



Employment Classification Change Matrix

The purpose of this matrix is to provide an overview of the changes to insurance, retirement and time off accruals in relation to various employment classification changes. The Human Resources Benefits Unit will send detailed emails to employees who are affected by employment classification changes with information pertinent to their classification change after it is entered by their department. Employees should contact the Human Resources Benefits team with any questions: Benefits@ucf.edu.

	Insurance	Retirement Plan	Annual Time Off	Sick Time Off
USPS to A&P or 12-Month Faculty	<p>If enrolled, benefits will continue without interruption in coverage; or</p> <p>If not enrolled, cannot enroll until Open Enrollment unless you have a Qualified Status Change.</p>	<p>Now eligible to enroll in the State University System Optional Retirement Program (SUSORP). Election must be made within (90) days of employment classification change. Instructions for how to enroll in the SUSORP are available here. To speak to an unbiased Ernst & Young financial planner to determine if the switch is best for you, contact the MyFRS Financial Guidance Line at 866-446-9377.</p> <p><u>If you are in the FRS Pension or FRS Investment Plan:</u> To remain in compliance with section 121.35(3)(c) of the Florida Statutes, you will be defaulted into the SUSORP retirement plan during your initial 90-day eligibility window. During this time, this default election will reflect on your paycheck as “Optional Retirement Program”. If you wish to keep your current FRS Pension Plan or FRS Investment Plan enrollment, you will need to complete the ORP-ENROLL form indicating that you wish to remain in the FRS, and send the completed form to the Human Resources benefits team via secure eFax to (407) 882-9022. After processing, your funds will be transferred to your previous FRS retirement plan, and any service time that you had during that time will be allocated accordingly by the Division of Retirement.</p> <p><u>For College of Medicine Faculty:</u> State University System Optional Retirement Program (SUSORP) is mandatory. Follow the SUSORP enrollment instructions for submitting the ORP-MANDATORY form on the HR website here.</p> <p><i>*For reemployed retirees: The State University System Optional Retirement Program (SUSORP) is mandatory for College of Medicine Faculty and reemployed retirees of the Florida Retirement System (FRS) Investment Plan and State University System Optional Retirement Program (SUSORP). If you are a reemployed FRS Pension Plan retiree not eligible for renewed membership or enrolled in DROP, you can disregard this section.</i></p>	<p>Non-Exempt: 6 hours/pay period; or Exempt: 6.77/pay period</p>	<p>No change in accrual.</p>
A&P or 12-Month Faculty to 9-Month Faculty	<p>If enrolled, benefits will continue without interruption in coverage; or</p> <p>If not enrolled, cannot enroll until Open Enrollment unless you have a Qualified Status Change.</p> <p><i>*If change occurs during the 9-Month Faculty Spring double deduction period, employee may receive notification from Human Resources to send a check to People First for summer premiums.</i></p>	<p>No change, unless the new position is a Faculty position within the College of Medicine.</p> <p>For College of Medicine Faculty: State University System Optional Retirement Program (SUSORP) is mandatory. Follow the SUSORP enrollment instructions for submitting the ORP-MANDATORY form on the HR website here.</p> <p><i>*For reemployed retirees: The State University System Optional Retirement Program (SUSORP) is mandatory for College of Medicine Faculty and reemployed retirees of the Florida Retirement System (FRS) Investment Plan and State University System Optional Retirement Program (SUSORP). If you are a reemployed FRS Pension Plan retiree not eligible for renewed membership or enrolled in DROP, you can disregard this section.</i></p>	<p>If you have an annual time off balance, you will be receiving an annual time off payout to the maximum permitted. Your annual time off payout will be paid to you via direct deposit into the same bank account that you receive your regular paychecks. If you are currently contributing to the voluntary UCF 403(b) plan and/or a 457 through the Bureau of Deferred Compensation, your regularly scheduled contribution amount will be taken from your time off payout. If you wish to defer a different amount than your regular contribution amount from your time off payout, you must contact the Human Resources Benefits Section at Benefits@ucf.edu or (407) 823-2771 immediately after receiving the notification to review this matrix.</p>	<p>No change in accrual.</p>



