Welcome!
HR Forum

August 08, 2012, Human Resource Services
Agenda

• GatorCare/Open Enrollment Update
• FBMC/ Worksite Communications
• HRMS Upgrade
• Academic Personnel Updates
• Nepotism Policy
• Education Verification Policy
• Recruitment and Staffing
• Important Dates
GatorCare / Open Enrollment Update
Open Enrollment for GatorCare & Voluntary Plans

• Open Enrollment for state and UF plans is 10/8/12 thru 11/2/12

• UF’s Benefits Fair 10/23/12, 9am - 3pm in the Touchdown Terrace

• New UF plans partnered with FBMC include:
  • Accident
  • Critical Illness
  • Dental
  • Hospital
  • Permanent Life + LTC
  • Pet and Legal insurance

• Some plans will be discontinued via payroll deduction such as: UF personal accident, LTC, whole life & auto insurance
FBMC/ Worksite Communications
Open Enrollment for GatorCare & Voluntary Plans

• During Open Enrollment, employees will have the opportunity to schedule 1 on 1 sessions with a Benefits Counselor to discuss/complete benefit elections with Worksite Communications (a FBMC partner)

• We need your help to:
  • Identify key locations on campus or in your department
  • Provide a primary contact name for your area
  • Provide an estimate on the number of employees in your area
  • Coordinate and reserve meeting rooms within your department
  • Promote this exciting new opportunity to your employees!

• Once this information is received, FBMC will build the enrollment schedule for you and prepare any communication materials to assist the employees.
HRMS Upgrade
HRMS Upgrade

- Training that supports the myUFL upgrade is now available and the role request period is currently underway. In order to retain the request roles that require training, it must be completed by the end of September.

- ePAF functionality and Organizational Development will be unavailable starting September 7 at 5 p.m.

- myUFL systems unavailable September 13 at 5 p.m.

- myUFL systems will be available after go-live on Tuesday, September 18.

- Special Pay Increases received after September 7 at 5:00 p.m. will be evaluated and assigned current effective dates and will be entered in ePAF by the department after go-live.
Academic Personnel Updates
Faculty and Graduate Assistant Summer Terminations

- Please ensure sure that summer appointments are terminated on a timely basis:
  - Term A ends June 30, 2012
  - Term B ends August 15, 2012
  - Term C ends August 15, 2012

- Best practice, when an ePAF has been approved for the summer hire or job edit change, then enter in the ePAF for the termination.
Return from Short Work Break Process

• Review job data for 9 and 10 month employee’s in your college/unit for return from short work break action.

• Contact HR with any concerns at 392-2477
Employment of Relatives
Nepotism Policy
Employment of Relatives

Employment of a Supervisory Employee and a Related Person in a single organizational unit or in job-related organizational units, where such employment involves a conflict of interest, actual or potential, is prohibited except when approved under the provisions regulation 1.009.

A “Related Person” mean an individual who is related to the supervisory employee, the supervisory employee’s spouse, or the supervisory employee’s domestic partner as father, mother, son, daughter, grandson, granddaughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, domestic partner, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepgrandson, stepgranddaughter, stepbrother, stepsister, half brother, or half sister, or a person living in the same household as the supervisory employee.

Requests for approval should be submitted through the appropriate administrative channels prior to the offer of employment.

Questions: For staff—contact Human Resource Services
For faculty—contact Office of the Provost
Education Verification Policy
Education Verification Policy

• Due to education verification requirements of the Southern Association of Colleges and Schools (SACS) for UF’s reaffirmation of accreditation in 2014, we are in the process of implementing a new policy for education verifications upon hire for faculty.

• Effective October 1, official transcripts for highest earned degree will be required for all newly hired faculty.

• Foreign degrees will require a degree equivalency from a foreign educational credential evaluation service. Please http://www.naces.org/ for a listing of approved companies.

• New hires will be responsible for obtaining and providing required materials as well as any associated expense.
Education Verification Policy

• In order to be proactive, we will be asking for these materials now but will NOT hold up hires until we receive the materials.

• Effective October 1, employees will not be eligible to start work until materials have been received as part of the pre-employment process.

• Information will be posted on GatorJobs website and as part of posting language.

• For more information regarding the UF SACS Accreditation 2014, please visit http://sacs.aa.ufl.edu/
Recruitment and Staffing (R&S) Staff
Important Dates

• **September 5th** – Next HR Forum
• **September 18th** – NEW “Go Live” date for HRMS upgrade
• **October 8th to November 2nd** – Open Enrollment
• **October 23rd** – Benefits Fair
Thank you for attending!