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## Important Dates to Remember

<b>December 24 - 31</b>
<b>UCF Winter Break - University Closed</b>
<b>December 23</b>
<b>Deadline for Reducing Annual Leave Balances</b>
<b>January 17</b>
<b>MLKing's Birthday Observed - University Closed</b>
<b>February 15</b>
<b>USPS and A&amp;P Performance Appraisals Due</b>

## UCF Winter Break - December 24-31

The university will be closed for winter break from Friday, December 24 through Friday, December 31. December 24 and December 31 are regular paid holidays for Non-OPS employees. This closure will result in 32 hours of additional paid leave for these employees. The additional paid leave was granted by President John Hitt.

Employees who are deemed essential and who are required to work December 27 - December 30, the additional paid leave days, must use the leave before Friday, July 1, 2011. This leave will not be reported or tracked on the Leave & Pay Exceptions Report. Departments must use their own internal tracking sheet to record the accumulation and usage of these leave hours. The employees must request and receive their supervisors' approval before using this leave.

The university will also be closed in observance of Martin Luther King's Birthday on Monday, January 17, 2011.

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) their last scheduled workday prior to the holidays/paid leave days. Employees who have questions regarding holidays or paid leave days should contact Payroll Services at [payroll@mail.ucf.edu](mailto:payroll@mail.ucf.edu).

## Annual Leave Year End Maximums

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 is not used by December 23, 2010 (since the university will be closed between December 24 and December 31), will be converted to Sick Leave effective January 6, 2011. The rollover and conversion will be reflected on the affected employees' Leave and Pay Exceptions Report for the pay period ending January 20, 2011. Please note that there will be no retroactive leave adjustments.

If you have any questions regarding year-end maximums or leave usage, please contact Payroll Services at [payroll@mail.ucf.edu](mailto:payroll@mail.ucf.edu).

## Electronic W-2s for the 2010 Tax Year Will Be Available In January

By mid-January 2011, UCF employees will have the ability to access their 2010 W-2s online 24 hours a day, seven days a week. Employees who consent to receiving an electronic copy will be able to print multiple copies without delay.

Employees will have the opportunity to sign up for the electronic version via consent through the secure myUCF portal. Consent is required by federal regulations; employees who do not consent will receive a W-2 by mail. A confirmation will be sent via e-mail when consent is either granted or revoked.

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

- 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 the Submit button
- Verify your User ID
- Enter your PID Password (same one used 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 follow the instructions for clearing the cache at [http://hr.ucf.edu/web/a-z\\_policies/Clearing\\_the\\_Cache.pdf](http://hr.ucf.edu/web/a-z_policies/Clearing_the_Cache.pdf).

## Mailing Address Updates for Tax Documents

A screenshot of a 1042-S tax form. The form is titled "1042-S Foreign Person's U.S. Source Income" and includes fields for "Recipient's name", "Address", "City", "State", "Zip", "Country", "Taxpayer's name", "Address", "City", "State", "Zip", "Country", "Taxpayer's name", "Address", "City", "State", "Zip", "Country". The form is partially filled out with text.

As the end of the 2010 year approaches, Payroll Services is preparing to print and distribute W-2 and 1042S tax forms for the tax year 2010. Employees who have not consented to electronic W-2 or 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 may update their address via Employee Self Service. To update their Mailing address employees should:

- Log into the myUCF Portal – <https://my.ucf.edu>
- Enter PID
- Enter myUCF password
- Click on Employee Self Service
- Click on View Personal Information
- Review accuracy of Mailing address

The deadline for updating addresses is Monday, January 3, 2011.

International employees who have an F-1 or J-1 visa must complete an address change form with the International Services Center by December 15, 2010.

