Agenda

• GBAS Credentialing
• Updates to UF Paid Parental Leave Procedure and Forms
• New Employee Orientation
• 9 & 10 Month Employee Insurance deductions
• Flex Spending Account Reminder
• OPT Updates
• Graduate Assistant Template Letters
• Performance Appraisals
• Title IX and OCR
• Retirement
• Postdoc Appointments – Courtesy Notice
• Important Dates
Credentialing and Update
GBAS Credentialing: Phase 1

• To be considered for the GBAS credential, an exempt TEAMS employee must first complete three of the following requirements:
  – GBAS Online Orientation (GBS100)
  – Fiscal and/or HR track of the Pro3 Curriculum
  – Participation in the Mentoring Program
  – Attend at least one GBAS Institute
GBAS Credentialing: Phase 2

• If the exempt employee meets the minimum requirements, he/she will be notified of their eligibility to apply for credentialing.

• Credentialing steps:
  – Submit the GBAS Credential Application, available at [http://www.hr.ufl.edu/training/gbas/default.asp](http://www.hr.ufl.edu/training/gbas/default.asp)
  – Submit a letter of support from supervisor and director/dean/department chair
    • Letter should describe how participation in the various GBAS programming has contributed to the employee’s professional development
  – Submissions will be reviewed by the GBAS leadership and a member of the GBAS Advisory Council
GBAS Credentialing: Important Dates

- **February 11, 2013:**
  - Employees who meet the minimum criteria will be notified via email of their eligibility to apply for the GBAS credential

- **March 1, 2013:**
  - GBAS credential application and letter(s) of support are due

- **March 31, 2013:**
  - Selected participants are notified
Update:

Upcoming Events
GBAS Upcoming Events

• **February 21, 2013:**
  – GBAS Workshop: Online Travel Authorization

• **April 18, 2013:**
  – GBAS Business Institute: Internal Controls and Risk Assessment – A Practical Translation

• **End of Spring Term:**
  – GBAS Website
Updates to UF Paid Parental Leave Procedure and Forms
Updates to UF Paid Parental Leave Procedure and Forms

- UF Paid Parental Leave Letter of Request – now includes space for the number of advanced hours requested by employee
- The Intermittent Leave Use form NO LONGER REQUIRED as part of the LOA packet – maintain form with employee leave records at department
- If employee does not use all advanced leave, send new (revised) Letter of Request to Leave Admin, in order to remove unused hours from PPL award balance
- If both parents work at UF in leave-accruing positions, PPL debt may be repaid by other parent, as long as only one received advanced leave
- Updated information and forms available on HR web site at [http://www.hr.ufl.edu/leave/fmla.asp](http://www.hr.ufl.edu/leave/fmla.asp)
UF’s online orientation for new employees
The Premise

• How can we offer new employee orientation in the most efficient, helpful, and dynamic way possible?
  – Leverage online technology
  – Package content in a “game-like” format
  – Tell the “story of UF” through real employees

• Intro Video
The Format

This online training includes eight "challenge courses." For the best learning experience, please view the challenge courses in order. At the end of each section, you will have the opportunity to participate in self-assessment quizzes to support your learning. You can return to this page at any point by clicking the home icon at the top of the screen. Should you need to complete this course in more than one sitting, be sure to note (or bookmark) your page so you can easily resume your training later.

**First-time students**
Click the Next button to access a quick orientation and begin your training.

**Returning students**
Click the number of the appropriate challenge course to resume your training or revisit the course materials of your choice.

1. UF Mission 15 minutes
2. The 3 "Ps" 20 minutes
3. Gator 1 ID & GatorLink 10 minutes
4. Parking & Transportation 15 minutes
5. Paychecks & Attendance 20 minutes
6. Benefits & Retirement 60 minutes
7. Gator Resources 15 minutes
8. Staying Safe on Campus 25 minutes

Last updated 01/31/2013 | How to receive credit for this training course.
The Format

Challenge Course 1: UF Mission

Let's Get Started!

