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Important Dates to Remember

August 13
Annual Awards Program
September 2
Labor Day Holiday - University Closed
September 2 - September 30
Sick Leave Pool Open Enrollment Period
October 4
Benefits Fair
October 21 - November 8
Benefits Open Enrollment Period
October 25
OD&T Recognition Ceremony

HR Records Sign-In Paperwork Changes

Effective August 1, 2013, HR Records no longer requires the Faculty Applicant Affirmation Form or the Affirmation Form (also known as OPS Hourly Non-Student Affirmation) as a required document in the Records Hire Sign-In paperwork since those documents will be submitted to HR Recruitment as a part of the background check process. Background checks must be cleared by HR Recruitment prior to submitting the ePAF and Records Hire Sign-In paperwork.

A copy of the cleared background check email must be included in the Records Hire Sign-In Paperwork for OPS Non-Students, OPS Hourly Graduate Students, Adjuncts, Graduate Assistantship Appointees, Post-Doctoral Associates, and Faculty.

For additional information regarding background checks, please see <http://hr.ucf.edu/liaisons-and-managers/interviewing-and-hiring/background-checks/>.

Labor Day Holiday - September 2

The university will be closed on Monday, September 2nd, 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. Holiday pay is prorated based on the employee's FTE, with eligible full-time employees receiving a maximum of 8 hours, regardless of the number of hours or days which constitute their workday or workweek.

Please contact Payroll Services at payroll@ucf.edu if you have questions regarding the Labor Day holiday.

Twelve-Month Payment Option for Nine-Month Faculty Members

Nine-month faculty members who signed up for the Twelve-Month Payment Option will see the first deduction on the pay advice for pay date September 6, 2013.

If you have any questions, please contact Payroll Services at payroll@ucf.edu.

Annual Awards Program

Some important employee recognition programs are coming up this year. Brief information is included here and more is available on the HR Website, hr.ucf.edu/current-employees/employee-recognition.



The Annual Awards Program recognizes employees for longevity of service to UCF. This year's Employee Awards Program will be held on Tuesday, August 13, 2013 at 3:00 p.m. in the UCF Arena. Award recipients include:

- USPS employees (5 year increments)
- A&P employees (10 year increments)
- Employees who are retiring
- Employees of the Month
- Gabor A&P Excellence Award

More information regarding the Annual Awards Program is available at <http://hr.ucf.edu/current-employees/employee-recognition/annual-awards-program>.

Benefits Open Enrollment Coming Soon



The Open Enrollment period for benefits for 2013 is scheduled to begin Monday, October 21, 2013, and will end on Friday, November 8, 2013, 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, 2014, and premiums will be deducted beginning with the December 13, 2013 paycheck.

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/login.htm> 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 23, 2013. Open Enrollment Packets 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 4 in the Pegasus Ballroom in the Student Union.

Employee of the Month

The Employee of the Month award recognizes and rewards USPS employees in good standing with a minimum of 2 years of USPS service. Employees can only receive this award a maximum of one time every 3 years. The honorees receive a \$200 cash award, a \$25 gift certificate, introduction to UCF's Board of Trustees, marquee announcement, goody bag, certificate and surprise presentation, and eligibility for the USPS Employee of the Year award.

OD & T Recognition Ceremony

The Organization Development and Training Team, in conjunction with the Human Resources Department, will host the 2013 OD & T Recognition Ceremony on October 25, 2013 in the Student Union from 9:00 a.m. – 11:00 a.m.

Graduates of the following 2012-2013 series will be honored:

- Emerging Leader
- Supervisory Skills
- Leadership Excellence

Employee Assistance Program Offers Free Services



Horizon Health, the Employee Assistance Program (EAP) provider to UCF, offers a multitude of free services to employees and immediate family members living in the same household, as well as UCF retirees. In addition to referrals and confidential consultations for personal well-being and work performance, there are discounts & 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 available 24 hours a day, 7 days a week at 1-800-272-7252 or via the internet at www.horizoncarelink.com, enter UCF as both the login and password.

