

HR FORUM



WELCOME

April 1, 2015

WORKING TOGETHER

FOR THE

GATOR GOOD





Agenda

- Additional Pay
- Short Work Break
- Summer Appointments
- Online Promotion and Tenure
- Criminal Background Checks for Summer Camp
- Careers at UF
- On Target Update
- Wellness Update
- Benefits
- Leadership Program
- Important Dates



Additional Pay



Additional Payments

- Additional Pay Workgroup assessed the process for any changes/additions that needed to be made.
- There is an updated [Additional Payment Policy and Earnings Code Guide](#) dated March 2015 available, please begin using these updated codes/reasons immediately.
- ePAFs submitted under the incorrect Earnings code will be recycled.
- Questions can be directed to the appropriate core office (Recruitment and Staffing, Academic Personnel, or Student Employment).



Short Work Break for Nine And Ten Month Employees



Short Work Break for 9- and 10-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 4/20/15.
- 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
 - 5/16/15 for 9 month
 - 6/09/15 for 10 month employees.



Short Work Break for 9- and 10-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 20-April 29.**
- Summer appointments will appear in myUFL on May 4.



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 5/08/15 to 5/21/15.
- Questions? Please call Human Resource Services at 392-2477



Online Promotion & Tenure (OPT)



Online Promotion and Tenure

Faculty workshop

Thursday, April 2, 2015

2:30 to 4:30

6120 HSC/Shands Bldg

*Video conferencing for COM/JAX in the Alumni Board Room



Online Promotion and Tenure

OPT Sessions

Open lab sessions available for OPT Department and College Administrators to assist with the 2015-2016 OPT process.

Please contact Janet Malphurs at jmmalph@ufl.edu to sign up for one of the sessions.



Online Promotion and Tenure

- Dates/times for Open Lab sessions:

May 8 2 – 4 pm

May 15 10 – Noon

May 29 10 - Noon

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



Online Promotion and Tenure

- Please notify Janet Malphurs or Katie Davison with any updates to the OPT Department/College list for the 2015-2016 year



Criminal Background Check for Summer Camps



Requirements

- Florida Department of Children and Families (DCF) is responsible for overseeing summer camp activities.
- Summer camp workers – volunteers and employees – are subject to level 2 check (livescan fingerprinting).
- DCF reviews and issues clearance letters (cleared to work) for summer camps.
 - It can take 3 to 7 business days



Updates

- DCF is combining with the Agency of Health Care Administration (AHCA) to streamline the retention of fingerprints and results.
- Background Screening will include submitting fingerprints and a photo of the candidate.
- HR is expected to begin taking photos effective April 3rd.



Updates

- Identogo, third party provider, has locations that are able to fulfill the new requirement of submitting photo.
- Cost is:
 - \$46.75, if conducted here in HR office.
 - Identogo will cost around \$62.00, including service fee.



Updates

- If found in the new data warehouse, returning candidates will not need to resubmit their fingerprints if return within five years from the date of background check.



Process

- Submit [Background Screening Request for Summer Camps and Activities](#) form to Recruitment and Staffing.
- Require begin and end date on the form.
- Submit electronically and contact Recruitment and Staffing to make an appointment.
- Must complete and fax “Clearinghouse Applicant Request form” to Recruitment and Staffing prior to coming in for fingerprinting appointment.



Process

- Require applicants to complete the Affidavit of Good Moral Character and Privacy Policy Acknowledgement forms (provided at the time of screening at HRS).



Contact

Please contact the Background Check team with Recruitment and Staffing if you have additional questions

Phone: 352-392-2477

Email: HRSBackgrounds@admin.ufl.edu



Careers at UF

WORKING TOGETHER

FOR THE

GATOR GOOD



CAREERS AT UF

RISE RIGHT ALONG WITH US

You belong at a university that's leading the way. As the University of Florida continues its quest to become one of the nation's top public research universities, we need qualified, career-minded individuals like you to make that goal a reality.

[EXPLORE JOBS AT UF](#)

WORKING TOGETHER

FOR THE

GATOR GOOD



Why Change?

- Current system does not provide tools to leverage recruitment processes.
- Requisition and applicant management is bulky and difficult.
- Performance is slow.





Careers at UF

Provides new tools:

- Talent Search
- Candidate Management
- Social Media
- Mobile recruiting





Careers at UF

- Allow hiring departments to easily manage their applicant pools.
- Including download and/or email applicant materials in bulk.
- Provide hiring department the ability to have more communication with candidates at different steps of the process.



Careers at UF

- Search Committee members can be easily assigned to a posting.
- Committee members can access the requisition through single sign-on.
- Separate application for positions that are eligible for Veteran's Preference.
- Jobs that qualify for Veteran's Preference are identified in the system.



Careers at UF

- Expected to launch Summer 2015
- Training will be required to maintain GatorJobs roles
- Recruitment guides and search committee tutorials will also be available.





On Target Update



Position Update Reminder

- As of Monday, there are 541 active filled positions that do not have a position description in position management.
- Units should submit updated position descriptions through ePAF.
- Classification & Compensation will provide college and department HR contacts a list of positions with no description on file in PeopleSoft.



Wellness Update



Stress Less and Thrive

- UF-UF Health 2nd quarter focus: Helping to reduce employee stress
- Visit the Wellness website at <http://gatorcare.org/wellness/stress-less/> to find links to resources, events and more!
- Employees may enter to win one of several prizes with an emphasis on stress reduction
- Watch for more events and information to come in May and June
- Visit our table at UF's Campus Earth Day event on April 8!





SPRING WELLNESS EVENT

- Select dates and locations during the weeks of April 28-May 15
- Visit the Wellness website at <http://gatorcare.org/2015/03/26/wellness-event/> for a list of dates and locations
- UF employees may attend at select locations indicated with the **UF** icon
- All benefits-eligible employees may complete a free biometric screening and will receive a free lunch!
- Watch for an on-campus Wellness Fair this fall...





Benefits



Flexible Spending Account Deadline

- April 15th – deadline to submit claim forms to PeopleFirst for 2014 FSAs

Double Deductions for 9/10 month employees

- Began on Feb. 6 paycheck and continue through May 1
- For State benefit plans only, not UFSelect & GatorCare plans
- Normal deductions resume first check in **September**
- If pay is interrupted prior to end of spring, employee should contact UF Benefits



Short Work Break for 9/10 month employees

- OPS 9 /10 month appointments returning for fall may be placed on short work break (SWB) like regular 9/10 month faculty
- SWB will help preserve benefit eligibility while off payroll during the summer months.
- SWB is not calculated in the OPS employee's Open Enrollment Measurement Period which will determine eligibility
- SWB will be reported to People First, then removed when the 9/10 month OPS returns for fall semester
- 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



FLARE

- Information you need to make educated decisions regarding personal finances
- Resources available on HR Benefits website:
<http://hr.ufl.edu/benefits/retirement/flare/>
- Join the listserv for information and updates
- Watch for new classes this summer on Training and Organizational Development website.





Introduction of Benefits Director Stewart King



Leadership Program



Leadership Program Applications

- Now through April 30
 - We are accepting applications to the **UF Academy** and **Advanced Leadership for Academics and Professionals**
 - For more information or to access the application, visit the Leadership Development at UF section of the HRS

<http://hr.ufl.edu/learn-grow/leadership-development/>



Important Dates

- Next HR Forum – May 6, 2015



**Thank you for
attending the HR Forum!**

WORKING TOGETHER

FOR THE

GATOR GOOD