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:

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-myufl.html
    – NEW My Personalizations (12 minutes)
      • http://upgrade.my.ufl.edu/mypers/index.html
<table>
<thead>
<tr>
<th>Favorites</th>
<th>Main Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top Page</td>
<td>Administration Page</td>
</tr>
</tbody>
</table>

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.
## Charlotte L Bronte

<table>
<thead>
<tr>
<th>Date</th>
<th>Department</th>
<th>Position</th>
</tr>
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<tbody>
<tr>
<td>3/31/2010</td>
<td>Human Resources Test</td>
<td>Standard</td>
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### Hiring Packet Forms
- [x] Welcome to Northern Arizona University!
- [x] Instructions
- [x] Personal Information
- [x] E-Signature
- [x] Mailing Address
- [x] Emergency Contact
- [x] Level of Education
- [x] W-4
- [x] Arizona State A-4 Tax Form
- [x] Direct Deposit
- [x] Selective Service
- [x] Military Service
- [x] Veteran Status
- [x] EEO Part 1
- [x] EEO Part 2
- [x] Disability Status
- [x] I-9
- [x] Loyalty Oath
- [x] Arizona State Retirement System Disclosure Form (Part One)
- [x] Arizona State Retirement System Disclosure Form (Part Two)
- [x] Conviction Disclosure
- [x] 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 1\textsuperscript{st}

• 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!