## 2011 Federal Withholding Tax Notice

Federal withholding taxes deducted from employees' paychecks are calculated using the IRS Tax Table 7 (Annual Payroll Period) found in Publication 15, Circular E, Employer's Tax Guide 2010. Many of the tax cuts and credits enacted in previous years are set to expire December 31, 2010. Since Congress has not extended any of the tax cut provisions which are expiring, the withholding tables will be adjusted to pre-tax cut levels and employees' paychecks will reflect larger federal tax withholdings beginning with pay dates in 2011.

Employees may review what they have claimed on their Form W-4 (Employee's Withholding Allowance Certificate) by going through the myUCF Portal (<https://my.ucf.edu>). To make changes that will work best for their personal situation, employees should click on Employee Self Service > Payroll and Compensation > W-4 Tax Information. Since Payroll Services cannot offer tax advice, employees who have tax related questions should seek assistance from a tax professional.

It is important to note that if any new laws that provide tax cuts are passed, employees' taxes will be based on the new tax withholding table which would reflect those tax cuts, and which could result in reduced withholding at some later date in 2011.

## Tax Treaty Expiration for International Employees

Tax treaties expire at the end of each calendar year. International employees who qualify for federal tax exemption again in 2011 will need to sign new tax treaty documents in the International Services Center (ISC) by the pay period ending December 9, 2010. ISC will send reminder notifications with specific instructions to employees who qualify.

## W-5 Earned Income Credit (EIC) Repealed

Form W-5 expires on December 31, 2010. The IRS has announced that the Advance Income Tax Credit for Tax year 2011 and beyond has been repealed. Eligible individuals will still be able to claim the earned income credit on their personal income tax return.

## FSECC General Deductions Begin in January

For employees who completed a payroll deduction form or electronic form to contribute to the Florida State Employees' Charitable Campaign (FSECC), deductions will begin January 6, 2011, and will be reflected on the January 14 paycheck.

## 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.

## Cell Phone Allowance Renewals

Cell Phone Allowances will expire as of the pay period ending December 23, 2010. Employees who are eligible for a cell phone allowance during calendar year 2011 will need to update the Cell Phone Allowance Form and secure the necessary signatures. These forms were due in HR no later than November 22, 2010, in order to ensure that the payments continue without interruption on January 14, 2011. Employees who submit the forms after the deadline will not be eligible for retroactive allowances.

## Performance Appraisals Due in February



Where does the time go? Are you asking yourself this question? The 2010 year will end soon and with the arrival of 2011 comes the time for annual performance appraisals for USPS and A&P employees. The performance appraisals are due in HR by February 15, 2011. Appraisal forms are available on the HR Website at [http://www.hr.ucf.edu/web/forms/alpha\\_index.shtml](http://www.hr.ucf.edu/web/forms/alpha_index.shtml).

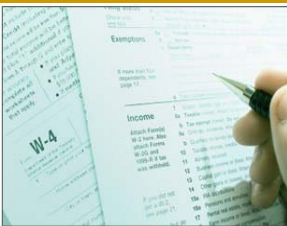
We invite and encourage all supervisors who are responsible for completing performance appraisals to attend our training sessions to gain tools, tips, and insight into the appraisal process. This is an excellent training course for those who are new to completing reviews.

Also, this year we have added a one hour question and answer session for supervisors who have been through the training, but may have a few questions. For upcoming sessions, please review the training calendar at <http://www.hr.ucf.edu/web/training/Constellation.shtml>.

## Tax Documents for International Employees

International students/scholars/professors who received paychecks from UCF will receive one or two tax documents from HR 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, 2011. International employees should not file their taxes until they receive all the necessary documents.

## W-4 Federal Withholding Tax Exemption



For employees who claimed exemption from federal withholding tax in 2010, this exemption expires on February 16, 2011. Employees who are still eligible for exemption must update their W-4 in order for tax exemption to continue for 2011. Employees may update their W-4 information in Employee Self Service or by submitting an updated Form W-4 (2011). Completed forms must be submitted to HR, Attn: Payroll Services, no later than February 10, 2011.

