

TEAMS ENROLLMENT

Interested in changing from USPS to TEAMS? USPS employees now have the option to change their employment status to TEAMS at any time during the year or upon promoting, accepting a reassignment or demotion. Interested USPS employees must submit an original enrollment form to the Division of Human Resources by the posted pay period deadline listed below.


<u>Deadline</u>	<u>Effective Date</u>
March 5	March 12
March 19	March 26
April 2	April 9
April 16	April 23
April 30	May 7
May 14	May 21
May 28	June 4
June 11	June 18

Please remember that USPS employees must use his/her personal holiday prior to the effective date in which they transition to TEAMS or the personal day will be lost. For additional information regarding TEAMS, and associated benefits, please visit the following web site: www.hr.ufl.edu/transition.

PLEASE REMEMBER that current and previous issues of the Personnel & Payroll News are now available on-line at the following website: <http://www.eng.ufl.edu/home/pnp/news>

If you have questions regarding personnel and payroll matters, please call us at 392-0903/392-0904; write us at P.O. Box 116550, 340 Weil Hall; or e-mail us at any of the following addresses: Mary Lynn Slone (mslon@eng.ufl.edu), Diana Wade (dwade@eng.ufl.edu) and Verdie Greeno (vgreen@eng.ufl.edu). You may also visit our web site @ www.eng.ufl.edu/home/pnp/. We'll be happy to assist





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PERSONNEL AND PAYROLL SECTION SURVEY RESULTS

Thank you for taking the time to complete our annual customer survey. Several of our customers offered excellent suggestions for information they would like included on our web site and indicated that we need to provide more concise, customer-friendly, written communication when sharing various guidelines, changes in procedures, etc. We will address these areas to better serve you. Your input continues to provide a valuable source of information for our section.

OPEN ENROLLMENT – TERM LIFE INSURANCE

The annual open enrollment for term life insurance began on March 1, 2004 and will end on March 31, 2004. Eligible Academic Personnel (faculty), TEAMS and USPS employees must be employed at a minimum of 50% FTE. Employees currently participating in the term life insurance plan may increase or decrease their current amount of coverage or cancel their plan participation; non-participants may use this opportunity to enroll in the insurance plan. The term life insurance plan, administered by Hilb, Rogal and Hobbs Insurance Company, is underwritten by Jefferson Pilot Financial Insurance.

For more information regarding this insurance plan, please visit the following web site <http://www.hr.ufl.edu/benefits/groupterm.htm> or contact the University of Florida Fringe Benefits Office at 392-1225.

Welcome to the Personnel and Payroll News. This is the quarterly newsletter published by the Personnel and Payroll Section of the Engineering Finance and Personnel Office, College of Engineering. We encourage any suggestions or comments you may wish to make.

PEOPLESOFT NEWS.....

TIME AND LABOR TUTORIALS

If you were unable to attend one of the workshops for Entering Time Worked and Leave in PeopleSoft HRMS presented this past January, a web based tutorial is available at the following web site:

<http://www.bridges.ufl.edu/presentations/training.shtml#hr>.

The tutorial includes a Time and Labor Overview, Web Clock Overview, Weekly Punch Overview, Regular Compensatory Overview and Weekly Elapsed Time Overview. Each presentation includes a printable instruction guide.

It is anticipated that Time and Labor training classes will begin in late March or early April. It is important that we all become familiar with the various screens and terminology of the Time and Labor system prior to the beginning of training.

VALIDATE POSITION REPORTING STRUCTURE

This system will be used to establish security for supervisors to view or approve time and leave for employees within their department/area. The application will create a pool of time-approvers. What's the difference between this system and the security spreadsheet your department was required to complete? The Validate Position Reporting Structure establishes the relationship between the time approver and the home department of each employee. The security spreadsheet establishes the payroll processor role which serves as an approver backup to supervisors. The Validate Position Reporting Structure system can be found on the Administrative Applications Menu under Bridges (ERP) Conversion. However, only those employees with access to the Payroll/Personnel Distributions system (normally Payroll Processors) have access to the Validate Position Reporting Structure.

Please note that when entering information for multiple employees with different supervisors under a specific OPS position number, i.e, clearing account, only one supervisor's name will populate all fields for that particular section. Each position number has only one time approver in the Validate Position Reporting Structure. The application assumes that shared positions, most notably OPS positions, have the same supervisor. As noted above, other time approvers will be

identified via the Security Spreadsheet. In addition, all OPS positions are marked, and are to remain marked, "Invalid"; OPS positions will not have position numbers when the PeopleSoft Time and Labor system goes live in June 2004. All other positions will be marked valid and should be changed to invalid **only if** an actual error exists and the position should not be rolled forward in the conversion to PeopleSoft.

We have included a Frequently Asked Questions web site regarding the Validate Position Reporting Structure that may be of assistance as you complete or update the required information.

http://www.bridges.ufl.edu/transition/Validate_Position_FAQs.pdf.

If you have any questions regarding this application, please do not hesitate to contact us.

REMINDERS.....

TEAMS EXEMPT EMPLOYEES

Departments are responsible for issuing written evaluations and Notice of Appointments for TEAMS Exempt employees. Departments will no longer receive an appraisal reminder when an evaluation and Notice of Appointment is due for an exempt employee. Evaluations for exempt TEAMS employees are based on their contract (Notice of Appointment) dates. Written evaluations should be completed within 30 days prior to their contract end date, including after their initial contract period (6 months or 12 months). The evaluations should include an assessment of the employee's performance in their essential job functions and goals and expectations for the next evaluative time period.

Departments will continue to receive an appraisal reminder notice for non-exempt TEAMS employees.

myUFL PORTAL– <http://my.ufl.edu>

It is important that we all become familiar with the "myUFL" Portal prior to July 1, 2004. Currently, users can access the Admin Menu, the UF Directory, and many more information tools through the Portal. The Portal will eventually be the entry point for all PeopleSoft systems.