UNIVERSITY of FLORIDA
The Foundation for The Gator Nation
Agenda

- Email Phishing Scams
- Office of Youth Conference Services
- Faculty Recruitment in GatorJobs
- Everify
- Short Work Break for Nine and Ten Month Employees
- Faculty & Graduate Assistants Summer Appointments
- Online Promotion and Tenure
- Spring Wellness Event
- Annual Performance Appraisals
- Modify Duty Programs
- HR Forum Streaming Live
- Important Dates
Email Phishing Scams

Derrius Marlin
Data Security Specialist
UF Information Technology
Who am I?

• Derrius Marlin
  – Data Security Specialist
  – dmarlin@ufl.edu

• UF Information Security Office
  – Risk Assessments & Security Evaluations
  – Intrusion Detection
  – Penetration Testing
  – Vulnerability Management
  – Incident Response & Digital Forensics Services
Phishing Threats

• **Phishing** is a social engineering attack which attempts to obtain login credentials or personal information under the guise of a trustworthy entity, usually through email.

• These emails usually come with a link to a web page which is almost always a ‘fake’ version of the legitimate site. The fake web page is used by the attacker to harvest the victim’s login credentials or personal information.
How to catch a Phish

• Phishing messages usually...

  – *attempt to build credibility* by spoofing a real company, brand, or yes, even a university

  – *create a false urgency* requiring a quick response – threaten to close your account if you don’t reply

  – *insist on a call to action* - click a link or reply with information
Phishing Threats

Hey, I just met you, and this is craaazy, but here's my password, so hack me maybe?
If there are problems with how this message is displayed, click here to view it in a web browser.

From: owner-uf-abuse-l@LISTS.UFL.EDU on behalf of University of Florida system administrator <webmaster81_4@libero.it>
Sent: Mon 10/29/2012 10:36 AM
To: owner-uf-abuse-l@LISTS.UFL.EDU
Cc:
Subject: webmail upgrade

Your mailbox has exceeded the limit of 20 GB, which is set by your manager.
You are currently 20.9 GB, you will not be able to create new e-mail to send or receive again until you re-validate your mailbox. To validate your mailbox, you can click University of Florida/upgrade

Thank you,

University of Florida system administrator
Phishing Example

Your mailbox has exceeded the limit of 20 GB, which is set by your manager. You are currently 20.9GB, you will not be able to create new e-mail to send or receive again until you re-validate your mailbox. To validate your mailbox, you can click [University of Florida/upgrade](mailto: University of Florida/upgrade). Thank you,

University of Florida system administrator
Phishing Example

Your mailbox has exceeded the limit of 20 GB, which is set by your manager. You are currently 20.9GB, you will no longer be able to send or receive email to send or receive again until you re-validate your mailbox. You can now click University of Florida/upgrade Thank you,

University of Florida system administrator
Phishing Example

$ host tidomana.com
 tidomana.com has address 103.6.196.93
Phishing Example

Firefox Web Browser Warning

Reported Web Forgery!

This web page has been reported as a web forgery and has been blocked based on your security preferences.

Web forgeries are designed to trick you into revealing personal or financial information by imitating sources you may trust.

Entering any information on this web page may result in identity theft or other fraud.

Get me out of here! Why was this page blocked?

Ignore this warning
Phishing Example

You are viewing the newly redesigned GatorLink login page. Find out more at [news.it.ufl.edu](http://news.it.ufl.edu).

GatorLink Username

Password

Login

Change Password

Forgot Password

Create Account

Trouble Signing On?
Phishing Example

UF Authentication

You are viewing the newly redesigned GatorLink login page. Find out more at news.it.ufl.edu.

GatorLink Username

Password

Login

Change Password
Forgot Password
Create Account
Trouble Signing On?
Phishing Example

From: Payroll Service [mailto:payrollservice@ufl.edu]
Sent: Friday, January 31, 2014 4:05 PM
Subject: Your UFL Pay Increase

Hello,

The Human Resources department recently approved 25 employees for salary increment of which you were among. This increment will take effect on your next pay check in February.

