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Welcome!

HR FORUM



May 4, 2011, Human Resource Services

Agenda

- Year-End Closing – Payroll Distributions
- Fiscal Year-End – Leave Processes
- Preventing Sexual Harassment
- myUFL Financial Systems Upgrade
- Onboarding
- Employment Updates
- Florida Minimum Wage
- Fringe Benefit Pool Rates
- Legislative Update
- Important Dates



Year End Closing for FY 2011

Payroll Distributions



Monday June 6
Tuesday June 7

- 6/6/11 - Last day to edit FY11 Distributions before Rollover occurs.
- Level 2 approval must be completed for job data actions.
- 6/7/11- System Rollover for all existing FY11 Distributions. FY12 Distributions are created.

Wednesday June 8

- Departments may start to review FY12 Distributions, save and post.
- ALL Rollover Distributions must be POSTED by departments.
- If grant expires before 6/30/12 – will then need to use a different EAC.
- Departments will have until noon on Friday, 7/8/11 to review, save and post.

Please Note

- ANY FY12 Distributions that are not posted by noon, 7/08/10 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 FY12 Distribution.
- Deadline is noon on Friday, 6/24/11, to create a new FY11 Distribution.

New Hires in June cont.

- University Payroll and Tax Services will be able to create FY11 Distributions from noon on Friday, 6/24/11, through Thursday, 7/7/11, but requests must be received no later than noon on 7/7.
- FY12 Distributions for New Hires will need to be created by Departments.

Last Retro for FY11

- Last payroll distribution retro for FY11 will occur on Thursday, 6/23/11.
- Distribution Module will be locked from noon, 6/24/11 until sometime after 7/1/11.

FY End Workshops

- Tuesday, May 24 (polycom available)
 - 3:00 p.m. – 5:00 p.m.
 - G001 McCarty Hall D

2010-2011 Fiscal Year-End Leave Processes



Reminder - Comp Leave Cashout

- Unused overtime comp (OTC) & special comp (SC) will be cashed out in the **May 13-26** pay period (June 3 paycheck)
- Regular compensatory leave not cashed out
- OTC, SC earned from May 13 forward applied to 2011-2012 balances
- Supervisors can require comp use before approving vacation to minimize cashout payments



Reminder - 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.
- OTC or SC entered or changed after **May 12** deadline will result in overpayments and/or negative balances.

Reminder - Comp Leave Cashout

- Departments may choose 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



Reminder - Comp Leave Cashout

- Enterprise Reporting available
 - Leave Accruals, Usage and Balances by Pay Period, Department
- Instruction guide available in myUFL Toolkits
 - Preparing for Fiscal Year Leave Issues



USPS Personal Holiday & TEAMS/Faculty Personal Leave Days

- Must be used by July 7 or they will expire
- 2011-2012 USPS Personal Holidays will be awarded and on balance by July 11
- Usage cannot be reported in the system until July 25 or later
- 2011-2012 TEAMS/Faculty Personal Leave Days are awarded in December



Sexual Harassment Prevention Training



SEXUAL HARASSMENT PREVENTION TRAINING

✧ Employee Version:

- ◆ It is expected that all new employees (faculty, staff and OPS) will complete the “**First Time User**” version of the “Preventing Sexual Harassment” tutorial within the **first 30 days** of employment.
- ◆ It is expected that all employees will review and complete the “**Refresher**” version of the “Preventing Sexual Harassment” tutorial **every two years**.
- ◆ **Navigation:** My Self Service > Training and Development > Training and Development Home > Online Learning Heading – click the “Preventing Sexual Harassment” link, and select First Time User or Refresher.