Employment Classification Change Matrix

	Insurance	Retirement Plan	Annual Time Off	Sick Time Off
9-Month Faculty to A&P or 12-Month Faculty	<p>If enrolled, benefits will continue without interruption in coverage; or</p> <p>If not enrolled, cannot enroll until Open Enrollment unless you have a Qualified Status Change.</p> <p><i>*If change occurs during the 9-Month Faculty Spring double deduction period or during the summer months, insurance premiums may be adjusted as needed.</i></p>	<p>No change, unless the new position is a Faculty position within the College of Medicine.</p> <p><u>For College of Medicine Faculty: State University System Optional Retirement Program (SUSORP) is mandatory. Follow the SUSORP enrollment instructions for submitting the ORP-MANDATORY form on the HR website here.</u></p> <p><i>*For reemployed retirees: The State University System Optional Retirement Program (SUSORP) is mandatory for College of Medicine Faculty and reemployed retirees of the Florida Retirement System (FRS) Investment Plan and State University System Optional Retirement Program (SUSORP). If you are a reemployed FRS Pension Plan retiree not eligible for renewed membership or enrolled in DROP, you can disregard this section.</i></p>	<p>Non-Exempt: 6 hours/pay period; or Exempt: 6.77/pay period</p>	<p>No change in accrual.</p>
Post-Doctoral Associate to A&P or 12-Month Faculty	<p>If enrolled, benefits will continue without interruption in coverage; or</p> <p>If not enrolled, cannot enroll until Open Enrollment unless you have a Qualified Status Change.</p>	<p>Contributions to the FICA Replacement Plan (through TIAA) will cease with position change.</p> <p>Must enroll in one of the mandatory plans:</p> <ul style="list-style-type: none"> • Florida Retirement System (FRS) Pension Plan; or • Florida Retirement System (FRS) Investment Plan; or • State University System Optional Retirement Program (SUSORP) <p>Instructions for how to enroll can be found on our website here.</p> <p><u>For College of Medicine Faculty: State University System Optional Retirement Program (SUSORP) is mandatory. Follow the SUSORP enrollment instructions for submitting the ORP-MANDATORY form on the HR website here.</u></p> <p><i>*For reemployed retirees: The State University System Optional Retirement Program (SUSORP) is mandatory for College of Medicine Faculty and reemployed retirees of the Florida Retirement System (FRS) Investment Plan and State University System Optional Retirement Program (SUSORP). If you are a reemployed FRS Pension Plan retiree not eligible for renewed membership or enrolled in DROP, you can disregard this section.</i></p>	<p>Non-Exempt: 6 hours/pay period; or Exempt: 6.77/pay period</p>	<p>Change to 4 hours/pay period.</p>
OPS** or Post-Doctoral Associate to 9-Month Faculty	<p>If enrolled, benefits will continue without interruption in coverage; or</p> <p>If not enrolled, cannot enroll until Open Enrollment unless you have a Qualified Status Change.</p> <p>-----</p> <p>If previously OPS, now eligible to enroll in Optional Life via People First, and Disability/Life insurance through Gabor Financial Solutions within (60) days of employment class change.</p> <p><i>*If change occurs during the 9-Month Faculty Spring double deduction period or during the summer months, insurance premiums may be adjusted as needed.</i></p>	<p>Contributions to the FICA Replacement Plan (through TIAA) will cease with position change.</p> <p>Must enroll in one of the mandatory plans:</p> <ul style="list-style-type: none"> • Florida Retirement System (FRS) Pension Plan; or • Florida Retirement System (FRS) Investment Plan; or • State University System Optional Retirement Program (SUSORP) <p>Instructions for how to enroll can be found on our website here.</p> <p><u>For College of Medicine Faculty: State University System Optional Retirement Program (SUSORP) is mandatory. Follow the SUSORP enrollment instructions for submitting the ORP-MANDATORY form on the HR website here.</u></p> <p><i>*For reemployed retirees: The State University System Optional Retirement Program (SUSORP) is mandatory for College of Medicine Faculty and reemployed retirees of the Florida Retirement System (FRS) Investment Plan and State University System Optional Retirement Program (SUSORP). If you are a reemployed FRS Pension Plan retiree not eligible for renewed membership or enrolled in DROP, you can disregard this section.</i></p>	<p>Annual time off is not accrued.</p>	<p>Change to 4 hours/pay period.</p>



