

Inside this Issue

Electronic W-2s Available for UCF Employees	2
Requests for Duplicate W-2 Forms	2
W-4 Federal Withholding Tax Exemption	2
W-5 Earned Income Credit Expiration	2
Scholarship/Travel Grant Documents for International Students	2
FRS Investment Plan Administrator Change	3
Mailing Address Updates Documents	3
Annual Leave Year-End Maximums	3
FSECC General Deductions	3
Tax Treaty Expirations	4
International ACH Transactions	4
Tax Documents for International Employees	4
2010 Holiday Schedule	4
FMLA Synopsis for Employees	5
Employment of Relatives	6
Coping With Depression	7

Important Dates to Remember

December 25, 2009 - January 1, 2010 UCF Winter Break
December 28, 2009 - January 4, 2010 FRS Investment Plan Black-out Period
January 5, 2010 (midnight) Deadline for 2009 Electronic W-2 Consent
January 18, 2010 Holiday - Martin Luther King's Birthday Observed
January 31, 2010 Florida Prepaid College Plan Open Enrollment Ends
February 15, 2010 Performance Appraisals Due in HR

University Winter Break December 25 - January 1

The university will be closed for winter break from Friday, December 25, 2009 through Friday, January 1, 2010. December 25 and January 1 are regular paid holidays for Non-OPS employees. This closure will result in 32 hours of additional paid leave for these employees. The additional paid leave days were granted by President John Hitt.

Certain employees may be deemed essential and may be required by their supervisor to work during this period of closure. Employees who are required to work may use the additional leave before July 1, 2010, with their supervisor's approval.

If you have questions regarding holidays or paid leave days, please contact Payroll Services at payroll@mail.ucf.edu.

Performance Appraisals Due February 15

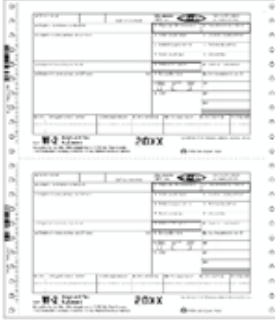
Annual performance appraisals should be submitted to HR by February 15, 2010. The USPS and A&P performance appraisals forms are available on the HR website at http://www.hr.ucf.edu/web/forms/alpha_index.shtml.

We encourage all employees who will be completing performance appraisals to join our training sessions to gain tools, tips, and insight into the appraisal process. This is an excellent training course for those who are new to completing performance appraisals or a review course for those who need a refresher. For upcoming sessions, please review the training calendar at <http://www.hr.ucf.edu/web/training/Constellation.shtml>.

Deductions for Open Enrollment Changes Begin December 4

Deductions for Open Enrollment changes will begin with your December 4 paycheck. Please carefully review the deductions on this paycheck to ensure that the benefits changes that were made during open enrollment are accurately reflected. Please report any errors in deductions to benefits@mail.ucf.edu.

Electronic W-2s Available for UCF Employees



By Mid-January 2010, UCF employees will have the ability to access their W-2s online 24 hours a day, 7 days a week. Those who consent to receiving an electronic copy will be able to print multiple copies without delay.

Employees will be provided the opportunity to sign up for the electronic version via consent through the secure myUCF portal. Consent is required by federal regulations. A confirmation will be sent via e-mail when consent is either given or revoked. For employees who do not consent, W-2s will be mailed or hand-delivered by their department.

The W-2 forms will remain online for at least 5 years.

For more detailed information regarding the electronic W-2, please see [Electronic Form W-2 - Online on myUCF Employee Self Service](#).

Requests for Duplicate W-2 Forms

For UCF employees who have not consented to receive electronic W-2s, paper W-2 forms will be issued by February 1. The normal deadline is January 31, but since January 31, 2010, falls on Sunday, these documents must be postmarked by February 1, 2010. In order to allow the US Postal Service sufficient time to deliver the W-2s, please do not request a duplicate 2009 W-2 form until after February 15, 2010. To request a duplicate W-2, please use Employee Self Service on the myUCF portal. Requests for duplicates will be processed within 5-10 business days. Employees who consent by January 5, 2010, will be able to view and print their W-2 as often as they wish.

If you have questions regarding the W-2 form, please contact Payroll Services at payroll@mail.ucf.edu.

W-4 Federal Withholding Tax Exemption

For employees who claimed exemption from federal withholding tax in 2009, this exemption will expire on February 16, 2010. Employees who are still eligible for exemption will need to update their W-4 in Employee Self Service on the myUCF portal, or submit an updated Form [W-4](#) (2010). Completed forms must be submitted to Human Resources, Attn: Payroll Services, no later than February 12, 2010, in order for tax exemption to continue.

