Your HR Liaisons

- Becky Redmond – Faculty personnel actions, FMLA, Payroll

- Beth McLaughlin – TEAMS and OPS personnel actions, Travel

Credo: "Get 'em paid!"

HR Topics

✓ Payroll Tips & Timelines

✓ Family Medical Leave Act (FMLA)

✓ Paid Family Leave

✓ County Annual Fiscal Statement (CAFS) & how HR uses the data

✓ IFAS Business Services - HR DataBase (including future plans!)

✓ Remote Work Locations (RWLs, a.k.a. AWLs)

Payroll – Let's fix a Pain Point...

Setting your Time Sheet View for UF's ==Fri- Thurs **Work Week:**==

1. Near the bottom of your Time Sheet, select Self Service

2. Select User Preferences

Payroll – Let's fix a Pain Point...

Setting your Time Sheet View for UF's <mark>Fri- Thurs Work Week:</mark>

3. Select from the drop-down menus:

Time Reporting Preferences

Redmond,Rebecca Lynne   ID 81334195

*TRC Presentation Show CODE - Description

*Default Timesheet Display Weekly
*Start Day of Week 5 - Friday
*Save For Later Option Prompt For Validation
*Submit Option Confirm
*Timesheet by Status Pivot Grid Use Installation Default

3 →

Save

4 →

Self Service

Time Reporting

Notify

4. Save – and Smile!

Now your timesheet will match UF's Pay Periods!

Payroll Schedule - Best Practices

➤ Set deadline for employees ~ enter time by Tuesday

➤ Encourage approvers ~ approve time on Wednesday

➤ Check Preliminary Paylists ~ Wednesday, Thursday & Friday

➤ Troubleshoot missing time, exceptions, wrong Time Reporting Codes (TRCs) ~ Wednesday, Thursday & Friday

Payroll Schedule - Best Practices

➤ PRO TIP:

Download the UF payroll schedule to your Outlook calendar for automatic reminders, including early deadlines:

https://www.fa.ufl.edu/directives/payroll-schedules/

PAYROLL CALENDAR

The payroll calendar is available as a .csv file which can be imported into Outlook. If you have questions, please contact Payroll Services at payroll-services@ufl.edu.

2021-22 Payroll Calendar (.csv)

Payroll Schedule - Best Practices

➢ Send reminders to employees & approvers if they miss a recommended deadline

➢ CC supervisors (in case employees are out on leave to make sure someone is aware of a payroll issue)

➢ Check total hours ~ 1.0 Full Time Equivalency (FTE) for Faculty & TEAMS, report 40 hours/week; prorate smaller FTE (Effort Reporting for Grants depends on all time being reported, whether paid or unpaid.)

	0	1.00	Apr 30, 2021	May 13, 2021	FLH	80.00	40.00		N
	0	1.00	Apr 30, 2021	May 13, 2021	PFL		40.00		
Pay Check Number: 0						80.00	80.00		

Payroll Schedule

➤ Preliminary Paylists: Wed, Thurs & Fri of Pay Period End week

➤ Missing a paycheck section: Often 3 or 4 full pages on Wed Prelim Paylist

➤ Missing time: If Standard Hours = 80, Actual Hours should = 80

Preliminary Payroll Listing
by Pay Period End Date: May 13, 2021
for Pay Check Date: May 21, 2021

Run Date: 05/11/2021

Empl ID	Name	Paylist Dept	Earnings Department	Earnings Dept	Job Empl Rec #	FTE	Earnings Beg Date	Earnings End Date	Earnings Code	Standard Hours	Actual Hours	Hrly Rate/ Bi-Wkly Rate	Other Earnings	Non Pay TRC
		60355050	AG-PALM BEACH	60355050	0	1.00	Feb 19, 2021	Mar 04, 2021	FAC	80.00	-3.00			
				60355050	0	1.00	Mar 19, 2021	Apr 01, 2021	FAC		-4.25			
				60355050	0	1.00	Apr 02, 2021	Apr 15, 2021	FAC		-4.00			
				60355050	0	1.00	Apr 30, 2021	May 13, 2021	FAC		65.00			
Pay Check Number: 0										80.00	36.00			

