Inside this Issue

Deadlines and Schedules Impacted by August 23-28 HR Move 2
Assistant Payroll Manager Contact Information Change 3
UCF-FCU/CFE Merger Update 3
Requests for Duplicate W-2 Forms 3
Leave Plan Changes for Exempt USPS Employees 3
12-Month Payment Option for 9-Month Faculty 3
Benefits Open Enrollment for 2013 4
Graduate Tuition Waiver Taxation 4
Payroll Guidelines for 2012-2013 4
Deadlines for Reporting Non-Cash Fringe 5
The Fair Labor Standards Act and Overtime Compensation 5
Consenting to Electronic W-2 6
Sick Leave Pool Open Enrollment 7
Employees’ Address Verification Required in People First System 7
Interesting HR Statistics for 2011-2012 8
The Employee Assistance Program is Available When You Need It 8
HR Liaisons: Who Are They and What Do They Do? 9
Remaining Paid Holidays for 2012 10
2011-2012 Annual Employee Awards Program 10

Important Dates to Remember

July 31
Deadline for Updating Direct Deposit Information
August 23-28
HR Closed for Move
September 1– 30
Sick Leave Pool Open Enrollment Period
September 3, 2012
Labor Day - University Closed
October 5
Benefits Fair
October 8 - November 2
2013 Benefits Open Enrollment Period

Labor Day Holiday - University Closed

The university will be closed Monday, September 3, 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 at least 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 Labor Day holiday, please contact Payroll Services at payroll@ucf.edu.
Deadlines and Schedules Impacted by the August 23-28 HR Move

Friday, August 10  
No *New Employee Orientation* in HR Training Room. **Rescheduled to 8/17/12.**

Friday, August 17  
*New Employee Orientation* will be held in the Office of Diversity Initiatives Training Room, located at Research Pavilion, Suite 169. See the map at [http://map.ucf.edu/?show=8102](http://map.ucf.edu/?show=8102).

ePAFs for ppe 08/30/2012 due in HR Records*

Tuesday, August 21  
Requisitions for position postings opening 8/24/12 due in HR Recruitment

Re-postings for 8/24 due in HR Recruitment

Wednesday, August 22  
Sign-In Paperwork and ePAF supporting documents for ppe 08/30/2012 due in HR Records

APPS & Direct Deposit forms due in HR Payroll Services

Off-cycles check requests due in HR Payroll Services by 3:00 p.m.

Friday, August 24  
No *New Employee Orientation* in HR Training Room. **Rescheduled to 8/31/12.**

Tuesday, August 28  
Retroactive Payment Requests due in HR Payroll Services by 10:00 a.m.

Salary Supplements due in HR Payroll Services

Wednesday, August 29  
USPS positions postings closed 8/23/12 will be released to Hiring Managers

Friday, August 31  
*New Employee Orientation* will be held in the Office of Diversity Initiatives Training Room, located at Research Pavilion, Suite 169. See the map at [http://map.ucf.edu/?show=8102](http://map.ucf.edu/?show=8102).

*Please note that the ePAFs/Sign-In Paperwork for Fall Faculty, Adjuncts, and Graduate Assistantships were due in July. For additional information, please see the Payroll Guidelines for 2012-2013.

**No Impact to Deadlines by the HR Move August 23-28**

Benefits  
Compensation  
Payroll processing  
Leave of Absence/Worker’s Compensation
**Assistant Payroll Manager Contact Information Change**

Due to advances in technology, the previously cumbersome method of using the Florida Relay Service to contact Maribeth Kerr, Assistant Payroll Manager, has been discontinued. Direct dial access can now be achieved via the Purple Video Relay Services (VRS). To contact Ms. Kerr regarding payroll matters, please dial her direct extension at (407) 823-5056.

**UCF-FCU/CFE Merger Update**

Effective August 1, 2012, the UCF Federal Credit Union will no longer accept existing UCF-FCU checks which contain the old routing numbers and account numbers. This will impact your existing Direct Deposit information if it contains old routing and/or old account number information.

If you are a member of the UCF-FCU, you should have received both a new routing number and a new account number. Both must be updated on your Direct Deposit with UCF Payroll Services.

A manual is available on the Human Resources Website at [http://www.hr.ucf.edu/web/forms/payroll/DirectDepositUCFFCU-CFEMerger.pdf](http://www.hr.ucf.edu/web/forms/payroll/DirectDepositUCFFCU-CFEMerger.pdf) for employees who need assistance in changing their direct deposit information in Employee Self Service.

If you have questions regarding direct deposit changes, please contact Payroll Services at payroll@ucf.edu.

**Requests for Duplicate W-2 Forms**

Employees who have not consented to electronic W-2 and need a copy of their 2009, 2010, or 2011 W-2 must request a duplicate copy from Payroll Services.

To request a duplicate W-2, please use Employee Self Service (via 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.

