

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

*The Foundation for The Gator Nation*



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**FLORIDA**

**Welcome!**

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**HR FORUM**



May 5, 2010, Human Resource Services

# Agenda

- Preventing Sexual Harassment
- Year End Closing – Payroll Distributions
- SPI Form
- Summer Appointments For Faculty and Graduate Assistants
- Compensatory Leave Cashout
- TEAMS/Faculty Personal Leave Days
- Tobacco Free Campus
- Important Dates



# Preventing Sexual Harassment



# Preventing Sexual Harassment

- To help ensure the university is free from sexual harassment and is a safe place in which to work and learn, **refresher training** has been added to our online “Preventing Sexual Harassment” curriculum
- Both the refresher workshop and the new employee version of the “Preventing Sexual Harassment” training are available via the myUFL system
  - My Self Service, Training and Development, Training and Development Home
  - Under the Online Learning heading, please click the “Preventing Sexual Harassment” link, at which point two options will be provided: First Time User or Refresher





## 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](#)



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## Preventing Sexual Harassment

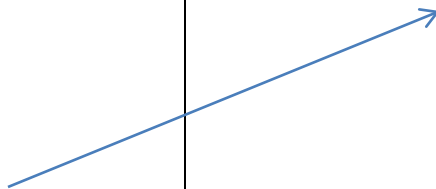
Please click your choice of edition below.

If you are taking this course for  
the first time, please choose

[First Time User](#)

If you have completed this course  
previously, please choose

[Refresher](#)



# Preventing Sexual Harassment

- New employees should complete the First Time User version of the “Preventing Sexual Harassment” tutorial within their first 30 days of employment
- All UF employees who have previously attended the instructor-led “Mini-Conference on Sexual Harassment” (GET119) should now plan to complete the “Refresher” version
  - It is the expectation that all UF employees review and complete this training content every two years.
- An 80 percent score on the course’s mastery test is required for training credit to be given

# Preventing Sexual Harassment

- Reports are available in Enterprise Reporting
  - Access Reporting, Human Resources Information, Training and Organizational Development, Sexual Harassment Certification Report
- There are three training options that may be listed:
  - Sexual Harassment Certificate—Instructor-led training, which now must be updated by completing online refresher
  - Online Sexual Harassment Cert—Indicates the First Time User online training completion
  - Refresher Prev Sex Harassment—Certifies completion of the new refresher training

# Year End Closing for FY 2010

## Payroll Distributions



Monday June 7  
Tuesday June 8

- 6/7/10 - Last day to edit FY10 Distributions before Rollover occurs.
- Level 2 approval must be completed for job data actions.
- 6/8/10- System Rollover for all existing FY10 Distributions. FY11 Distributions are created.

# Wednesday June 9

- Departments may start to review FY11 Distributions, save and post.
- ALL Rollover Distributions must be POSTED by departments.
- If grant expires before 6/30/11 – will then need to use a different EAC.
- Departments will have until noon on Friday, 7/9/10 to review, save and post.

# Please Note

- ANY FY11 Distributions that are not posted by noon, 7/09/10 will be Deleted.
- If later needed, Departments will need to create.

# New Hires in June

- For any new hires entered after Rollover occurs, Department will need to create FY11 Distribution.
- Deadline is noon on Friday, 6/25/10, to create a new FY10 Distribution.

## New Hires in June cont.

- University Payroll and Tax Services will be able to create FY10 Distributions from noon on Friday, 6/25/10, through Thursday, 7/8/10, but requests must be received no later than noon on 7/8.
- FY11 Distributions for New Hires will need to be created by Departments.

# FY End Workshops

- Thursday, May 6 (polycom available)
  - 9:30am-11:30am
  - G001 McCarty Hall
- Thursday, May 13
  - 9:30am – 11:30 am
  - Rm.120 Human Resources

# Year End Closing



# It is time again to prepare for fiscal year end closing!

- The 2010 Fiscal Year End Schedule is now available at <http://fa.ufl.edu/apps/ga/yes/>. The schedule can be sorted in the preferred order by clicking on a column heading. Further details will follow in a DDD from the University Controller.
- Two fiscal year end workshops are being offered where staff from Asset Management, Budget Office, General Accounting, Payroll, Purchasing & Disbursements, and Treasury Management, will discuss critical year end dates and tasks for an efficient year end closing.



The following dates and times have been scheduled:

- **McCarty Hall D, Room G001**

Thursday, May 6, 2010 9:30 a.m. – 11:30 a.m.

\*This is a videoconference session as well as an attended workshop. To view the workshop at a location convenient for you, send us your IP address & Room number.

- **Human Resources Building, 903 West University Avenue Room 120.**

– Thursday, May 13, 2010 9:30 a.m. - 11:30 a.m.

*Parking is available behind the building.*

- If you are interested in participating in any of the sessions above, please email Kimberly Cruce at [kcruce@ufl.edu](mailto:kcruce@ufl.edu).

# SPI Form



# SPI Form

The SPI form for staff Special Pay Increases has been revised.