Preliminary Payroll Listing
by Pay Period End Date: May 13, 2021
for Pay Check Date: May 21, 2021

Run Date: 05/11/2021

Employees Missing a Paycheck:

Empl ID	Name	EmplRec#	Employment Eff Dt	Empl Status	Job DeptID	Latest Job Action Dt	Compensation Frequency	Empl Type	Compensation Rate	Standard Hours	FTE	Sal Admin Plan
		0		A			H	H		40.00	1.00	TU2N
		0		A			H	H		40.00	1.00	OPSN
		0		A			H	H		20.00	0.50	STAS
		0		A			H	H		20.00	0.50	STAS
		0		A			H	H		20.00	0.50	OPSN
		1		A			H	H		20.00	0.50	OPSN
		0		A			H	H		40.00	1.00	OPSN
		0		A			H	H		20.00	0.50	OPSN
		0		A			H	H		20.00	0.50	TU2N
		0		A			H	H		40.00	1.00	TU2N
		0		A			H	H		40.00	1.00	TU2N
		0		A			H	H		40.00	1.00	TU2N
		0		A			H	H		40.00	1.00	TU2N
		0		A			H	H		20.00	0.50	STAS
		0		A			H	H		6.00	0.15	OPSN
		0		P			H	H		40.00	1.00	TU2N
		0		A			H	H		40.00	1.00	TU2N
		0		P			H	H		40.00	1.00	TU2N
		2		P			B12	E		40.00	1.00	FA12
		0		A			H	H		32.00	0.80	TU2N
		0		A			H	H		40.00	1.00	TU2N
		1		A			H	H		11.20	0.28	STAS

Payroll – Best Practices

➢ Faculty & TEAMS – Show 40 hours/week for 1.0 FTE (reminder - this affects Effort Reporting for Grants)

➢ Use Leave Without Pay if needed to report complete time

➢ Correct Time & Time Reporting Code (TRC) - Important for Effort reporting & Grants compliance

➢ FMLA TRCs? Or regular Sick or Vacation leave?

➢ Don't change TRCs after Wednesday - except missing time

➢ Fix timecodes the following Monday so full paycheck is calculated

Time & Labor – Fingertip Guide

Exceptions

Prelim Paylists

Final Paylist Retention, Best Practice

Approval Status Detail

Steps for Payroll Paylist Review

☐ Check for any Exceptions found at Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions.

☐ Review Preliminary Paylists on Wednesday, Thursday and Friday morning.

☐ Compare standard hours to the number of hours being paid.

☐ Compare bi-weekly pay amount on paylist to amount being paid.

☐ Compare leave reported to leave actually taken, retaining typical source documentation (Outlook Calendar, Notices, Emails, Other).

☐ Verify that holidays were reported for eligible employees during a pay cycle with a holiday.

☐ Review hours for each day for any employees **terminated** during the pay period.

☐ Review hours each day for any **new employees** added during the pay period.

☐ Review hours and pay for any employees who had a retroactive change to FTE or pay during the pay period.

☐ Review Final Paylist on Monday after closing, following the steps for review outlined above.

Recommended best practice is to retain the final paylists, with evidence of approval, in the unit for *three full fiscal years*. You may be asked to provide this documentation during payroll audits.

Time and Labor
Fingertip Guide

Good things come to those who plan.

Click or Come By

Time and Labor questions can be addressed to Payroll Services Contact Form.

We're at Suite 1250 East Campus Office Building on Waldo Road

If your question pertains to a specific employee, please include the name, UFID and Employee Record Number or be prepared with a photo ID.

Normal Payroll Deadline Reminders

Don't forget!

- **Emergency Check Requests:**
  o **Tuesday following payroll closing** - end of business **for a check on normal payday.**
  o Monday **following payroll closing** – Noon; **for a check on Thursday after normal payday.**
- **On-Cycle Forms: Thursday prior to closing – 5:00pm**
- **Prior 90 Adjustments:** Tuesday **prior to payroll closing—5:00pm**
- **Distributions Entered: Noon on payroll closing Fridays**

WHO...entered time?

