
GoodBye February



Human Resources

March 2022 PAF Coordinator Newsletter

Records

Separated Employees and ESS Firefly

President's Payroll Office shared that separated employees will be limited to 30 days access (from effective separation date) to the limited/separated ESS Firefly account. The change from 90 days to 30 days is because the University is seeking to reduce security risks associated with non-employee access to systems.

ADIS & Personnel File Documents

Documents that must be uploaded by Departments in ADIS:

1. Compensatory Time Agreement (Hourly paid employees)
2. Employment Agreements
3. Grant Expiration Notification Letters
4. Letters of commendation (example: Outstanding Performance Stipends Notification Letters).
5. Letters of Offer and acceptance of employment. For Staff employees, attach Job Description (JD) to offer letter.
6. Personnel Action Forms (PAFs)
7. Personnel Data Forms (PDFs)
8. Resignation Letters (includes retirement resignation letters)
9. RIF Notification Letters
10. Student Workers Unemployment Understanding
11. Telecommuting Agreements
12. Voluntary Self-Identification of Disability Employee
13. Voluntary Self-Identification of Veteran Status Post-Offer Stage

ADIS is the official UNMC Personnel file:

1. When we receive Subpoenas all document requested must be provided withing a very short period of time.
2. UNMC is required to be in compliance with Schedule 170-1 – UN BOR Employment Records Retention. You may review at: [NU Policy](#) webpage.

Please load all documents in ADIS for:

1. Hire, Re-hires, and Transfers PAFs: upload PAFs, Offer Letters and additional hire paperwork **a day after entry was completed in SAP.**
2. All other PAFs: upload PAFs, required additional **documents the same day entry was completed in SAP.**

University of Nebraska President's Office audits employee records in ADIS on a regular basis.

If you have any questions please contact HR Records at hrrecords@unmc.edu

Firefly Enhancement for Leave Request

An enhanced version for leave request email notifications is now available.

For the Approver:

When an employee submits a leave request, the approver will receive the following email. As before, the approver can act on the request directly from the email. To add the leave to a calendar, double-click the .ics file attached to the email and click save. This will block out the time as **Free**. If needed, the calendar entry can be edited and saved.

Add the request as a reminder.ics
1021 bytes

Subject: Sick Leave request for Dave Green

SAP Workflow

A leave request has been submitted for your review.

Requester:	Dave Green
Leave Type:	Sick Leave
From:	02/16/2022
To:	02/17/2022
Hours:	16.00

[Approve](#) [Reject & Cancel](#) [Delegate](#)

Original Requester Comments:
02/07/2022 14:46:32 Minor surgery

Double-click the attached .ics file and save the entry to your calendar, which is editable if needed.

For the Employee:

Once the leave request has been approved, the employee will receive a confirmation email. The employee can double-click the .ics file attached to the email and save the entry to a calendar. This will block out the time as **Busy**. If needed, the calendar entry can be edited and saved.

Add the request as an appointment.ics
1 KB

Subject: Vacation Leave request for Edward T. Jones

SAP Workflow

Your leave request has been approved.

Requester:	Edward T. Jones
Leave Type:	Vacation Leave
From:	02/14/2022 08:00
To:	02/14/2022 12:00
Hours:	4.00

Original Requester Comments:
02/07/2022 14:53:32 Errands **Approved by: Dave Green**

Double-click the attached .ics file and save the entry to your calendar, which is editable if needed.

Please share the above information with all employees in your group.

Reminder

Completing PAF Forms

When completing a PAF ensure that you fill out each of the Infotypes and ensure that all entries are accurate. For example: the Organizational Assignment [IT0001], the Benefits %, the Planned working time [IT0007], the work schedule rule, Time Mgmt status, Employee [FTE] %, contract length code, and the leave plan code.

Creation of an I-9 Packet and Completion of Hire Documents

All PAFs and other hiring documents should not be completed prior to 60 days from start date. This will ensure that all the information in hire documents (PAFs, etc.) is accurate and no information has changed.

Creation of I-9 Form Packets should not be completed prior to 90 days from start date. This will prevent the I-9 Packet from closing before is completed.

I-9 Forms

Section 1 of the I-9 Form should be completed at least 3 days before the first working day. Section 2 should be completed on the first day of employment.

Benefits

Electronic Retirement Forms

The Benefits Office is happy to announce a new electronic format for retirement forms. The Record of Prior Service, Basic Retirement Allocation Change, Supplemental Tax-Sheltered Annuity, and Deferred Compensation Retirement Forms are now available online. All four forms can be accessed by logging into Firefly and clicking on the Employee Self Service Tile.

The Record of Prior Service form allows employees that have previously worked at an educational institution to submit those dates of service for consideration to count towards the two-year requirement for participation in the 401(a) Basic Retirement plan. The 401(a) Basic retirement plan is the university's matching contribution plan.

