Agenda

• Training Management System Project Update
• Leadership Applications
• 9 & 10 Month OPS Work Break
• Benefits Administration Project
• Short Work Break for Nine and Ten Month Employees
• Faculty & Graduate Assistant Summer Appointments
• Online Promotion and Tenure
• HR Parking
• Important Dates
Training Management
System Project Update
Overarching Goal

• Launch a single training management system (TMS) that will serve the needs of all major training providers from both UF and UF Health
Why Do This?

• Enterprise-wide system will address needs in the following areas:
  – Communicating requirements
  – Enrolling & cancelling
  – Access training
  – Completing training
  – Tracking and reporting
  – Evaluating the experience
What is Sum Total?

• International software company based in Gainesville, Florida, that provides human resource management software to businesses and government agencies

• “Sum Total Learn” is their TMS product
Why Sum Total?

- From Fall 2012 to Summer 2013, a thorough review of the industry’s best training management systems

- Two products emerged as finalists:
  - Cornerstone
  - Sum Total

- Sum Total appeared easier to use and was better priced
Who is Involved?

• All major training providers across the enterprise:

  • UF Human Resources
  • UF Environmental Health and Safety
  • UF Housing
  • UF Foundation
  • UF Distance and Continuing Education
  • UF Enterprise Systems
  • UF Sponsored Research
  • UF Physical Plant
  • UF Health Educational Technology
  • UF Health Shands HR
  • UF Health Shands Nursing
  • UF Health Information Technology
  • UF Health College of Nursing
  • UF Health College of Pharmacy
  • UF Health College of Dentistry
  • UF Health College of Medicine
  • UF Health Research Admin and Compliance
  • UF Health Shands Compliance
  • UF Health Physicians
  • UF Health Shands Quality
  • UF Health Clinical Research
  • UF Health Institutional Review Board
  • UF Health Web Services
  • UF Privacy
  • UF Health Research Affairs
  • UF Health Graduate Medical Education
Executive Sponsorship

- Irene Alexaitis
  VP, Chief Nursing Officer (UF Health)
- Kari Cassel
  Senior VP and CIO (UF Health)
- Janet Christie
  Senior VP Human Resources (UF Health)
- Paula Fussell
  VP, Human Resources (UF)
- Elias Eldayrie
  VP and CIO (UF)
- Tim Flynn
  Associate Dean and Professor (UF Health)
Project Leadership Team

- **Project Sponsor:**
  Jodi Gentry, Assistant Vice President (UF HR)

- **Project Manager:**
  Scott Blades, Assistant Director (UF T&OD)

- **Technical Manager:**
  Randy Graff, Director of Educational Technology (Health Affairs, IT Training)

- **Administrator:**
  Danita Gainer, Training Coordinator (Shands HR)
Achievements and Next Steps

• Kickoff Meeting (2/10)
• Requirements Analysis Survey
• 3-Day Process Workshop
• Enterprise Glossary
• Business Cases documentation

• Upcoming (April):
  – Tech Team whiteboard sessions
  – 3-Day Configuration Workshop (4/14 to 4/16)
Go-Live Dates

• UF: August 1, 2014

• UF Health: September 1, 2014
Questions?
Leadership Applications
Leadership Applications

• **April 30**th is the deadline for UF faculty and staff leadership development programs!
  
  – **Advanced Leadership for Academics and Professionals**—for established leaders  
    (http://hr.ufl.edu/learn-grow/leadership-development/advanced-leadership-for-academics-and-professionals/)
  
  – **UF Academy**—for emerging leaders  
    (http://hr.ufl.edu/learn-grow/leadership-development/advanced-leadership-for-academics-and-professionals/)
9 & 10 Month OPS
Work break
9 & 10 OPS work break

- Current 9 & 10 month OPS enrolled in benefits will be placed on a short work break (SWB) similar to regular 9 & 10 month faculty

- SWB preserves benefit eligibility while off payroll during the summer months. Time off during the SWB is not calculated in the next Open Enrollment Measurement period for ACA purposes

