Welcome to the UF HR Forum!

June 13, 2012, Human Resource Services
Agenda

• MyUFL HR and Payroll Upgrade
• Recruitment and Staffing Updates
• Summer Assignments
• Perquisite Renewals
• Alternate Work Location
• Additional University Employment and HR-600
• Faculty Multi-year Appointments
• GatorCare Update
• Important Dates
myUFL HR/Payroll Upgrade
Important Dates

- July 10: Online Training Released to Campus
- July 30-August 24: Role Request Period
- August 21: ePAF Functionality Unavailable Starting at 5 p.m. Through Sept 4
- August 30: Payroll Closes at 5 p.m./At 5 p.m., All HR and Payroll Systems Unavailable Through Sept 4
- September 4: Go-Live
- October 1: Training Deadline
Security: Role request period is July 30-August 24

- Some roles will be carried over to the upgraded system and do not need to be re-requested
- Some roles are being decommissioned and will not be carried over to HR 9.1
  - DSAs will need to request new roles on behalf of employees for comparable system access
- Related reports will be linked to HR/Payroll system security roles
- For a complete list of new roles and how reports will be aligned with security roles, see Technical Resources at upgrade.my.ufl.edu
Training Approach

• Training Available Beginning July 10
  – Both Start-to-Finish and “Fast-Track” Online Training Options
  – Instructor-Led Q&A Sessions for Additional Assistance
• Training Required for:
  – Time & Labor
    • Time Approvers (short!)
    • Payroll Processors (comprehensive)
  – Commitment Accounting (Payroll Distributions)
  – ePAF—Fast Track Option for Position Actions
• NOT required for time and leave entry—although instructional support will be available
Upcoming Communication

- June:
  - “Road map” to DSAs about Roles, Role Request Period, etc.
  - Targeted Communication to Those With Security Roles for ePAF, Payroll Distributions, etc.
    - Ensure ePAF Processors Are Aware of Upcoming Change in Deadlines
  - Training Announcements about July Availability
  - Invite CPs/Others to Try Out myBeta (Practice Environment)
Upcoming Communication

• July:
  – Continue Announcements About Upcoming Upgrade

• August:
  – Message to IT Staff about Upgrade (Browser Issues, Cache)
  – myUFL Splash Page: Week Leading Up to Upgrade
  – Tuesday, August 28—ecard to HR Administrators—Countdown/Checklist for “Go Live”
  – Wednesday, August 29—ecard to All Employees (including OPS) About Time and Labor with Link to Time and Labor Video Demonstration
Upcoming Communication

- September:
  - myUFL Splash Page: Starting Sept 4 (e.g., Cache/Cookies)
  - After Clicking “Access” Button, “Big Pop-Up” of “Four Things You Will Notice”
    - September 4-6 and then September 10-13
  - After Signing on, Pagelet with Reminder About Upgrade, Cache
    - Also Turning on System Functionality to Indicate Whether Browser Is Compatible
    - Also will Provide T&L Assistance Directly in System (time and leave entry)
  - Late September—Report to DSAs About Those Who Have Yet to Complete Required Training
Questions?
Recruitment and Staffing Updates
R&S Updates

• Immigration
  • End of Program Notices
  • Prevailing Wage Issues

• Section 2 of I-9 and E-Verify
  • Please be sure to complete section 2 of the I-9 by the end of the 3rd work day—over 400 pending section 2’s over 3 days
  • Contact R&S if you receive a Tentative Non-confirmation E-Verify Result

• GatorStart, Hiring, and ePAFs
  • OPS Application is not part of GatorStart (nor should it be)
  • Get’em in EARLY
Faculty & Graduate Assistant Summer Appointments
Faculty and Graduate Assistant
Summer Appointments

- Summer appointments for faculty and graduate assistants need to be terminated in a timely manner to avoid any overpayment at the end of the summer term for which they are employed for.

- Best practice is to terminate the summer appointment once you see that the hire ePAF has been approved by HR.

- Appropriate action/reason for Summer appointments will be Termination/End summer assignment (ESA). Instruction Guide can be found at www.hr.ufl.edu/training/myufl/toolkits/default.asp
Faculty and Graduate Assistant Summer Appointments

• Using the appropriate termination action/reason HR code of Termination/ESA will enable units to have accurate certification in Effort along with accurate completion of the FAR (Faculty Assignment Report) and have proper assignment of commitments with C&G.
Classification & Compensation
Submit Perquisite renewals this month

• In May, Departments were sent a summary report of perquisites approved during the 2011-2012 fiscal year.

• To renew, delete, or make changes to perquisites for the 2012-2013 fiscal year, departments should use the report and instructions provided and submit renewal information to Classification and Compensation no later than July 16th.

• Requests for new perquisites should be submitted as a new request using the Request for Approval of Perquisites or Sale of Goods and Services form.

• Questions may be directed to Brook Mercier at 392-2477.
Alternate Work Location Agreements due for renewal by July 2nd

- Form location: [http://hr.ufl.edu/recruitment/forms/alternate.pdf](http://hr.ufl.edu/recruitment/forms/alternate.pdf)
- For new agreements and renewals-Review, Discuss, and Complete Agreement
- Include begin/end dates and update Position Description
- Dean/Director and VP Approval and Signature*
- Submit completed forms to Classification & Compensation
- Contact Desiree Williams at 392-2477 if you have questions
Alternate Work Location

Eligibility
• Academic Personnel and TEAMS/USPS with 6 months of service with current supervisor
• OPS are eligible upon hire

Considerations
• Is it advantageous for the unit and employee?
• Requires all essential functions of job be performed
• Reasonable Accommodation
• Work hours
• Space / Equipment
Renew HR-600’s

• Approval forms for additional university employment--also known as dual employment--expire for:
  – Academic Year Appointments - May 15 (for 9 month) and June 10 (for 10 month)
  – Fiscal Year (12 month Appointments) - June 30

• Departments must renew extra state compensation commitments that extend into the new fiscal or academic year.
Renew HR-600’s

• For new or existing commitments for Additional University Employment, complete a Request for Approval of Additional University Employment (HR-600) form and submit it to:

  – Academic Personnel-PO Box 113005. Contact Janet Malphurs at 392-2477 with questions.

  – TEAMS, USPS, and OPS-Classification and Compensation, PO Box 115009. Contact Brook Mercier at 392-2477 with questions.
Faculty Multi-year Appointments

• Changes in annual reporting require UF to provide information on multi-year appointments for faculty. Please provide a spreadsheet with the following:
  – Name, UFID, department, date of appointment, and total number of years of appointment
  – Send via email to Kris Pagenkopf at kpagenk@ufl.edu
GatorCare Update
GatorCare Update

• Florida Blue (Blue Cross Blue Shield) was awarded the medical ITN

• Icore/Magellan was awarded the Pharmacy ITN

• Working to Coordinate with the state’s open enrollment period which is 10/8/12 thru 11/2/12

• UF’s Benefits Fair is scheduled for 10/23/12, 9am - 3pm in the Touchdown Terrace
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<td><strong>Total</strong></td>
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Important Dates

- **July 4th** – Holiday
- **July 10th** – Online myUFL Upgrade Training Launched
- **July 11th** – Next HR Forum
- **August 6th** – Fall Training Schedule
Thank you for attending!