## 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. There are new formatting requirements that the university needs to follow for these transactions. There will be no impact to the employees' paychecks.

## Tax Information on HR Website

Please refer to the Payroll Services Newsletter on the HR Website for tax information and other payroll related information.

*Thanks to all UCF Employees for your support in 2010. Human Resources  
wishes a safe and  
happy winter break for you and your families!*

## Reducing Financial Stress During the Holidays

### 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>

Don't let the holidays become something you dread. Instead, take steps to prevent the stress and depression that can descend during the holidays. With a little planning and some positive thinking, you may find that you enjoy the holidays this year more than you thought you could.

Even though we like to think of the holidays as a time of fun and family, the truth is that there is also a great deal of stress attached to this time of the year. From entertaining to buying gifts to travel, the stresses on your budget can cause anxiety and worry during a time that should be about happiness and family togetherness. This time, before you succumb to financial stress, considering these points may just help you enjoy the holidays more.

#### Why Are You Feeling Financial Stress?

While some may be feeling financial stress due to economic realities, such as job loss or some sort of unforeseen financial catastrophe, there are many of us who experience self-imposed stress during the holidays. Some of the reasons that you might be feeling avoidable financial stress can include social expectations, commitments, competition, materialism and lack of planning.

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## UCF Paid Holidays for 2011

UCF will observe the following paid holidays in 2011:

Martin Luther King's Birthday	Monday, January, 17
Memorial Day	Monday, May 30
Independence Day	Monday, July 4
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

Additional paid leave days may be announced by President Hitt.

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

Eligible full-time employees will receive a maximum of 8 hours for each holiday, regardless of the days or hours which constitute the employees' workweek.

#### 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](mailto:AskHR@mail.ucf.edu).

## Requests for Duplicate W-2 Forms

Employees who have not consented to electronic W-2 will receive paper W-2 forms. In accordance with IRS regulations, W-2s will be postmarked by January 31. In order to allow the US Postal Service sufficient time to deliver the W-2, employees should not request a 2010 duplicate W-2 form until after February 15, 2011.

Employees who have consented to electronic W-2 by January 9, 2011, will be able to view and print their W-2 as often as they wish. Employees who have not consented to electronic W-2 may 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.

Employees who have questions regarding the W-2 form should contact Payroll Services at [payroll@mail.ucf.edu](mailto:payroll@mail.ucf.edu).

## New UCF Employment Verification Process



UCF Human Resources now uses The Work Number for employment verification. The Work Number, a service of TALX Corporation, is an automated process that provides employment verification for employees within a matter of minutes. This secure number is used for mortgage applications, reference checks, loan applications, apartment leases, government aid or most other applications that require proof of employment. It is quick, convenient and best of all, it is easy.

TALX is able to provide the following information:

- Name
- Most recent hire date
- Termination date
- Total time with UCF
- Job Title
- Salary

More information is available on the HR Employment Verification Website at <http://www.hr.ucf.edu/web/records/VOE.shtml>.

If you have additional questions or need assistance please contact the HR Records Team at [records@mail.ucf.edu](mailto:records@mail.ucf.edu).

## Deductions for Open Enrollment Changes Begin December 3

Deductions for Open Enrollment changes will begin with your December 3 paycheck. Please carefully review the deductions on this paycheck to ensure that the benefits changes that were made during open enrollment are accurately reflected. Please report any errors in deductions to [benefits@mail.ucf.edu](mailto:benefits@mail.ucf.edu).



## Family and Medical Leave Act Facts

The Family and Medical Leave Act (FMLA) allows employees to balance their work life and family life by taking job-protected unpaid leave for certain family and medical reasons due to a serious health condition. Under FMLA employees are entitled to unpaid leave; however, the law does allow for the use of accrued paid leave, such as compensatory, vacation, or sick leave, for some or all of the FMLA leave period. While on FMLA leave employees will maintain their health benefits as long as they pay their normal biweekly premiums. Employees are entitled to FMLA during a parental leave, for a medical leave for a family member with a serious illness or injury, or for a medical leave during their own serious illness or injury.