Your first challenge course will take place right here at the Century Tower. Your assigned teammate will be Dr. Sem Lampotang, Professor of Anesthesiology.
Educational Excellence

With 100+ undergraduate majors, 200+ graduate programs, and 5000+ faculty members, UF consistently ranks among the nation's top universities:

- No. 19 in U.S. News & World Report "Top Public Universities" (August 2011)
- No. 2 in Kiplinger’s “Best Values in Public Colleges” (2012)
- No. 7 in the Princeton Review Best Value Public Colleges (2012)
- Job recruiters ranked UF ninth on the list of Top 25 places where corporations prefer to recruit new employees (2010).

These are some ways UF is fulfilling its mission of educational excellence.
Challenge Course 1: UF Mission

"Face Off" Question #1

As you've learned, UF's mission is to offer broad-based, inclusive public education, leading-edge research, and service to the citizens of Florida and the nation. How many UF faculty members have distinguished records in teaching, research, and service?

- More than 7000 (enough to fill two cruise ships)
- More than 4000 (enough to fill 50 school buses)
- More than 2000 (enough to fill 4 commercial airliners)
Round 1: Rules of the Road

It's Game Time!

1. Rules of the Road
2. Growing as a Gator
3. Fun Fun Fun
4. From Here to There
5. More Resources

Let's start with Round 1: Rules of the Road. Click the Next button to begin.
Career Experience

+ 5 points

It's March, which means it's time for your annual Performance Appraisal.

Click the Next button to learn more.

Your Total Points: 5
The Challenge Begins!

• Released on Friday, February 1

• NEO100 New Employee Challenge Part 1
  http://hr.ufl.edu/training/nec1/index.html

• NEO200 New Employee Challenge Part 2
  http://hr.ufl.edu/training/nec2/index.html

• New employees must complete both online sessions to substitute for the classroom session.
9 & 10 Month Faculty/Staff Insurance Deductions
9 & 10 month faculty/staff insurance deductions

- State plans - double deductions (except FSA’s)
  - February – May

- UFSelect & GatorCare - level premiums are deducted over 16 pay periods
  - September – April
Flex Spending Accounts
Reminders
Flex Spending Accounts

• Grace period each year is 1/1 to 3/15

• Provides additional time to use funds from the previous year

• Expenses paid with the myMRA debit card may also require documentation- watch your emails!

• Documentation for claims filed by paper and/or use of the myMRA debit card must be submitted by 4/15 deadline

• Failure to submit documentation may result in
  – Denied claims
  – Suspended debit card
  – Re-collection of funds paid out
  – Loss of account funds

• Submit all reimbursement claims by 4/15 – no exceptions!
OPT Updates
Online Promotion and Tenure

Work is underway to fully implement the OPT system for the 2013-2014 year.

Adoption of the new system will require training and may challenge some current departmental and college practices. The OPT team will work with units to minimize these challenges.

OPT system is a workflow process to move the packet from the faculty creation to the review process.

OPT process will significantly save paper and be sustainable.

OPT process will save staff time and energy.
Online Promotion and Tenure

OPT will lay the foundation for future efforts designed to assist faculty in tracking their yearly progress toward promotion and tenure.

Communication, outreach and training will be coming soon over the next few months.

HR will be reaching out to department and college contacts to serve as communication partners once the official announcement is made to campus.

Department and college contact list can be found at www.aa.ufl.edu/tenure. Contact Janet Malphurs with updates to the list at jmmalph@ufl.edu

Useful link: www.aa.ufl.edu/tenure
Graduate Assistants

Template letters:
Admissions and Appointment
• Majority of new Graduate Students are admitted each year during the Spring Semester for Fall matriculation.

• Critical to the success of our graduate programs is that each unit provide these students with a clear and accurate letter of admission and letter of appointment.

