



UCF HUMAN
RESOURCES

HR Liaison Conference Call

October 1, 2015



HR Communication Committee



- Please remind all employees to subscribe to the HR Connection Blog to receive valuable email updates.
- Subscribe here: <http://hr.ucf.edu/hrconnection>
- Please submit any suggestions or comments to hrconnection@ucf.edu.



Benefits Section



Open Enrollment Reminders

- Open Enrollment begins on **Monday, October 19** and ends on **Friday, November 6** at 6:00 p.m. EST.
- Open Enrollment packages will be mailed by People First to eligible employees mid-October.
 - Reminder: People First Address Verification due September 30th
- If employees do not make any changes during Open Enrollment, all benefits shown on their People First Benefits Statement will remain in effect for all of 2016 (with exceptions of Qualified Status Changes).
- Open Enrollment Website: <https://hr.ucf.edu/current-employees/benefits/open-enrollment/>

2015 UCF Benefits Fair

Friday, October 30th

9:00 a.m. to 2:00 p.m.

Student Union Pegasus Ballroom



ACA Refresher

Employer Mandates

- Affordable Health Coverage
 - ✓ We use safe harbor: Does not exceed 9.5% of the federal poverty line for the applicable calendar year
2015: \$11,670/12 x 9.5% = \$92.39
- Minimum Essential Coverage
 - ✓ A plan provides “minimum value” if it pays at least 60% of covered services (includes deductibles, copays & coinsurance)
 - ✓ HMO: 93%; PPO: 89%

Individual Mandates

- Minimum Essential Coverage
 - ✓ Required to maintain for self and dependents
 - ✓ 2015 Penalty: Greater of \$325 or 2% of income

Benefit Changes for 2016

- Premium Changes
- New Life Insurance Options
- Optional Life Guaranteed Issue
- HSA (Health Savings Account) Contribution Limits

Premium Changes

- \$25,000 Basic Life Insurance Monthly Premium Decrease
 - ✓ \$3.58 (Previously \$4.54)
 - ✓ Full Time: Employer Pays
 - ✓ Part Time: Employer and Employee Pay on Prorated Basis
 - ✓ OPS: Employee Pays

- Optional Life Insurance Monthly Premium Decrease
 - ✓ Premium for each age band slightly decreased
 - ✓ Premium dependent on age and coverage level chosen
 - ✓ OPS Not Eligible

- Cigna Hospitalization Plan Premium Changes
 - ✓ Slight decrease or increase, depending on plan
 - ✓ Multiple plans available dependent on age, single, family, etc.

New Life Insurance Options

1. Dependent Spouse Life

- ✓ \$4.50/Month for \$15,000
- ✓ \$6.00/Month for \$20,000
- ✓ No porting or conversion
- ✓ Guaranteed Issue Only During:
 - 2016 Open Enrollment
 - Employee's New Hire Period
 - Within QSC Event Window for Marriage

2. Dependent Child Life

- ✓ \$0.85/Month for \$10,000
- ✓ Always Guaranteed Issue
- ✓ Available for dependent children until the end of the calendar year in which the child turns 26
- ✓ No porting or conversion

IMPORTANT

Optional Life Guaranteed Issue

- For this Open Enrollment Only:
 - Eligible employees not enrolled in Optional Life Insurance may enroll for 1x/annual salary guaranteed issue
 - Note: Afterwards, enrollment in Optional Life Insurance outside of the employee's initial eligibility period (for example, as a new hire) requires medical underwriting



HSA Contribution Limits

Type	2015	2016	Change
Self	\$3,350	\$3,350	No Change
Family	\$6,650	\$6,750	Increased \$100

**Includes the State Contribution of \$500/year for Individual & \$1,000/year for Families*

Additional Reminders

- OPS Measurement Dates (for 10/3/14-10/2/15):
 - October 2nd
 - October 9th
 - October 16th

- Benefits Section Presentations Available



QUESTIONS



Payroll Section

Taxable Tuition Waiver Excess

- Employees may receive up to \$5,250 in tax-free educational benefits for graduate level and higher coursework (section 127, Internal Revenue Code). The value of the benefit in excess of \$5,250 will be taxed at the supplemental tax rate (25%) for federal withholding, plus the appropriate Social Security and Medicare tax rates. Those taxes will be deducted from employee paycheck(s) and be included on the Form W-2.
- Questions related to this information should be addressed with a tax professional.
- Non-tax related questions regarding the educational benefits addressed above may be directed to Payroll Services by emailing payroll@ucf.edu or calling (407) 823-2771.

Existing Cell Phone Allowances Renewal

- Cell Phone Allowances will expire after pay period ending 12/17/2015 (pay date 2/24/15).
- Renewal forms are due in HR no later than 11/06/2015. When completing the form, check the **Renewal For** box at the top of the form and fill in the year "**2016**" to distinguish it from a regular submission.
- The cell phone allowance form can be found on the HR Website, A-Z, under C, Cell Phone Allowance Request Form.
- Please be aware, forms that are received past the 11/06/2015 deadline will not have retroactive payments calculated for the employees.