Follow the steps below through the link to confirm the approval:

http://support.ufl.edu/employee-compensation

Sincerely,

Human Resources
University of Florida
Phishing Example

From: Payroll Service [mailto:payrollservice@ufl.edu]
Sent: Friday, January 31, 2014 4:05 PM
Subject: Your UFL Pay Increase

Hello,

The Human Resources department recently approved 25 employees for salary increment of which you were among. This increment will take effect on your next pay check in February.

Follow the steps below through the link:

http://support.ufl.edu/employee-compensation

Sincerely,

Human Resources
University of Florida
Impact of Phishing at UF

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2013</th>
<th>2014 (to date, 03/04)</th>
</tr>
</thead>
<tbody>
<tr>
<td># Compromised</td>
<td>87</td>
<td>274</td>
<td>135</td>
</tr>
<tr>
<td>Alumni</td>
<td>26%</td>
<td>22%</td>
<td>Alumni 11%</td>
</tr>
<tr>
<td>Students</td>
<td>21%</td>
<td>22%</td>
<td>Students 9%</td>
</tr>
<tr>
<td>Staff</td>
<td>34%</td>
<td>48%</td>
<td>Staff 57%</td>
</tr>
<tr>
<td>Faculty</td>
<td>18%</td>
<td>8%</td>
<td>Faculty 22%</td>
</tr>
</tbody>
</table>

- Compromised accounts are used to facilitate mass spamming campaigns by blasting large quantities of email through UF’s mail servers.
- Phishing scammers accessed victim’s direct deposit information via my.ufl.edu and made unauthorized changes to redirect victim paychecks to bank accounts under the control of the scammers.
- Attackers can gain unauthorized access to the inside of UF’s network using the UF VPN service.
Give a man a stolen credit card and he'll eat like a king for a day.

Teach a man to phish and he'll be set for life.
Defending against Phishing Threats

Don’t take the bait!

- Be suspicious by default of any email with an urgent request for personal information.
- Don't use the links in an email. Manually enter the address in your web browser.
- Ensure that you're using a secure website when submitting credit card or other sensitive information via your Web browser. [https://my.ufl.edu/ps/signon.html]
- Never give out account or personal information by email.

UF administrators will never ask for your password
Questions?

• Derrius Marlin
  – dmarlin@ufl.edu
  – security@ufl.edu

• Additional Resources
  – http://security.ufl.edu
About the

Office of Youth Conference Services

Omar Andujar | March 2014
SCOPe

- Education
- Registration / Tracking
- Compliance
PRE-PROGRAM REQUIREMENTS

- Registration
- Youth Protection Training
- Background Checks
REGISTRATION

- Promotes uniformity
- Centrally tracks
- Focuses on “connecting”
- Used to validate compliance with pre-program requirements

Registration Information includes:

<table>
<thead>
<tr>
<th>General</th>
<th>Staff</th>
<th>Participant</th>
<th>ChartField</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Name, Description, Director, Schedule, Location(s)</td>
<td>Name, DOB’s, Date of Screening, Date of Training</td>
<td>Name, DOB, Emergency Contact</td>
<td>Department ID, Fund Code, Program Code, and Budget Reference</td>
</tr>
</tbody>
</table>
# YOUTH PROTECTION TRAINING

<table>
<thead>
<tr>
<th><strong>CONTENT</strong></th>
<th>Strategies, Common Warning Signs, Laws, Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AUDIENCE</strong></td>
<td>Adults working in UF-affiliated youth activities</td>
</tr>
<tr>
<td><strong>FREQUENCY</strong></td>
<td>Annually</td>
</tr>
<tr>
<td><strong>PLATFORM</strong></td>
<td>myUFL for UF employees</td>
</tr>
<tr>
<td><strong>DURATION</strong></td>
<td>Approximately 20 – 30 minutes to complete</td>
</tr>
<tr>
<td><strong>ASSESSMENT</strong></td>
<td>A final quiz is required. A score of 90 is needed</td>
</tr>
</tbody>
</table>

**NOTE:** An updated version of the training will be released in March 2014
SCREENINGS

- Florida State Law

- Every 5 Years

- Affidavit of Good Moral Character must be signed and notarized

- Must be rescreened if there is a break in service of over 90 days

Reminders

- A new background check request form is now available

- Note: Chartfield information is required for non-UF camp personnel.

- Consider scheduling “group sessions”

- Allow 3 – 4 weeks to obtain screening results
THANK YOU!