Changes to Salary Supplement Request Form

The HR Salary Supplement Request Form has been revised in accordance with recent Delegation of Authority for supplemental payments set forth by Dr. Hitt. Please ensure that this form, which is posted on the HR Website at <http://hr.ucf.edu/files/SalarySupplementRequestForm.pdf>, is used for all requests. Any requests submitted on the outdated form will be returned, unprocessed, to the originating department.

E-Verify Reminder

This is a reminder for departments that if you receive an E-Verify result of DHS Case Incomplete, SSA Case Incomplete, SSA Tentative Non-Confirmation, or DHS Tentative Non-Confirmation, please do not close the case or take any action on the case. Please contact Aubrey Jayanama at aubrey@ucf.edu who will advise you on the next step.

Implementing Affordable Care Act Provisions at UCF

Provisions of the Affordable Care Act (ACA) require employers to offer affordable medical coverage to employees working on average 30 or more hours per week during the initial measurement period, extending from April 1, 2013 through September 30, 2013. While the federal government has recently announced a postponement of the implementation of ACA provisions until 2015, Florida statutes have mandated OPS coverage effective January 1, 2014. In the absence of a delay in the state regulation, UCF anticipates that compliance with state and federal law will impact UCF hiring and separation practices as well as changes in reporting work hours for student employees, graduate teaching and research assistants, adjuncts as well as regular employees.

As a participant in the State Group Insurance, UCF is subject to directives from the Department of Management Services (DMS), the administrative arm of the State of Florida government, in implementing the requirements of federal and state legislation at the university. Once we receive further directives from DMS we will provide additional details to the university community. In the interim, it is important that all employees check their mailing address in Employee Self Service on the myUCF portal to verify that all information is accurate and make any necessary changes.

Eligible employees will be notified in writing by People First, the state's third party benefits administrator at the beginning of October and will have the opportunity to elect medical coverage and enroll in benefits during the state's Open Enrollment Period scheduled to begin October 21, 2013 and end on November 8, 2013 with coverage effective January 1, 2014.

For additional information on the Affordable Care Act please visit the websites below:

www.dms.myflorida.com/human_resource_support/state_group_insurance (Dept. of Management Services) - 2014 Variable Hour (OPS) Worker Health Care Implementation

www.HealthCare.gov (U.S. Department of Health & Human Services) – Comprehensive information about the Affordable Care Act.

www.dol.gov/ebsa/healthreform/#acaimplementationfags (U.S. Department of Labor) – Frequently Asked Questions about employer implementation of the Affordable Care Act.

www.cupahr.org/aca/index.aspx (CUPA-HR) – News updates and resources related to the Affordable Care Act, provided by the College and University Professional Association for Human Resources (CUPA-HR).

Requests for Duplicate W-2 Forms

Employees, who have not consented to electronic W-2 and do not wish to, and need a copy of their 2009, 2010, 2011 or 2012 W-2 must request a duplicate from Payroll Services.

To request a duplicate W-2, please use [Employee Self Service](#). Duplicate requests will be processed within 10 business days.

If you have any questions regarding the W-2 form, please contact Payroll Services at payroll@ucf.edu.

Consenting to Electronic W-2

Before you know it, it will be time to start filing your 2013 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 2013.

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 <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 Submit, re-enter your password, click continue

If you have any questions regarding consenting, please contact Payroll Services at payroll@ucf.edu.

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. This section of the IRC does not apply to graduate students in positions identified as student employment. The IRS considers tuition assistance, for graduate level or higher, in excess of \$5,250 per calendar year to be taxable compensation (applicable to employees who utilize the Employee Tuition Wavier Program at UCF). This calculation takes into account premium tuition discounts as well.

Tuition waiver amounts and discounts in excess of \$5,250 per calendar year for graduate level (or higher) 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.

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

The university does not provide tax advice. If you have questions about this information, please contact a tax professional.

Reporting Non-Cash Fringe Benefits

All non-cash fringe benefits need to 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 you submit the information to Payroll by the quarterly deadlines specified on the HR Website at http://hr.ucf.edu/files/Non_Cash_Fringe_Benefits.pdf.