Employment Classification Change Matrix

	Insurance	Retirement Plan	Annual Time Off	Sick Time Off
Post-Doctoral Associate to USPS	<p>If enrolled, benefits will continue without interruption in coverage; or</p> <p>If not enrolled, cannot enroll until Open Enrollment unless you have a Qualified Status Change.</p>	<p>Contributions to the FICA Replacement Plan (through TIAA) will cease with position change.</p> <p>Must enroll in one of the following mandatory plans by the end of the 8th month following employment classification change:</p> <ul style="list-style-type: none"> • Florida Retirement System (FRS) Pension Plan; or • Florida Retirement System (FRS) Investment Plan <p>Instructions for how to enroll can be found on our website here.</p> <p><i>*If you are a reemployed FRS Pension Plan retiree not eligible for renewed membership or enrolled in DROP, you can disregard this section.</i></p>	<p>Non-Exempt: 4 hours/pay period; or Exempt: 6.77/pay period</p>	<p>4 hours/pay period</p>
OPS** (Non Post-Doctoral Associate) to A&P or 12-Month Faculty	<p>If eligible and enrolled, benefits will continue without interruption in coverage; or</p> <p>If not enrolled, cannot enroll until Open Enrollment unless you have a Qualified Status Change.</p> <p><i>*If eligible as OPS but did not enroll, you will not be able to enroll until Open Enrollment for the next year coverage unless you have a Qualified Status Change. If not eligible as OPS, you may enroll in benefits within 60 days of employment class change.</i></p> <p>----- Now eligible to enroll in Optional Life via People First, and Disability/Life insurance through Gabor Financial Solutions within (60) days of employment class change.</p>	<p>Contributions to the FICA Replacement Plan (through TIAA) will cease with position change.</p> <p>Must enroll in one of the mandatory plans:</p> <ul style="list-style-type: none"> • Florida Retirement System (FRS) Pension Plan; or • Florida Retirement System (FRS) Investment Plan; or • State University System Optional Retirement Program (SUSORP) <p>Instructions for how to enroll can be found on our website here.</p> <p><u>For College of Medicine Faculty: State University System Optional Retirement Program (SUSORP) is mandatory. Follow the SUSORP enrollment instructions for submitting the ORP-MANDATORY form on the HR website here.</u></p> <p><i>*For reemployed retirees: The State University System Optional Retirement Program (SUSORP) is mandatory for College of Medicine Faculty and reemployed retirees of the Florida Retirement System (FRS) Investment Plan and State University System Optional Retirement Program (SUSORP). If you are a reemployed FRS Pension Plan retiree not eligible for renewed membership or enrolled in DROP, you can disregard this section.</i></p>	<p>Non-Exempt: 6 hours/pay period; or Exempt: 6.77/pay period</p>	<p>4 hours/pay period</p>



