



Volume 10, Issue 3
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HUMAN RESOURCES Connection

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Important Dates to Remember

December 20	Annual Leave in Excess of Year-End Maximum Deadline
December 23 - January 1	Winter Break - University Closed
January 1	Florida Minimum Wage Increases
January 20	OPS Employees Health Care Coverage Begins
February 15	MLK's Birthday Observance - University Closed
February 15	USPS and A&P Performance Appraisals Due in HR

UCF Will Close for Winter Break

The university will be closed on Monday, December 23 through Wednesday, January 1 for Christmas and New Year's Day and additional paid leave days. Employees who are deemed essential and who are required to work on December 23, 24, 26, 27, 30 and 31, the additional paid leave days which were granted by President John Hitt, must use these additional paid leave days before July 1, 2014. These hours should not be reported or tracked on the Leave & Pay Exceptions Report; they should be kept on an internal departmental tracking sheet. The employees must receive their supervisors' approval before using this leave.

The university will also be closed for Martin Luther King's Birthday on Monday, January 20, 2014.

Supervisors and employees are reminded that in order to be eligible for payment for these holidays and additional paid leave days, employees must be in pay status (working or using leave with pay) for at least 50% of their last scheduled workday prior to the holidays/paid leave days.

OPS employees are only eligible for payment for the hours they work. They are not eligible for payment for holidays or paid leave days.

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

Annual Leave Year-End Maximums

Annual leave in excess of the year-end maximum (240 hours for USPS Non-Exempt, 352 hours for A&P, USPS Exempt, and 12-Month Faculty, and 480 hours for Executive Service) that is not used by December 20, 2013 (due to holidays and paid leave days between December 23, 2013 and January 1, 2014), will be converted to Sick Leave effective January 2, 2014. The rollover and conversion will be reflected on the affected employees' Leave and Pay Exceptions Report for the pay period ending January 16, 2014. **There will be no retroactive adjustments.**

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

OPS Healthcare Effective January 1, 2014

Effective January 1, 2014, benefits coverage offered through the State Group Insurance program will begin for OPS employees who meet the following eligibility criteria:

- Hired prior to April 2, 2013, and worked 30 hours on average or more per week during the six-month Initial Measurement Period, April 1, 2013, through October 2, 2013
- Hired on or after April 2, 2013, and hired to work 30 hours or more per week

In October, People First sent written notification to employees identified as eligible for insurance coverage based on hours worked reported for the Initial Measurement Period. Eligible employees were given the opportunity to elect benefits during the annual Open Enrollment period held October 21 - November 8, 2013.

New employees hired to work 30 hours or more after the Initial Measurement Period ended are eligible to enroll in benefits within 60 days of their hire date. Coverage will start the first day of the third month following their hire date and no earlier than January 1, 2014, when the law becomes effective.

Employees not identified as eligible for benefits for the 2014 plan year will continue to be measured for eligibility for coverage for the 2015 plan year during the next annual Open Enrollment Measurement Period, October 3, 2013 - October 2, 2014.

Payroll deductions for benefit elections made during Open Enrollment for OPS and career-service employees will begin on the December 13, 2013 paycheck (Flexible Spending Account deductions for 2014 will begin on January 10, 2014).

Questions regarding OPS healthcare can be sent to healthcarecompliance@ucf.edu.

Florida Minimum Wage Increases for 2014



The Florida Minimum wage, currently \$7.79, will increase to \$7.93 per hour effective January 1, 2014. The salary for current employees whose hourly rate of pay is less than \$7.93 will be programmatically updated in December. Departments who hire employees with a January 1, 2014, or later, hire date must submit an ePAF reflecting the new rate of pay. The ePAF deadline for the pay period ending January 2, 2014 is December 9, 2013. Please contact HR Records at records@ucf.edu if you have questions regarding ePAF.

W-4 Federal Withholding Tax Exemption

For employees who claimed exemption from federal withholding tax in 2013, this exemption expires on February 17, 2014. Employees who are still eligible for exemption will need to update their W-4 in Employee Self Service or submit an updated Form W-4 (2014). If a form is completed, it must be submitted to HR, Attn: Payroll Services, no later than February 7, 2014, in order for tax exemption to continue.

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.