All employees are eligible to take FMLA leave if they have worked for the university for at least 12 months, and have worked for at least 1,250 hours during the previous 12 months. Employees are entitled to a total of **12 workweeks of unpaid leave** per fiscal year (July 1 - June 30) for one or more of the following reasons:

- For the birth of a son or daughter, and to care for the newborn child;
- For the placement of a son or daughter with the employee for adoption or foster care;
- To care for the employee's spouse, son, daughter, or parent with a serious health condition;
- Because of a serious health condition that makes the employee unable to perform the functions of his/her job;
- Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of contingency operation;
- To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

The following are answers to some frequently asked questions regarding FMLA. This information will help employees to better understand the Family Medical Leave Act (FMLA).

**Q: Can the employer count leave taken due to pregnancy complications against the employee's 12 weeks of FMLA entitlement for the birth and care of their child?**

A: Absolutely! An eligible employee is entitled to a total of 12 weeks of FMLA leave in one 12 month period. If an employee has to use some of that leave for a difficult pregnancy prior to the delivery of the baby, the required leave may be counted as part of the 12 weeks FMLA leave entitlement. Any physician-documented pregnancy related disability would be considered a serious health condition under FMLA.

**Q: Can the employee take FMLA leave for visits to a therapist if the employee's doctor prescribes the therapy?**

A: Another yes! FMLA allows an employee to take leave for "continuing treatment by a health care provider" which can include recurring absences such as those a doctor might order after a hospital stay for physical therapy, or ongoing treatment of severe arthritis, or for mental health reasons following a life trauma.

**Q: Does the law guarantee paid time off?**

A: Finally, a no! The FMLA only requires unpaid leave. However, the law does allow employees to elect to use accrued paid leave, such as compensatory, vacation, or sick leave, for some or all of the FMLA leave period based on the employee's department's practice.

**Q: Is the employee required to give the employer his/her medical records for a leave due to a serious health condition?**

A: No way! The employee does not have to provide medical records; however, the employer may require the employee to have his/her health care provider complete a UCF Certificate of Health Care Provider Form confirming that a serious condition exists and indicating how much time the employee may need off work.

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## Family and Medical Leave Act Facts (continued from page 7)

**Q: Can the employer refuse to grant an employee FMLA leave?**

A: No, no, no! An “eligible” employee who has met FMLA notice and certification requirements (made the proper request) and who has not exhausted his/her FMLA entitlement for the year may not be denied FMLA leave.

**Q: Are there any restrictions on how the employee can spend his/her time while on leave?**

A: Yes and No! For example, if the employer has an established policy regarding outside employment while on paid or unpaid leave, the employer may apply those restrictions to the employee’s FMLA leave; otherwise, the employer may not restrict the employee’s activities. The protection of FMLA leave, however, will not cover situations where the reason for the leave no longer exists, or where the employee has not provided the appropriate Request for Leave Form and the UCF Certificate of Health Care Provider Form, or where the employee has misrepresented the reason for leave.

**Q: Can the employer make inquiries about the employee’s leave during the employee’s absence?**

A: Yes, but only to the employee! The employer may ask questions to confirm if the requested leave qualifies under FMLA. The employer may require periodic reports from the employee on the employee’s status and inquire about when the employee intends to return to work. The employer may also ask the employee to provide a medical re-certification during the period of leave. A representative of the employer may also contact the employee’s health care provider, with the employee’s permission, to clarify information, or to confirm information that the health care provider entered on the certification form and/or to confirm that the information was provided by the health care provider. The employer’s inquiry, however, may not include a request for additional information regarding the employee’s or a family member’s health condition.