Employment Classification Change Matrix

	Insurance	Retirement Plan	Annual Time Off	Sick Time Off
<p style="text-align: center;">A&P, 9-Month Faculty, 12-Month Faculty, or USPS to OPS ** or Post-Doctoral Associate</p>	<p>If eligible and enrolled, benefits will continue (with the exception of Optional Life via People First and Disability/Life Insurance via Gabor Financial Solutions for OPS employees) without interruption in coverage; or</p> <p>If not enrolled, cannot enroll until Open Enrollment unless you have a Qualified Status Change.</p> <p><i>*If change occurs during the 9-Month Faculty Spring double deduction period or during the summer months, insurance premiums may be adjusted as needed.</i></p>	<p>No longer eligible to participate in the Florida Retirement System (FRS Pension Plan, Florida Retirement System (FRS) Investment Plan, or State University System Optional Retirement Program (SUSORP). You will stop earning service credit toward the retirement plan that you were enrolled in, and contributions will cease as of the effective date of your classification change.</p> <p>You will be automatically enrolled in the FICA Replacement Plan.</p>	<p>If you have an annual time off balance, you will be receiving an annual time off payout to the maximum permitted. Your annual time off payout will be paid to you via direct deposit into the same bank account that you receive your regular paychecks. If you are currently contributing to the voluntary UCF 403(b) plan and/or a 457 through the Bureau of Deferred Compensation, your regularly scheduled contribution amount will be taken from your time off payout. If you wish to defer a different amount than your regular contribution amount from your time off payout, you must contact the Human Resources Benefits Section at Benefits@ucf.edu or (407) 823-2771 immediately after receiving the notification to review this matrix.</p> <p>Annual time off is not accrued going forward for OPS. Post Doctoral Associates receive 10 days/academic year.</p> <p><i>*Note: 9-Month Faculty did not accrue annual time off.</i></p>	<p>If you have 10+ continuous years of service in a non-OPS position, and have a sick time off balance, you will be receiving a sick time off payout to the maximum permitted. Your sick time off payout will be paid to you via direct deposit into the same bank account that you receive your regular paychecks. If you are currently contributing to the voluntary UCF 403(b) plan and/or a 457 through the Bureau of Deferred Compensation, your regularly scheduled contribution amount will be taken from your time off payout. If you wish to defer a different amount than your regular contribution amount from your time off payout, you must contact the Human Resources Benefits Section at Benefits@ucf.edu or (407) 823-2771 immediately after receiving the notification to review this matrix.</p> <p>Sick time off is not accrued going forward for OPS. Post Doctoral Associates receive 5 days/academic year.</p>



Employment Classification Change Matrix

	Insurance	Retirement Plan	Annual Time Off	Sick Time Off
OPS** (Non Post-Doctoral Associate) To Post-Doctoral Associate	<p>If eligible and enrolled, benefits will continue without interruption in coverage; or</p> <p>If not enrolled, cannot enroll until Open Enrollment unless you have a Qualified Status Change.</p> <p><i>*If eligible as OPS but did not enroll, you will not be able to enroll until Open Enrollment for the next year coverage unless you have a Qualified Status Change. If not eligible as OPS, you may enroll in benefits within 60 days of employment class change.</i></p> <p>-----</p> <p>Now eligible to enroll in Optional Life via People First, and Disability/Life insurance through Gabor Financial Solutions within (60) days of employment class change.</p>	<p>No change. Enrollment in FICA Replacement Plan will resume.</p>	<p>10 days/academic year</p>	<p>5 days/academic year</p>
USPS To 9-Month Faculty	<p>If enrolled, benefits will continue without interruption in coverage; or</p> <p>If not enrolled, cannot enroll until Open Enrollment unless you have a Qualified Status Change.</p> <p><i>*If change occurs during the 9-Month Faculty Spring double deduction period or during the summer months, insurance premiums may be adjusted as needed.</i></p>	<p>Now eligible to enroll in the State University System Optional Retirement Program (SUSORP). Election must be made within (90) days of employment classification change. Instructions for how to enroll in the SUSORP are available here.. To speak to an unbiased Ernst & Young financial planner to determine if the switch is best for you, contact the MyFRS Financial Guidance Line at 866-446-9377.</p> <p><i>If you are in the FRS Pension or FRS Investment Plan:</i> To remain in compliance with section 121.35(3)(c) of the Florida Statutes, you will be defaulted into the SUSORP retirement plan during your initial 90-day eligibility window. During this time, this default election will reflect on your paycheck as "Optional Retirement Program". If you wish to keep your current FRS Pension Plan or FRS Investment Plan enrollment, you will need to complete the ORP-ENROLL form indicating that you wish to remain in the FRS, and send the completed form to the Human Resources benefits team via secure eFax to (407) 882-9022. After processing, your funds will be transferred to your previous FRS retirement plan, and any service time that you had during that time will be allocated accordingly by the Division of Retirement.</p> <p><i>For College of Medicine Faculty:</i> State University System Optional Retirement Program (SUSORP) is mandatory. Follow the SUSORP enrollment instructions for submitting the ORP-MANDATORY form on the HR website here.</p> <p><i>*For reemployed retirees: The State University System Optional Retirement Program (SUSORP) is mandatory for College of Medicine Faculty and reemployed retirees of the Florida Retirement System (FRS) Investment Plan and State University System Optional Retirement Program (SUSORP). If you are a reemployed FRS Pension Plan retiree not eligible for renewed membership or enrolled in DROP, you can disregard this section.</i></p>	<p>If you have an annual time off balance, you will be receiving an annual time off payout to the maximum permitted. Your annual time off payout will be paid to you via direct deposit into the same bank account that you receive your regular paychecks. If you are currently contributing to the voluntary UCF 403(b) plan and/or a 457 through the Bureau of Deferred Compensation, your regularly scheduled contribution amount will be taken from your time off payout. If you wish to defer a different amount than your regular contribution amount from your time off payout, you must contact the Human Resources Benefits Section at Benefits@ucf.edu or (407) 823-2771 immediately after receiving the notification to review this matrix.</p> <p>Annual time off is not granted going forward.</p>	<p>No change in accrual.</p>



