

**UF** | UNIVERSITY *of*  
**FLORIDA**

*The Foundation for The Gator Nation*



**UF** | UNIVERSITY *of*  
**FLORIDA**

**Welcome!**

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**HR FORUM**



January 13, 2010, Human Resource Services

# Agenda

- E-Learning
- myUFL Splash Page
- Post Doc Changes
- Florida Prepaid Tuition
- COBRA Continuation Coverage Assistance
- Gator Perks
- E-verify
- Changes to GatorJobs Application
- Veteran's Preference
- Service Center Hours
- Performance Appraisals for Exempt Employees
- Retirement Enhancement Program
- Salary Pay Plan for Senior Faculty
- Scorecards
- Important Dates



# E-Learning



# e-Learning

- UF Training and Org. Development is now offering online workshops
- Content is available for both myUFL/PeopleSoft and Pro3:
  - PRO303 Internal Controls at UF
  - PST055 Journal Entry: Excel Template
  - PST056 Journal Entry: Online Entry
  - PST057 Journal Entry: Upload Workboc
  - PST096 Introducing E-Verify
  - PST220 Job & Position Actions
  - PST313 Managing M&S/Equipment Fees
  - PST501 myAssets Overview



# e-Learning

- Coming soon:
  - UF 101
  - Intro to Purchasing in myUF Market
  - PCard
  - Intro to RCM



# e-Learning



**myuf1**

- ▼ My Self Service
  - [Benefits](#)
  - [Gator Jobs](#)
  - [Payroll and Compensation](#)
  - [Time Reporting](#)
  - **[Training and Development](#)**
  - [myUFMarket](#)
  - [Effort Certification](#)
  - [UF Veteran Status Survey](#)
  - [UF Ethnicity and Race](#)
  - [Other UF Training Providers](#)
  - [Travel and Expense](#)
  - [E-Learning](#)
  - [UFCC Sign On](#)
  - [W-2/W-2c Consent](#)
  - [View W-2/W-2c Forms](#)
  - [UF Employee Year End Statement](#)
- ▶ My Campus Finances
- ▶ Calendars
- ▶ Help
- ▶ Local Interest
- ▶ Quick Links
- ▶ Recruiting
- ▶ Search
- ▶ Access Request System
- ▶ Accounts Payable

## Training and Development Home

 **Training Information**  
Review your current training enrollment and history.  
[Training Summary](#)

 **Training Registration**  
Register for training.  
[Request Training Enrollment](#)

 **Certificate Information**  
Review certificates completed.  
[Certificates](#)

 **Online Learning**  
Complete online training course(s).  
[Preventing Sexual Harassment](#)  
[Currently Enrolled eLearning](#)

# e-Learning

## Request Training Enrollment

Jodi Gentry

Please choose one of the search methods below to find a course session.



[Search by Course Name](#)



[Search by Course Number](#)

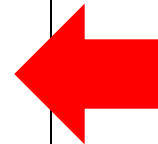


[Search by Location](#) (Enter 'online' to search for online courses)



[Search by Date](#)

Go to: [Employee Home](#)  
[Training and Development Home](#)  
[Training Summary](#)



# e-Learning

## Request Training Enrollment

### Course Search

Enter a full or partial location name and click the Search button to get a list of matching training locations. Leave the location blank to get a list of all locations.

Location:

[Return to Request Training Enrollment](#)



# e-Learning

## Request Training Enrollment

### View Available Sessions

ONLINE

Click on a session number in the list below to view session details or to request enrollment in the session.

#### PRO303 Internal Controls at UF

<u>Session</u>	<u>Start Date</u>	<u>Duration (Hours)</u>	<u>Open Seats</u>	<u>Waitlisted</u>
<a href="#">0022-Online</a>	09/09/9999	0.0	969	0

#### PST055 Journal Entry: Excel Template

<u>Session</u>	<u>Start Date</u>	<u>Duration (Hours)</u>	<u>Open Seats</u>	<u>Waitlisted</u>
<a href="#">0001-Online</a>	09/09/9999	0.0	974	0