**Q: Can the employer require the employee to return to work before his/her FMLA leave is exhausted?**

A: Guess what? There are limitations and possible consequences if the employee does not provide the required FMLA documentation. An employer may deny the continuation of FMLA leave if the employee fails to fulfill his/her obligation to provide a UCF Certificate of Health Care Provider Form. An employer may order the employee back to work if the employee has a medical release to return to work and fails to return. An employer may not, however, require an employee to return to work by offering him/her a light duty assignment.

**Q: How are the employee’s insurance benefits affected when he/she is on medical or parental leave?**

A: Easily! The employee may pay by personal check or money order and/or through the use of accrued leave! When the employee is on a medical leave with pay, his/her premiums will continue to be payroll deducted. If the employee is on leave without pay, he/she must make arrangements with HR to pay his/her insurance premiums monthly. While the employee is on an unpaid medical or parental leave, the university will continue to pay the employer’s contribution for six months. After six months of unpaid leave, however, the employee will become responsible for the full premium cost of his/her benefits.

**Q: When must the employee submit forms to request medical or parental leave?**

A: Anytime!! It is highly recommended that the employee submit the Medical or Parental Leave Request Form and the UCF Certificate of Health Care Provider Form at least 30 days in advance for a foreseeable leave. For unforeseeable leave the employee will be allowed 15 days to provide a UCF Certificate of Health Care Provider Form. FMLA leave may not be granted retroactively.

For more FMLA facts or questions and answers, visit our Website at <http://www.hr.ucf.edu>. If you have specific questions you may contact HR at (407) 823-2771 or by email at [loandworkcomp@mail.ucf.edu](mailto:loandworkcomp@mail.ucf.edu). Watch for more questions and answers and articles coming your way in this publication and other university publications!



## Reducing Financial Stress During the Holidays (continued from page 5)



You might feel that your friends and family expect you to entertain them. In order to do this “in style”, you might overrun your budget. Even worse, you might feel as though you are in a competition with someone else to provide a “better” holiday experience. Even if you are only in competition with yourself, in an attempt to exceed last year’s holiday experience, your drive can lead you into unnecessary spending.

Another problem is that we often place too much emphasis on material things as a means of happiness. We want these things for ourselves, but sometimes we also get carried away with making the holidays “better” for our children by going overboard with gift-giving. And, of course, without planning out a gift budget, an entertaining budget and other expenses, you will find that you have not saved up enough to pay for everything without debt, adding to the stress you feel with regard to your finances.

### Tips for Reducing Financial Stress

The first thing you need to do is identify why you are feeling stressed out during the holiday season. If it is due to social expectations or materialism or something similar, you need to take a step back and realize that it’s okay to live within your means. You don’t need to try and impress anyone. Simple holiday entertaining, as long as it’s thoughtfully prepared, can be just as good, if not better than an expensive party.

Same with gifts. If you can’t afford expensive presents, opt for small, thoughtful gifts. Your loved ones will understand. It is possible to enjoy life without spending a great deal. Here are some other things to consider when reducing financial stress during the holidays:

- Be realistic about your holiday budget, and stay within it.
- Don’t add to your debt. This can be a huge source of financial stress. Even if you don’t pay it down during the holiday season, at least try to avoid digging a deeper hole. Put the credit card away.
- Take a few minutes for yourself. Sometimes, what you need is to take care of yourself. Do some physical activity, or take time for proper relaxation. A break can help keep you focused and help you avoid lashing out at those around you.
- Get organized. Make a list of all of the gifts you expect to buy, and keep track of sales and coupons so that you can take advantage of deals as they arise. This also applies to decor, party supplies and holiday food.
- Make a plan. Start planning for next year. Note how much you spend this year, and begin setting money aside in February or March for a holiday fund so that you are less stressed next year. Knowing that you are learning from this experience can ease your mind in some cases.

If you are experiencing financial stress due to economic factors, remember that help is available. Be honest with your friends and family, and gratefully accept help that they offer. Seek professional help if you still can’t cope.

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 employees, and immediate family members of their household, 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.