May 6, 2015
Agenda

- ePAF “2.0” Upgrade
- Careers at UF
- Perquisite Renewals
- Alternate Work Location Agreements
- HR-600 Renewals
- Position Updates
- Leadership Toolkit
- Benefits Reminders
- Legislative Updates
- Important Dates
ePAF “2.0” Upgrade
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• This will be the first overall ePAF upgrade since it was implemented in 2006.

• In mid- to late May 2015, we will be hosting focus groups to find out what needs updating and any ideas you may have to make the system work more efficiently.

• If you are interested in participating in the focus group process, please contact Heather Kiesel at hkiesel@ufl.edu.
Careers at UF
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
Careers at UF Update

- Project on target for July go-live
- Finalizing set-ups

- NEW FEATURE! 3 application statuses to better manage applicant pools
- NEW FEATURE! Requisitions and applications for Vet’s Preference positions
- NEW FEATURE! Jobs listing page features include search categories, job alerts, and responsive design
Next Steps

• User Acceptance Testing
  o May 18 through May 29

• Training
  o Online starting on June 25
  o Required in order to request a new role for the new system

• Go-live scheduled for Monday, July 13
Transition Tips

• All postings will end on July 9
• Last day to post new jobs
  o Faculty vacancy is June 25
  o TEAMS vacancy is July 2
• Alert will be posted on jobs page for system down time
• Access to the current system until beginning of September
Transition Tips

• Review the timeline with your departments
• Close all concluded searches in the system
• Attend online training
Perquisite Renewals
Perquisite Renewals

- In May, Departments will be sent a summary report of perquisites approved during the 2014-2015 fiscal year.

- To renew, delete, or make changes to perquisites for the 2015-2016 fiscal year, departments should use the report and instructions provided and submit renewal information to Classification and Compensation no later than July 1.

- Requests for new perquisites should be submitted as a new request using the Request for Approval of Perquisites or Sale of Goods and Services form.

- Questions may be directed to Classification and Compensation at 392-2477.
Alternate Work Location Agreements
Alternate Work Location Agreements due for renewal by July 1

Eligibility
- Academic Personnel and TEAMS/USPS with 6 months of service with current supervisor
- OPS are eligible upon hire

Considerations
- Is it advantageous for the unit and employee?
- Requires all essential functions of job be performed
- Reasonable Accommodation
- Work hours
- Space / Equipment
Alternate Work Location Agreements due for renewal by July 1

- Form location: [http://hr.ufl.edu/wp-content/uploads/forms/recruitment/alternate.pdf](http://hr.ufl.edu/wp-content/uploads/forms/recruitment/alternate.pdf)
- For new agreements and renewals-Review, Discuss, and Complete Agreement
- Include begin/end dates and update Position Description
- Dean/Director and VP Approval and Signature*
- Contact Classification and Compensation at 392-2477 if you have questions
HR-600 Renewals
HR-600 Renewals

- Departments must renew extra state compensation commitments that extend into the new fiscal or academic year.

- For new or existing commitments for Additional University Employment, complete a [Request for Approval of Additional University Employment](mailto:HR600Request@ad.ufl.edu) (HR-600) form and submit it to: HR600Request@ad.ufl.edu

  - Academic Personnel-PO Box 113005. Contact Janet Malphurs at 392-2477 with questions.

  - TEAMS, USPS, and OPS-Classification and Compensation, PO Box 115009. Contact Brent Goodman at 392-2477 with questions.
Position Updates
Position Updates

• As of Monday, there are 526 active filled positions that do not have a position description in position management.

• Last month, Classification & Compensation began working with college and department HR contacts to update missing position descriptions.

• If you need a list of positions for your area that are missing descriptions, please email compensation@ufl.edu.
UF Leadership Toolkit
UF Leadership Toolkit!
Just-in-time resources for UF leaders
Video/Audio

Build Trust | Create & Communicate Vision | Generate Alignment | Cultivate Talent

Build Trust

- Six Effective Leadership Styles Podcast | Transcript
- 10 Common Mistakes of Managers (Role Model) Podcast | Transcript
- Advocacy (Advocacy) Podcast | Transcript
- Getting Better as a Leader (Emotional Intelligence) Podcast | Transcript

Job Aids

Build Trust | Create & Communicate Vision | Generate Alignment | Cultivate Talent

Build Trust

- Becoming a Role Model (Role Model)
- Being a Transparent Leader (Transparency)
- On-Boarding a New Employee (Advocacy)
- Making Ethical Decisions (Integrity)
- Emotional and Social Intelligence (Emotional Intelligence)
- Humility (Humility)
- Social Competency & Relationship Management (Emotional Intelligence)
- Leading by Influence (Role Model)
Toolkit Spotlight This Month!