Consent to Electronic W2

- Did you utilize the electronic W-2 last year?
 - **Yes = No further action is required to continue utilizing this benefit.**
 - **No = Employee Self Service, W-2/W-2c Consent.**
- Payroll will begin reaching out to the HR Liaisons for assistance. Lists will be provided to you with the names of employees in your department who have not signed up for the electronic W-2. Please encourage your employees to consent to the electronic W2.

Mailing Address Updates for Tax Documents

- For employees who will receive paper tax documents, Mailing Addresses should be verified for accuracy by following these steps:
 - Log into the myUCF Portal – <https://my.ucf.edu>
 - Click on Employee Self Service
 - Click on Personal Information
 - Review/Edit accuracy of Home and Mailing address
- International employees who have an F-1 or J-1 visa must complete an address change form with the International Affairs and Global Strategies department by December 04, 2015.



QUESTIONS



Records Section



PeopleSoft HR Upgrade

- Upgrade to Version 9.2
- Tentative Go Live date is 11/24
- HR system will go down on 11/20
- No ePAFs can be pending. If not approved, will be cancelled.
- Communications will be forthcoming

USPS Performance Appraisal Form Updated

- Form updated based on campus wide feedback.
- Appraisal Type of “Special” has been removed and replaced with “Out of Cycle.”
- “Out of Cycle” review normally kept in department files.
- Overall ratings have been revised to clarify majority instead of most.
- The overall effective performance rating has been clarified.



New Employee Orientation

- Very important that the Orientation Notice is **received** by HR-Records no later than the **Wednesday** prior to New Employee Orientation.
- It provides OD&T sufficient time to create the roster and send out an email to the employee with important information.
- When the orientation notice is not provided timely, it creates a bad first impression for the new employee.

Who Attends New Employee Orientation?

- New Hires to the university in the employee classifications of:
 - A&P
 - USPS
 - Faculty
 - Post-Doctoral Associates (PDA)
 - OPS to Line Employees (OPS employees hired into an A&P, USPS, Faculty, or PDA position)

Who Shouldn't Attend New Employee Orientation?

- Current USPS, A&P, Faculty, Post-Docs who accept a position with a new department or are promoted to a new position without a break in service.
 - Example, John Smith hired in a USPS position with HR in 2011. He has been continuously employed, and he accepted a new position with Finance and Accounting in October 2015.
 - Example, Tonya Clark hired as a Coordinator with SDES in 2013 and was promoted to Assistant Director with SDES in October 2015.
- OPS Employees (with the exception of Post-Docs)



QUESTIONS



OD&T Section

USPS Employee of the Month Nominations

- Do you work with an exceptional USPS staff member?
- Nominate them for the USPS Employee of the Month!
- It's simple & easy!
- The EOM nomination packet and [instructions](#) are found on our HR Employee of the Month website page:
<http://hr.ucf.edu/current-employees/employee-recognition/employee-of-the-month/>



Prudential Productivity Awards

- In 1989 Florida TaxWatch and two of its co-founders, J.E. Davis and A.D. Davis (owners and cofounders of Winn Dixie Stores, Inc.) created an awards program that would inspire, reward and recognize enterprising state employees for their innovative and cost- saving accomplishments.
- It's simple & easy!
- All the information is located: <http://ppa.floridataxwatch.org/>
- Please email od&training@ucf.edu if you have any questions
- The 2016 timeline:
 - August 17 Online nominations open
 - October 7 System closes to new nominations at 5pm
 - April / May 2016 2016 Winners Announced

Annual Employee Awards Program

- New location this year!

Student Union Pegasus Ballroom

October 15, 2015

3 pm – 5 pm

- Please check out the [Annual Employee Awards Program site](#) for updates to parking information, RSVP link for awardees and award nominees, and more.

New Employee Orientation

- **New Employee Orientation** is now offered from 8:30 a.m.- 4:30 p.m. (full day program began September 4, 2015)
- The updates to the [current information link](#) and [form](#) are posted on the HR website.



QUESTIONS



Recruitment Section

Jobs Postings Update

- Inside Higher Ed
 - Renewed unlimited online jobs postings package
 - Contract Period: 9/22/15 – 9/21/16
 - See HR for assistance to get password
 - Colleges and departments can manage and update postings – not limited to faculty positions

- The Chronicle of Higher Education
 - Unlimited 60-day online postings
 - Contract Period: 9/22/15 – 9/21/16
 - Testing automatic scraping from JobsWithUCF.com page, so that colleges and departments will not have to post

Faculty Hires Campaign

- New Jobs Splash Page
 - Beginning Oct. 5, please use **UCF.edu/faculty** for your faculty postings (*replaces last year's UCF.edu/jobs, but will redirect*)
 - Revamped web page provides additional information about UCF, link to “apply for all faculty positions” and updated list of recruitment-gearred information
 - Questions? Contact Christine.Dellert@ucf.edu (Academic Affairs/Communications & Marketing)

- New Faculty Recruitment Material
 - Updates being made to “Aspire” Faculty Brochure
 - Hard copies and electronic copies will be available in coming weeks
 - Special web page and collateral for Faculty Cluster Initiative
 - Questions? Contact Christine.Dellert@ucf.edu



QUESTIONS