

UF | UNIVERSITY *of*
FLORIDA

The Foundation for The Gator Nation



UF | UNIVERSITY *of*
FLORIDA

Welcome!

HR FORUM



April 6, 2011, Human Resource Services

Agenda

- Office of Sustainability
- MyUFL Upgrade
- Leadership Development
- GatorGradCare and PostDocCare Health Plan Update
- Short Work Break for Nine and Ten Month Employees
- Faculty & Graduate Assistant Summer Appointments
- Fiscal Year-End Compensatory Leave Cashout
- Outdated Phone Numbers
- Benefits & Retirement Vendors
- Legislative Updates
- Important Dates



Office of Sustainability



Office of Sustainability Announcements

- Gator Community Supported Agriculture (CSA) Program
 - Now accepting members for 2011-2012 season
 - Four farmers to choose from...buy a share and get fresh weekly produce delivered to campus on Monday late afternoons
 - Prices and produce options vary between farms-build a relationship with a local grower

Office of Sustainability Announcements

- 2011 Prairie Project Workshop
 - Application period open through April 8th
 - Provides foundation for development of new courses related to sustainability in all disciplines
 - Excellent leadership development and networking opportunity for faculty

Questions?

- Visit: www.sustainable.ufl.edu
- Or email Stephanie Sims
stephanieasims@ufl.edu



myUFL Financial Systems Upgrade





- Phase 1—Inform: August to December 2009
 - Signaled to campus financial upgrade was moving forward, with spring 2011 implementation date
 - Prepared needed infrastructure for communication, outreach, and training for the project moving forward
 - upgrade.my.ufl.edu
- Phase 2—Engage: January to November 2010
 - Campus representation on work groups
 - Communication partners
 - “Preview Session” summarizing all key changes of upgrade
 - askgrady@ufl.edu e-mail for questions/answers



Phase 3—Prepare: December 2010 to May 2011

- Prepare campus to use the newly upgraded system successfully
- Support early access to myBeta (mybeta.ufl.edu)
 - *Roadmap to myBeta* handout
 - Training for Department Security Administrators (DSAs)
 - *What DSAs should KNOW about the myUFL Financials Systems Upgrade*



Phase 3—Prepare: December 2010 to May 2011

- Design and launch training materials
 - “Look and Feel Tutorial” for all users
 - Targeted online training (released on a rolling basis)
 - “Start to finish” as well as “fast track training”
 - DSA training (Getting Ready and ARS)
 - Instructor-led Q/A workshops to supplement online training—pre- and post-“go-live”
 - Upgrade toolkit www.hr.ufl.edu/training/myUFL/toolkits/upgrade.asp
 - “At a Glance” Resource Guide
 - Targeted e-cards



Phase 3—Prepare (December 2010 to May 2011)

- iPod giveaway
- *Reporting Update* (upgrade.my.ufl.edu/reportingupdate.pdf)
- NEXT: *All-employee Upgrade Update*
 - Upgrade “goes live” on May 10/system availability during transition
 - “Look and feel” changes affect everyone—watch the tutorial available at upgrade.my.ufl.edu/lookandfeel/lookfeel-myufl.html
 - Security must be requested
 - Training will be online, is required, and must be completed by the end of May. Register via my.ufl.edu. Search for course numbers PST9
- Student/faculty communication
- Report cards April/May (e.g., 1560 completes/2555 enrolled)
- DDD to remind about deployment window



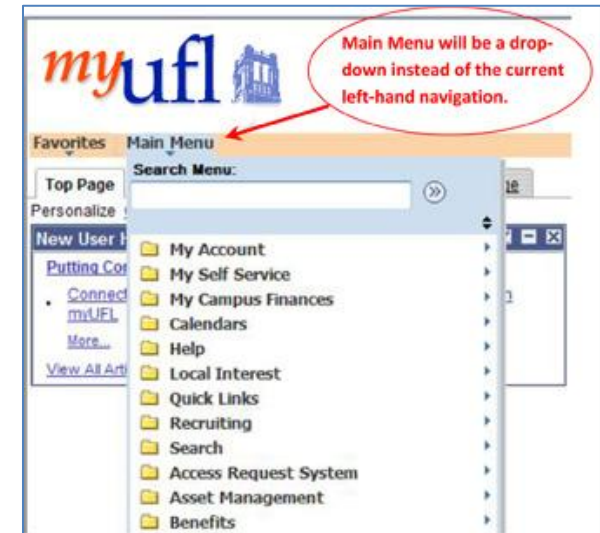
Dates to Know

- 4/15 to 4/17 HR/Student technical maintenance
 - Student financial modules unavailable from 5 p.m. on Friday, 4/15, until ~ 1 p.m. on Saturday, 4/16
 - HR/payroll modules unavailable Saturday, 4/16, until ~ 10 a.m. on Sunday, 4/17
 - Monday, 4/18, users should clear cache and cookies
 - 20-30 seconds for a page to fully load is expected
 - Contact UF Computing Help Desk (392-4357) if slowness is still occurring as of Wednesday, 4/20



Dates to Know

- Financial security roles should be requested NOW through 4/29
 - No new roles for access to current financial system (version 8.4) will be approved past 4/22
- Deployment of upgrade begins close of business 4/29
 - See timeline and expected impact here:
upgrade.my.ufl.edu/progress.html#deployment
- All of my.ufl.edu will be unavailable for part of the day on Sunday, 5/8
- Go live is 5/10
- All users will be impacted by the upgrade due to “look and feel” changes