#### PST056 Journal Entry: Online Entry

<u>Session</u>	<u>Start Date</u>	<u>Duration (Hours)</u>	<u>Open Seats</u>	<u>Waitlisted</u>
<a href="#">0001-Online</a>	09/09/9999	0.0	986	0

#### PST057 Journal Entry: Upload Workbook

<u>Session</u>	<u>Start Date</u>	<u>Duration (Hours)</u>	<u>Open Seats</u>	<u>Waitlisted</u>
<a href="#">0001-Online</a>	09/09/9999	0.0	986	0

#### PST096 Introducing E-Verify

<u>Session</u>	<u>Start Date</u>	<u>Duration (Hours)</u>	<u>Open Seats</u>	<u>Waitlisted</u>
<a href="#">0009-Online</a>	09/09/9999	0.0	940	0



# e-Learning

## Request Training Enrollment

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### Successful Enrollment

Congratulations! You have been enrolled in this online course.

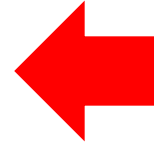
**Course:** PST096

**Session:** 0009

**Title:** Introducing E-Verify

**URL:** <https://elearning.courses.ufl.edu/webct/logon/4532540459041>

OK



# e-Learning



**myuf** 


- ▼ My Self Service
  - [Benefits](#)
  - [Gator Jobs](#)
  - [Payroll and Compensation](#)
  - [Time Reporting](#)
  - **Training and Development**
  - [myUFMarket](#)
  - [Effort Certification](#)
  - [UF Veteran Status Survey](#)
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[Preventing Sexual Harassment](#)  
[Currently Enrolled eLearning](#)

# e-Learning

★ + Log in to Blackboard Learning System

**UF** E-Learning  
UNIVERSITY of FLORIDA

[Check Browser](#) | [Help](#)

### University of Florida Log In

#### Log In

User name:

Password:

[Forgot your password?](#) Call the UF Computing Helpdesk at (352)392-HELP.

#### E-Learning Terms of Use

The E-Learning System is open to a broad range of University faculty, staff, students, and affiliates. Uploaded content is stored on secure servers at Computing and Networking Services (CNS). Such content may include protected data including grades, identifying information, and potentially patient information. Therefore, all users should be aware of the rights and responsibilities under legislation such as FERPA and HIPAA. Contact the [UF Privacy Office](#) if you have any questions.

*Instructors:*  
We recommend that all instructors should consult <http://human-resources.ufl.edu/form.html>

#### Browser Check

Before logging in, it is highly recommended that you perform a browser check to see if your computer is properly configured to use the E-Learning System.

#### Java Check

[Run a Java Check](#) (Version 1.5 or higher by *Sun Microsystems* or *Apple* is required) If you have an older version of Java or a version by another vendor, you can download an updated version below.

- [Microsoft Windows systems](#)
- [Mac OS X systems](#)

#### Pop-up Blockers

The E-Learning System sometimes uses small browser windows to deliver requested content. Some pop-up blockers incorrectly interpret these small windows as pop-ups and block them. If you have installed a pop-up blocker, turn it off while using the E-Learning System.

#### Java Security Certificate

After logging in to the E-Learning System, you will be prompted to accept a Java

# e-Learning

The screenshot shows a web interface for 'My E-Learning'. At the top, it says 'Welcome, Jodi Gentry. Today is January 11, 2010 1:26 PM EST.' and includes links for 'Channels', 'Color', and 'Layout'. The main content is organized into several panels:

