Welcome! HR Forum

August 6, 2014, Human Resource Services
Agenda

• The Continuum – TJ Logan (UF Housing) and Diana Dersch (Continuum)
• Summer Job Terminations – Janet
• Online Promotion and Tenure – Janet
• Benefit Guides & Tutorials – Lisa
• Recruitment & Staffing Updates - Melissa
• Metrics/Analytics – Melissa
• MyTraining – Scott
• Salary Increases – Brent
• On Target – Brent
• Important Dates
All-Inclusive Rates
Fully-Furnished Units
Minutes from Campus & Downtown
24-hr Emergency Maintenance
On-site Courtesy Officers
Pet Friendly
Specialty Retail Space
Summer Job Terminations
Faculty and Graduate Assistant
Summer Terminations

• Please ensure sure that summer appointments are terminated on a timely basis:

• Term A ends June 30, 2014
• Term B ends August 15, 2014
• Term C ends August 15, 2014

• Best practice, when an ePAF has been approved for the summer hire or job edit change, then enter in the ePAF for the termination.

• Please let your departments know to get terminations processed to avoid any overpayments.
Online Promotion and Tenure
Online Promotion and Tenure

OPT open labs are scheduled for department and college administrators in HR Computer Lab, Rm 119:

• **Friday, August 8, 2014**
  o 9am-12 Noon

• **Friday, August 22, 2014**
  o 9am-12 Noon

• **Friday, August 29, 2014**
  o 2pm-4:30pm

These are held to assist the department and college administrator with the 2014-2015 OPT process.
Online Promotion and Tenure

To sign up for one of the OPT open lab sessions, please email Katie Davison at ktwilson@ufl.edu or LaToya King at Kingl2@ufl.edu

Useful link: www.aa.ufl.edu/tenure
Benefits Guides & Tutorials
(New Hire Resources)
Benefit Resources

http://hr.ufl.edu/benefits/new-employees
Welcome to The Gator Nation.
One employee at a time, our nation grows.
## Benefits Eligibility

An eligibility and enrollment information chart for the various insurance plans offered to UF employees.

### Benefits Eligibility

The following chart provides eligibility and enrollment information for the various insurance plans offered to UF employees. For a comparison of retirement and investment plans, please visit the Retirement Plan Eligibility page.

<table>
<thead>
<tr>
<th>Employee Group</th>
<th>GatorCare Health Plan</th>
<th>State Health</th>
<th>State Supplemental Benefits</th>
<th>UF Select Voluntary Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>Yes * (Premium or Prime Plus)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>TEAMs</td>
<td>Yes * (Premium or Prime Plus)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>USPS</td>
<td>Yes * (Premium or Prime Plus)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>College of Medicine Clinical Faculty</td>
<td>Yes (Premium or Prime Plus)</td>
<td>Yes **</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Colleges of Medicine &amp; Dentistry</td>
<td>Yes (Premium or Prime Plus)</td>
<td>Yes II</td>
<td>Yes II</td>
<td>Yes</td>
</tr>
<tr>
<td>Housestaff/Residents</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Veterinary Medicine Residents &amp; Interns</td>
<td>Yes (Options)</td>
<td>Yes II</td>
<td>Yes II</td>
<td>Yes</td>
</tr>
<tr>
<td>Postdoc Associates</td>
<td>Yes (Options)</td>
<td>Yes II</td>
<td>Yes II</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Benefit Resources

Benefits Enrollment

Watch these tutorials to learn how to enroll and to get a brief overview of each plan, then visit the plan website for more detailed information.

Benefits Enrollment

This page provides an overview of the benefits plans offered both by the State of Florida and the University of Florida. Watch the tutorials to get a brief overview of each plan, then visit the plan website for more detailed information.

How to Enroll

How to Enroll in State of Florida Benefits

Dependent Certification Process for State of Florida Benefits

How to Enroll in UF Plans

Benefits Summary & Beneficiaries

Setting a Trust as a Beneficiary Designee for UF Life Plans

Plan Overviews

Health Insurance

State of Florida Standard PPO

State of Florida Standard HMOs
Retirement Plan Overviews

These tutorials provide overviews of the retirement plans offered both by the State of Florida and the University of Florida.

Retirement Plan Overviews

This page provides overviews of the retirement plans offered both by the State of Florida and the University of Florida. Watch the tutorials to get a brief overview of each plan, then visit the plan website for more detailed information.

