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Important Dates to Remember

April 1
Open Enrollment for 12 Month Payment Option for 9 Month Faculty Begins
April 15
Medical or Dependent Care Claims Filing Deadline Federal Income Tax Filing Deadline
May 13
Quarterly Non-Cash Fringe Benefits Report Due
May 27
Memorial Day Holiday - University Closed
June 30
Last Date to Use 2012-13 Personal Holiday

Twelve-Month Payment Option for Nine-Month Faculty Members

Open enrollment for the 12-Month Payment Option for 9-Month faculty is here. The open enrollment period begins April 1, 2013, and ends June 28, 2013.

Eligible 9-Month faculty members may complete a form to request to have a specific dollar amount deducted from their paychecks during the fall and spring semesters. All money accumulated in the balance will be paid over 5 paychecks (in equal amounts) during the summer to ensure that 9-Month faculty receive some pay in the summer months even if they do not have a summer supplemental agreement. For [Frequently Asked Questions](#), which provide more information regarding the 12-Month Payment Option for 9-Month employees, and the enrollment form, please visit the HR Website.

If you have any questions regarding the 12-Month payment option, please contact Payroll Services at payroll@ucf.edu.

HR Launches Newly Designed Website

The Human Resources team extends a big "thank you" to everyone who provided feedback on our Website. HR is excited to announce that the redesigned Website is completed and launched live on March 19th. The Website is still located at <http://hr.ucf.edu>.

The role-based design format is different. You will now find tabs for "Prospective Employees," "Current Employees," "Retirees," and "Managers & HR Liaisons." For HR Liaisons, we hope that the "Managers & HR Liaisons" tab will be your "first stop" to find the latest HR procedures and information. You will still find the favorite A-Z Index which will allow you to search both alphabetically and by category.

Your old bookmarks, and links will no longer work. We appreciate your patience as you learn the layout. Our expectation is that you will find the new design easier to understand and navigate. As you use the site, let us know how we can make it even more useful for you. If you have ideas, suggestions, or comments, please contact us at askhr@ucf.edu.

Memorial Day Holiday - May 27



The university will be closed on Monday, May 27, 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) for 50% of 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.

If you have questions regarding the Memorial Day holiday, please contact Payroll Services at payroll@ucf.edu.

State of Florida Joins E-Verify RIDE Program



The State of Florida is the second state to join the RIDE (Records and Information from DMVs for E-Verify) Program. The feature allows the E-Verify Program to validate the authenticity of Florida Driver's Licenses presented by the employee for the I-9 Form.

When inputting the Florida Driver's License Numbers in the Electronic I-9 Form, you must input the Alpha Numeric Characters which include the letter followed by 12 numbers. Please omit hyphens, dashes, and spaces.

Helpful Hint: If employees whose last name begins with the letter O provide a Florida Driver's License for the Electronic I-9 Form, please ensure that you input the first value of the license number as the letter O and **not** the number 0 (zero).

The most common E-Verify responses that will result are Photo Matching or Employment Authorized. Occasionally, you may receive a result that states "SSA Case Incomplete or DHS Case Incomplete"

Why does the "SSA Case Incomplete or DHS Case Incomplete" result occur?

- Most of the time it occurs because of a data entry error when completing the Electronic I-9 Form.
- The system is giving you a second chance to review the date before it is sent to E-Verify.

What do I do when the "SSA Case Incomplete or DHS Case Incomplete" result occurs?

- Review the E-Verify Status by clicking on View Case Details.
- Click on Review/Edit Case.
- Review the information and update as necessary and click Continue. Verify that the Name, Social Security Number, Document Numbers, and Date of Birth match the employees' documents.

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@ucf.edu.

USPS Personal Holiday: Use It or Lose It

Full-time non-exempt USPS employees are entitled to one 8-hour Personal Holiday (PH) each fiscal year. Part-time non-exempt 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. **Important note: June 30, 2013 falls on Sunday.**

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@ucf.edu.

Print Your Own Electronic W-2

You can print your own W-2 for tax years 2009 - 2012. All you need to do is consent to receive your W-2 electronically via the myUCF portal, if you have not already done so. The copy you access and print is the exactly the same document as the paper form that Payroll Services would print.

In order to receive an electronic W-2:

- Log into the [myUCF](#) Portal
- 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 questions regarding the electronic W-2, please contact Payroll Services at payroll@ucf.edu.

Requests for Duplicate W-2 Forms

Employees who do not wish to consent to electronic W-2, and need a copy of their 2012 W-2 will need to request a duplicate from Payroll Services.

To request a duplicate W-2, please use Employee Self Service on the [myUCF](#) Portal. 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@ucf.edu.

