contracted with an independent professional firm to establish an Employee Assistance Program (EAP) which offers free and convenient access to a range of confidential and professional services to help employees, and immediate family members of their household, address these problems. For assistance, contact Horizon Health at (407) 788-8822 or (800) 272-7252; or logon to the Horizon Health Website at <http://www.horizoncarelink.com/login.aspx>. A userid (UCF) and password (UCF) are required to logon to the Horizon Health Website.

## USPS Employee of the Month Nominations

Do you know someone that deserves to be the USPS Employee of the Month? For details on how to nominate an employee and to find what the employee of the month receives, visit <http://hr.ucf.edu/web/employeerecognition/EOM.shtml>. If you have questions about the Employee of the Month process, please call OD&Training at (407) 823-0440.