Employment Classification Change Matrix

	Insurance	Retirement Plan	Annual Time Off	Sick Time Off
OPS** (Non Post-Doctoral Associate) To USPS	<p>If eligible and enrolled, benefits will continue without interruption in coverage; or</p> <p>If not enrolled, cannot enroll until Open Enrollment unless you have a Qualified Status Change.</p> <p><i>*If eligible as OPS but did not enroll, you will not be able to enroll until Open Enrollment for the next year coverage unless you have a Qualified Status Change. If not eligible as OPS, you may enroll in benefits within 60 days of employment class change.</i></p> <p>-----</p> <p>Now eligible to enroll in Optional Life via People First, and Disability/Life insurance through Gabor Financial Solutions within (60) days of employment class change.</p>	<p>Contributions to the FICA Replacement Plan (through TIAA) will cease with position change.</p> <p>Must enroll in one of the following mandatory plans by the end of the 8th month following employment classification change:</p> <ul style="list-style-type: none"> • Florida Retirement System (FRS) Pension Plan; or • Florida Retirement System (FRS) Investment Plan <p>Instructions for how to enroll can be found on our website here.</p> <p><i>*If you are a reemployed FRS Pension Plan retiree not eligible for renewed membership or enrolled in DROP, you can disregard this section.</i></p>	<p>Non-Exempt: 4 hours/pay period; or Exempt: 6.77/pay period</p>	<p>4 hours/pay period</p>
Post-Doctoral Associate To OPS**	<p>If eligible and enrolled, benefits will continue (with the exception of Optional Life via People First and Disability/Life Insurance via Gabor Financial Solutions) without interruption in coverage; or</p> <p>If not enrolled, cannot enroll until Open Enrollment unless you have a Qualified Status Change.</p>	<p>No change. Enrollment in FICA Replacement Plan will resume.</p>	<p>Annual time off is not granted going forward.</p>	<p>Sick time off is not granted going forward.</p>
A&P, 9-Month Faculty, or 12-Month Faculty To USPS	<p>If enrolled, benefits will continue without interruption in coverage; or</p> <p>If not enrolled, cannot enroll until Open Enrollment unless you have a Qualified Status Change.</p> <p><i>*If change occurs during the 9-Month Faculty Spring double deduction period or during the summer months, insurance premiums may be adjusted as needed.</i></p>	<p>No longer eligible for enrollment in the State University System Optional Retirement Program (SUSORP).</p> <p>If you are enrolled in the SUSORP, you must enroll in one of the following mandatory plans by the end of the 8th month following your employment classification change:</p> <ol style="list-style-type: none"> 1. Florida Retirement System (FRS) Pension Plan; or 2. Florida Retirement System (FRS) Investment Plan. <p>Instructions for how to enroll can be found on our website here.</p> <p><i>*If you are a reemployed FRS Pension Plan retiree not eligible for renewed membership or enrolled in DROP, you can disregard this section.</i></p>	<p>Non-Exempt: 4 hours/pay period; or Exempt: 6.77/pay period</p>	<p>No change in accrual.</p>