✧ Student Version:

- ◆ <https://secure.newmedialearning.com/psh/uflorida/student/index.shtml>

✧ Sexual Harassment Training Query Access:

- ◆ MyUFL > Enterprise Reporting > Access Reporting > Special Newsboxes > 62000000 – Division of Human Resources > T&OD Data > Sexual Harassment Report >
- ◆ Access report by UFID or select college or department

myUFL Financial Systems Upgrade



Upgrade

- “Go Live” occurs on May 10
 - Financial systems currently unavailable
- Security/training “audits” being distributed each week
- **All users impacted by upgrade**
 - Please clear cache and cookies first thing!
 - In addition to financial training, two tutorials recommended to prepare:
 - “Look and Feel” (10 minutes)
 - <http://upgrade.my.ufl.edu/lookandfeel/lookfeel-myufi.html>
 - NEW My Personalizations (12 minutes)
 - <http://upgrade.my.ufl.edu/mypers/index.html>




Favorites | **Main Menu**

Top Page | Administration Page | Staff Page | Custom Page

Personalize [Content](#) | [Layout](#)

Where's the myUFL Menu?



Please note: The myUFL menu has moved from the left side of your screen to a drop-down. Click the **Main Menu** link above.

Need help navigating the new portal? See the "[Look and Feel](#)" tutorial for help.

Visit the [upgrade web site](#) to learn more about the [myUFL Financial Systems Upgrade](#).

Please remember to clear your cache and cookies. Check out the [myUFL Browser Requirements](#) to find out how.

Onboarding



Onboarding

- Implementing Talx Hire Xpress
- Automated new hire process with integrated electronic I-9 and E-Verify
- Uses online forms and electronic signatures
- After an offer of employment is made and accepted, a new hire packet will be initiated and the new employee will receive a welcome email and instruct them to the UF Hiring Center website.



Main Menu
Home
Change Password

Logout



Charlotte L Bronte

Date	Department	Position
3/31/2010	Human Resources Test	Standard

Hiring Packet Forms

not complete completed view only

- [Welcome to Northern Arizona University!](#) 
- [Instructions](#) 
- [Personal Information](#) 
- [E-Signature](#) 
- [Mailing Address](#) 
- [Emergency Contact](#) 
- [Level of Education](#) 
- [W4](#) 
- [Arizona State A-4 Tax Form](#) 
- [Direct Deposit](#) 
- [Selective Service](#) 
- [Military Service](#) 
- [Veteran Status](#) 
- [EEO Part 1](#) 
- [EEO Part 2](#) 
- [Disability Status](#) 
- [I-9](#) 
- [Loyalty Oath](#) 
- [Arizona State Retirement System Disclosure Form \(Part One\)](#) 
- [Arizona State Retirement System Disclosure Form \(Part Two\)](#) 
- [Conviction Disclosure](#) 
- [Final Instructions](#) 

Onboarding

Advantages of Hire Xpress:

- Going **GREEN!** Save an estimated 170,000 pieces of paper annually.
- Smart online forms to minimize errors and missing fields.
- Improve onboarding experience for new hires.
- Eliminate manual hiring process for departmental administrators.
- Ability (and goal) to have the new employee complete the hiring packet prior to arriving onsite and being “ready to work” on their first day.
- Better management and reporting of I-9’s and recertifications (improved compliance!).



Onboarding

- Planning stage began last week.
- Anticipate a pilot, then a gradual rollout to campus over 6 to 8 week period.
- Timeline not yet determined but anticipate rolling out late summer.
- Be on the lookout for more information.



Employment Updates



Employment Updates

- Veteran's Preference compliance—must interview if
 - 1) meet the conditions for preference
 - 2) minimally qualified for the positions (USPS only).For more information and list of qualified positions, see <http://www.hr.ufl.edu/recruitment/veteran/default.asp>
- Short Work Break loaded and Summer Job File available.
- OPS terminations—please remember to look at Job Data.
- Immigration Policy now available on the web at: <http://www.hr.ufl.edu/ics/downloads/ifss/policy.pdf>



Florida Minimum Wage



Florida Minimum Wage

- The state minimum wage will increase from \$7.25 to \$7.31 effective June 1st
- Adjustments will be processed by HRS
- More communication to follow



Fringe Benefit Pool Rates



Legislative Update



Important Dates

- **June 1st** - Next HR Forum





Thank you for attending!