End of the Year Reminders from HR Benefits

Do you have a Flexible Spending Account (Medical or Dependent Care Reimbursement)?

The last day to use the accounts to pay for services is March 15, 2014.

The last day to submit claims to People First for reimbursement is April 15, 2014.

To file a claim:

- Incur the expense (pay out of pocket for eligible expenses)
- Retain receipt(s)
- Download claim form: (http://www.myflorida.com/mybenefits/pdf/FSAClaimForm_EY.pdf)
- Complete the form and attach receipts (keep copies for your files)
- Mail or fax to People First for processing:

People First Service Center
Flexible Spending Account
Post Office Box 1800
Tallahassee, FL 32302-1800
Customer Service: (1-866-663-4735); TTY: (1-866-321-0268)
FAX: (850) 425-4608

Did you make changes during Open Enrollment?

Pre-tax Insurance Plan changes will go into effect January 1, 2014. UCF employees pay one month in advance for coverage (excludes Flexible Spending Account). Please review your December 2013 paycheck stub (via [myUCF](#)) to ensure that the correct amounts are being deducted for insurance. If you have problems, please contact the Benefits Team at 407-823-2771 or benefits@ucf.edu.

December New Hires Orientation Instructions

Please note that the [Orientation Notice](#) has been updated with a revision date of 07Nov2013.

UCF HR typically has New Employee Orientations on pay day Fridays. Since the university will be closed on Friday, December 27, new employees hired during the month of December may complete Orientation in an online session. Instructions will be sent to the new employee's personal email address and their UCF email address once HR receives the employee's Orientation Notice from the hiring department.

Please feel free to contact us at od&training@ucf.edu or 407-823-0440 for more information.

Cell Phone Allowance Renewals

Cell Phone Allowances expire as of PPE December 19, 2013. If you are eligible for a cell phone allowance during calendar year 2014, you will need to update the [Cell Phone Allowance Form](#) and secure the necessary signatures. These forms were due in HR by November 8, 2013, to ensure that the payments continue without interruption on January 10, 2014. Employees whose forms are received after the deadline will not be eligible for retroactive allowances.

FTE Calculation for Teaching Adjuncts or Teaching Dual Compensation

The State of Florida has issued guidance in reporting hours for teaching adjuncts and teaching dual compensation in order to comply with the Affordable Care Act (ACA). The state has advised that 1 credit hour is equivalent to 3 hours worked. An ePAF FTE Calculator has been created as a tool to help Colleges and Divisions accurately report teaching adjuncts and teaching dual compensation FTEs on their ePAFs.

Effective immediately for Spring 2014 contracts, HR requests that Colleges and Divisions use the ePAF FTE Calculator to accurately calculate the FTE for teaching adjuncts (9001A-9005A) and teaching dual compensations (9001X-9005X).

The ePAF FTE Calculator is available at <https://hr.ucf.edu/files/TeachingAdjunctFTECalculator.xlsm>.

Guides for using the ePAF FTE Calculator for Hire ePAFs are located at, <https://hr.ucf.edu/files/HowtoUseFTECalculatorHireePAFs.pdf>.

Guides for using the ePAF FTE Calculator for Job Change ePAFs are located at, <https://hr.ucf.edu/files/HowtouseFTECalculatorJobChangeePAFs.pdf>.

Departments do not need to submit a copy of the ePAF FTE Calculator to HR along with the ePAF; however, a copy of the ePAF FTE Calculator may be kept in the departmental records.

Resignation Letters

Resignation letters/forms are required for all OPS and line employees when a termination reason of RES (resignation) is selected on the termination ePAF. Please attach the resignation letters to the ePAF. A termination checklist, <https://hr.ucf.edu/files/TerminationChecklist.pdf>, is now available on the HR Website.

Back-Up ePAF Originators and ePAF Approvers

Now is a good time to verify that your department has back-up ePAF Originators and ePAF Approvers. The ePAF Originator Training (PAF 002) and ePAF Approver Training (PAF 003) are available online and can be taken at any time. Once the training is completed, the Security Access eform must be submitted and approved by Human Resources. For more information, please see <http://hr.ucf.edu/contentblock/electronic-personnel-action-form-epaf/epaf-access-and-training/>.

