WELCOME
Postdoc Orientation

September 16, 2015
Human Resource Services
Agenda

- Resources and Communications
- Salary Information
- Health Insurance & Other Benefits
- Benefits Reminders
- Leave
- Retirement Plans
- Training and Organizational Development
- Institutional Equity and Diversity
Resources and Communications

• Office of Postdoctoral Affairs web site http://postdoc.aa.ufl.edu/

• Human Resource Services’ Website http://www.hr.ufl.edu/

• Biweekly paycheck email notification

• Human Resources’ Office located at 903 W. University Ave.
Human Resource Services Website

http://www.hr.ufl.edu/
Human Resource Services

903 W. University Avenue
Gainesville, FL 32601

(352) 392-2477
Human Resource Services Contacts

University Benefits:  (352) 392-2477
(including Retirement and Leave)  benefits@ufl.edu

IFAS Human Resources  (352) 392-4777

Health Science Center Human Resources  (352) 392-3786

Training & Organizational Development  (352) 392-4626

Academic Personnel  (352) 392-2477
Post Doc Associate Salary Information

**Minimum Salaries:**

<table>
<thead>
<tr>
<th>FTE</th>
<th>Annual</th>
<th>Biweekly Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>$26,000</td>
<td>$1,333.33</td>
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<tr>
<td>.50</td>
<td>$13,000</td>
<td>$666.67</td>
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<tr>
<td>.33</td>
<td>$ 8,580</td>
<td>$ 440.00</td>
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<td>.25</td>
<td>$ 6,500</td>
<td>$ 333.33</td>
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</table>

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<thead>
<tr>
<th>FTE</th>
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<tbody>
<tr>
<td>1.0</td>
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<td>.25</td>
<td>$ 8,700</td>
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</table>

Departments have the flexibility to hire postdocs at a rate higher than the minimum and to process special pay increases during the length of the appointment, if appropriate. Therefore, a salary increase pool is not provided for this group.
Health Insurance Benefits

GatorCare

- UF pays the full cost of health insurance for **individual** coverage for postdoctoral associates in GatorCare
- Postdoctoral associates who elect dependent coverage pay $90 bi-weekly

<table>
<thead>
<tr>
<th>Coverage Level</th>
<th>Current Premium Total Cost</th>
<th>UF Cost</th>
<th>Post Doc Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$ 4,142</td>
<td>$ 4,142</td>
<td>$ 0.00</td>
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<tr>
<td>Employee+Spouse/Partner</td>
<td>$ 8,699</td>
<td>$ 6,539</td>
<td>$ 2,160</td>
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<tr>
<td>Employee+child(ren)</td>
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<td>Employee+Family</td>
<td>$12,838</td>
<td>$10,678</td>
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Health Insurance Benefits (Continued)

State Plans
Under Affordable Care Act, Postdoc Associates reasonably expected to work an average of 30 hours or more during the defined measurement period are eligible for the State of Florida health and voluntary insurance plans.

- PeopleFirst (state’s 3rd party administrator) will send materials by mail to eligible Postdoc Associates for Open Enrollment by mid-October.
- Postdoc Associates pay a premium for individual & dependent coverage under the state health plans:
  - Individual coverage $25 bi-weekly
  - Family coverage $90 bi-weekly
- State does not offer domestic partner benefits
Other Benefits

**UFSelect** – Voluntary Benefit Plans on Post-Tax Basis:

- Dental & Vision
- Legal Services
- Disability
- Life

**Employee Education (EEP)**

- EEP is a program funded by university resources that enables postdocs meeting certain criteria to receive tuition assistance for up to six credit hours of instruction per semester at the state university closest to their work location
- More information: [http://hr.ufl.edu/learn-grow/education-programs/employee-education-program/](http://hr.ufl.edu/learn-grow/education-programs/employee-education-program/)
Important Benefits Reminders

New Hires

• **60** days from the date of hire to enroll in **benefits**
  - GatorCare and UFSelect are effective date of hire
  - State plans begin on the 1\textsuperscript{st} day of the month **AFTER** enrollment, or after full month’s premium is collected

• **Can elect GatorCare OR state health plan, but not both**
  - Dependent coverage is available for your spouse and/or child(ren)
  - Domestic partners and domestic partner’s dependent child(ren) may be covered under GatorCare and UFSelect plans
Important Benefits Reminders

Open Enrollment for Benefits

• Open Enrollment dates are **October 19, 2015 to November 6, 2015**

• May enroll/cancel/change benefits plans with an effective date of **January 1, 2016**

• Benefits Fair on **October 28th** from 9 a.m. to 3 p.m. at Touchdown Terrace at the stadium

• UF Homecoming Holiday on **November 6**, so **make elections early** in case you need assistance from Benefits staff

• **Prior to Open Enrollment confirm your address is current in myUFL**
Important Benefits Reminders

Qualifying Status Changes

- Outside your new hire enrollment period and open enrollment, you may only make changes to your benefits if you have a qualifying status change event
- Report qualifying status events to University Benefits or your human resources satellite office within 60 days of the event
- Examples of qualifying status change events:
  - Marriage/Divorce
  - Birth/Adoption
  - Change in dependent’s eligibility
  - Loss of other group insurance coverage
- If you’re uncertain whether an event allows a change to your benefits, always contact the UF HR Benefits Office for guidance. Call (352) 392-2477 or email benefits@ufl.edu
Post Doc Leave

• Postdoctoral Associates are eligible for Post Doc Leave
  • Accrued at 5 hours bi-weekly, pro-rated based on FTE
  • Can be used for vacation, sickness, or injury
  • Supervisor approval should be requested & obtained before using leave
  • No cash out of unused Post Doc Leave
• Postdoctoral Associates are paid for all UF Holidays and the four December personal leave days
• View leave accrual in the biweekly paycheck under the leave balances section
Retirement Plans (Employee Contributions for Postdoctoral Associates)

- FICA Alternative Plan (mandated)
- UF 403(b)
  - Traditional (tax-deferred)
  - Roth (after-tax)
- State of Florida Deferred Compensation (457)

Information can be found on the Benefits website: [http://hr.ufl.edu/benefits/retirement/](http://hr.ufl.edu/benefits/retirement/)
Financial Literacy and Retirement Education (FLARE)

- Resources to provide information to make decisions regarding personal finances
- Examples of information available:
  - Intelligent Investing
  - Budgeting and Savings
  - Retirement Readiness
- Find more information on the website here: http://hr.ufl.edu/benefits/retirement/flare/
Training & Organizational Development (TOD)

- UF TOD offers a range of training programs and services to meet a range of employees needs

- Find more information online here: http://hr.ufl.edu/learn-grow/training-organizational-development/
Institutional Equity and Diversity

- The University promotes and integrates the principles of equal opportunity, nondiscrimination and excellence through diversity.

- It is the policy of UF to provide an educational and working environment for its students, faculty, and staff that is free from discrimination and sexual harassment. [http://hr.ufl.edu/wp-content/uploads/publications/eeo_harassment_brochure.pdf](http://hr.ufl.edu/wp-content/uploads/publications/eeo_harassment_brochure.pdf)

- Every new employee must complete the online Preventing Harassment training within 30 days of hire and a refresher every two years.

  **Navigation:** myUFL>Main Menu>My Self Service > Training and Development>myTraining Enrollment (search by title “Preventing Harassment” or course code GET802)
Questions?