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HUMAN RESOURCES Connection

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<h2>Important Dates to Remember</h2>	<h2>Labor Day Holiday – September 5</h2>
<ul style="list-style-type: none"> September 5 Labor Day Holiday October 7 Annual Benefits Fair September 1 - September 30 Sick Leave Pool Open Enrollment Period November 7 - November 18 Benefits Open Enrollment Period November 11 Veterans' Day Holiday November 24 - November 25 Thanksgiving Holiday/Day After Thanksgiving 	<p>The university will be closed on Monday, September 5 in observance of the Labor Day holiday. In order to be paid for the holiday, eligible employees must be in pay status (working or using paid leave) for no less than 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. Holiday hours for part-time employees will be based on their standard hours. If you have questions regarding the Labor Day Holiday, please contact Payroll Services at payroll@ucf.edu.</p>

2011 HMO Changes

Please note that due to a bid protest by the other HMO companies, the following information is subject to change prior to Open Enrollment.

Effective January 1, 2012, AvMed HMO will be the only HMO available to UCF employees who live in Central Florida counties (including Orange, Seminole, Volusia, Brevard, Lake, and Polk counties). Employees who wish to continue with HMO coverage will need to use the Open Enrollment period as their opportunity to make changes to their health insurance coverage and choose AvMed HMO as their new health care insurance. To ensure that an employee's health insurance coverage is not interrupted, if the employee is currently enrolled in another HMO (i.e. United Healthcare), and the employee does not make a change during Open Enrollment, the employee will automatically be enrolled in the PPO plan effective January 1, 2012. Further information regarding these changes will be included in the Open Enrollment packages which are scheduled to be delivered to employees' Mailing addresses during the week of October 24. Employees should check their Mailing address with People First (and make changes if necessary) to ensure that their Open Enrollment package is delivered to the correct address.

Twelve-Month Payment Option for Nine-Month Faculty Members

Nine-Month faculty members who signed up for the Twelve-Month Payment Option will see the first deduction on the pay advice for the September 9, 2011 pay date.

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

I-9 Completion Aid

The I-9 Form can be a challenging document to complete. The [Issuing Authorities for I-9 Documents](#) was created by HR to assist departments in providing accurate information when completing the "issuing authority" under section 2 of the I-9 Form. In addition, [I-9 Central Home](#) on the United States Citizenship and Immigration Services (USCIS) Website provides detailed information to help you learn more about the I-9 Form.

Hiring Documents Checklist

If your duties include responsibility for processing payroll documents for new hires or rehires, a [Hiring Documents Checklist](#), which lists the documents that are required for each employee class, is available on the HR Website.

You Can Still Consent to Electronic W-2

Before you know it, it will be time to start filing your 2011 tax return. Did you take advantage of the electronic W-2 in 2010? If you answered yes, we hope you found it convenient. Remember your election to consent to an electronic W-2 is still in effect for 2011.

If you have not yet consented to the electronic W-2, what are you waiting for?

Consenting to an electronic W-2 is easy – follow the steps below:

- 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 to the electronic W-2, please contact Payroll Services at payroll@ucf.edu.

Graduate Tuition Waiver Taxation

In accordance with Section 127 of the Internal Revenue Code, UCF provides tax free educational assistance to its employees under this qualified educational assistance plan. The IRS considers graduate level tuition assistance (tuition waiver) in excess of \$5,250 per calendar year to be taxable compensation to the employee. Graduate assistants do not have a tuition assistance limit - this regulation applies to UCF employees, not to graduate assistants.

Tuition waiver amounts in excess of \$5,250 per calendar year for graduate level courses will be included in UCF employees' earnings and the appropriate payroll and federal withholding taxes will be deducted. Employees will be able to view the reporting and withholding of taxes in the Employee Self Service Paycheck and the W-2 issued for each tax year.

It is also important for departments to note that they will be charged for the employer portion of Social Security and Medicare taxes associated with tuition waivers which exceed the allowable limit.

