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Important Dates to Remember

September 14, 2009–October 9, 2009

Open Enrollment for Plan Year 2010

September 21, 2009 - October 5, 2009

Open Enrollment Information Sessions

Register through myUCF to attend

October 2, 2009

Benefits Fair

9:00 a.m. - 2:00 p.m.

October 12-16, 2009

Confirmation Statements Will be Mailed

October 12-30, 2009

Open Enrollment Correction Period

October 19, 2009 - January 31, 2010

Florida Prepaid College Plan Open Enrollment

Open Enrollment for 2010 Plan Year September 14 - October 9

Open Enrollment for the 2010 Plan Year begins Monday, September 14 at 8:30 a.m. and ends Friday, October 9 at 5:30 p.m. EST. This is the one time of year employees may make any changes to their pre-tax benefits such as health, life, dental, flexible spending accounts, etc.

Open enrollment packages and benefit statements will be mailed during the first two weeks of September. Confirmation statements will be mailed October 12-16 (only to participants who made changes to their benefits during open enrollment). The correction period is October 12-30. Only participants who made election changes during open enrollment will be allowed to make corrections. For more information, please visit <http://www.myflorida.com/mybenefits/index.htm>.

Helpful Hints:

- Know your People First password to make online Open Enrollment changes. If you have forgotten your password but have set up your security questions and answers, you can reset your password online at <https://peoplefirst.myflorida.com>; otherwise, call the People First Service Center at 866-663-4735 to get a temporary password. If you know your password, but have not logged in to People First in the last 90 days, go online today and reset your password to get ready for open enrollment.
- Carefully review the annual benefits statement you'll receive in the mail. It includes your benefits options for next year and the cost of each option. Any plans in which you are enrolled this year will automatically carry over to next year, so be sure you have the plans that meet your needs.
- Verify that all of your eligible dependents are enrolled in the correct plans.

All changes must be made through People First (Benefits Administrator) at 866-663-4735, or online at <https://peoplefirst.myflorida.com> (userID and password required).

Changes/additions made during Open Enrollment will become effective January 1, 2010.

Open Enrollment Information Sessions



The Benefits Section of Human Resources will host Open Enrollment Information Sessions to discuss plan changes for 2010. Attendance at these sessions is strictly voluntary, but strongly encouraged, as there are several plan changes that may impact employee benefits. To review the list of dates for these sessions and other Open Enrollment information, please visit <http://www.hr.ucf.edu/web/benefits/OE2009.shtml>.

Adoption Benefits Program August 1, 2009 – September 30, 2009

The Florida Department of Children and Families has recently announced the Adoption Benefits Program. If you adopted a child on or after October 1, 2000, and you are currently a State, Public University, Community College, School District, or Water Management District employee, you may be eligible for a one-time monetary adoption benefit of \$5,000 or \$10,000 if your child meets certain criteria. The payment of these benefits will depend on legislative funding for fiscal year 2010-2011.

If you applied last year and did not receive the benefit, you must reapply to be eligible.

Thanks to everyone who has chosen to adopt a child into your family!

For more information and a program application please visit <http://www.dcf.state.fl.us/adoption/adoptbenefitprogram.shtml>.

Florida Prepaid College Plan Open Enrollment October 19, 2009 - January 31, 2010

The Open Enrollment Period for 2009-2010 for the Florida Prepaid College Plan begins October 19, 2009, and ends January 31, 2010. For more information and to obtain an enrollment form, visit <http://myfloridaprepaid.com/Plans/>.

I-9 Form Updated

The I-9 Form was updated on 08/07/09, to reflect a new expiration date of 08/31/12 in the top and bottom corners of the form. No other changes were made to the form. The updated form is now available on the HR Website at <http://www.hr.ucf.edu/web/forms/records/i-9.pdf>. Please ensure that your department is using the updated form.

Hire ePAFs

When creating Hire ePAFs, please ensure that the employee's personal information, located on the Personal Data Sheet, is included on the ePAF. This includes the employee's address, phone number, and emergency contact information.

Student Union
Pegasus Ballroom

Save the Date!!

Benefits Fair - Friday, October 2

9 a.m. - 2 p.m.