W-5 Earned Income Credit Expiration

Form W-5 expires on December 31, 2009. Employees who are eligible to receive advance Earned Income Credit (EIC) payments for 2010 must file a new Form W-5. As soon as the form is made available by the Internal Revenue Service, it will be posted on the Human Resources Website under Payroll Services, Forms, [W-5](#).

Scholarship/Travel Grant Tax Documents for International Students

International students who received funds from a scholarship and/or travel grant will receive a 1042S form with income code 15.

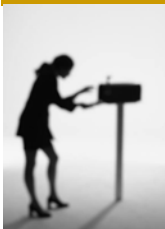
FRS Investment Plan Administrator Change and Black-out Period

The Florida Retirement System Investment Plan will be replacing ING, the current FRS Investment Plan Administrator, with Hewitt Associates effective January 4, 2010. As a result of these changes, a blackout period for the plan is expected to begin on December 28, 2009 and end January 4, 2010.

For additional information regarding the blackout and how it will affect your ability to make changes to your account, please see [Notice of Blackout Period](#).

If you have any questions concerning this information, please contact the MyFRS Financial Guidance Line at 866-446-9377, Option 2, or HR Benefits at benefits@mail.ucf.edu.

Mailing Address Updates for Tax Documents



As the end of the year approaches, Payroll Services is preparing to print and distribute W-2 and 1042S tax forms for the tax year 2009. Employees who have not consented to electronic W-2 or who will be receiving a 1042S tax form must have an accurate Mailing address on file with HR. To ensure that their Mailing address is accurate, employees should:

Log into the myUCF Portal – <https://my.ucf.edu>

Enter PID

Click on Employee Self Service

Click on View Personal Information

Review accuracy of Mailing address

Update inaccurate Mailing address

The deadline for updating the Mailing address is January 5, 2010.

International employees who have an F-1 or J-1 visa must complete an address change form with the International Services Center by December 15, 2009.

Annual Leave Year-End Maximums

Annual Leave in excess of the year-end maximum (240 hours for USPS, 352 hours for A&P and 12-Month Faculty, and 480 hours for Executive Service) that is not used by December 24, 2009, will be converted to Sick Leave effective January 7, 2010. Annual Leave cannot be used during the holidays and paid leave period between December 25, 2009 and January 1, 2010. The rollover and conversion will be reflected on the affected employees' Leave and Pay Exceptions Report for the pay period ending January 21, 2010. ***Note - there will be no retroactive adjustments.**

If you have any questions regarding year-end maximums or leave usage, please contact Payroll Services at payroll@mail.ucf.edu.

FSECC General Deductions Begin Pay Period Ending January 7, 2010

Deductions for the Florida State Employees' Charitable Campaign (FSECC) will begin with the January 15 paycheck for employees who completed a payroll deduction form or electronic form to contribute to the FSECC.

Tax Treaty Expiration for International Employees

Tax treaties expire at the end of each calendar year. Employees who qualify for federal tax exemption again in 2010 will need to sign new tax treaty documents in the International Services Center (ISC) by the pay period ending December 10, 2009. ISC will send reminder notifications with specific instructions to employees who qualified for federal tax exemption in 2009.

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. The university is required to follow new formatting requirements for these transactions. This new requirement will not affect the employees' paychecks. Please notify Payroll Services via email to payroll@mail.ucf.edu if you meet this criteria.

Tax Documents for International Employees

International students/scholars/professors who received paychecks from UCF will receive one or two tax documents from UCF Payroll Services in order to file their taxes. Employees who had federal taxes withheld from their paychecks will receive a W-2 form. Employees who were exempt from federal taxes through a tax treaty will receive a 1042S form with income code 18 or 19. International employees who fall in both categories will receive both a W-2 form and a 1042S form. The 1042S forms will be mailed out from Human Resources no later than March 15, 2010. International employees should not file their taxes until they receive all the necessary documents.

2010 Holiday Schedule

The University of Central Florida will observe the following days as paid holidays during 2010:

New Year's Day	Friday, January 1
Martin Luther King's Birthday	Monday, January 18
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.

An FMLA Synopsis for Employees

What is FMLA?

Family and Medical Leave Act; A Federal law enacted in 1993.

Eligibility and Provisions

All UCF employees (Faculty, A&P, USPS and OPS) who have been employed at UCF for one full year **AND** who have worked 1250 hours in the 12 months preceding their leave request are eligible for this leave.

Provides a leave of absence for a serious health condition of an employee or an employee's immediate family member (spouse, child, or parent); provides time to care for a newborn, adoptive child or foster child; provides twelve weeks of job protection; the employee will return to the same job or to another position of equivalent pay and benefits.