Currently there is no limit on employer-provided tuition assistance (tuition waiver) to employees for undergraduate courses under Section 117 of the Internal Revenue Code.

Reporting Non-Cash Fringe Benefits

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 are reported on the employees' W-2 in the appropriate manner. If you are responsible for submitting non-cash fringe to Payroll Services, please ensure that the information is submitted by the quarterly deadlines specified on the HR Website at http://www.hr.ucf.edu/web/forms/payroll/Non_Cash_Fringe_Benefits.pdf.

The most recent deadline for reporting non-cash fringe benefits was August 8, 2011, to ensure that appropriate taxes are deducted on the August 26 paycheck. The last deadline for the year is November 10, 2011, to ensure that all appropriate taxes are deducted and that the W-2 for tax year 2011 is accurate.

Please note that all salary supplements and non-cash fringe reports must be submitted on the appropriate forms.

HR Records Section Staff

Several staff changes have recently been made in the HR Records Section. The current HR Records staff members are:

Abbee Camen	Records Manager
Amanda Belcher	Records Coordinator
Garnette Garricks	Non-Resident Alien Coordinator
Aubrey Jayanama	E-Verify Coordinator
Fiona Murphy	HR Representative
Roger Lampe	HR Representative
Karen Black	Program Assistant
Shaylonda Vickers	Program Assistant

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 paychecks
- 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 2010
- Change their voluntary 403(b) contribution
- Change their personal information, such as 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 need duplicate copies of their 2009 or 2010 W-2's will be able to immediately print duplicate copies if they consented to receive electronic W-2's.

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.


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

Horizon Health Offers Free Webinars

Horizon Health, the Employee Assistance Program (EAP) provider to UCF, is offering free webinars to employees to assist in personal and professional growth. This benefit is available to eligible employees and immediate family members in their household, as well as UCF retirees. To register for any of the free webinars or to access any of the FREE services available through Horizon Health, simply go to www.horizoncarelink.com and enter UCF as both the Login and Password.

EAP referral services are completely confidential and available 24 hours a day, 7 days a week.

Requests for Duplicate W-2 Forms



Employees who have not consented to electronic W-2 and do not wish to, and need a copy of their 2009 or 2010 W-2 will need to request a duplicate from Payroll Services.

To request a duplicate W-2, please access Employee Self Service via the [myUCF](#) portal. Duplicate requests will be processed within 10 business days.

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

Redesigned Exempt USPS Classification

Exempt USPS employees should review the list of the changes that will affect their accrual and use of leave effective September 2, 2011. The comprehensive list of changes is available at <http://hr.ucf.edu/web/forms/payroll/RedesignedExemptUSPSClassification.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 related regulations. Most USPS employees are **nonexempt**. 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 the FLSA.

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

If an employee is not being properly credited with overtime or compensatory time, 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 HR Payroll Services 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 HR Compensation at (407) 823-2771.

Additional information may be found on the HR Website at <http://www.hr.ucf.edu/web/payroll/leaveattendance.shtml#overtimetitle>.

Sick Leave Pool Open Enrollment September 1 - September 30

The open enrollment period for both the USPS Sick Leave Pool and the Faculty/A&P Sick Leave Pool is Thursday, September 1 through Friday, September 30. To join either pool, employees must have been continuously employed with the university in a benefits-eligible position for more than one year, and must have at least 64 hours of unused Sick Leave. Part-time employees must have a proportionate amount of Sick Leave, based on their FTE.

To join their respective Sick Leave Pool, employees must donate 16 hours of Sick Leave.

The USPS Sick Leave Pool application is available at http://www.hr.ucf.edu/web/forms/loa_wc/SLP-Application.pdf.

The Faculty/A&P Sick Leave Pool application is available at <http://www.facultyaffairs.ucf.edu/docs/forms/AA5.pdf>.