Employee Name Changes

Employees who have had a name change in the last year must submit a Personal Data Sheet, along with a copy of their updated social security card reflecting their new name, to HR Records to ensure that their name is updated in the system and reflected accurately on their W-2 form.

Thanks to all UCF Employees for your support in 2013. Human Resources wishes a safe and happy winter break for you and your families!

Electronic W-2s Available for 2013 Tax Year

By Mid-January 2014, UCF employees will be able 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. A confirmation will be sent via e-mail when consent is either given or revoked. Consent is required by federal regulations; employees who do not consent will receive their W-2 by mail.

To consent to receive their W-2 electronically, employees should:

- Log into [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 the Submit button
- Verify your User ID
- Enter your PID Password (same one to log into the [myUCF](#) Portal)
- Click on Continue
- Review the message, “The Submit was successful”
- Click on the OK button

Employees who experience technical difficulties should go to <http://hr.ucf.edu/files/ClearingtheCache.pdf> for instructions.

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 2013. Employees who have not consented to electronic W-2 or employees who will be receiving a 1042S tax form must have an accurate mailing address on file with Human Resources. To ensure that their Mailing address is accurate, employees should:

- Log into the [myUCF](#) Portal
- Enter PID
- Enter [myUCF](#) password
- Click on Employee Self Service
- Click on Personal Information
- Review accuracy of Home and Mailing address

Employees should update their address via Employee Self Service prior to the January 5, 2014 deadline date.

International employees who have an F-1 or J-1 visa must complete an address change form with the International Services Center by December 6, 2013.

Requests for Duplicate W-2 Forms

For employees who have not consented to electronic W-2, paper W-2 forms will be postmarked by January 31, 2014. In order to allow the US Postal Service sufficient time for delivery, please do not request a 2013 duplicate W-2 form until after February 14, 2014. Employees who have consented by January 5, 2014 will be able to view and print their W-2 as often as they wish once the 2013 W-2 has electronically posted. Employees who have not consented will need to request a duplicate after the deadline.

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@ucf.edu.

Student FICA Status Changes in 2014

Effective with the Spring 2014 semester, the number of hours worked for student FICA Exemption is being lowered from 32. Students will now need to work less than 30 hours a week in order to remain FICA Exempt. The number of hours enrolled remains unchanged.

Tax Treaties Expire for International Employees

Tax treaties expire at the end of each calendar year. Employees who qualify for federal tax exemption again in 2014 will need to sign new tax treaty documents in the International Services Center (ISC) by December 2, 2013. ISC will send reminder notifications with specific instructions to employees who qualify.

United Way General Deductions Begin PPE January 2, 2014

Deductions for the United Way will begin with the January 10 paycheck for employees who completed a payroll deduction form or electronic form to contribute to the United Way.

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. 1042S forms will be mailed out from HR no later than March 15, 2014. International employees should not file their taxes until they receive all the necessary documents.

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 special formatting for these transactions. There is no impact to the employee's paycheck.

Tax and Payroll Information in Payroll Services Newsletter

Tax information and other payroll related information will be published in the December issue of the [Payroll Services Newsletter](#) which will be published on the HR Web Site.

Graduate Tuition Waivers and Taxation

The use of tuition waivers by employees for graduate level courses is a taxable benefit. Please be advised that if the value of the benefit exceeds the IRS amount of \$5,250, it will be taxed at the supplemental tax rate (25%) for federal withholding, plus the appropriate FICA tax rate. These taxes will be deducted from your paycheck and will be included on your Form W-2.

Medicare Taxes for High Earners

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

Procedures For Employees on Military Leave

The UCF Procedures Applicable to Employees on Military Leave were recently updated.

One of the updated items is Question 8 from the FAQ section:

When a Reservist is ordered to active duty (not including military training), does he or she receive 30 days of paid leave with each set of orders received?

If military orders are issued, Reservists are eligible to receive up to thirty (30) calendar days of paid military leave. The Reservists must return to their regular work schedule for thirty (30) calendar days or more between assignments in order to be eligible for an additional thirty (30) days of paid military leave. The employees must submit a new Military Leave Request Form with each set of orders received. This will ensure both proper pay for the Reservist and accuracy of university records.

In the case of duty ordered under an act of war, full pay will be provided for those workdays and holidays that fall within the first thirty (30) calendar days of the military leave of absence, unless the employees are currently on an active duty assignment.

