Agenda

• Form I-9 Update
• E-Verify
• Recruitment & Staffing Website Update
• Employment Verifications
• Careers at UF
• Foreign National & Practical Training
• On Target Update
• Essential Personnel Compensation
• Benefits Reminders
• Important Dates
Form I-9 Update
Form I-9 Update

• The current Form I-9 has an expiration date of 3/31/2016. USCIS has given guidance to continue using the current version and they will provide updated information as it becomes available.
Distance Hire Form I-9

- Distance Hire I-9s are submitted differently to I-9 Management if they receive GatorStart.
- The employee still completes all of their GatorStart packet; however, they also complete a paper I-9 and an Authorized Representative Completes Section 2 on UF’s behalf.
- The I-9 is then entered and uploaded to I-9 Management under the “Upload Paper I-9” button (currently same process as a foreign national) and you do not complete Section 2 for the GatorStart packet.
- The Distance Hires Completion Form and Distance Hires I-9 can both be found on the HR Forms page.
E-Verify
E-Verify

• Every new employee hired at UF needs to be E-Verified – including Foreign National hires (those that do not receive GatorStart). *Fellows and Courtesy appointments are not employees.

• Submit your case to E-Verify. Do not close the case, Central HR completes this task.

• We will contact your department about any concerns regarding employment eligibility. Allow employees to continue working unless you hear from our office.

• Jeff Durant is our E-Verify specialist and will be happy to discuss the process and/or any concerns over the phone or come to your office. jdurant@ufl.edu / 352-273-1752.
Recruitment & Staffing Website Updates
Updates to R&S Website

- We have added an ePAF page to the Recruitment & Staffing website (http://hr.ufl.edu/manager-resources/recruitment-staffing/recruitment-resources/epaf/)
Updates to R&S Website

- We have also added information on Name and Address Changes (http://hr.ufl.edu/manager-resources/recruitment-staffing/recruitment-resources/name-address/)
Employment Verifications
Employment Verifications

• For businesses needing to verify employment and/or income, please direct them to The Work Number (our Employer Code is 13570) or verify-employment@ufl.edu. PSLF Forms can be emailed to this address without SSN or faxed to 352-846-0668 with SSN.

• If you have a request from a current employee regarding their own dates of employment, please refer them to employment@ufl.edu.

• If you direct your employee to someone specific, the request may not get to the correct person/place and could delay response time.
Careers At UF
Reference Collection Module

- Allows a hiring department to acquire references via Careers at UF
- Able to assemble with other application documents via Bulk Compile feature
- Capable to customize the deadline for submitting reference letters
Status

• Under Final Testing
• Anticipate to roll out the weekend of June 3 – 5
• Instruction Guide will be available on Monday, June 6
• Additional information will be available at the June HR Forum
Application Documents

• Approvers, Originators, and Hiring Managers are able to view attached documents individually in the application
• Available on documents submitted on or after April 1st

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Resources

• Careers at UF Toolkit
    • Recruitment Checklists
      ▪ Faculty, OPS Adjunct Faculty, Post Doc Associate
      ▪ TEAMS Exempt, TEAMS Non-Exempt

• Careers at UF Status

• When should I Use the Communication Template in Careers at UF?
Resources

• Leadership Toolkit – Talent Selection
  o [link](http://hr.ufl.edu/learn-grow/leadership-development/leadership-toolkit/)
    > Cultivate Talent > Talent Selection
  ▪ Behavioral Based Interview Guide
  ▪ How to Write an Effective Job Posting
Foreign National & Practical Training
Scope

• Available to students holding F1 Visa
• Provide an opportunity to enhance their learning experience through valuable work experience
• Types
  o Curricular (CPT)
    ▪ Pre-completion of degree
  o Optional (OPT)
    ▪ Post-completion of degree
• Duration of Time
  o 12 months of full-time training
  o https://www.ice.gov/sevis/practical-training
STEM OPT & Extension

• Provide additional training time for qualified students

• Qualifications:
  o Students with a bachelor’s, master’s or doctoral degree in a science, technology, engineering, or mathematics (STEM) program
  o Working for employers who uses the E-Verify program
  o List of STEM programs can be found at https://www.ice.gov/sevis/practical-training
STEM OPT: Update

• Amended the extension period from 17 months to 24 months effective on May 10, 2016
• Additional Requirement of Form I-983
  o Formal training plan for the student
  o Link, https://studyinthestates.dhs.gov/form-i-983-overview
• Required institutional information for the form
  o Employer Identification Number (EIN): 59-6002052
  o Number of Full-Time Employees: 17,160
  o North American Industry Classification System Code (NAICS): 611310
STEM OPT: Transition

- Application approved prior to May 10
  - Be issued an Employment Authorization Card (EAD) for 17 months
  - May apply for the additional 7 months extension
    - Must have at least 150 calendar days remaining before the end of the 17-month OPT period at the time the Form I-765 (Application for Employment Authorization) is filed
    - Must meet all requirements of the 24-month STEM OPT extension
    - Must properly file a Form I-765 with USCIS, along with the applicable fees and supporting documentation, after May 10 and on or before August 8, 2016
STEM OPT: Transition

• Application pending approval as of May 10
  o Students will receive Requests for Evidence (RFE)
    ▪ Allow students to amend their application to show their eligibility for a 24-month extension with incurring an additional fee or refile their EAD application
    ▪ Students must respond to RFE without jeopardizing their STEM OPT Extension application and status
Important Note

• Foreign national students coming from another school must consult with their Designated School Official (DSO) regarding the STEM OPT Extension changes and their application.