The new SPI Form :

- Improves the level of justification provided by the Department
- Includes a check box for the type of SPI
- Indicates to the employee that the HR-approved increase may be different than what was proposed by the department
- Include a section for Paula Fussell's signature



**SALARY AGREEMENT FORM FOR INCREASED RESPONSIBILITY/WORK VOLUME**

All special pay increases for increased responsibilities require that a revised position description be initiated as an update in PeopleSoft's Position Management feature, unless justification is increased volume, assuming a temporary role, market equity, or counter-offer.

UFID \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Position Title \_\_\_\_\_ Position Number \_\_\_\_\_

College \_\_\_\_\_ Department \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

Current Salary \$	Proposed Salary \$	Proposed Increase Amount \$	Proposed Percent Increase %
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**SPI JUSTIFICATION**

Instructions: Specifically describe the increased responsibilities or volume warranting this pay increase. Initiate an updated position description using PeopleSoft's Position Management feature to document the increased responsibilities. For Additional Duties please specify who was previously performing the duties unless the duties are new to the department. For Counter Offers please specify if the offer is anticipated or confirmed, who the offer came from, and the offer amount. For Market Equity please specify what market data was used for comparison. For a Temporary Increase please include the estimated dates of the increase, responsibilities being assumed, and the position number of the position being covered. For an SPI Removal please include the reason for removal.

- Additional Duties
- Counter-offer
- Market Equity
- Temporary Increase
- SPI Removal

The employee's signature verifies agreement to the following statement and is required prior to the implementation of a special pay increase for increased responsibilities: **I understand and agree that the requested increase is subject to HR approval and may be different from the proposed increase amount.** I understand and agree that the increased responsibilities or volume may be removed at any time by the university at its sole discretion. I further understand and agree that if the university removes the responsibilities or increased volume within the same unit that added these responsibilities, then my base salary can be **decreased** by the amount listed above as "Increase Amount" without further notice. I voluntarily agree to this salary reduction and understand that it is not a disciplinary action and it is not grievable or arbitrable under UF Regulations 6C1-3.045 and 6C1-3.051. Thank you for your contributions to the University of Florida.

\_\_\_\_\_  
Employee Signature Date

**APPROVAL**

(The undersigned certify the accuracy of all information herein to the best of their knowledge and approve this action.)

\_\_\_\_\_  
Supervisor (Typed name and date, signature)

\_\_\_\_\_  
Chair/Director (Typed name and date, signature)

\_\_\_\_\_  
Dean (Typed name and date, signature)

\_\_\_\_\_  
Vice President (Typed name and date, signature)

Upon completing this form, please fax to Classification and Compensation and retain the original for documentation of future pay reduction, if warranted. NOTE: The effective date for SPIs shall be the date the Vice President for Human Resource Services approves the special pay action.

For HR Use Only:	Vice President For Human Resource Services Signature:	Date:
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# Summer Appointments For Faculty and Graduate Assistants



## Summer Appointments For Faculty and Graduate Assistants

- Summer appointments have been applied in job data from the summer job review file.
- Distributions need to be done for all summer appointments
  - **(pay period 5/14/10-5/27/10)**
- Summer appointments must also be terminated on a timely basis.



# **2009-2010 Fiscal Year-End Compensatory Leave Cashout**



# Comp Leave Cashout

- Unused overtime comp (OTC) & special comp (SC) will be cashed out in the May 14-27 pay period, and paid on June 4.
- Regular compensatory leave balances are retained (not cashed out).
- OTC, SC earned from May 14 forward will carry over to 2010-2011 balances.



# Comp Leave Cashout

- **May 13**: Deadline for all entries related to 2009-2010 comp leave, including changes to previous pay periods and usage through 6/30/10. **Approval by 9 a.m., May 14.**
- Time approvers should not approve OTC and SC entries made during May 14-27.
- Supervisors can require comp use before approving vacation to minimize cashout payments.



# Comp Leave Cashout

- Departments who wish to have cashouts taken from a different account than their normal distribution
  - OCC and SCC included in list of earnings codes that may be distributed through UF Payroll Distributions
  - Contact University Payroll & Tax Services with questions, 392-1231



# Comp Leave Cashout

- OTC or SC entered or changed after **May 13** deadline will result in overpayments and/or negative balances.
- Enterprise Reporting available
  - Leave Accruals, Usage and Balances by Pay Period, Department

**2009- 2010  
USPS Personal Holidays  
&  
TEAMS/Faculty  
Personal Leave Days  
to expire July 8**



## USPS Personal Holidays

- Must be used by July 8 or they will expire
- 2010-2011 Personal Holidays will be awarded and on balance by July 12
- Usage cannot be reported in the system until July 26 or later.



## TEAMS/Faculty Personal Leave Days

- Remaining balances must be used by July 8 or they will expire
- 2010-2011 hours will be awarded in December 2010
- Questions - contact Leave Administration, 392-2477



# Tobacco Policy



July 1, 2010

All Tobacco Products Prohibited  
No Exceptions



# Employee Assistance Program

392-5787

Smoking Cessation Programs Offered



# Year End Closing



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# Important Dates

- **May 10<sup>th</sup>** – Deadline to submit responses to HR Forum Feedback Survey
- **May 16<sup>th</sup>** – GGC Enrollment Deadline for Summer Coverage
- **June 2<sup>nd</sup>** – Next HR Forum





**Thank you for attending!**