- Campus Announcements:** Contains a link for 'Disappearing Course Links'.
- Calendar Day:** States 'You currently have no entries for today.'
- To Do List:** States 'You currently have no items.'
- Campus Bookmarks:** Lists several links: '... Support for Students Learning Support Services', 'ISIS: Registration, etc.', 'UF Libraries', '... Faculty Services', and '... Distance Learning Library'.
- Course List:** Features a 'Show New Items' button and a list of courses:
  - [BRG300 - Understanding Your Role and Responsibilities as a Security Approver - 2007](#) (Section Instructor: James A Rauch)
  - [Training and Organizational Development \(T&OD\) - Continuous Section](#)
  - [HSC Training - Clinical Trials Compliance](#) (Section Instructor: Deborah T Vergara, Randy A Graff)
  - [Human Resource Services \(T&OD\) - Continuous Section](#)
  - [ACS - HSC ACS Tutorial - ACS - HSC ACS Tutorial](#) (Section Instructor: Randy A Graff)
  - [ISC898 UF Restricted Data Training \(T&OD\) - Continuous - Section 1](#)
  - [PST096 Introducing E-V... \(T&OD\) - Continuous - Section 1](#) (This link is circled in red)
  - [Journal Entry Method Three \(T&OD\) - Continuous - Section 1](#)
- Calendar Week:** States 'You currently have no entries for this week.'
- My Grades:** Shows a grade for 'PST096 Introducing E-V... (T&OD) - Continuous - Section 1' with a 'New grade for: Introducing E-Verify'.
- Who's Online:** Lists the number of users for various courses:
  - [BRG300 - Understanding Your Role and Responsibilities as a Security Approver - 2007](#) (2)
  - [Training and Organizational Development \(T&OD\) - Continuous Section](#) (3)
  - [HSC Training - Clinical Trials Compliance](#) (10)

# myUFL Splash Page



» Login

[Access myUFL](#)

» Department Directory

Human Resources  
Finance and Accounting  
Contracts and Grants  
Division of Sponsored Research  
Student Financial Services  
Bridges

» Student Resources

ISIS  
Student Financial Services

» Helpful Resources

myUFL System, Compliance,  
and Other UF Training  
Ask the Help Desk

» Protecting UF  
Information

UF Privacy  
Information Security and Compliance

» About myUFL

Browser Requirements  
myUFL Financial Systems Upgrade

» Alert Notices

[View Alert Notices](#)

 **Online Supply Swap Meet**



**Looking for extra reams of paper, printer toner, or a keyboard and monitor?**

**Asset Management** has teamed with Facilities, Planning & Construction and the **Office of Sustainability** to create an **online supply swap meet**, a place for UF staff and faculty to repurpose unneeded or unwanted office supplies. Most anything you can think of may be posted to the online supply swap meet site, or found there for departmental use!

Manage supplies and equipment, browse available items, and save dollars while furthering sustainability on campus. To browse the list of available items, or to add your department's items, visit the Website: <https://myassets.fa.ufl.edu/os/>.

In addition to this new online supply swap meet, the **Surplus Property Warehouse** accepts both decaled and non-decaled equipment from departments. This equipment is then available for other departments to claim before it is sold at auction or recycled. Types of items that can be found at the warehouse include: computers, printers, copiers, projectors and scanners, desks and assorted office furniture, and even automobiles!

There's still time to consent to receive your W-2 electronically! For those who do not consent, printed W-2s will be mailed this year instead of being distributed by departments. Electronic W-2s will be available earlier than printed W-2s. If you have not yet consented, sign up now by logging in to the myUFL system and navigating to *My Self Service*>W-2/W-2c Consent.

**W-2 and you**  
electronic IRS forms

# PostDocCare: Post Doc Associate Health Insurance



# Post Doc Associate Health Insurance

- Effective January 1, 2010: New health insurance program provided to salaried Post Doc Associates whose Letter of Offer does not indicate “state” benefits
- Health plan is called PostDocCare
- Total cost of individual OR family health insurance provided for eligible Post Doc Associates
- Departments should begin using New Letter of Offer template, and hiring under PDR empl class
- The PostDocCare brochure and other information can be found at [http://www.hr.ufl.edu/benefits/post\\_doc\\_care](http://www.hr.ufl.edu/benefits/post_doc_care)



# Florida Pre-paid Open Enrollment



# Florida Pre-paid Open Enrollment

- Open Enrollment for Florida Prepaid ends January 31, 2010
- The Prepaid Plan and the Investment Plan (a 529 Plan) offers affordable ways to save for future college expenses
- Enroll by visiting the [Florida Prepaid](#) website or call 1-800-552-GRAD (4723) to request an application
- Once approved by Florida Prepaid, complete a payroll deduction form located on their website and fax it to HR Benefits at 392-5166