In myUFL, navigate to Time and Labor > View Time > Reported Time Audit

- Search for the Employee
- Update the Start and Ends as needed
- Click the Get Rows button
- Click the History link
- Audit User ID is the UFID of the person who entered the time

WHO...approved time?

In myUFL, navigate to Manager Self Service > Time Management > View Time > Payable Time Detail.

- Enter the UFID and click Get Employees
- Select the employee's name
- Select the appropriate Start and End Dates and click the Refresh icon
- Click the Cost and Approval tab
- The Approver's UFID is in the User ID field

Payable Time Detail – Status of Pay

Status	Description
Needs Approval	Time has been entered and processed but not approved. (Applies to all time for non-exempt employees and exception time for exempt employees.)
Approved	Time has been approved. (Applies to all time for non-exempt employees and exception time for exempt employees.)
Estimated (Exempt Only)	Approved but not yet taken by payroll.
Taken by Payroll	Approved time is processed by payroll.
Distributed	Pay has been paid/posted and is complete for the pay period.

Status Notes

- **Closed** – Time using the NOPAY TRC's will show as "Closed" after it is approved.
- **Rejected by Payroll** – There are various reasons why time may be rejected by the system. The three most common are:
  1. An employee transfers pay groups mid pay period and the pay group previously had time loaded.
  2. Missing distribution information causes pay to be turned off and time is rejected.
  3. Employee terminated during the current pay period after time was loaded for the entire pay period and there is unprocessed Payable Time.
     - Time will not pay out if it is in this status. If you need assistance with time showing as "rejected", please contact Time and Labor at payroll-services@ufl.edu

TROUBLESHOOTING

Security and Training

Processors
- Security Role: UF_TL_DEPT_PROCESSOR
- Required Training: PST 915 Time & Labor

Approvers
- Security: UF_TL_DEPT_APPROVER
- Required Training: PST916 Time & Labor Approvers

Time and Labor Security
- Access Request System > Requests > Time and Labor Security

Most Common Cause for Overpayments:

Time paid past termination for Exempt employees.

Tools for Improvement:
- Better communication between those who are aware of the terminations and the person responsible for entering the ePAF.
- Termination checklist.
- Review of preliminary paylists.
- Specific review of time for any employees terminating during the pay period or any that recently terminated. Verify there is not time after termination for at least two pay periods after the pay period of termination.
- Specific review of employees with an FTE decrease during the pay period.
- Second review of paylist by backup.

Most Common Cause for Underpayments:

Time not approved.

Tools for Prevention:
- Backup review of status of approved time for all employees in the department.
- Sending of reminders to approvers, in advance of deadline to approve time. Include the deadline for approval.
- Review of preliminary paylists, including review of "Employees Missing a Paycheck" on the last page of the Preliminary Paylist.
- Specific review of time for any new employees.
- Specific review of employees with an FTE increase during the pay period.
- Second review of paylist by backup.

Final Pay Checklist for Terminating Employees

- ☐ Prior to the last day of work, instruct employee to change "Local Address" in myUFL (My Account > Update My Directory Profile) to the address where they want to receive their W-2 and leave cashout.

Non-Exempt Employees

- ☐ Ensure that the employee enters time through their last day of employment.
  - o Hours past the termination date that are NOT approved:
    Delete the time entered beginning with the effective date of termination.
  - o Hours after the termination date that WERE approved:
    Delete the punches, enter the hours in the elapsed timesheet with the TRC of "NO PAY" and approve the next day. This should clear the employee for the termination.
- ☐ Approve
- ☐ Enter ePAF for Termination – The best practice is to enter termination ePAFs on or before the effective termination date.