<table>
<thead>
<tr>
<th>State University System Optional Retirement Program</th>
<th>Tutorial</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida Retirement System Investment Plan</td>
<td>Tutorial</td>
<td>Website</td>
</tr>
<tr>
<td>Florida Retirement System Pension Plan</td>
<td>Tutorial</td>
<td>Website</td>
</tr>
<tr>
<td>403(b) and 457 Plans</td>
<td>Tutorial</td>
<td>Website</td>
</tr>
<tr>
<td>Roth 403(b) Plan</td>
<td>Tutorial</td>
<td>Website</td>
</tr>
</tbody>
</table>
Recruitment and Staffing Updates
Student and non-academic OPS Terminations

• Level 1 is the final approver on student and non-academic OPS terminations.
• Please be sure to check Job Data before you enter a termination for student and non-academic OPS employees.
• Failure to check Job Data can result in ePAF errors because of future dated rows, terminations already entered or transfers in progress.
• It’s also good practice to check Job Data once you have entered and approved it to ensure the ePAF executed successfully (especially important for exempt OPS)
Job Data Corrections

- Due to system implications with manual corrections in Job Data, we are implementing a new process when these types of changes are needed.

- This new process will only be used when submitting a new ePAF cannot correct the error and a manual correction needs to be made by Central HR.

- Job Data Correction Form will need to be completed and signed by the Level 1 Approver.
Job Data Corrections

• Once completed, the form will be emailed or faxed to Processing and Records.
• This does not change or replace conversations with staff to ensure the proper way to make the corrections, but allows HR/Payroll to track and monitor corrections.
• Some examples of corrections that must be made manually are: hire date changes, removing or changing termination dates, certain time reporter changes, empl class corrections, removing future dated rows.
Job Data Corrections

Helpful hints to help avoid manual corrections:

• Check Job Data prior to entering an ePAF.
• Double check and ensure data is entered correctly in ePAF.
• Enter ePAF no more than 2 to 3 weeks prior to effective date and no later than the effective date.
Self-Funded Payments (Fund 143)

• Additional Payments that are paid for Self-Funded Programs in Fund 143 must be entered by Division of Continuing Education (DOCE) administration.
• These are entered and approved by DOCE on the SFP (self-funded payment) earnings code.
• This allows us to track and report this information appropriately.
• If you have questions, please contact Charles Koenig at chkoenig@ufl.edu
Distance Hires I-9 Completion Form

• Distance Hires I-9 Completion form replaces the Remote Hire Notary Form.
• Using a Notary to complete a remote I-9 is now discouraged and even illegal in some states.
• Section 2 of Form I-9 may be completed by any authorized representative.
• CUPA-HR offers an I-9 Reciprocal Processing Consortium at http://www.cupahr.org/i9/
Distance Hires I-9 Completion Form
Distance Hires I-9 Completion Form
Metrics/Analytics
http://plaza.ufl.edu/rwachs
What is myTraining?

- New integrated training management system for faculty and staff
- One-stop shop for training for both UF and UF Health Shands
  - Register for face-to-face training
  - Complete online training
  - View your training transcript
Why is the enterprise moving to myTraining?

The systems currently supporting our training programs are too varied and complex.
Some examples of inefficiencies...

**Enrolling & Cancelling**

- Clicking 11 times to enroll in a course!
- No self-cancellation feature
Some examples of inefficiencies...

Accessing Training

- “Too many doors” to training causes confusion
- Some customers must log in to multiple systems to complete a single training
Some examples of inefficiencies...

Completing Online Training

- Users cannot easily stop/start training (no bookmarking)
- Users must “dig” for quiz feedback
- Completions do not appear in transcript until the next day
Enrollment is quick, easy, and flexible
Access is simplified
Training progress is bookmarked
Grades and feedback are displayed upon completion
Transcript updates immediately

NOTE: Access Request System will still update overnight
Quick Tour: End User Experience
The Interface

Activity Search...

Quick Links
- Manage Training
  - Training Transcript
  - Training Schedule
  - Training Analysis
- Create a new:
  - Assessment

Messages
- Current Registration

To Do
- TRAINING (1)
  - Registered
    - New Employee Challenge: Part 1
      - Cancel Registration
      - View Activity Details
      - Add To Favorites

Catalog
- View Related Categories
  - Communication
  - Compliance/Regulatory
  - Computer Applications
  - Computer Systems
Activity Search

15 search results found

Access the material in these subcategories to enhance your skills as you develop your career.