# COBRA Subsidy Extension



# COBRA Subsidy - Extension

- Approved on December 21, 2009
- The new law extends eligibility for those who are involuntarily terminated (layoff, time limited, non-renewals, and term for cause) by February 28, 2010
- The subsidy will be last for 15 months (those under the previous subsidy for 9 months will receive a 6 month extension)
- DSGI and People First will be notifying these individuals of their rights to enroll or extend in a couple of weeks



# Gator Perks



# Gator Perks

- Gator Perks is officially launched this month --we are pleased to offer a special discount program designed for faculty and staff
- On the Gator Perks web site you'll find special discounts up to 10% or more for products and services  
<http://www.hr.ufl.edu/benefits/gatorperks/default.asp>
- Most vendors will ask for an UF Gator 1 card or require you to print out a coupon or enter a discount code on their web site
- Help us promote Gator Perks with your favorite vendor by leaving them our business card



- ❖ Class/Compensation
- ❖ Employee Relations
- ❖ Equal Employment
- ❖ Forms/Communications
- ❖ Leave Administration
- ❖ Policies/Handbook
- ❖ Recruitment/Staffing
- ❖ Retirement
- ❖ Training
- ❖ Vice President's Office

**BENEFITS**

- Health Insurance
- Life Insurance
- Supplemental & Other Insurances
- Flexible Spending Accounts
- Fringe Benefits Pool
- Education Benefits
- Other Benefits
- Work/Life Events
- Enroll
- Open Enrollment
- Forms
- PostDocCare
- GatorGradCare
- Gator Perks



# Benefits

## Gator Perks

### University of Florida Employee Discount Program

The University of Florida is pleased to offer "Gator Perks," a voluntary benefits program designed especially for faculty and staff members. Through "Gator Perks," University of Florida employees will be offered special discounts of products and services at businesses serving our employees' diverse needs and interests.

The discount offers are organized into categories. Select one below to see the list of participating vendors and the discounts they are offering.

Browse through the list and look for your favorite business and feel free to invite your favorite local businesses to participate.

Most vendors just want to see your University faculty/Gator 1 card; others may want you to print out a coupon or enter a special discount code on their Web site. Either way the discount will be applied at the point of purchase.

### Businesses, do you want to be part of Gator Perks?

Is your business interested in offering discounts to UF employees? Apply to be a participant in the Gator Perks Program.

[Employee Discount Program Vendor Policy](#)

[Vendor Application Form](#)

### Discount Categories

<a href="#">UF Departments</a>	<a href="#">Attractions and Theme Parks</a>	<a href="#">Automotive</a>
<a href="#">Clothing &amp; Accessories</a>	<a href="#">Communications and Telephones</a>	Electronics (coming soon)
<a href="#">Dining</a>	<a href="#">Fitness Centers &amp; Equipment</a>	<a href="#">Hotels</a>
<a href="#">Pets &amp; Supplies</a>	<a href="#">Tax Services</a>	<a href="#">Travel</a>

*The following discounts/offers are subject to change without notice. If you have*

# E-Verify



# E-Verify

- E Verify training began on January 7.
- Training is required for departmental administrators with the roles *UF\_EPAF Depart Admin* and *UF\_EPAF Level 1 Approver*.
- Thus far, we have trained XXX in classroom and XXX online.
- Roles will be removed if training is not completed by January 31, 2010.
- E-Verify will go-live Friday, January 15.



# Changes to GatorJobs Application



# Changes to Application/Requisition

- After reviewing the online GatorJobs application and requisition, we are implementing needed updates.

Some examples are:

- References section was removed from application
- Six month sit question moved from application to requisition
- Phone field now accepts more flexible formats.



# Changes to Application/Requisition

More changes to requisition:

- Other was added to Work Location List
- Heavy Lifting was added to HAMS list
- Criminal background check was updated with a more generic option
- “How did you learn about this opening” selections narrowed down to more useful options
- Additional Documents attachments were added to accommodate the requirement/option to attach additional documents.



# Veteran's Preference



## **Veteran's Preference**

Chapter 55A-7.011, Florida  
Administrative Code, provides for:

If, at any stage of the hiring process, a preference-eligible veteran meets minimum qualifications for an open position, then he or she will advance to the next step in the public employer's selection process. Granting of an interview is one example of the type of special consideration which may be given to a preferred applicant.