Basic Entitlement

All eligible employees are entitled to up to 12 weeks (or 480 hours) of unpaid FMLA leave in a one-year period. For UCF employees, the fiscal year (July 1 – June 30) is the one-year period. The leave of absence may be paid if the employee has accumulated, sick, annual or compensatory leave available.

Special Entitlement

NDAA amended the FMLA on January 28, 2008, to permit a spouse, son, daughter, parent, or any next of kin to take up to 26 weeks of unpaid leave to care for a member of the armed forces, including Reserves, National Guard and Veterans, who may be undergoing treatment, recuperation or therapy for an injury within five years of requiring care. Qualifying exigencies for which employees with relatives in the Military can use FMLA leave are: for short-term deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities and other activities agreed upon by the employer and employee.

Definition

A serious health condition is defined as an illness, injury, impairment, physical or mental condition that involves one of the following: hospital care; a required absence involving treatment (such as dialysis or chemotherapy); chronic conditions involving treatment, such as diabetes; a permanent medical condition requiring supervision such as caring for an elderly parent; multiple medical treatments for non-chronic conditions such as physical therapy; and pregnancy (both parents may qualify). Workers' Compensation injuries are also included.

Leave Types

Full leave with pay, full leave without pay, or a combination of leave with pay and leave without pay; intermittent leave of multiple hours or up to 9 days; reduced work schedule of less than normal work hours.

University Requirement

Any employee who is absent for more than 10 days due to a serious medical condition is required to apply for a leave of absence. Requests for leave should be processed at least 30 days prior to the start of the leave unless it is an emergency situation.

How to Apply

Complete a Medical or Parental Leave Request Form and have the health care provider complete a Certification of Health Care Provider for Employee's Serious Health Condition form or a Certification of Health Care Provider for Family Member's Serious Health Condition form (also known as Medical Certification Forms). Forms are available on the HR website at http://www.hr.ucf.edu/web/forms/index.shtml#loa_wc. Completed forms should be submitted to the employee's supervisor for departmental signature and approval. The department is responsible for submitting the approved forms to HR as soon as possible after approval, preferably at least 30 days prior to the beginning of the leave.

HR Contact Persons

Deborah Evans (A - L) at 407-823-3730, or Marlie Miller (M - Z) at 407-823-0540.

**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>

*Thanks to all UCF
Employees for your
support in 2009.
Human Resources
wishes a safe and
happy winter break for
you and your families!*

Employment of Relatives Policy

A conflict of interest may arise when relatives of employees are hired at UCF. The hiring of relatives in a single organizational unit or in job-related organizational units is permitted, provided that such a hire will not create a conflict of interest. Conflicts of interest include, but are not limited to, participation by a relative in making recommendations or decisions specifically affecting the appointment, retention, tenure, work assignments, evaluation, promotion, or salary of a related person.

Supervisors are responsible for ensuring that the proper procedure is followed when hiring a relative of a current UCF employee. Please follow the guidelines below when hiring a relative of a current UCF employee:

A memo for undergraduate, graduate, or faculty hires (including adjunct faculty) must be forwarded to the dean or director for approval, and then to the Provost for final approval.

A memo for A&P, USPS, and OPS (non-student) hires (excluding adjunct faculty) must be forwarded to the appropriate dean or director, vice provost, and vice president for approval, and then to the Director of Human Resources for final approval.

For additional information, please refer to the [Employment of Relatives Policy #3-008](#).

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.

Coping With Depression



If you have depression, you may feel hopeless and sad or stop feeling pleasure from almost everything you do. You may feel down in the dumps, tearful, or discouraged. You may also be irritable or anxious or have low energy levels. The symptoms of depression are often subtle at first. It can be hard to recognize that symptoms may be connected and that you might have depression.

The two most significant symptoms of depression are:

- Sadness or hopelessness.
- Loss of interest in or pleasure from most daily activities.

Other symptoms include:

- Losing or gaining weight because of changes in appetite.
- Sleeping too much or not enough.
- Feeling restless and unable to sit still, or feeling that moving takes a great effort.
- Feeling tired all the time.
- Feeling unworthy or guilty without an obvious reason.
- Having problems concentrating, remembering, or making decisions.
- Thinking often about death or suicide.

If you have at least five of these symptoms for 2 weeks or longer, and one of the symptoms is either sadness or loss of interest, you may be diagnosed with major depression that needs treatment. Even if you have fewer than five symptoms, you may still be depressed and need treatment.

Depression is a serious problem for people of any age, and older adults with symptoms of depression should seek treatment right away. Depression in older adults can cause confusion or forgetfulness. Depression has also been identified as a significant risk factor for death in older adults with heart problems.

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.