You can review the entire procedure at <http://hr.ucf.edu/files/MilitaryLeaveProcedures.pdf>.

If you have questions regarding Military Leave, please contact HR Leave Administration at 407-823-2771 or loandworkcomp@ucf.edu.

UCF Telecommuting Program

The UCF Telecommuting Program Manual and Form were recently updated. You can review the form and the manual on the HR Web Site at https://hr.ucf.edu/files/telecomm_forms.pdf and http://hr.ucf.edu/files/telecommuting_man.pdf.

If you have questions regarding the UCF Telecommuting Program, please contact HR Leave Administration at 407-823-2771 or loandworkcomp@ucf.edu.

2014 Federal Withholding Tax Notice

Federal withholding tax amounts deducted from your paycheck are calculated using the IRS Income Tax Tables found in Publication 15, Circular E, Employer's Tax Guide.

Please review what you have claimed on your Employee's Withholding Allowance Certificate (Form W-4) on the [myUCF](#) Portal. Click on Employee Self Service >Payroll and Compensation >W-4 Tax Information to make changes to the information that will best work for your personal situation. As a reminder, Payroll Services cannot offer tax advice. If you have tax related questions, you should seek professional assistance from a tax professional.

A&P and USPS Annual Performance Appraisals Due February 15

As we approach the end of 2013, please remember that USPS and A&P annual performance appraisals are due in HR by February 15, 2014.

Performance Appraisal forms are available on the HR Web Site:

USPS Performance Appraisal:

http://hr.ucf.edu/files/Perform_Appraisal_Form_USPS.pdf.

A&P Performance Appraisal:

http://hr.ucf.edu/files/Perform_Appraisal_Form_AP.pdf.

We invite and encourage all supervisors and department heads to join us for performance appraisal training. The training sessions will provide tools, tips, and insight into the university's appraisal process for USPS and A&P employees. This is an excellent training course for those who are new to completing appraisals or for those who need a refresher.

Training sessions are scheduled for December and January. For upcoming training sessions please view:

https://events.ucf.edu/?calendar_id=72&upcoming=upcoming.

New HR Employee Assignments

The HR Leave of Absence & Workers' Compensation (LOA&WC) and Payroll Sections welcome new team members Elizabeth Herrera-Carrasquillo, Jessica Jimenez, and Bonnie Belot.

Elizabeth, formerly employed in HR Payroll, is assigned to the LOA&WC Section. She has 20 years of experience (including 8 years at UCF) working in various HR roles, and is fluent in both English and Spanish. Elizabeth is a proud Boston Red Sox fan. Please contact Elizabeth at loaandworkcomp@ucf.edu or 407-823-4102 with questions regarding Workers' Compensation.

Jessica and Bonnie are new Payroll team members. Jessica has worked at the university for 4 years, and comes to HR from the College of Business Dean's Office. She is the point of contact for employees in Student Development and Enrollment Services and the College of Health and Public Affairs.

Bonnie comes to UCF from the Florida Department of Health with 20+ years of HR experience. She is working as the Payroll Accountant.

UCF Human Resources

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

<https://www.jobswithucf.com>

Horizon Health Offers Free Webinars

Horizon Health, the Employee Assistance Program (EAP) provider for UCF, offers free webinars to employees and immediate family members in their household, as well as UCF retirees to assist in personal and professional growth. Upcoming webinars include:

- Learning How to Say "No": An Important Life Skill
- Yes or No? Secrets of Sound Decision-Making
- It's All Relative: Understanding Family Dynamics

To register for any of the free webinars or to access any of the other FREE services available through Horizon Health, simply log into www.horizoncarelink.com and enter UCF as both the Login and Password.

Paid Holidays for 2014

UCF will observe the following paid holidays during 2014:

Holiday Calendar	
New Year's Day	Wednesday, January 1
Martin Luther King's Birthday	Monday, January 20
Memorial Day	Monday, May 26
Independence Day	Friday, July 4
Labor Day	Monday, September 1
Veteran's Day	Tuesday, November 11
Thanksgiving	Thursday, November 27
Day after Thanksgiving	Friday, November 28
Christmas	Thursday, 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.

OPS employees are only eligible to be paid for the hours they work. They do not receive holiday or paid leave days pay.

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