The most recent deadline was August 5, 2013 to ensure that appropriate taxes were deducted on pay date August 23, 2013. The last deadline for the year is November 7, 2013, to ensure that all appropriate taxes are deducted and the W-2 for tax year 2013 is accurate.

Please note, all salary supplements and non-cash fringe reporting must be on the appropriate form.

Disability/Salary Replacement Coverage Comparison Chart

This is a chart regarding some of the coverage factors to give a broader picture of the various options for salary replacement. The facts listed do not explain the entire policy, regulation, or eligibility criteria.

Group Benefit or Plan	Time Prior to Benefit	Coverage Amount	Coverage Period	Benefit Decreased by Other Benefit Amount	Cost	Open Enrollment
UCF Leave	0 days	Full Pay	Until leave is exhausted	No (Cannot go over 40 hours weekly pay)	Part of compensation	All eligible new hires
USPS Sick Leave Pool	Exhaust all leave	Full Pay	48 to 480 hours	No (Cannot use for over 40 hours weekly)	16 hours sick leave**	March and September OE
A&P Sick Leave Pool	Exhaust all leave	Full Pay	Up to 480 hours	No (Cannot use for over 40 hours weekly)	16 hours sick leave**	March and September OE
Gabor Disability	30 days*	2/3 Pay	12 mo own occ, age 65 any occ	Yes	\$7.40 ***	New hire and Special OE
Colonial Disability	30 days*	2/3 Pay*	12 months*	No	\$14.25 age 17-49*** \$19.00 age 50-69***	Annual OE 10/21/13-11/8/13

* Other coverage levels available

** Any salary, one time cost

*** Annual Salary \$20,880.00, cost per pay period

Additional and more complete information is available:

UCF Leave	Human Resources	407-823-2771
USPS Sick Leave Pool	Human Resources	407-823-2771
A&P Sick Leave Pool	Faculty Relations	407-823-1113
Gabor Agency		1-800-330-6115
Colonial		1-888-756-6701

More information is also available at <http://hr.ucf.edu>.

Sick Leave Pool Open Enrollment

The open enrollment period for both the USPS Sick Leave Pool and the Faculty/A&P Sick Leave Pool is Monday, September 2 through Monday, 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://hr.ucf.edu/files/USPSSLP.pdf>.

The Faculty/A&P Sick Leave Pool application is available at <http://facultyrelations.ucf.edu/files/2013/07/AA5.pdf>.

If you have questions regarding the USPS Sick Leave Pool, contact the Leave of Absence & Workers' Compensation Section of HR at loandworkcomp@ucf.edu; if you have questions regarding the Faculty/A&P Sick Leave Pool, please contact Barbara Davis at (407) 823-1113 or Barbara.Davis@ucf.edu.

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 (at the rate of 1.5 times their hourly wage) or accrue compensatory time 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 regulations. A&P, Faculty, and USPS Exempt employees are classified as exempt.

If an employee is not being credited with overtime or compensatory time properly, 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.

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 at <http://hr.ucf.edu/current-employees/leave-and-general-attendance-information/#overtimetitle>.

Interesting HR Statistics for 2012-2013

During the 2012-2013 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 2011-2012:



- Answered 9,960 front reception phone calls; Assisted 2,978 visitors
- Processed 80,416 documents and incoming mail
- Handled and performed quality control for 21,545 electronic Personnel Forms (ePAFs) - 8.75% increase
- Completed 1,513 USPS, A&P, OPS background checks - 37.30% increase since 2009-2010
- Processed 282 A&P hiring packages - 63.95% increase since 2009-2010
- Managed 261 A&P reclassifications - 3.57% increase
- Administered 297 USPS new hires for UCF community - 80% increase since 2009-2010
- Provided learning opportunities to 3,821 employees - 43% increase
- Averaged 5,200 employment applications per month - 35% increase
- Posted 597 positions - 167% increase
- Conducted 105 workshops and seminars to departments/colleges; approximately 1,210 employees
- Implemented the Electronic I-9/E-Verify system which streamlined the I-9 Form process
- Hosted the Annual Benefits Fair with a record turnout; 200 participating vendors and over 1,100 attendees
- Initiated the new HR Point of Contact with department staff, which develops relationships to understand the needs and resolve issues more quickly

The complete HR Annual Report is available at <https://hr.ucf.edu/files/HRAnnualReport.pdf>.