• UF foreign national students must consult with UF International Center prior to volunteering.
  o For standard OPT, students should refer to [http://ufic.ufl.edu/ISS/Volunteering.html](http://ufic.ufl.edu/ISS/Volunteering.html)
  o For STEM OPT, students will not be able to volunteer but must work in a paid position.
Resources

• University of Florida International Center (UFIC)
  o https://www.ufic.ufl.edu/ISS/workoffcampus.html

• U.S. Immigration and Customs Enforcement (ICE)
  o https://www.ice.gov/sevis/practical-training
On Target
UF On Target Update

• On Target job classifications were loaded into myUFL effective April 22nd.
• Approximately 5,929 positions have been transitioned to the new job titles.
• Accounting for terminations, positions already transitioned to the new titles, and positions not mapped by units, we are approximately 90% complete.
• Over the coming weeks, Class & Comp will continue to work with units to resolve outstanding positions.
UF On Target Update

• As part of the implementation, HRS sent notification to employees via campus mail.
• The employee notification included information regarding a request for Final Review Process.
• To date, we have received 73 requests. This represents 1.23% of employees transitioned to the new system.
• As pending positions are resolved, we expect to load additional batches until all positions are transitioned to the new classification system.
UF On Target Update

• Once the transition is complete Class & Comp will begin planning the implementation of the Development and Alumni Affairs job titles as well as any other remaining positions.

• In addition, we will begin a second phase of the project aimed at identifying job based competency profiles for the new classifications.
Questions

• You may e-mail your questions to ontarget@ufl.edu or contact Classification & Compensation at 392-2477
Essential Personnel Compensation
• If non-exempt employees are required to work during an emergency closing, in addition to their normal pay, they will earn one hour of compensatory leave for each hour worked during the emergency closing.

• If the compensatory leave is not used by the employee within six months following its accrual, the employee will be paid for the leave.

• Exempt staff employees are eligible for compensatory leave at the discretion of the supervisor. If a supervisor elects to provide compensatory leave, the same rules that apply to non-exempt employees will apply to exempt employees.

• Sworn law enforcement officers, faculty, and graduate assistants are not eligible for compensatory leave under this policy.
UF Regulation 3.054

• All employees, exempt and non-exempt, will serve a six month probationary period.

• Please call Employee Relations to discuss any performance, attendance, or behavioral issues.

• New appointment letter templates are available at www.hr.ufl.edu/forms
Benefits Reminders
Preparing for 2016 Fiscal Year End Leave Processes

• Special and Overtime Compensatory Leave Cash-Out
  ○ Employees may use accrued overtime and special compensatory leave through June 30, 2016, but it must be entered into the myUFL system by 5 p.m. on **Thursday, June 2, 2016**.
  ○ Balance as of June 3, 2016, 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 ending June 30, 2016.

2016 Fiscal Year End Leave Processes toolkit available online here: [http://training.hr.ufl.edu/instructionguides/time&labor/preparingfor2016fiscalyearleaveprocesses.pdf](http://training.hr.ufl.edu/instructionguides/time&labor/preparingfor2016fiscalyearleaveprocesses.pdf)
Sick Leave Cashout Change for 2016

Prior to **June 30, 2016**, sick leave paid out for TEAMS, USPS employees & out-of-unit Faculty separating from UF as a result of **retirement** or **death** as follows:

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<th>Hired prior to 4/1/2010 AND 10+ yrs. service:</th>
<th>¼ of balance, up to 480 hours max</th>
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<td>Hired prior to 4/1/2010 with less than 10 yrs. service:</td>
<td>not eligible for sick leave cashout</td>
</tr>
<tr>
<td>Hired 4/1/2010 or after:</td>
<td>not eligible for sick leave cashout</td>
</tr>
</tbody>
</table>
Sick Leave Cashout Change for 2016

- After June 30, 2016, no payment for sick leave will be made for any type of separation from employment for TEAMS, USPS, and out-of-unit Faculty.

- In-unit faculty hired prior to 04/01/2010 will continue to be cashed out for sick leave after 6/30/2016, in accordance with UF’s leave administration policy.
Sick Leave Cashout Change for 2016

- Qualifying **active** employees must **retire** by 6/30/16 to be eligible for Sick Leave Cashout.
- Qualifying employees in **DROP** must **terminate** due to retirement on or before 6/30/2016 to cash out sick leave.

- **Life-time cash out**—if previously cashed out due to job separation, then **not eligible** for 2\(^{nd}\) cash out.
- **Cashouts** over $5,000 will participate in the **Special Pay Plan**.

Questions? Contact Central Leave at 392-2477 or email **central-leave@ufl.edu**
Important Dates

• 5/13/16 - Last deductions taken for state plans for 9/10 month employees
• 6/2/16 – Last day to enter 2015-2016 OT or special comp leave (comp leave days must be used by 6/30/16)
• 6/30/16 – Last day to use 2015-2016 personal days (TEAMS, faculty, USPS)
• 6/30/16 – Last day for sick leave cashout for qualifying employees
Important Dates

• Next HR Forum – June 1, 2016
Thank you for attending the HR Forum!

Working together for the Gator Good