**Leave Plan Changes for Exempt USPS Employees**

Exempt USPS employees are no longer eligible for Regular or Special Compensatory leave, nor are they eligible for a Personal Holiday. All compensatory balances have been paid out to these employees and they have been removed from the leave plans as of July 1, 2012.

**12-Month Payment Option for 9-Month Faculty**

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 7, 2012 pay date.

If you have any questions, please contact Payroll Services at payroll@ucf.edu.
Benefits Open Enrollment for 2013

Open Enrollment for benefits for 2013 is scheduled to begin Monday, October 8, 2012, and will end Friday, November 2, 2012, at 6:00 p.m. During the Open Enrollment period employees may enroll, cancel, or make other changes to benefits offered through People First. Benefits options selected during Open Enrollment will become effective January 1, 2013, and premiums will be deducted beginning with the pay check that will be issued on December 14, 2012.

All employees should check their mailing address on myUCF to verify that all information is accurate and make any necessary changes. Additionally, we advise employees to visit the People First website at https://peoplefirst.myflorida.com/ to confirm that their passwords are current in the People First system.

People First will begin mailing Open Enrollment Packets during the week of September 24, 2012. Open Enrollment Packets will contain details on all the plans and the enrollment process through People First. Employees whose mailing address is not correct may not receive their enrollment packet or their confirmation statement (if they make changes to their benefits during Open Enrollment).

Be sure to visit the Annual Benefits Fair which will be held on Friday, October 5, 2012, in the Student Union.

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 employee 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.

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

Payroll Guidelines for 2012-2013

The Payroll Guidelines for 2012-2013 are posted on the HR website. Please refer to the posted Payroll Guidelines for ePAF/Agreement deadlines for the upcoming Academic Semesters. Please note that the Benefits and Payroll Orientation for 2012 Fall Faculty will be held in the Student Union this year. For more information regarding the dates and times, please refer to the posted Payroll Guidelines.

If you have questions regarding the Payroll Guidelines, please contact Payroll Services at payroll@ucf.edu.
The 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.

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 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.

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 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 at [http://www.hr.ucf.edu/web/payroll/leaveattendance.shtml#overtimetitle](http://www.hr.ucf.edu/web/payroll/leaveattendance.shtml#overtimetitle).

---

**Deadlines for Reporting Non-Cash Fringe Benefits**

All non-cash fringe benefits must be reported to Payroll Services in a timely manner in order to ensure that the benefits are properly reported on the employee’s W-2. 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 at [http://www.hr.ucf.edu/web/forms/payroll/Non_Cash_Fringe_Benefits.pdf](http://www.hr.ucf.edu/web/forms/payroll/Non_Cash_Fringe_Benefits.pdf).

To ensure that appropriate taxes are deducted on the August 24, 2012 pay date, the next deadline is August 6, 2012. The last deadline for the year is November 8, 2012 (to ensure that all appropriate taxes are deducted and the W-2 for tax year 2012 is accurate).
Before you know it, it will be time to start filing your 2012 tax return. Did you take advantage of the electronic W-2 last year? If you answered yes, we hope you found it convenient. Remember your election to consent to an electronic W-2 has remained intact for 2012.

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
- 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, please contact Payroll Services at payroll@ucf.edu.

Save the Date

Benefits Fair
Friday, October 5, 2012
Student Union, Pegasus Ballroom
10:00 a.m. - 2:00 p.m.
The open enrollment period for both the USPS Sick Leave Pool and the Faculty/A&P Sick Leave Pool is September 1 through 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://facultyrelations.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 HR 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.

**Employees’ Address Verification Required in People First System**

Accurate employee contact information in People First is critical to ensure that employees receive key communications from People First, the Division of Retirement, the Division of State Group Insurance, insurance carriers, etc. Since July 23, 2012, when employees log into People First, they are presented with the Address Verification process each time they log into the system until they complete the entire verification process. In order to ensure that employees receive the 2013 Plan Year Open Enrollment Benefits Statement, employees must complete the verification process no later than **September 20, 2012**.

The Address Verification process consists of three sections, which are important to ensuring accurate contact information: Home Address, Mailing Address, and Notification E-mail Address. Only the employee can complete the process. Managers and HR will not be able to complete this process for employees.

For employees who believe their Home or Mailing address is correct, but the system is giving an “invalid address record message”, the error message may be the result of one of the following:

- The employee’s address contains an invalid combination of ZIP Code, City, or State. For example, the employee’s ZIP Code is for a city in Florida, but the employee’s State is listed as Alabama.
- The ZIP Code, City, State, or County fields are blank.
- The employee’s current address record is a foreign address. Employees with a foreign address must call the People First Service Center at 1 (866) 663-4735.