- Online Course
  - *Excel - Adjusting Column & Row*
    - CCH602: Excel - Adjusting Column & Row. This interactive session identifies the methods to adjust the column widths and row heights in an Excel worksheet. Target Audience: This course is recommended for those who desire to learn more about Excel. Prerequisites...
    - People
      - Unlimited
  - Actions
    - View Details
    - Start
  - Online Course
    - *Excel - Calculating Dates*
      - CCH613: Excel - Date Calculations. Excel has many functions that are available to calculate dates. There are functions that bring back the current date, future dates and the number of days between two dates. Using these functions for a long list of dates is very...
      - People
        - Unlimited
    - Actions
      - View Details
      - Start
  - Online Course
    - *Excel - Conditional Formatting*
      - CCH612: Excel - Conditional Formatting. Use a conditional format to help you visually explore and analyze data, detect critical issues, and identify patterns and trends. You can use conditional formatting to change the appearance of multiple cells, depending on...
      - People
        - Unlimited
    - Actions
      - View Details
      - Start
To-Do List

Your required training will be listed here in your To-Do List. The system will know "who you are" in your organization.
Internal Catalog

Catalog

Quick Links
- Manage Training
  - Training Transcript
  - Training Schedule
  - Training Analysis

Create a new:
- Assessment

Messages

Current Registration

Catalog:
- Communication
  - No Subcategories Available
- Compliance/Regulatory
  - Animal Care Services
  - Clinical and Translational Science
  - Conflict of Interest Program
- Computer Applications
  - Desktop Applications
  - Library Applications
- Computer Systems
  - LANDesk
  - MyUFL System
- Faculty Development
- Financial
  - Financial Literacy & Retirement
- General
  - No Subcategories Available
- Health Services/Clinical
  - Dentistry
  - Veterinary Medicine
Cancellation is Easy
Resuming an Online Course

"Face Off" Question #6

How many free consultations can a UF employee receive from the Employee Assistance Program per fiscal year?

- 2 sessions
- 3 sessions
- 5 sessions
- 6 sessions
Resuming an Online Course

Welcome to the University of Florida! This online course is brought to you by UF Training & Organizational Development, UF Benefits, UF Retirement, and the UF Police Department.

Click the Next button to begin.
"Face Off" Question #6

How many free consultations can a UF employee receive from the Employee Assistance Program per fiscal year?

- 2 sessions
- 3 sessions
- 5 sessions
- 6 sessions
Completing a Final Assessment

Assessment Results

❌ Sorry! You did not pass the assessment.

33.33%

66.66%

Time taken: 19 Seconds

Assessment Feedback

- Correct: 2
- Partially correct: 0
- Incorrect: 1
- Not attempted: 0

Close  Go to Review
Training Transcript
# Training Transcript

Select a year or date range to filter completed training records.

[All]

## Albert Alligator

**Username:**
50223670

**User number:**
50223670

**Email:**
gator@ufl.edu

## Activities

<table>
<thead>
<tr>
<th>Activity</th>
<th>Start Date</th>
<th>Completion Date</th>
<th>Expiration Date</th>
<th>Score</th>
<th>Code</th>
<th>Attended Duration</th>
<th>Completion Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Course: Excel - Formatting a Worksheet</td>
<td>8/3/2014</td>
<td>8/3/2014</td>
<td></td>
<td>90</td>
<td>UF_CCH605_OLT</td>
<td>Days: 0, Hours: 0, Minutes: 18, Seconds: 46</td>
<td>Attended</td>
</tr>
</tbody>
</table>
Easy Access to Certificates

Certificate of Achievement

Total University recognizes

Scott Author

for the successful completion of

Security Role Approvers

6/30/2014

Signature: 6/30/2014

Grade: Score: 100

Completion Status: Attended
Upcoming Communications

- August and September InfoGators
- End user tutorial (video and job aids)
- Message to learners who are currently enrolled in online courses
Upcoming Communications

- DSA communication

- Training reports communication:
  - Will target anyone who can currently run training reports in Enterprise Reporting
  - Will highlight the best places to access training reports during the transition to myTraining
Improvement to your training experience are coming soon!

• Enrolling & cancelling
• Accessing training
• Completing online training
• Receiving feedback
• Viewing your transcript
2014-2015 Salary Increase Program
Merit Increases

Eligible faculty will participate in a 3.5 percent merit pool and eligible staff will participate in a 2.5 percent merit pool.

Merit raises will be awarded based on criteria established by the colleges and units and will be effective July 1, 2014, for 12-month; August 7 for 10-month; and August 16 for 9-month active employees.
Merit Increases

Eligibility Criteria

• Employees must be hired on or before June 30, 2014.