• New template letters are now available and can be found at [http://www.hr.ufl.edu/academic/letters](http://www.hr.ufl.edu/academic/letters)
  • Discard your existing templates and use these new ones.
  • There are 2 admission letters:
    • One to be used for students being admitted to a degree program with no offer of appointment.
    • One to be used for students being admitted to a degree program and will have an offer of financial support as a TA, RA, GA, or Fellow
  • All employment information must be included in the letter of appointment.
  • Units may add other “recruiting” statements in the letters.
• **Very Important** that the person who issues letter(s) is talking with the person(s) who deals with the money and the hire process in the unit.

• Questions/concerns? Please contact Dr. Karen Bradley at (352) 392-6622 kbradley@ufl.edu or Janet Malphurs at (352) 273-1737 jmmalph@ufl.edu
Performance Appraisals
Performance Appraisals

• Evaluation Period covers March 1, 2012 through February 28, 2013
• All evaluations must be signed by EOB on March 31, 2013
• Outside Activities Forms required to be updated at this time
Performance Appraisals

- Non-exempt TEAMS and all USPS use form
- Exempt TEAMS have narrative with attached form
- Call ER before issuing Minimal Achieves or Belows
- Review of position description
Performance Appraisals

• All completed Performance Appraisals should be mailed to Employee Relations at PO Box 115003

• Contact Human Resources with questions at 352.392.2477 or your Employee Relations Office
  – E&G and Auxiliaries – 352.392.6615
  – IFAS – 352.392.4777
  – Health Science Center – 352.392.3786
  – Physical Plant – 352.392.2333
Title IX and OCR
Title IX and OCR

• Title IX of the Education Amendments of 1972 goes beyond athletics but covers the entire student educational experience.

• The Office for Civil Rights expounded on the definition of sexual harassment.
  – Sex discrimination includes sexual harassment and acts of sexual misconduct.
Title IX and OCR

• UF non-discrimination policies will be updated to include sexual misconduct.
  – Sexual misconduct is defined as physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent.
  • For the purposes of this regulation sexual misconduct includes sexual violence, sexual exploitation, non-consensual sexual contact and non-consensual sexual intercourse. Sexual violence includes rape, sexual assault, sexual battery and sexual coercion.
Title IX and OCR

• Title IX Coordinator
  – Deputy Title IX Coordinators
    • Chris Loschiavo, Assistant Dean of Students and Director of Student Conduct and Conflict Resolution, Deputy Title IX Coordinator for Students. (student on student)
    • John Rouse, Manager of Investigations, Employee Relations, Deputy Title IX Coordinator for Employees and Faculty.
    • Lynda Tealer, Senior Associate Athletics Director for Administration, University Athletic Association, Deputy Title IX Coordinator for University Athletics.
    • Scott Summers, Lieutenant Criminal Investigations Division, Deputy Title IX Coordinator for Criminal Investigations.
Title IX and OCR

• University Title IX Committee
  – Title IX Coordinator
  – Deputy Title IX Coordinators
  – Kim Czaplewski (Employee Relations)
  – Ryan Fuller (General Counsel’s Office)

• Future Announcement
Retirement
UF 403(b) Plan

• Considering change to take deduction on every check instead of just the 1\textsuperscript{st} and 2\textsuperscript{nd}
  – 26 pay periods instead of 24
• Align deductions for all retirement related programs
  – FRS Pension and Investment Plan
  – SUSORP
  – Deferred Compensation Plan
  – FICA Alternative Plan
• Minimize/eliminate confusion for employees and investment providers
• 3\textsuperscript{rd} paychecks occur in May and November
• Communication
  – Employees may need to adjust contributions or would contribute more for year
• Feedback to mark.lacey@ufl.edu
Postdoc Appointments – Courtesy Notice
Important Dates

• **March 6\(^{th}\) – Next HR Forum**
Thank you for attending!