Medicare Taxes for High Earners



The employee and employer tax rate for Medicare is at 1.45% on all taxable earnings. As part of the Patient Protection and Affordable Care Act, beginning with the tax year 2013, employees whose taxable wages exceed \$200,000 will experience an increase in the rate from 1.45% to 2.35%. The employer rate will remain at 1.45%.

Keep Contact Information Current in HR

It is important for employees to keep their contact information, including a personal email address, current on their HR file. To review and update their personal contact information, employees should:

- Log into [myUCF](#)
- Click on Employee-Self Service
- Click on Personal Information
- Review and update personal information as needed.

Employees may also submit a [Personal Data Sheet](#) form to HR Records to update this information.

Creating or Resetting the Password for Personal/Network Identification Numbers

To create a password for the first time or to reset a password, employees should navigate to www.mypid.ucf.edu or www.mynid.ucf.edu and follow the instructions on the screen. To reset the password, employees will be required to either answer some previously set up challenge questions or a verification code will be emailed to them prior to being able to reset their password.

Employees who forget their Network Identification (NID) or Personal Identification Number (PID) should navigate to www.mypid.ucf.edu or www.mynid.ucf.edu, click on “I forgot my PID” or “I forgot my NID”, and follow the instructions. The PID or NID will be emailed to the email address that UCF has on file for the employee.

It is very important for employees to have a current email address on file in Human Resources in case they need assistance in obtaining their PID or NID and/or resetting their PID or NID Password.

Employee Tuition Waivers and Taxation

Section 127 of the Internal Revenue Code affords employees up to \$5,250 in tax-free educational benefits for graduate level and higher coursework. This portion of the code has been made permanent. Please be advised that the value of the benefit in excess of \$5,250 will be taxed at the supplemental tax rate of 25% for federal withholding, plus the appropriate Social Security and Medicare tax rates. Those taxes will be deducted from your paycheck(s) and will be included on your Form W-2.

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@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:

- 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 2012
- Change their voluntary 403(b) contribution
- Change their personal information (ie: 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 any forms to be completed. 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 years 2009-2012 and will not need to request a duplicate W-2.

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.

If you have questions regarding using Employee Self Service, please contact HR Information Systems at hris@ucf.edu.

Non-Cash Fringe Benefits Reporting

All non-cash fringe benefits must be reported to Payroll Services in a timely manner in order to ensure that these benefits are reported on employees' W-2s in the appropriate manner. If you are responsible for submitting non-cash fringe to Payroll Services, please ensure that you submit the information to Payroll by the [quarterly deadlines](#) specified on the HR Website.

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. [Payroll Guidelines](#) for the 2013-14 Academic Year are posted on the HR Website.

Return to Work (RTW) from Leave of Absence and Workers' Compensation

You are an employee at a big university and have been at home sick for over two weeks. Finally, you are feeling better and able to return to work. You have missed your co-workers and your favorite coffee mug while at home recovering. Now that you are better you can get to work and get busy - or can you?

You are a supervisor at a big university and your highest producing team member has been out sick for over two weeks. You have missed her and your monthly production statistics show it. Well, here she is this morning, right on time. Now you can get moving and do some catching up - or can you?

UCF has a formal return to work (RTW) process for when a person is out on a formal leave of absence. The standard process is for the employee to submit a completed Intent To Return To Work Form in writing with the attached medical release completed if required. This form should be forwarded to his or her supervisor and the HR Leave Coordinator two weeks prior to the expected return to work date. The standard two week notice period may be shorter depending on circumstances such as a very short leave period or the paperwork coming in late for an unforeseen period of leave. The notice may be longer (60 days) for a faculty member taking a long leave where their department must plan for contract preparation.

The following charts distinguish the need to use the Intent to RTW Form that includes a medical release when on a formal leave. You should receive the necessary form with your leave designation letter.

Leave of Absence for SELF

Leave Type	Intent to RTW <u>and</u> Medical Release Form Required	Intent to Return to Work Form (<u>Only</u>) Required
Medical - Full	Yes	No
Medical - Reduced Work Schedule	Yes	No
Medical - Intermittent	No	Yes
Parental - Full	Yes	No
Parental - Reduced Work Schedule	Yes	No
Military - Full	No	Yes
Personal - Full	No	Yes
Workers' Compensation - Full	Yes (DWC 25)*	No
Workers' Compensation - Modified Schedule	Yes (DWC 25)*	No

*DWC 25 -- Workers' Compensation Medical Status Form

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Return to Work (RTW) from Leave of Absence and Workers' Compensation

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Leave of Absence to Care for Family Member

Leave Type	Intent to Return <u>and</u> Medical Release Form Required	Intent to Return to Work Form (<u>Only</u>) Required
Medical - Full	No	Yes
Medical - Reduced Work Schedule	No	Yes
Medical - Intermittent	No	Yes
Parental - Full	No	Yes
Parental - Reduced Work Schedule	No	Yes
Military - Exigency	No	Yes
Military - Caregiver	No	Yes

UCF has a formal return to work process for employees who are on a formal leave of absence. It is important to the university that this process is followed. Why?

