Welcome!
HR Forum

March 9, 2011, Human Resource Services
Agenda

• Office of Sustainability
• Classification & Compensation Update
• Overtime and Special Compensatory Leave
• Background Checks
• E-Verify
• Short Work Break for Nine and Ten Month Employees
• Faculty and Graduate Assistant Summer Appointments
• Legislative Update
• Important Dates
REthink today.
REdefine tomorrow.

For more info, visit: sustainable.ufl.edu
Upcoming Events

• **REthinking Waste: Eco-Capitalism in Challenged Economic Times**
  – Keynote by Tom Szaky, Founder and CEO of TerraCycle
  – March 22nd, 7 p.m., Reitz Union Grand Ballroom

• **UF is also participating in several TerraCycle Brigades**
  – Gator Dining Services is collecting Energy Bar Wrappers, Candy Wrappers and Lunch kits at POD Market in the Reitz Union, Beaty Market, Little Hall Express and Graham Oasis.
  – The Office of Sustainability is collecting for the following brigades – Aveeno Beauty Products, Cheese Packaging, and Bear Naked® bags and wrappers. Items can be dropped off to 325 Tigert Hall.
  – Please bring clean items to the above locations. Many of the brigades accept any brand’s packaging; read the brigade’s FAQs for more info!
Upcoming Events

• **Earth Month Kickoff and Celebration**
  – April 1\textsuperscript{st}, Plaza of the Americas, 11:30am
  – State of Sustainability address, Sustainable Solutions Awards

• **Collections taking place across campus 1pm- 5pm**
  – Clothing/Shoes
  – School supplies
  – Books
  – Hazardous/electronic waste (no UF property, please!)
  – Non-perishable food items

Drop-off locations: Hume Commuter Lot, O’Connell Center Parking Lot, Plaza of the Americas, Broward Beach

For event details and full calendar, visit [www.sustainable.ufl.edu](http://www.sustainable.ufl.edu)
Classification and Compensation Update
Department Assignments

Position Actions and SPI’s

- Previously, Adia Rhodes managed exempt positions, and Desiree Williams managed non-exempt positions
- Colleges / Departments are now assigned to either Adia, Desiree, or Brook
- A full list of department assignments can be viewed on Class & Comp’s web page at http://www.hr.ufl.edu/class_comp/default.asp
Overtime and Special Compensatory Leave
Reminder

• Special and Overtime Compensatory Leave is a liability incurred by department
• Encourage use of leave prior to June
• Unused comp will be paid during the end of FY
• Dates will be communicated in April
Background Checks
Background Checks

- Criminal background checks are now required for all Faculty and TEAMS new hires.
- Offers of employment made after March 1 should be contingent on a successful background check.
- Letters of offer have been changed to contain the language:
  - This offer is contingent on a successful pre-employment screening which includes a review of criminal records, reference checks, and verification of education.
- Background Screening Request form has been updated.
Background Screening Request Form

Prior to submission, all information – type of hire, applicant information, background screening selection, and contact information and/or payment authorization – must be completed. Upon completion, please fax the request to Human Resource Services (HRS) at (352) 392-0566. Please submit only one request. For more information or assistance, please contact HRS at (352) 392-2477 or email employment@ufl.edu.

Type of Hire: (Please select one):
☐ Regular Faculty/TEAMS  ☐ OPS Faculty/Staff  ☐ Other (if other, specify type):

Applicant/Employee Information:

New to the University? ☐ Yes ☐ No

Name:
First: ___________________________  Middle: ___________________________  Last: __________________________________

Alias/Maiden: ___________________________  Race: ___________________________  Sex: ___________________________  Date of Birth: ___________________________

Requisition #: ___________________________
UTID (if any): ___________________________
Social Security #: ___________________________

Current Address:

City and State of residence for the last three years:

Background Screening Selection: (Please select the appropriate background check. Visit www.ufl.edu/realmff/employment/services/offer.asp for more details on the following checks.)

☐ Alachua County Online – AOL (Free; Result within 24 hours)
☐ FILE Background Check ($24.00; Result within 72 hours)
☐ HireRight (Starts at $45.75; Result within 2-4 days)

Please indicate the applicant's email address here: __________________________________________

The following background checks require fingerprinting and must contact Human Resource Services at (352) 392-2477 to schedule an appointment before running the employee.

☐ FBI LiveScan ($43.25; Result within 48 hours)
☐ FBI Manual ($54.25; Result within 8-10 weeks)
☐ 433 LiveScan ($27.25; Result within 7-10 business days)
☐ 433 Manual ($38.25; Result within 8-10 weeks)

Contact Information:

Dept Name: ___________________________  Dept #: ___________________________

Dept Contact: ___________________________  Phone #: ___________________________

Email Address: ___________________________

PO Box #: ___________________________

Payment Authorization: (Required when conducting checks on a hire that is other than regular Faculty/TEAMS new hire or rehire)

Fund Code: ___________________________  Program Code: ___________________________

Source of Fund: ___________________________  Project Code: ___________________________

Dept Authorization (Print & Sign): ___________________________

Revised 02/11
Background Checks

- Checks on new hires will be paid by HR
- Checks will be pre-employment, post offer
- Your recruiter will work with you to determine the appropriate background check (FDLE, FBI, HireRight)
- Checks for internal hires, OPS, and Student employees are recommended and paid by the hiring department
E-Verify

- Initially, we didn’t expect the E-Verify Executive Order to impact us significantly. After another review by the General Counsel’s Office, we have realized its impact.
- A copy of the executive order may be found at: http://www.flgov.com/wp-content/uploads/2011/01/scott.eo_.two_.pdf
- This will require UF to E-verify all eligible existing employees who perform work in Florida.
- We are currently working with departments to immediately E-Verify employees working on state contracts.
- Currently working on a solution to E-Verify all other eligible employees.
Short Work Break for Nine and Ten Month Employees
Short Work Break 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.

- Process will begin in late April/early May. More details will be available in next the few weeks.

- Effective date of the break will be 5/16/11 for 9 month and 6/14/11 for ten month employees.
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 process will begin in late April/early May. More details will be available in the next few weeks.
Questions? Contact Human Resource Services at 392-2477
Legislative Update
Important Dates

- **March 15th** – FSA Grace Period Ends
- **March 31st** – Performance Appraisals Due
- **April 6th** – Next HR Forum
- **April 15th** – Deadline to file FSA reimbursement or documentation for 2010
Thank you for attending!