Exempt Employees

- ☐ Enter time through the last day of work – Hours most likely have been auto-loaded through the end of the current pay period.
- ☐ Enter NOPAY for the dates from the termination effective date through the end of the pay period.
  - o Do not delete the hours. Do not enter "0" in the Hours fields. Leave the hours as auto loaded and change the TRC to NO PAY. You will need two rows on the timesheet, one for time worked and one for time beginning with the effective date of termination
- ☐ Approve
- ☐ Verify that hours were not auto loaded for the following pay period. Terminations must be approved and entered into Job Data the day prior to payroll closing (typically Thursday) in order for the auto load of hours not to take place for the following pay period.
- ☐ Enter the termination ePAF. The best practice is to enter the termination ePAF on or before the effective termination date.
  - o If you receive a message that reads "Pending or processed Payable time was found. The Time Reporter cannot be inactivated as of the date identified." Click OK.
  - o You will need to verify that all hours beginning with the termination effective date have been either deleted (Non-Exempt) or the TRC changed to NOPAY (Exempt). Once the time is corrected and approved, the ePAF should go through. If you continue to get this message, please contact timelaborhelp@admin.ufl.edu for assistance.

After Payroll Runs…

- ✓ Paychecks ~ What all those codes mean: https://www.fa.ufl.edu/directives/paychecks/

- ✓ Oversight compliance ~ DocuSign for payroll approvals

- ✓ Archive Final Pay Lists

Family Medical Leave Act (FMLA)

https://benefits.hr.ufl.edu/time-away/fmla/

➢ Becky is the HR Liaison for FMLA events in Extension

➢ Send Medical Certifications directly to Central Leave, who makes all Leave of Absence determinations

➢ Send FMLA Extended Leave of Absence(ELOA) forms to Becky when received from UF HR Benefits

➢ Becky will route the ELOA for signatures and submit the completed ELOA to HR

➢ Time does NOT auto-populate while on Continuous or Reduced FMLA – enter your time or ask Becky to assist while out

➢ Help ensure that employees out on FMLA get paid – check those Preliminary Paylists !!!

FMLA / Paid Family Leave (PFL)

- Paid Family Leave:
  - ➢ Parental
  - ➢ Medical

- PFL Time Reporting Code (TRC) – HR Benefits loads PFL hours to an employee's available leave balances after determining eligibility

- Use FMLA TRCs while waiting for Paid Family Leave hours to become available

- <mark>If out on Continuous FMLA (other than Parental Leave), you MUST provide a doctor's release before you can return to work</mark>

- Continuous / Reduced / Sporadic FMLA – what's the difference?

FMLA/Paid Family Leave PRELIMINARY REQUEST FORM

https://benefits.hr.ufl.edu/time-away/fmla/fmla-preliminary-request-form/

NEW "ROLLING" CALCULATION METHOD

UF is updating the way it calculates the qualifying time period for FMLA leave from a fiscal-year period to a "rolling" 12-month period, measured from the date of the employee's first use of FMLA leave for a qualifying event. Learn more.

http://training.hr.ufl.edu/instructionguides/fmla/fmla-calc.pdf

UF Leave Request

Please select if any of the following apply:

☐ I do not know the UFID of the employee that this form pertains to

☐ I am submitting this form on behalf of somebody else.

Employee Information

UFID * [########]

Preferred Email Address *
[   ]

Anticipated or actual first date of absence * [   ]

Position Classification * [Please select... ▾]

What is your leave related to? *

[Please select... ▾]

If you do not see the reason for your leave represented here, please contact your Department, Division, or College's Human Resource Liaison for additional information regarding your leave options. If you would like to contact the HR Benefits office directly, please go here- https://benefits.hr.ufl.edu/contact/