Performance Appraisal Training



Are you a new supervisor? Are you a current supervisor? Are you aware of UCF's performance appraisal program regarding USPS and A&P staff? To learn more or update your knowledge, please join us for one of the monthly upcoming performance appraisal training classes. This class will provide supervisors with tips and tools that you can use throughout the year. You will learn: 1) UCF procedures for USPS and A&P employees 2) Benefits & multiple uses of appraisals 3) How to make the process work for you 4) The importance of documentation 5) How to set SMART goals for your staff This workshop is limited to current supervisors of USPS and A&P eligible staff. WE look forward to seeing you there! Register now for PER067 via myUCF.

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.

I-9 Form Rules and Regulations

The I-9 Form, whether in paper or electronic format, is governed by rules and regulations set forth by the United States Citizenship and Immigration Services (USCIS). As we have been using the Electronic I-9 Form for eight months, now is a good time to review some of these rules and regulations:

- Section 1 (employee's portion) of the I-9 Form must be completed no later than the employee's first day of employment.
- Section 2 (department's portion) of the I-9 form must be completed no later than the employee's third day of employment.
- Hiring departments must see the employee's **original documents** to complete Section 2 of the I-9 Form.
- Employees may provide a receipt for certain documents if their original document was lost, stolen, or damaged. However, within 90 days, the employee must provide the original replacement document to the department and the Electronic I-9 Form must be updated with that document.
- If the department prepares Section 1 of the Electronic I-9 Form for the employee, the departmental representative must provide the information in the Preparer/Translator Certification section. However, the employee must still review the information to ensure that it is correct and electronically sign the form by checking the checkbox. **Under no circumstance should departmental users electronically sign the form for the employee.**

Failure to comply with these regulations can result in USCIS issuing fines from \$110-\$1100 for each violation.

Thank you for your continued efforts to ensure that UCF is compliant with the I-9 federal regulations.

HR Staff Changes



Human Resource is pleased to announce the following appointments:

Effective June 28, 2013, Dr. Yvette Best joined the Human Resources team as Compensation Manager. Dr. Best brings a significant amount of compensation and job classification experience to UCF. She has been an Adjunct Professor at Valencia College, teaching Society for Human Resources Management (SHRM) certification courses in both Compensation and Benefit disciplines.

Ms. Nancy Gayton has accepted the position of Associate Director of Human Resources for the College of Medicine, effective August 16, 2013. Nancy has a master's degree in public administration and eleven years of experience with UCF Human Resources. Prior to coming to UCF, Nancy served as a human resources manager for Sears.

**UCF Human
Resources**

Primary Business Address

3280 Progress Drive
Suite 100
Orlando, FL 32826

Phone: (407) 823-2771

Fax: (407) 823-1095

<http://hr.ucf.edu/>

<https://www.jobswithucf.com>

Save the Date



Benefits Fair

Friday, October 4, 2013

Student Union, Pegasus Ballroom

10:00 a.m. - 2:00 p.m.

Remaining Paid Holidays for 2013

UCF will observe the following paid holidays through the end of 2013:



Labor Day
Veteran's Day
Thanksgiving
Day after Thanksgiving
Christmas

Monday, September 2
Monday, November 11
Thursday, November 28
Friday, November 29
Wednesday, 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 employees whose standard hours equal 20 hours per week would receive a maximum of 4 hours for the holiday.

OPS hourly employees do not receive pay for time not worked and do not accrue leave or receive paid time off.

If you have any questions regarding paid holidays, please contact HR Payroll Services at payroll@ucf.edu.