- SWB will be reported to People First and removed when the 9 & 10 month employee returns in the fall

- As a general rule:
  - Returning 9 & 10 month OPS for the fall should be placed on a SWB
  - 9 & 10 month who will not return immediately after the summer should be processed in People Soft as a termination
Benefits Administration Project
Ben Admin

- Module in PeopleSoft which will help with daily maintenance related to work/life changes updated in the system
  - Advantages of Ben Admin include:
    • Automated enrollments for leave and retirement plans
    • Automated enrollments for certain College paid benefits
    • Improved reporting to assist with monitoring job change actions
    • Stop plan deductions upon termination or ineligibility
    • Provide control/ownership of plan data and flexibility to work directly with insurance vendors
    • Allow self-service enrollments in the myUFL portal for new hires, QSC’s and annual open enrollment
    • Send email reminders for new hires and QSC eligible events

- Ben Admin Implementation is scheduled for 5/2/14
- Self-service Implementation will go live 5/19/14
Ben Admin

With implementation of Ben Admin, UF will begin to transition off our current vendor, FBMC and their online enrollment system.

FBMC will send their last enrollment files to UF and UFSelect vendors on 4/30/14. In the transition period:
- New hires or QSC’s from 3/2/14 to 5/19/14, within the 60 day window must contact the UF Benefits office to enroll or make changes
- Hires or QSC’s after 5/19/14 will be directed to make changes via the myUFL portal

Going forward UF will manage vendor enrollment and premiums files.

State plans will not change. Enrollments will continue with People First.
Ben Admin

• Department hiring process remains the same for the majority of hires and job changes

• New empl classes used for hires/job changes in the employee groups below:
  – Faculty Basic Science appointments – will use FBS
  – Hospitalists appointments -- will use HSP

• Benefit programs were combined and reduced from 42 down to 21. They have also been re-named and will be assigned by the ePAF process

• Job actions should be processed on a timely basis (hires, FTE changes, and terminations, etc.). These actions impact when employees have access to enroll or make changes in self service or when deductions begin and end

• Employees should be encouraged to complete their online enrollment within the first few days of work. Coverage is effective date of hire or event and deductions will begin on the next pay cycle following enrollment

• Questions?
Short Work Break for Nine and Ten Month Employees
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.
  • Job data will reflect the Short Work Break beginning 4/7/14.

• 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 employees
  • 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
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 will be available to departments from April 7- April 16

• Summer appointments will appear in myUFL on April 21
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. The pay period for summer jobs is 5/09/14 to 5/22/14.
- Questions? Please call Human Resource Services at 392-2477
Terminations

• Terminate all related jobs in a department/unit when an employee terminates, resigns or retires.

This includes any lump sum payments
Online Promotion and Tenure
Online Promotion and Tenure

• Webinar:
• Friday, April 18, 2014
• 1 pm -2 pm – Live Webinar
• please access: https://uc-meet.ufl.edu/mccrayi/CM6SDNZ4
• (please call 329-4792 if you encounter problems}
Online Promotion and Tenure

May 2014

Open lab sessions available for OPT Department and College Administrators to assist with the 2014-2015 OPT process.
Online Promotion and Tenure

• Dates/times for Open Lab sessions:
  May 2       9 – 11 am
  May 9       2 – 4 pm
  May 16      9 – 11 am
  May 23      2 – 4 pm
  May 30      9 – 11 am

• Open lab sessions will be held in Room 119, HRS

• Contact Janet Malphurs at jmmalph@ufl.edu to sign up for an open lab session.
Postdoc Health Insurance

- New Options July 2014
- http://hr.ufl.edu/benefits/health-insurance/gatorcare-options-options-postdocs/
HR Parking
Important Dates

• **March 31st to April 25th** – UF Wellness Event, [http://gatorcare.org/wellness/](http://gatorcare.org/wellness/)

• **May 14th** – 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](http://www.hr.ufl.edu/forum/default.asp).
Thank you for attending!