The Basic Retirement Allocation Change form allows employees to update which retirement company they are utilizing for the 401(a). Employees may also split their contribution between the retirement companies.

The Supplemental Tax Sheltered Annuity is the 403(b) plan. This account allows employees to contribute to their retirement on a Pre-tax and/or ROTH basis. It also provides the flexibility for an employee to start/stop/increase/decrease their elections throughout the calendar year. The IRS maximum for the 403(b) in 2022 is \$20,500 for anyone under the age of 50 and \$27,000 for anyone 50 and over.

The Deferred Compensation Retirement is the 457(b) plan. Employees that would like to participate in this account, must be on track to maximize a 403(b) by the end of the calendar year. This account has Pre-tax contributions. Like the 403(b), it provides the flexibility for an employee to start/stop/increase/decrease their elections throughout the calendar year. The IRS maximum for the 457(b) in 2022 is \$20,500 for anyone under the age of 50 and \$27,000 for anyone 50 and over.

Step-by-step directions on how to utilize each form can be found here:

- [Directions - RECORD OF PRIOR SERVICE](#)
- [Directions - BASIC RETIREMENT ALLOCATION CHANGE](#)
- [Directions - SUPPLEMENTAL TAX SHELTERED ANNUITY](#)
- [Directions - DEFERRED COMPENSATION RETIREMENT](#)

As a reminder, employees that decide to enroll in a new retirement plan or change their contributions between the university's retirement vendors (Fidelity and TIAA), must have an account set up. To sign up for an account please visit Fidelity (<https://nb.fidelity.com/public/nb/universityofnebraska/home>) and/or TIAA (<https://www.tiaa.org/public/tcm/nebraska>) and click the Enroll Today/Ready to Enroll.

If you have any questions about these forms, please contact the UNMC Benefits Office at 402-559-4340 or benefits@unmc.edu.

Flexible Spending Account Balance 2021

The IRS deadline to submit 2021 Flexible Spending Account (FSA) claims is **Thursday, March 31, 2021**. If you have a balance remaining in your 2021 Health Care and/or Dependent Care Flexible Spending Account(s), remember that eligible dates of service for expenses are January 1, 2021 - December 31, 2021.

Due to a pandemic relief executive order, all unused 2021 Flexible Spending Account funds are eligible for carryover into the current calendar year. This means that you can use the carryover funds for dates of service in 2022.

Claims must be submitted to WageWorks to receive reimbursement. Any claims from 2021 you would like considered for reimbursement must have service dates from January 1, 2021, to December 31, 2021, and need to be submitted by March 31, 2022. After March 31st the carryover will take place and you will only be able to utilize the funds for 2022 service date claims.

If you are enrolled in the qualified high deductible health plan and utilizing a health savings account in 2022, you may want to waive your Health Care FSA carry over. If this is the case, please contact your campus benefits office.

As a reminder, employees enrolled in the University of Nebraska UMR medical plans for 2021 may go to www.umar.com/ and select the Login/Register button in the upper right-hand corner of the page. Once logged in, employees will be able to print out/save their Explanation of Benefits (EOBs) for the entire year by clicking on the claims button and entering the corresponding date range. You may also contact UMR for a copy of your EOBs and the EOBs of your eligible dependents (if applicable) by calling 1-844-659-5059.

Employees enrolled in the University of Nebraska Ameritas dental plan for 2021 may go to www.ameritas.com and select the Account Access link in the upper right hand corner of the page. Once logged in, employees will be able to print out/save their Explanation of Benefits (EOBs) for the entire year by clicking on the claims button and entering the corresponding date range. You may also contact Ameritas for a copy of your EOBs and the EOBs of your eligible dependents (if applicable) by calling 1-800-487-5553.

A summary of all prescriptions for the entire year may be obtained through your pharmacy, however due to Health Insurance Portability and Accountability Act (HIPAA) guidelines, you will need to make this request in person.

To check your balance and/or submit a claim, please take the following actions:

- Log on to [Firefly](#). For help with usernames or passwords, call 402-559-BUZZ (2899).
- Click on the Employee Self Service (ESS) tile.
- Under the ESS Benefits heading, click the Flexible Spending Account tile.
- This will launch your WageWorks account into another window. If you do not see this loading, check your internet settings. The pop-up blocker must be turned off for the account to launch.

Please do not use your card to submit 2021 claims after December 31, 2021. The card can only be used in the current calendar year.

For questions concerning your Flexible Spending Account(s), please contact WageWorks at 1-877-924-3967 or the Benefits Office at 402-559-4340 or benefits@unmc.edu.

Did You Know?

In the early Roman calendar, **March** (or *Martius*) was the **first** month of the calendar year. As **March** brought the first day of spring with the vernal equinox, it was the start of new beginnings.

~Source: <https://www.almanac.com/content/month-march-holidays-fun-facts-folklore>

*****Please share all information with anyone processing entries/correction*****