Acknowledgement *

The information provided above is complete and true to the best of my knowledge. I understand that any willful misrepresentation or falsification may lead to ineligibility for these benefits and may be cause for disciplinary action, up to and including termination.
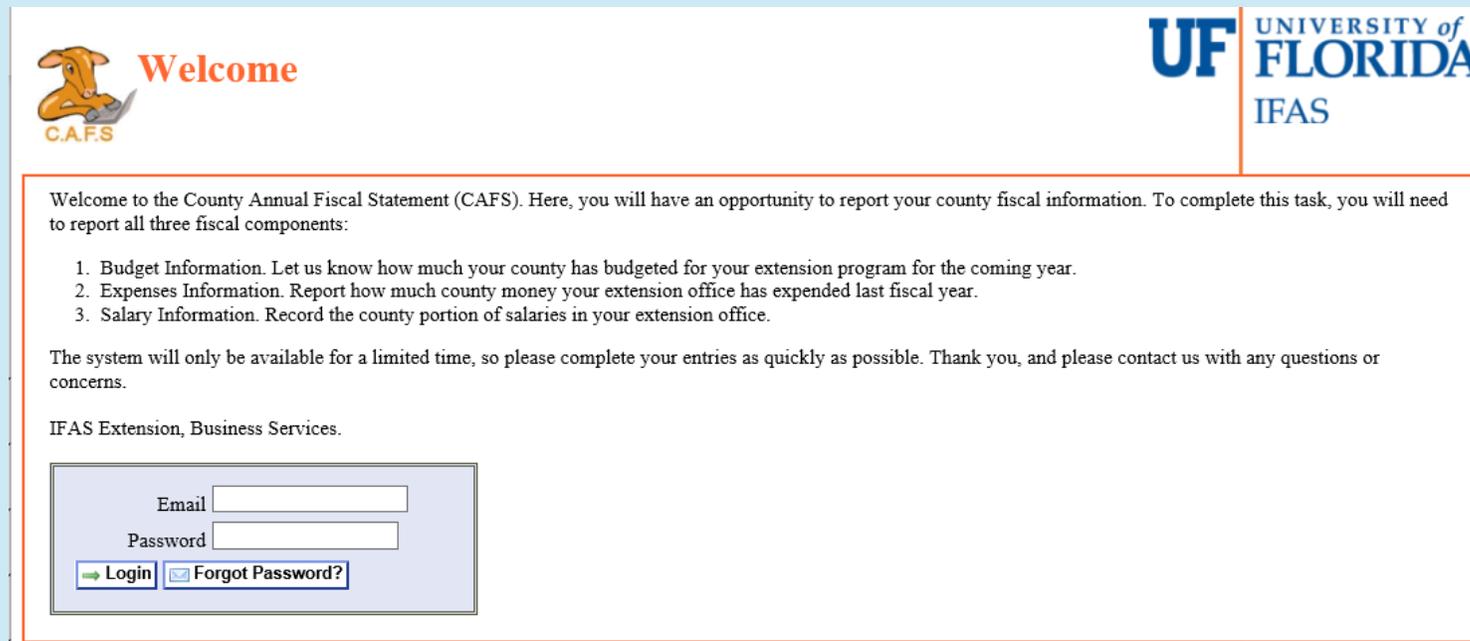
☐

Submitting this form will initiate a formal Leave of Absence request form. You can expect to receive more information regarding your request within five business days.

Submit

County Annual Fiscal Statement (CAFS)

CAFS – Portal for entering County salaries (and other County information)
https://ifas.acceleration.net/welcome

➢Annual County data update

➢Revising to add a mid-year, salaries-only update for accuracy

****THIS IS WHERE OUR COUNTY DATA ORIGINATES****

Tracking Split Extension Agent Salaries

➢ The Agent Salaries Spreadsheet tracks Extension Agent total salaries:

UF + County + Grants = Total Salary

➢ HR DataBase: Limited statewide access at this time, working towards broader access for the Counties