Employees may elect to be reminded later, but in order to ensure that they receive their 2013 Plan Year Open Enrollment Benefits Statement, they must complete the process no later than **September 20, 2012**.
During the 2011-2012 year, HR was very busy. Below are some of the services provided to the UCF community, and the percentage of increase for the same services provided for 2010-2011:

- Answered 12,870 front reception phone calls; Assisted 3,645 visitors
- Processed 103,089 documents and incoming mail - 5% increase
- Handled and checked for quality 19,811 electronic Personnel Action Forms (ePAFs) - 5% increase
- Completed 1,742 USPS, A&P, OPS Background checks - 8% increase (58% increase since 2009-2010)
- Processed 322 A&P hiring packages - 29% increase (87% increase since 2009-2010)
- Managed 252 A&P re-classifications - 35% increase
- Processed 352 A&P new hires for UCF community - 36% increase (90% increase since 2009-2010)
- Averaged 5,450 (5% increase) employment applications a month. Since 2009-2010, the average has increased by 42%
- Facilitated 326 workshops for 2664 employees - 58% increase
- Conducted 31 New Employee Orientations, including three designed specifically for new Faculty, which reached 637 new employees - 22% increase
- Processed more than 513 Leave of Absence Forms and 324 Family Medical Leave Act notification letters.
- Increased consent to electronic W-2 from 33% in 2009; 54% in 2010; 67% in 2011
- Completed 226 PeopleSoft modifications to improve functionality
- Processed over 5,000 ePAFs forms during the fall 2011 Semester, resulting in Faculty, Staff, and Students being added to the Payroll and beginning their work-related functions in a timely manner.
- Hosted the UCF Annual Benefits Fair with over 1,000 state employees attending

**Interesting HR Statistics for 2011-2012**

 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 1 (800) 272-7252 or via the internet at [www.horizoncarelink.com](http://www.horizoncarelink.com), enter UCF as both the login and password.
The HR Liaison is the person in a department who is appointed by the Dean, Department Head, or Director to act as the communication link between their department and HR. The HR Liaison Network currently has approximately 185 employees performing HR functions for UCF.

In November 2011, HR launched the HR Liaison Network quarterly meeting. Meetings were held in November, January, April and July 2012 with attendance averaging over 100.

The purpose of the meetings is to provide a forum for communication between HR Staff and the HR Liaisons which provides continuous improvement in HR programs, services and best practices for the UCF community. Several HR staff members are present at each meeting to discuss changes to HR procedures, programs, and other related issues. In addition, HR Liaisons:

- receive information regarding dates and deadlines for events (performance reviews, benefits open enrollment, payroll processing, etc.);
- discuss departmental problems or concerns with HR staff;
- share ideas, solutions or obstacles in their positions with other HR Liaisons;
- take back information to their own departments;
- are the contact persons when HR needs to contact their department with questions or to relay information; and
- occasionally attend round-table sessions with HR to help generate ideas, address concerns, and work with other liaisons.

The person who is performing HR functions for each department should attend these valuable HR Liaison Network quarterly meetings. The meetings scheduled for 2012-2013 are:

- **October 22, 2012**  2:30 – 4:30 p.m.  HR Training Room - Innovative Center, Suite 100
- **January 15, 2013**  2:00 – 4:00 p.m.  Key West Room 218, Student Union
- **April 16, 2013**  9:00 – 11:00 am  Key West Room 218, Student Union
- **July 9, 2013**  2:30 – 4:30 p.m.  HR Training Room - Innovative Center, Suite 100
- **October 22, 2013**  9:00 – 11:00 a.m.  Key West Room 218, Student Union

In addition, HR continues to provide training for new HR Liaisons who must attend two free half-days workshops. The next HR Liaison training is scheduled for October 9 and October 16, from 1:00 - 5:00 p.m. Register in Employee Self-Service, Learning and Development, using course code:

- PER079 HR Liaison Part I
- PER083 HR Liaison Part II

Space is limited, so register today!
Remaining Paid Holidays for 2012

UCF will observe the following paid holidays through the end of 2012:

- **Labor Day**: Monday, September 3
- **Veterans Day**: Monday, November 12
- **Thanksgiving Day**: Thursday, November 22
- **Day after Thanksgiving**: Friday, November 23
- **Christmas Day**: Tuesday, 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 employee 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.

2011-2012 Annual Employee Awards Program

The Annual Employee Awards Program will be held on Tuesday, August 14, 2012 at 3:00 p.m., in the UCF Arena. We will recognize 261 USPS employees and 43 A&P employees who reached milestones from July 1, 2011 - June 30, 2012. We will also recognize employees who are retiring from UCF, as well as the Employees of the Month for 2011-2012. In addition, the Employee of the Year and the A&P Gabor Excellence Award winner will be announced; both will be presented with a $2,500 check.

Awardees received an invitation to attend the event, however any UCF employees that would like to support their co-workers are encouraged to attend.

Parking Garage D will be available for employee parking.