• Employees with a performance appraisal rating of “minimally achieves” or higher are eligible.
  – Employees with “below performance standards” or any below satisfactory performance designation are not eligible
  – Faculty who are currently on a “performance improvement plan” are not eligible
  – In the absence of a current performance evaluation, employees will be considered to be at the “satisfactory” or “achieves” performance level.
Merit Increases

Eligibility Criteria

• Employees who have received notification of non-renewal or layoff are not eligible for a merit increase.

• Employees who have received discipline in the form of a written reprimand or who have been suspended since January 1, 2014, are also not eligible for a merit increase.
Merit Increases

Employees covered by a collective bargaining agreement (CBA) will be governed by the terms of the CBA.

- UF, GAU, and AFSCME have reached tentative agreements
- UF, PBA, and UFF are continuing to negotiate but have not reached tentative agreements
Position actions for raise eligible employees will be discouraged for the following dates:

- July 1, 2014 – August 22, 2014
- If changes to the Raise File are needed for employees (add, delete, or transfer an employee to a new department ID or change an FTE), please submit the request to 2014salaryincrease@ufl.edu by 12:00 pm on Monday August 18, 2014.
Job and Position Actions
(Filled Positions)

- As of last week there were approximately 1,000 job data records with effective dates beyond July 1, 2014.
- Job actions with an effective date greater than July 1, 2014 will cause an error when the raise file is loaded into PeopleSoft.
- HRS will manually resolve the errors by inserting a row to reflect the July 1\textsuperscript{st} merit increase.
  - However, there will be instances where it will be unclear whether or not the merit increase should carry over to the future dated rows. For example, if an employee accepted another position within the university after July 1, 2014.
  - Other transactions that impact employee job data records will cause the raise file to error. These include promotions, demotions, reclassifications, and department ID changes.
Job and Position Actions
(Filled Positions)

• HRS will apply the dollar amount of the merit increase to the employee’s job data record effective July 1, 2014.

• However, unless directed by the department, the merit increase will stop at the time of the future dated row.

• Departments should e-mail HRS at 2014salaryincrease@ufl.edu prior to August 18, 2014 to ensure the merit increase is applied to future dated rows.
2014-2015 Salary Increase Program Timeline


- If changes to the Raise File are needed for employees (add, delete, or transfer an employee to a new department ID or change an FTE), please submit the request to [2014salaryincrease@ufl.edu](mailto:2014salaryincrease@ufl.edu) by **12:00 pm on Monday, August 18, 2014**.
Timeline

- **Monday August 18, 2014 12:00 pm** – Raise File will be closed to departments

- **Friday August 22, 2014** – Increases will be loaded into myUFL

- **Monday August 25, 2014** – Increases will be reflected in Job Data in myUFL

- **Friday September 5, 2014** – First paycheck with merit increases (retroactive to July 1st for 12-month employees, August 7th for 10-month employees, and August 16th for 9-month employees)
Questions?

• You may also e-mail your questions to 2014salaryincrease@ufl.edu.
  – Faculty: Academic Personnel Tel: 392-2477
  – TEAMS/USPS: Classification & Compensation Tel: 392-2477
UF On Target Update
UF On Target

• Over the past few months, HRS has begun facilitating job family workgroups.

• Each workgroup is composed of representatives from across campus familiar with the work performed by positions included in the job family.

• Each workgroup is organized using the Department of Labor (DOL) Standard Occupational Classifications.
Job Families Completed

• Architecture & Engineering
• Art, Design, Entertainment, Sports & Media
• Business and Fiscal Operations
• Grounds, Maintenance, and Repair
• Life, Physical, and Social Sciences
• Research Administration
Timeline

- Fall 2014 – Facilitate remaining job family workgroups to identify meaningful titles and develop classification specifications
- Fall 2014 - Engage campus to vet the proposed classification structure
- Fall 2014 – Fall 2015 – implement processes to transition staff positions to the new classification system by organizational unit
Workgroup Information

• The On Target website has been updated with additional information regarding each workgroup.
  – Meeting dates
  – Facilitators
  – Workgroup participants
  – Summary for the workgroup
  – Proposed classifications
Workgroup Information

- Additional information can be found at http://hr.ufl.edu/talent-management/current-projects/on-target/on-target-resources/workgroups/.
Important Dates

• **September 3\textsuperscript{rd}** – Next HR Forum
• **October 20\textsuperscript{th} thru November 7\textsuperscript{th}** – Open Enrollment
• **October 29\textsuperscript{th}** – 9AM to 3PM – Benefits Fair (Touchdown Terrace)

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!