Tracking ePAFs

Originators and Approvers can track the status of ePAFs for which they have security rights at any time through the "View an ePAF" or "View an Archived ePAF" link located on the ePAF Home Page. Please ensure that all ePAFs created for your department are being approved in a timely manner. For information on ePAF deadlines, please consult the Payroll Calendar, located on the HR Website at http://hr.ucf.edu/web/forms/payroll/payroll_calendar.pdf.

Employment Questionnaire for Students

The Employment Questionnaire for Students form is no longer required for student hire packets, and has been removed from the HR Website. If you still have copies of the form, please do not include it in your packets.

Annual Leave Year-End Maximums

This is an early reminder for employees who have 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 if the excess Annual Leave is not used by December 31, 2009, it will be converted to Sick Leave at the end of the pay period ending January 7, 2010. The Annual Leave balance will be reset to the year-end maximum. If you have any questions regarding Annual Leave/Sick Leave conversion, please contact Payroll Services at payroll@mail.ucf.edu.

Personal Holiday - Use It or Lose It!

Another early reminder for all USPS employees - don't hold on to your Personal Holiday. "Use It or Lose It!" The Personal Holiday is credited to eligible USPS employees on July 1 of each year, and must be used by the employee or forfeited at the close of business on June 30 of the following year. June 30, 2010 may seem far away now, but plan to use your Personal Holiday early. Don't get caught holding it!

Cost Center Reports

Payroll Services would like to remind employees who are responsible for accounting and reconciliation functions in their department, that the Cost Center Report is a useful tool that should be run biweekly after every payroll. This report provides details on payroll charges by funding department for gross pay, employer taxes, employer paid benefits and total payroll cost per employee.

If you are responsible for accounting and reconciliation, be sure that you have completed the Departmental Cost Center Authorization Form (including each 8 digit funding department that requires review) and submitted it to HR, Payroll Services, +2912. The Authorization Form is available at http://www.hr.ucf.edu/web/forms/payroll/cost_center_security.pdf.

Once you receive notification that you have been granted access, instructions for running the report are available in [9.0 Running Processes and Reports in PeopleSoft](#).



Annual Performance Appraisal Reminder.... Annual A&P and USPS Performance Appraisals are due in Human Resources by Wednesday, February 15, 2010. The appraisal forms are available at http://www.hr.ucf.edu/web/forms/alpha_index.shtml. The schedule of performance appraisal training sessions is located at <http://www.hr.ucf.edu/web/training/Constellation.shtml>.

Annual Employee Awards Program

The Annual Employee Awards Program, which was held on July 22, was a huge success with more than 550 people attending! Approximately 330 USPS and A&P employees celebrating 5, 10, 15, 20, 25, 30, and 40 years of service; recent retirees; and the 2008-2009 USPS Employees of the Month were honored at this year's event. Blake Stephens from University Libraries was honored as the USPS Employee of the Year. Suzanne Halpin, Director from the Student Union was awarded the A&P Gabor Excellence Award. Both received checks for \$2,500.

The honorees, who were joined by family members and friends, enjoyed an exciting afternoon that included recognition by President Hitt, Provost Hickey, and Mr. Merck, Vice President of Administration and Finance. Once again, congratulations to all of the 2009 honorees!

Richman Returns from Military Leave

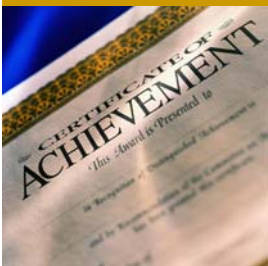
HR is pleased to welcome back Jonathan Richman, Personnel Representative in HR Records. Jonathan returns after serving six months active duty in support of Operation Enduring Freedom. While stationed at U.S. Naval Base Guantanamo Bay, Cuba, Jonathan was awarded a Joint Service Commendation Medal for meritorious service.

Welcome Back, Jonathan!

Davis Productivity Awards

Do you know a team or an individual that should be recognized for innovation and creativity? If so, submit a Davis Productivity Awards nomination form today. Nominations must be received no later than **Friday, September 25, 2009**. Nominees receive awards that range from honorable mention to commemorative plaques; cash awards range from \$250 to \$2,500. Nomination procedures are available on the Human Resources Website at <http://hr.ucf.edu> (click on Employee Recognition; Davis Productivity Awards).