Omar Andujar
Director of the Office of Youth Conference Services

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352-846-4698
Omara@ufsa.ufl.edu
https://oycs.ufsa.ufl.edu/
Faculty Recruitment and GatorJobs

John Sun
Assistant Director
HR Recruitment & Staffing
E-Verify

John Sun
Assistant Director
HR Recruitment & Staffing
E-Verify Process

- Departments are responsible for initiating E-Verify inquiries on all new hires.
- Inquiries are initiated by completing Form I-9 through I-9 Management.
- Navigation:
  
  Main Menu > UF Departmental Administration > GatorStart > GatorStart Onboarding Web Manager and I-9 Management > I-9 Management
  
- Hires Processed through GatorStart
  - Simply complete section 2 of the employee’s Form I-9 within three days of the employee’s start date and then select “Send to E-Verify”.
E-Verify Process - Continued

• Hires Processed outside of GatorStart (Foreign Nationals)
  – Initiate an E-Verify inquiry by selecting “Upload Paper I-9” in I-9 Management
  – Utilize the information from the employee’s paper Form I-9, complete Section 1 and Section 2 of an electronic Form I-9
  – Upload the employee’s paper Form I-9 to complete the submission
  – Select “Send to E-Verify” button to submit

• The paper version of Form I-9 will be considered as your official Form I-9 for the employee.

• **Note:** If a foreign national is assigned a temporary tax identification number from Tax Services, it is important **not to submit** an inquiry until you receive an actual Social Security Number.
Closing E-Verify Cases

• Departments should close cases with the response of “Employment Authorized”.
• Responses other than “Employment Authorized”, Recruitment and Staffing will contact the appropriate hiring department and/or employee to resolve.
• E-Verify cases are being monitored regularly by the Department of Homeland Security Compliance Office.
• Additional Resources
  – HR Website: [http://hr.ufl.edu/manager-resources/recruitment-staffing/recruitment-resources/e-verify/](http://hr.ufl.edu/manager-resources/recruitment-staffing/recruitment-resources/e-verify/)
Short Work Break for Nine and Ten Month Employees

Heather Kiesel
Manager, Processing & Records
HR Recruitment & Staffing
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.

• Short Work Break file is expected to be created in late March. Once available, you may navigate to Public Folder>Human Resources>Workforce Information under Enterprise Reporting to view employees who will be on Short Work Break.

• Effective date of the Short Work Break will be 5/16/14 for 9 month and 6/10/14 for 10 month employees.
Short Work Break for Nine and Ten Month Employees

• Time reporting will be inactivated for the short work break period.
• Departments still need to review employees to ensure that they do not continue to be paid beyond the end of the Spring Semester
• Questions? Contact Human Resource Services at 392-2477
Faculty & Graduate Assistant
Summer Appointments

Heather Kiesel
Manager, Processing & Records
HR Recruitment & Staffing
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 appointment.

• The file will be available via myUFL system and may be accessed via the navigation: Workforce Administration>Job Information>UF Summer Job Review.

• The file is expected to be available to departments in early April.

• Summer appointments will appear in myUFL in late April.

Please watch for Administrative Memo with confirmed dates.
Faculty and Graduate Assistant Summer Appointments

• A termination row will be applied at the same time the summer appointment is applied in job data.
• Distributions for summer appointments will need to be completed.
• Questions? Please call Human Resource Services at 392-2477
Online Promotion and Tenure

Heather Kiesel
Manager, Processing & Records
HR Recruitment & Staffing
Online Promotion and Tenure

Faculty workshops for Department Administrators will be held on the following dates/times:

• **Tuesday, March 11, 2014**
  o 9am-11am
  o Reitz Union Auditorium

• **Tuesday, March 25, 2014**
  o 9am-11am
  o 6120 HSC/Shands bldg.
    ▪ video conferencing for COM/Jax in the Alumni Board Room

• **Friday, April 18, 2014**
  o 1pm-2pm – Live Webinar
    ▪ please access: [https://uc-meet.ufl.edu/mccrayi/CM6SDNZ4](https://uc-meet.ufl.edu/mccrayi/CM6SDNZ4)
    (please call 392-4792 if you encounter problems)
Online Promotion and Tenure

• 2014-2015 Guidelines and Template will be available soon

• May 2014 – open lab sessions will be available for OPT Department Administrators and OPT College Administrators to assist with the 2014-2015 OPT process. Dates/Times will be announced at the April HR Forum.