Employment Classification Change Matrix

	Insurance	Retirement Plan	Annual Time Off	Sick Time Off
A&P To 12-Month Faculty	<p>If enrolled, benefits will continue without interruption in coverage; or</p> <p>If not enrolled, cannot enroll until Open Enrollment unless you have a Qualified Status Change.</p>	<p>No change, unless the new position is a Faculty position within the College of Medicine.</p> <p><u>For College of Medicine Faculty: State University System Optional Retirement Program (SUSORP) is mandatory. Follow the SUSORP enrollment instructions for submitting the ORP-MANDATORY form on the HR website here.</u></p> <p><i>*For reemployed retirees: The State University System Optional Retirement Program (SUSORP) is mandatory for College of Medicine Faculty and reemployed retirees of the Florida Retirement System (FRS) Investment Plan and State University System Optional Retirement Program (SUSORP). If you are a reemployed FRS Pension Plan retiree not eligible for renewed membership or enrolled in DROP, you can disregard this section.</i></p>	6.77/pay period	No change in accrual.
Any Position To Executive Service	<p>If enrolled, benefits will continue without interruption in coverage; or</p> <p>If not enrolled, cannot enroll until Open Enrollment unless you have a Qualified Status Change.</p> <p>*Note: Health insurance premiums are lower for Executive Service employees. For specific monthly premium amounts, reference the Health Insurance section of the UCF Employee Benefits Guide.</p>	<p><u>If you are enrolled in the FRS Pension Plan:</u> Membership will now be in the Senior Management Service Class instead of Regular Class. The retirement percentage value for calculating the annual retirement benefit is 2.0% instead of 1.60%.</p> <p><u>If you are enrolled in the FRS Investment Plan:</u> Membership will now be in the Senior Management Service Class instead of Regular Class. Employer contribution will increase from 8.30% to 9.67%.</p> <p><u>If you are enrolled in the State University System Optional Retirement Program (SUSORP):</u> No change in benefit/contribution amount.</p>	9.195 hours/pay period	5 hours/pay period

*OPS includes Adjunct Faculty, Hourly Non-Students, and Graduate Assistants

Important Information

- **Part Time OPS to Full Time OPS:** Employee will be eligible to enroll in benefits within (60) days of FTE increase, and retain coverage through December 31st of the current year. During Open Enrollment of the same year, People First will measure the number of hours worked from Oct 3, 20xx - Oct 2, 20xx to determine eligibility for the next plan year.
- **Part Time Line to Part Time OPS:** Benefits will be terminated effective the last day of the month following the employment classification change.
- **Retirees:** If you are retired from the FRS Pension Plan (or DROP), you are not eligible for renewed membership in any State of Florida retirement plan (FRS Pension, FRS Investment and/or SUSORP Plan). If you are retired from the FRS Investment Plan or SUSORP Plan and are a reemployed retiree returning to work in a SUSORP eligible position, you must enroll in the SUSORP plan. Otherwise, if you are a reemployed retiree returning to work in a non-SUSORP eligible position (USPS), you must enroll in the FRS Investment Plan.

Additional Resources

- [How to Enroll in Mandatory Retirement Plans](#)
- [OPS Eligibility & Measurement Periods Guide](#)
- [People First Qualified Status Change Matrix](#)