If you have questions regarding the USPS Sick Leave Pool, contact the Leave of Absence & Workers' Compensation Section of Human Resources at loaandworkcomp@ucf.edu; if you have questions regarding the Faculty/A&P Sick Leave Pool, please call Barbara Davis at (407) 823-1113 or email her at Barbara.Davis@ucf.edu.

Electronic W-2s Available Via the myUCF Portal

Employees can print their own W-2 for tax years 2009 and 2010. All the employees need to do is consent to receive their W-2 electronically via the [myUCF](#) portal (if they have not already done so).

The copy the employees will access and print is exactly the same document as the paper form that Payroll Services would print.

In order to receive an electronic W-2 employees should:

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

Employees who have questions regarding the electronic W-2 should contact Payroll Services at payroll@ucf.edu.

Workers' Compensation - You're Covered!



Accidents happen. When they happen at work, who is responsible? All employees including OPS employees, college work study students, and graduate assistants are covered by Workers' Compensation. Workers' Compensation is "insurance" that provides coverage for employees for a job-related injury or illness from the very first day of employment. This coverage is provided by the State of Florida to UCF at no cost to the injured worker. Employees who are injured or who become ill due to the conditions of their job may receive partial income replacement and will receive payment of expenses for medically necessary services under Workers' Compensation. Job-related illnesses or injuries are not covered by employer sponsored group insurance policies, therefore claims for such illnesses or injuries should not be filed under any of these plans.

Employees who are injured must notify their supervisor immediately. The supervisor, together with the injured employee, must then complete a First Report of Injury (FROI) form and immediately call OptaComp at (877) 518-2583. In the event of a true emergency, anyone may call 911 and/or go directly to the nearest emergency room. The supervisor must then call OptaComp as soon as possible after the employee has received emergency treatment.

The FROI form and instructions for completing and processing the form are available on the Human Resources Website under the Leave of Absence and Workers' Compensation Section at http://www.hr.ucf.edu/web/loa_wc/workcomp.shtml.

After OptaComp has been contacted, a copy of the completed FROI form should be faxed to Human Resources at (407) 823-1095. Injured employees, along with their supervisor, must complete a FROI form and call OptaComp regardless of whether they decide to seek medical treatment. If the injury requires medical attention, the OptaComp triage nurse will direct the employee to the best treatment facility available for their particular injury, including a specialist, if necessary.

Additional information on Workers' Compensation is available on the HR Website at http://www.hr.ucf.edu/web/loa_wc/index.shtml.

If you have questions regarding Workers' Compensation, please contact Molly Myers, at (407) 823-4102, or at loaandworkcomp@ucf.edu.

UCF Human Resources

Primary Business Address

12565 Research Parkway
Suite 360
Orlando, FL 32826

Phone: (407) 823-2771

Fax: (407) 823-1095

Career Opportunity Line:
(407) 823-2778

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

<https://www.jobswithucf.com>

Employee Assistance Program (EAP) Workshops through Horizon Health

Horizon Health Employee Assistance Program (EAP) offers FREE training as an additional benefit to their primary EAP services. This benefit helps our organization provide employees with a wide range of brief, high-level, educational experiences that introduce employees to new information, and provide basic skill training.


The following workshops are being offered in 2011 at UCF Human Resources:

August 31	Art of Decision Making
September 28	Estate Planning, Wills & Trusts
October 26	Adjusting your Adjustable Mortgage
November 16	Response Management: Building Skills to Handle Life's Pressures
December 14	Smoking Cessation

Employees may register for sessions through Employee Self Service at <https://my.ucf.edu>.

Remaining Holidays for 2011

UCF will observe the following paid holidays through the end of 2011:

Holiday Calendar		
	Labor Day	Monday, September 5
	Veterans' Day	Friday, November 11
	Thanksgiving Day	Thursday, November 24
	Day after Thanksgiving	Friday, November 25
	Christmas Day	Monday, December 26

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 4 hours for the holiday.

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.