Safety and Planning: The university wants its employees to work **safely**. It is not good for you, your team, or the university for you to return to work when you are not medically ready. Also, you are missed when you are out! **Clear communication** results in clear expectations for all so both the employee and the department can **plan and prepare** as much as possible for the leave time and return to work date. Let's work together to follow the process for the good of everyone!

2013-2014 Payroll Guidelines Available

The [Payroll Guidelines for 2013-2014](#) have been posted on the HR website. Please refer to the posted Payroll Guidelines for ePAF/Agreement deadlines for the upcoming academic semesters for faculty, adjuncts, and graduate assistantship employees.

Performance Appraisal Training Now Offered Monthly

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 April 3, May 1, June 5, July 3, and August 7. Dates and times for more sessions will be announced later this year.

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

Fair Labor Standards Act and Overtime Compensation



The University of Central Florida complies with the Fair Labor Standards Act (FLSA) and applicable state laws in designating the status of employees who are eligible for overtime payments and in making overtime payments as specified in federal and state laws and related regulations. Please see [UCF Policy 3-010](#), Eligibility for Overtime Compensation for additional information.

A **nonexempt** employee is any employee of the university who is not qualified for an exemption from the overtime requirements of the FLSA, state laws, or regulations. Most USPS employees are non-exempt. Employees who are classified as nonexempt must either be paid overtime or accrue compensatory time (at the rate of 1.5 times their hourly wage) for all hours actually worked beyond 40 in the designated work week (Friday through Thursday). There are limited exceptions to this rule as authorized by FLSA, including an exception relating to law enforcement.

An **exempt** employee is any employee of the university who qualifies for an exemption from the overtime requirements of FLSA, state laws, or regulations. A&P and Faculty and USPS Exempt employees are classified as exempt.

If an employee is not being credited with overtime or compensatory time properly, the employee must immediately report this information to a supervisor. If the employee feels uncomfortable discussing the problem with a supervisor (or has not received a prompt reply), the employee should promptly report this information to the university's Payroll Department at 407-823-2771. The employee must document in writing the specific circumstances of the discrepancy and whether it has occurred on other occasions.

If an employee believes he or she is improperly designated as exempt, the employee must immediately report this information to a supervisor. If the employee feels uncomfortable discussing the problem with a supervisor (or has not received a prompt reply), the employee should promptly report this information to the university's Compensation Department at 407-823-2771.

Additional information is available on the [HR Website](#).

Employee Discounts With Pegasus Perks

Pegasus Perks, UCF's employee discount program, provides employees with an elite collection of local and national discounts from thousands of hotels, restaurants, movie theaters, retailers, florists, car dealers, theme parks, national attractions, concerts, and events. Registration is quick and easy at ucf.abenity.com/login.

The Employee Assistance Program is Available When You Need It

UCF Human Resources

Primary Business Address

3280 Progress Drive
Suite 100
Orlando, FL 32826

Phone: (407) 823-2771

Fax: (407) 823-1095

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

<https://www.jobswithucf.com>



Horizon Health, the Employee Assistance Program (EAP) provider for UCF, offers a multitude of free services to employees and to immediate family members living in the same household as the employees. Services are also provided for UCF retirees. In addition to referrals and confidential consultations for personal well-being and work performance, there are discounts and coupons, and webinars on a variety of topics including health, financial, and even for the four-legged members of the family!

The EAP referral services are completely confidential and are available 24 hours a day, 7 days a week at (800) 272-7252 or via the internet at www.horizoncarelink.com, enter **UCF** as both the login and password.

Remaining Paid Holidays for 2013

UCF will observe the following paid holidays through the end of 2013:



Memorial Day

Monday, May 27

Independence Day

Thursday, July 4

Labor Day

Monday, September 2

Veteran's Day

Monday, November 11

Thanksgiving

Thursday, November 28

Day after Thanksgiving

Friday, November 29

Christmas

Wednesday, December 25

UCF regulations require employees to be at work or on approved leave with pay for no less than 50% of the normal workday prior to a holiday in order to be paid for the holiday. For example, employees who normally work an 8 hour shift must work or use paid leave for at least 4 hours; employees who normally work a 12 hour shift must work or use paid leave for at least 6 hours; and part-time employees who normally work a 4 hour shift must work or use paid leave for at least 2 hours the normal workday prior to 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.

Part-time employees will receive the number of hours for each holiday based on their standard hours, regardless of how many hours they work for the week. For example, an employees whose standard hours equal 20 hours per week would receive a maximum of 4 hours for the holiday.

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