Please let Janet Malphurs or Katie Wilson know of any updates to the OPT Department/College list for the 2014-2015 OPT year.

Useful link: www.aa.ufl.edu/tenure
Spring Wellness Event

Angie Brown
Manager
HR Communications
Spring Wellness Event

- March 31 through April 25
- UF campus and UF Health locations
- Free biometric screenings for all benefits-eligible employees
- Free SweetBerries boxed lunch to those who complete a screening
- Employees may register online at: hr.ufl.edu/wellnessevent
Make one change!

• Choose your “window to wellness”:
  – Fitness: Mondays, March 31 and April 21
  – Nutrition: Tuesdays, April 1 and 22
  – Emotional Well-Being: Wednesdays, April 2 and 23
  – Aging & Retirement: Thursdays, April 3 and 24
  – Make One Change: Fridays, April 4 & 25
Help us spread the word

- Post or distribute posters and/or fliers in your department
- Share information via listservs
- Provide employees in your department with a link to the online registration: hr.ufl.edu/wellnessevent
- Visit gatorcare.org/wellness for more information and schedule of events
Annual Performance Appraisals

Brook Mercier
Associate Director
HR Employee & Labor Relations
Annual Performance Appraisals

• Annual performance appraisals for period March 1, 2013-February 28, 2014
• Appraisals must be presented and signed by March 31, 2014
• Two forms are used for evaluations and are on the Employee Relations section of the HR website.
  – TEAMS Non-Exempt, USPS Non-Exempt and USPS Exempt
  – TEAMS Exempt (designed to accompany an evaluative narrative or letter)
• Both forms require an overall rating be assigned.
• Should also include an outside activities disclosure section.
Performance Appraisal Reminders

- Ensure UF ID’s and correct, full names
- Employees should sign and date document.
- If overall rating is “minimally achieves” or “below,” supervisors should contact Employee Relations before the evaluation is issued.
- Employees employed fewer than 60 days or who are in probation period do not need to be evaluated.
- Supervisors should review position descriptions prior to issuing to ensure accuracy.
Modified Duty Program

Brook Mercier
Associate Director
HR Employee & Labor Relations
Modified Duty Program

- In place to provide modified duty work to employees who sustain a workers’ compensation injury or illness and are released to return to work with temporary restrictions
- The Modified Duty Program supports the employee’s return to work as soon as medically possible
- The program is being updated to ensure consistency across campus
Types of Modified Duty

- **No Impact Restrictions** – Employee has restrictions that do not have an impact on the essential functions of the job.
- **Restricted Duty** – Employee has restrictions that impact the essential functions and result in a temporary change to the job duties; however they don’t require the employee to be reassigned from his/her primary job.
- **Alternate Work Assignment** – Employee restrictions that impact the employee’s ability to perform a significant majority of the essential function of his/her primary job duties but is capable of performing other job duties.
- **Unable to Work** – Employee is unable to work due to the restrictions provided by the physician or the physician places the employee in a No Work Status.
Injury Occurs

No Impact Restrictions

MMI Reached

Restricted Duty

Notification Issued to EE detailing work restrictions

EE remains in primary job with accommodations

90 day limit reached

FMLA Leave of Absence

Modified Duty Options

Unable to Work

No Work Status Notification Issued to EE

Alternate Work Assignment

Notification Issued to EE detailing Alternate Work Assignment

EE assigned to Alternate Work Location

Restrictions reduced so EE can return to Primary Job

Restrictions Issued by Physician

Modified Duty Options

No Work Status Notification Issued to EE
HR Forum Streaming Live

Paula Fussell
Vice President
Human Resource Services
Important Dates

• January 1\textsuperscript{st} to March 15\textsuperscript{th} - Flex Spending Account grace period
• April 2\textsuperscript{nd} – Next HR Forum

A list of the upcoming HR Forum dates and presentation archives can be found on the HR webpage at: 
http://www.hr.ufl.edu/forum/default.asp.
Thank you for attending!