➢ HR DataBase future reporting…because UFHR needs accurate total salaries for their oversight of equitable wages
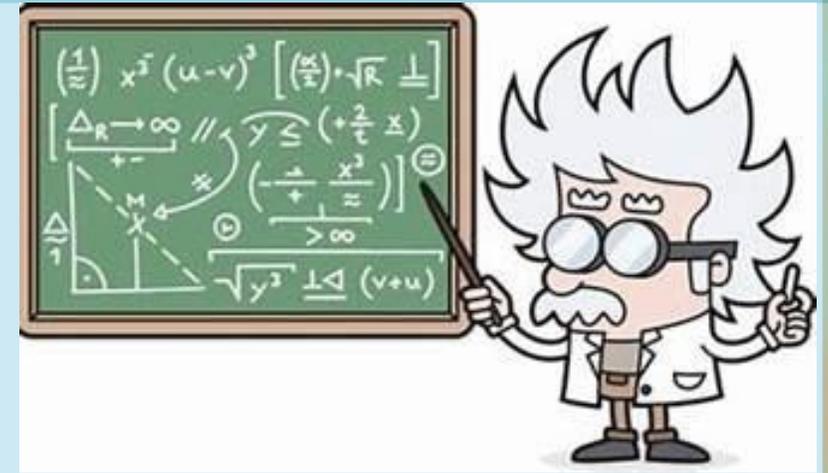
HR DataBase

➢ Summarizes UF salary information (imported from PeopleSoft) and County salary information (updated from CAFS entries), along with breakdowns of different stipends, additional appointments, grants, etc.

➢ Ability to find detailed job and salary information quickly about any UF IFAS Extension employee, active or inactive

➢ POTENTIAL – Accurate, reliable data so we can discontinue (some) manual shadow systems

Salary Summary

Description	Amount	Percentage
County Salary ( )		31.32 %
State		68.68 %
Total		100.00 %

Stipend Summary

Description	Deptartment	Amount
Stipend - County CED		
Stipend - Misc		
Stipend - Misc		
Stipend - State CED		

Remote Work Location (RWL) a.k.a. Alternate Work Location (AWL)

- Submit via online portal
  https://hr.ufl.edu/forms-policies/policies-managers/alternate-work-location/

UF | Human Resources
UNIVERSITY *of* FLORIDA

Remote Work Location Agreement

Instructions & Acknowledgment

The practice of working at an approved remote location instead of physically traveling to a central workplace is a work alternative that University of Florida supervisors may offer to employees when such requests meet the eligibility criteria established by the University of Florida's Alternate Work Location Policy and when such working arrangements would benefit both the organization and employee, resources can accommodate the request, and supervisory discretion allows for the employee to work at a remote location. The conditions for working at a remote location are agreed upon by the employee, their supervisor, the appropriate Director/Department Chair, and the Dean or Vice President. The provisions of this agreement are made in compliance with applicable law and UF policies and without regards to race, sex, age, disability, or any other protected status.

In the case of a remote work-related injury, the employee will report the injury immediately to the UF Workers' Compensation Office at (352) 392-4940. Workers' compensation will work with employee to report the claim and the State of Florida will make a determination if the claim will be covered. Additional reporting instructions and information can be found at: https://hr.ufl.edu/manager-resources/employee-relations/workers-compensation/

Academic Personnel, TEAMS, USPS, and OPS employees are eligible to work at a remote location immediately upon hire. For faculty with an in-person teaching assignment, please note that the Alternate Work Location Policy would only apply to work outside of the in-person teaching assignment. University of Florida supervisors are not obligated to provide this arrangement, and the university has the right to refuse to make working at a remote location available to any employee and/or to terminate the arrangement at any time—regardless of whether the request meets the established criteria. Assignment of a remote work location is not a benefit, term, or condition of employment.

Employee must agree to all conditions described in the University of Florida's Remote Work Location Policy found at:

https://hr.ufl.edu/forms-policies/policies-managers/alternate-work-location

*** *An employee who chooses to work at an approved remote location has the right to return to their former in-office work patterns at any time upon providing 14 calendar days' notice or to exercise their rights under applicable Family and Medical Leave Act or University of Florida leave policies.* ***

☐ **I have read and agree to all the conditions described in the University of Florida's Remote Work Location Policy.** *

I don't receive a copy, so please forward your confirmation to me for your personnel file

HR Requests - Ticket System

✓ Submit tickets

https://uf.tfaforms.net/f/ifas

✓ Select most applicable choice from the drop-down menus

✓ Receive secure DropBox link for sensitive documents – please do not upload SS Numbers to the Ticket System

Questions