Series Recognition Ceremony – Thursday, October 1



When an employee completes the required hours/modules for a Series, he or she is recognized and receives a certificate and a commemorative group photo at OD & Training's Series Recognition Ceremony. Each employee, along with his/her manager will receive an invitation to attend the breakfast celebration.

The ceremony will be held Thursday, October 1, 2009, at 8:30 a.m., in the Student Union.

The Series Programs include:

- [Emerging Leader Series](#)
- [Leadership Excellence Series](#)
- [Supervisory Skills Series](#)
- [Train the Trainer Series](#)

UCF Human Resources

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<https://www.jobswithucf.com>

Remaining Holidays for 2009

UCF will observe the following paid holidays through the end of 2009*:

Veteran's Day	Wednesday, November 11
Thanksgiving Day	Thursday, November 26
Day after Thanksgiving	Friday, November 27
Christmas	Friday, December 25

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

Full-time employees will receive a maximum of 8 hours for each holiday, regardless of the hours or days which constitute their workday or workweek.

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

***Additional days may be announced by President Hitt**

Recent USPS Employees of the Month

Congratulations to some of our recent USPS Employee of the Month winners!

[August 2009: Manuela Santiago, Physical Plant](#)

[July 2009: Darlene Bouley, Center for Distributed Learning](#)

[June 2009: Katie Pomp, Diversity Initiatives](#)

[May 2009: Michael Jimenez, Physics](#)

[April 2009: Camille Cox, College of Business Administration](#)

Do you know someone who deserves to be the USPS Employee of the Month? For details on how to nominate a person and to find out what the winner receives, please go to <http://hr.ucf.edu/web/employeerecognition/EOM.shtml>. If you have questions about the Employee of the Month process, please call 407-823-0440.

OD & Training Fall Workshops

It's time to FALL into professional development opportunities! The Organization Development & Training newsletter & workshop calendar is available ONLINE! To view the full newsletter go to <http://hr.ucf.edu> (click Org Development & Training; Training Calendar). To register, simply log into myUCF Employee Self Service. Full directions for registering are available in the online newsletter.

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 Stress



Unexpected income changes are among the most stressful events a person can experience. Unemployment, a disaster, divorce, or the death of someone you love can be personally devastating and can trigger the same reactions.

In a personal crisis, you may feel tense and angry. You may have mood swings and find yourself lashing out at others. Feelings of frustration can lead to family arguments. You may feel depressed and discouraged. These feelings may be normal and common. Other family members usually share some or all of your emotions, either directly or indirectly. While sharing your feelings of loss and despair, they may also have to deal with your depression, frustration, and anger. A personal crisis may force you to make rapid changes in your life. It can disrupt your habits and normal routines and give you too much or not enough free time.

Maintain your daily routines as much as you possibly can. Try to fill your time in satisfying and rewarding ways.

Every member of the family feels stress during tough times. It is vital that you support and communicate with one another. Some roles and responsibilities may need to be changed until the crisis is over. Be flexible and willing to try new things. Studies show families who meet challenges head on are the most likely to successfully cope with crises. Change can be difficult, but all family members need to pull together during a crisis.

The following symptoms indicate a need for outside help:

- Feeling depressed. (Some signs are crying for no reason, lack of personal care, feeling as if you do not want to do anything, fatigue, unreasonable fears, inability to concentrate, change in appetite).
- Changing sleeping patterns. (Sleeping constantly, difficulty falling asleep, waking a lot during the night and too early in the morning).
- Abusing family members.
- Thinking about suicide.
- Disciplining too harshly.
- Hallucinating (you hear voices or see things that are not there).
- Considering separation from your spouse.
- Thinking of nothing good to say.
- Drinking excessive amounts of alcohol or misusing drugs.
- Feeling guilty, as though you are not being a good parent to your kids.
- Making excuses for your situation or lying about your situation.
- Having attacks when you feel extremely panicky (may also have high pulse rate and difficulty breathing).
- Feeling overwhelmed by life.

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 you 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.