LEADERSHIP
DEVELOPMENT

AT THE UNIVERSITY OF FLORIDA

Call for Applications

- Accepting applications now through April 29
- Programs start in fall 2011 (through May 2012)
- www.hr.ufl.edu/training/leadership
- UF Academy
 - Emerging leaders, approximately 15 selected
 - Exempt employees, generally two years of UF experience required
 - 2-year criterion waived for assistant directors and above as well as for interested faculty
 - 8- to 10-hour commitment per month



Call for Applications

- Advanced Leadership for Academics and Professionals
 - Existing leaders, assistant director or higher
 - 10 professionals, 10 faculty selected
 - Meets 6 times over the year, 1 to 2 days each time, at UF President's House
 - Schedule is on web:
<http://www.hr.ufl.edu/training/leadership/alap.asp>
 - Fee to participate—\$1000



Call for Applications

- Competitive application process
- Decision in early May
- www.hr.ufl.edu/training/leadership



GatorGradCare and PostDocCare Health Plan Update



GGC and PDC Update

- Worked with Blue Cross Blue Shield (BCBS) to establish the enrollment website for GA's and Post Docs
- Website was launched in March to allow both International & other GA's on appointment to begin the enrollment process for pre-registration
<http://www.hr.ufl.edu/benefits/gatorgradcare/bcbs.asp#enrollment>
- Communications have be sent via DDD, emails to GA's & GA Coordinators, GAU president and through the InfoGator/HR website
- We're now turning attention to converting the Post Docs into the new plan effective 7/1/2011
- We anticipate making the conversion to BCBS systematically for current Post Docs and communications will be sent about the plan change prior to the conversion

Short Work Break for Nine and Ten Month Employees



Short Work Breaks for Nine and Ten Month Employees

- Nine and ten month employees (faculty, graduate assistants and TEAMS) will be put on Short Work Break in the myUFL system for the summer semester. Job data will reflect the Short Work Break beginning May 2.
- Navigate to Public Folder>Human Resources>Workforce Information under Enterprise Reporting to view employees who will be on Short Work Break.
- Effective date of the Short Work Break will be 5/16/11 for 9 month and 6/14/11 for 10 month employees.



Short Work Breaks for Nine and Ten Month Employees

- Time reporting will be inactivated for the short work break period.
- Departments still need to review employees to ensure that they do not continue to be paid beyond the end of the Spring Semester
- Questions? Contact HRS at 392-2477



Faculty & Graduate Assistant Summer Appointments



Faculty and Graduate Assistant Summer Appointments

- Summer appointments for faculty and graduate assistants can be processed via the summer job file, as appropriate. When the summer job file cannot be used, the unit will need to submit an ePAF for the summer job.
- The file will be available via myUFL system and may be accessed via the navigation: Workforce Administration>Job Information>UF Summer Job Review.
- The file will be available to departments from May 2 to May 17
- Summer jobs will be loaded into job data on May 20.



Faculty and Graduate Assistant Summer Appointments

- Departments will be able to change the following:
 - FTE
 - Salary (Reminder - for Graduate Assistants – must be at the minimum salary based on FTE.)
 - Title (for graduate assistants only)



Faculty and Graduate Assistant Summer Appointments

- Departments will indicate the Term (A, B, or C) of the appointment.
- A termination row will be applied at the same time the summer appointment is applied in job data.
- Distributions for summer appointments will need to be completed. The pay period for summer jobs is 5/13/2011 to 5/26/2011.
- Questions? Please call HRS at 392-2477



2010-2011 Fiscal Year-End Compensatory Leave Cashout



Comp Leave Cashout

- Unused overtime comp (OTC) & special comp (SC) will be cashed out in the **May 13-26** pay period, and paid on June 3.
- Regular compensatory leave not cashed out.
- OTC, SC earned from May 13 forward will carry over to 2011-2012 balances.



Comp Leave Cashout

- **May 12**: Deadline for all entries related to 2010-2011 comp leave, including changes to previous pay periods and usage through 6/30/11. **Approval by 9 a.m., May 13.**
- Time approvers should not approve OTC and SC entries made during May 13-26.
- 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 12** deadline will result in overpayments and/or negative balances.
- Enterprise Reporting available
 - Leave Accruals, Usage and Balances by Pay Period, Department



Outdated Phone Numbers



Outdated Phone Numbers

- No longer in service
 - 392-1225 (Benefits)
 - 392-1251 (Academic Personnel)
 - 392-4621 (Recruitment & Staffing)
 - 392-4941 (Retirement)
 - 392-5732 (Central Leave)
- 5 numbers have been automatically routing to HRS Service Center
- Replace with HRS Service Center number
 - 392-2477



Benefits & Retirement Vendors



Benefits & Retirement Vendors

- Providing new employee lists
- Partnering with vendors to ensure new employees know about available programs and deadlines
 - Retirement vendors
 - UF contracted Benefits vendors
- Communication
 - Via email or mailing address
 - Specific to eligibility
 - Gives employee point of contact with vendor(s)
- List includes OPS employees
- Encourage participation in voluntary saving plans



Legislative Updates



Important Dates

- **April 15th** – Deadline to file FSA reimbursement or documentation
- **May 4th** – Next HR Forum





Thank you for attending!

