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## Important Dates to Remember

**April 1 - June 30**  
Open Enrollment for 12-month payment option  
**April 15**  
Flexible Spending Reimbursement Deadline  
**April 18**  
Deadline for Filing Income Taxes  
**May 30**  
Memorial Day Holiday - University Closed  
**June 9**  
Drive to Perfection  
**June 30**  
Deadline for Using Personal Holiday for USPS  
**June 30**  
End of Fiscal Year

## Twelve-Month Payment Option for Nine-Month Faculty Members

Open enrollment for the Twelve-Month Payment Option for nine-month faculty is here. The open enrollment period runs from April 1, 2011 through June 30, 2011.

Eligible nine-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 when they may not have a summer supplemental agreement. For more information regarding the Twelve-Month Payment Option for nine-month employees, please review the answers to [Frequently Asked Questions](#) on the HR Website.

If you are still have questions regarding this payment option, please contact Payroll Services at [payroll@ucf.edu](mailto:payroll@ucf.edu).

## Memorial Day Holiday – May 30

The university will be closed on Monday, May 30, 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) 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. Part-time employees will receive holiday hours in accordance with their standard hours. For example, an employee whose standard hours equal 4 would receive 4 hours for the holiday. If you have questions regarding the Memorial Day holiday, please contact Payroll Services at [payroll@ucf.edu](mailto:payroll@ucf.edu).

*It's Tax Day!*



**Don't Forget!!**

**APRIL 18, 2011 IS THE DEADLINE  
FOR FILING 2010 INCOME TAXES**

## Flexible Spending Account Deadline

The grace period for medical, limited purpose medical, and dependent care reimbursement accounts for 2010 ended March 15, 2011. Receipts for services dated after March 15 will be applied to your 2011 account, if applicable.

The deadline for submitting claims for reimbursement is **April 15, 2011**. Submit all required documentation and completed claim form to People First. You may submit your documentation one of three ways:

1. Scan your documentation and submit it online through People First. Click FSA Information on your home page, then Online Claim Submission. Follow the directions and submission requirements; **or**
2. Fax the documentation and claim form toll-free to (888) 800-5217 or (850) 425-4608 (Tallahassee); **or**
3. Mail your documents to:  
People First Service Center  
PO Box 1800  
Tallahassee, FL 32302-1800

## Retirement Self Service

If you are currently contributing to a non-ORP 403(b) and/or a ROTH 403(b) account, changing your voluntary 403(b) contributions through Employee Self Service is now as easy as 1-2-3-4:

1. Log into the myUCF Portal at <https://my.ucf.edu>
2. Click on Employee Self Service under the myUCF Menu
3. Click on Benefits
4. Click on Benefits Summary

Easier for you, easier for us, easier for the planet!

If you wish to start a new account or begin contributing again to a pre-existing account you must submit paper forms to the HR Benefits section.

## 2011 Retirement & Investment Series

The UCF Benefits Section is pleased to announce that the 2011 Retirement and Investment Series has begun and will run through April 12. We encourage all employees, especially those who are close to retirement or those who would just like to become more informed on investing, to attend the workshops being offered.

This year's workshops will include a variety of topics from which employees may choose, such as Tax and Estate Planning, Retiring from the FRS, and Retiring from UCF. Please visit the Human Resources Website at <http://www.hr.ucf.edu/web/benefits/AgendaRetirementSeries2011.pdf> for a complete list of the available workshops and dates and times. Reservations are required.

Employees may register by one of the following methods:

1. Directly with FRS at 1-866-446-9377, if attending an FRS-sponsored workshop.
2. Through Employee Self Service at <https://my.ucf.edu>, if attending a UCF-sponsored workshop.

Seating is limited, so enroll now and come prepared to ask questions!

Employees' spouses may also attend.

## 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 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 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](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](mailto:hris@ucf.edu).

## USPS Personal Holiday: Use It or Lose It

Full-time USPS employees are entitled to one 8-hour Personal Holiday (PH) each fiscal year. Part-time 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 at the time that they are hired and on July 1 of each year, and must be used by the employees or forfeited at the close of business on June 30 of the following year.

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](mailto:payroll@ucf.edu).

## 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 employee's 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](http://www.hr.ucf.edu/web/forms/payroll/Non_Cash_Fringe_Benefits.pdf).

## 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 for these transactions that the university needs to follow. There is no impact to the employee's paycheck.

## 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 **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.

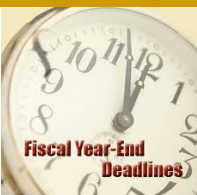
An **exempt** employee is any employee of the university who qualifies for an exemption from the overtime requirements of FLSA, state laws, or related regulations. A&P and Faculty employees are classified as exempt.

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>.

## Fiscal Year End Reminder



The end of the fiscal year 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](mailto:payroll@ucf.edu).

## Requests for Duplicate W-2 Forms

A sample W-2 form for the year 2010. The form is titled 'W-2 Wage and Tax Statement' and includes fields for employee name, address, Social Security number, employer name, and various tax-related information. The form is filled out with sample data, including a Social Security number of 12-34-5678 and a total wage of \$12,345.67. The form is dated 2010 and includes the UCF logo.

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

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](mailto:payroll@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 <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](mailto:payroll@ucf.edu).

## Drive to Perfection



In 2009, HR compiled UCF staff survey results that identified a strong demand for motivation as a training focus. The desire to increase our own and/or our organizations' ability to perform is not unique to UCF. It is not unusual for employees or supervisors to experience the sentiment or perception that the team could increase their level of passion in executing team goals and daily activities. It is also not a surprise that staff morale can take a hit due to the stressful financial climates faced nationally and/or departmentally.

Have you read or witnessed drafting as a competitive tactic used by bikers and NASCAR drivers? The idea is that the energy expended by those around you enables the competitor to go faster without using up as much individual energy. In nature geese fly in V formation to take advantage of this phenomenon. Utilizing the collaborative team effort allows the team to "work smarter and not harder".

If you or your team is in need of a refreshing way to learn tools to re-energize your personal and professional lives, join us in a fast paced journey through Daniel Pink's book *Drive*. Participants will get fueled up on dynamic tools to meet today's motivation challenges. Participants will also get up to speed on why Pink contends using "carrots" and "sticks" as motivators is ineffective in the workplace today.

The session is scheduled for June 9, 2011, 1:00 p.m. - 5:00 p.m. Register today - this is a new session that will fill up quickly!

Information regarding this session and many more is available at <http://www.hr.ucf.edu/web/training/Constellation.shtml>.

## Informational Guide for Assisting Troubled Employees

HR has developed an informational guide to assist employees who may be experiencing difficulties.

YOU are an important key in helping employees who are exhibiting troubling or disruptive behavior. Review the [Resource Guide](#) which will help you identify disruptive, disturbing, troubled, or dangerous employees, and will provide information about what you can do to help.

You may prevent a tragedy or simply get a troubled person some help.

**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:

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

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

**UCF Paid Holidays for 2011**

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

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

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

If you have any questions regarding paid holidays, please contact Payroll Services at [payroll@ucf.edu](mailto:payroll@ucf.edu).

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](mailto:AskHR@ucf.edu).