## Veteran's Preference

- Applies to positions currently and formally known as USPS
- Any applicant that meets the minimum qualifications for a USPS or Former USPS position, interviewed for the position
- Currently working with GatorJobs to develop a solution for easy recognition of applicants that qualify for Veteran's Preference



# Service Center Hours



## HRS Service Center Hours

- As a reminder, the HRS Service Center is now open from 7:30 a.m. to 5:00 p.m.
- For customer convenience, a new secure drop box is now available for mail deliveries 24 hours a day, 7 days a week.



# Performance Appraisals



# Evaluation Period

- March 1 through February 28
- Must be signed by March 31
- Outside Activities



- Non-exempt TEAMS and all USPS use form
- Exempt TEAMS use narrative
- Call Employee Relations for Minimal Achieves and Belows
- Position descriptions should be reviewed



**PERFORMANCE APPRAISAL FORM FOR EXEMPT EMPLOYEES**

Employee's name: \_\_\_\_\_

UFID #: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Appraisal: \_\_\_\_\_

Overall Rating: \_\_\_\_\_ (insert drop down box)

Prior to completing the appraisal, the employee should be asked to submit a self-assessment.

Please attach a narrative to this form providing a detailed evaluation of the employee's performance in areas such as productivity, initiative, leadership, attendance, reliability, customer service, teamwork, interpersonal skills, supervisory skills or other appropriate areas of responsibility. Goals should also be set for the next appraisal year.

The following rating categories should be used for each aspect of the employee's responsibilities that is being evaluated. **An overall rating, also based on the rating categories listed below, must be entered on this form.** The overall rating should be consistent with the ratings on the narrative. Please contact your Employee Relations Satellite office prior to issuing an overall rating of "Minimally Achieves" or "Below".

**Exceeds:** *Almost always exceeds performance standards. Consistently produces excellent quality work, is innovative, and demonstrates high level leadership qualities.*

**Above Average:** *Consistently meets and regularly exceeds performance standards. Able to work independently.*

**Achieves:** *Generally meets performance standards. Seldom exceeds or falls short of desired results. Able to work independently, but sometimes requires direction.*

**Minimally Achieves:** *Frequently fails to meet performance standards. Requires frequent instruction and supervision.*

**Below Performance Standards:** *Fails to meet performance standards.*

**Employee's Acknowledgment of Review and Receipt:**

By signing below, I acknowledge that my evaluation has been reviewed with me and I have received a copy. I understand that my signature does not necessarily indicate my agreement with the evaluation. Also, I understand that I may submit written comments/rebuttal on any aspect of the performance appraisal, and that a copy of the comments will be provided to my supervisor as well as Human Resource Services for inclusion in my official personnel file. Rebuttals/comments should be submitted to Human Resource Services within ten (10) working days of receipt of appraisal.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Name & UFID (please print)

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

*Annual appraisals must be issued to and signed by employees no later than March 31.  
Forms should be mailed or delivered to Human Resource Services – Employee Relations, Attn: Paulene Shindelbower,  
903 W. University Avenue, PO Box 115003.*

# Retirement Enhancement Program



# Retirement Enhancement Program

Participation to date:

55 Faculty

60 Staff

State Savings: **5,880,414.30**

Non-State Savings: **7,120,730.93**



# Retirement Enhancement Program

In-Unit faculty enrollment period ends  
5:00 pm, March 31, 2010

Last day to separate June 30, 2010



# Salary Pay Plan for Senior Faculty



# Salary Pay Plan for Senior Faculty

Guidelines and eligible list were sent out to the College Dean's office on January 8, 2010.

Packets are due to Academic Personnel Office on March 2, 2010.

APB will begin the review process after the Tenure and Promotion Process is completed (normally in late March or early April)

Increases for faculty who will receive the SPP award will be in the 2010-2011 year.

Questions about the eligible list should be directed to Janet Malphurs, Academic Personnel Office.

# Scorecards



# Important Dates

- **February 10<sup>th</sup>** – Next HR Forum





**Thank you for attending!**