• Have an interview coming up?
  o Talent selection competency
    ▪ Podcast on Preparing for an Interview
    ▪ Podcast on Identifying and Avoiding Interview Biases
    ▪ Behavioral Based Interview Guide
    ▪ Job Aid on Fair and Legal Hiring Practices
Visit the UF Leadership Toolkit!

- [http://hr.ufl.edu/learn-grow/leadership-development/leadership-toolkit/](http://hr.ufl.edu/learn-grow/leadership-development/leadership-toolkit/)
- For your ongoing, just-in-time leadership development needs!
Benefits Reminders
Benefits Reminders

Short Work Break for 9/10 month employees

- 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 Reminders

Prepare for 2015 Fiscal Year Leave Processes

- Toolkit available online here: http://training.hr.ufl.edu/instructionguides/time&labor/preparingfor2015fiscalyearleaveprocesses.pdf

- Special and Overtime Compensatory Leave Cash-Out
  - Employees may use accrued overtime and special compensatory leave through June 30, 2015, but it must be entered into the myUFL system by 5 p.m. on June 4, 2015
  - Balance as of June 4, 2015 will be cashed out

- Personal Holidays (USPS) & December Personal Leave Days (Teams & Eligible Faculty)
  - Use it or lose it—must be used by end of pay period in which June 30, 2015 falls
Benefits Reminders

State’s compliance with the Affordable Care Act (ACA) for 2015

• Refined processes for measuring hours and eligibility
  o .75 FTE or greater is not always the single determining factor
• Existing criteria and recent changes as of January 1, 2015, include:
  o OPS to TEAMS or Faculty and vice versa must have a break in service of at least 26 weeks to be considered as a new hire to enroll with new benefits
  o TEAMS to Faculty and vice versa must have a break in service of at least one full calendar month to be considered as a new hire to enroll with new benefits
  o Brand new OPS (no prior state service) hired at .75 FTE or more are eligible upon hire to enroll
  o Brand new TEAMS or Faculty (no prior state service) at any FTE are eligible upon hire to enroll. Employees with FTE’s less than .75 pay premiums based on FTE
Benefits Reminders

- Faculty/TEAMS/USPS must keep benefits while on an approved leave of absence. Employees may cancel only if they gain other eligible group coverage. Both employee and UF must continue to pay their respective portions of the monthly premium for the duration of the leave.

- While no formal entry via payroll, if an OPS is out on a leave of absence, benefits must continue even though the OPS may not receive future paychecks. Both the OPS employee and UF must continue to pay their respective portions of the monthly premium for the duration of leave. Absences from work may later impact future benefit eligibility when the state measures/evaluates work hours annually.

- OPS who have been approved for FMLA leave, military leave or jury duty should be reported to the Benefits office for documenting with the state/People First so that absences are not used in the employee’s next measurement period to evaluate future eligibility.

- A job termination and then subsequent rehire (in any of the classifications—i.e. OPS to TEAMS or Faculty and vice versa) must be evaluated to decide if an employee is eligible to enroll upon rehire. Some of the considerations include: an employee’s prior eligibility; former benefits enrollments if any; if there’s a break in service; and the status of the re-hired job.
Benefits Reminders

State’s compliance with the Affordable Care Act (ACA) for 2015

• Review the [Qualifying Status Change (QSC) matrix](#) located on the state’s [mybenefits](#) website as a guide.

• Additional information can also be found on the [Measurement Matrix](#) providing information on measurement periods and eligibility criteria are applied.

• For additional questions contact the People First Service Center at 1-866-663-4735 or University Benefits at 392-2477 or [benefits@ufl.edu](mailto:benefits@ufl.edu).
Legislative Updates
Important Dates

• Next HR Forum – June 3, 2015
• New Faculty Orientation – August 19-20, 2015
HR FORUM

Thank you for attending the HR Forum!

WORKING TOGETHER FOR THE GATOR GOOd