

HR FORUM



WELCOME

June 1, 2016

WORKING TOGETHER

FOR THE

GATOR GOOD



Agenda

- GBAS
- Careers at UF
- Changes to FLSA
- Perquisite Renewals
- Alternate Work Location Agreements
- HR-600 Renewals
- Benefits Reminders
- Important Dates



Gator Business Administrator Services (GBAS)



Gator Business Administrator Services is a professional development program designed to help business administrators working in colleges, departments, and units be more effective in their jobs.

This professional support focuses on job skills of employees in the areas of finance, research administration (both pre and post award), reporting, and human resources.

June 16th from 1:00pm – 3:00pm

HRS Training Room 120

Leadership with Elias Eldayrie

Elias will present his perspective on leadership and address the power of influence in leadership, how gender differences affect leadership and organizational behaviors around leadership.

In myTraining, search for GBAS Leadership Series, GBS450



GBAS is open to all participants who are:

Business administrators (exempt and hourly) working in colleges, departments, and units in the areas of human resources, finance, research administration (pre and post award), and reporting.

This includes non-supervisors as well as supervisors.

Who should engage?



Mid-level business administrators who are working on or have completed the PRO3 Series as a way to grow their leadership and management skills and advance their ability to improve business processes within their unit.

High-level business administrators who hold leadership positions in finance and accounting, sponsored programs, and human resources with a role that supervises, analyzes, and/or makes strategic decisions.

These leaders have the opportunity to grow their strategic thinking, problem-solving resources, and build a network of thought partners.

(NOTE: Entry-level transactional positions are not supported.)

Gwynn Cadwallader, GBAS Training Manager, gcadwallader@ufl.edu



Careers at UF: Reference Collection



Overview

- Allows a hiring department to acquire references via Careers at UF.
- Can be done at different steps of the recruitment stage.
- Able to customize the deadline for submitting reference letters.
- Instruction guide will be available on June 6.



Set Up

- Must decide at the beginning of the recruitment process.
- Activate the feature on the job card before posting the job.

Search Committees:

Recipient

No Search Committee selected.

Search Committee information:

Reference Collection Feature?:* Yes No



Application Form

Save and jump to: [Home](#) > [Personal details](#) > [Personal Information](#) > [Reference Check](#) > [Documents](#) > [Confidential EEO Self Identification](#) > [Voluntary Self Identification of Protected Veteran Status](#) > [Voluntary Self-Identification of Disability](#) > [Agreement](#) > [Submit](#)

Reference Check

Reference letters will be requested from the information provided below. Each referee will receive an email with a link to attach their letter of recommendation. Once submitted the letter will be added directly to your existing application packet.

Reference 1

First name:*	<input type="text"/>
Last name:*	<input type="text"/>
Type of referee:	<input type="text" value="Select"/>
Organization:	<input type="text"/>
Reference position:*	<input type="text"/>
Home phone:	<input type="text"/>
E-mail address:*	<input type="text"/>



Initiate Reference Check – 2 Steps

- Step 1
 - Move applicant Status to “Reference Collection”.
 - Defaulted to send an email to notify applicant; have option to turn email off.

test_job_289549 (test_job_289549)

Search Results

<input checked="" type="checkbox"/> All	Submitted	Status ▲	First name
<input type="checkbox"/>	24 Dec 2015	Reference Collection	Juliana
<input type="checkbox"/>	26 Feb 2016	Reference Collection	Cynthia



Initiate Reference Check – 2 Steps

- Step 2
 - Select “Bulk reference check” action.
 - Define expiration date on the subsequent page.

Home Jobs People Reports Settings

New applicant | Search by answers to questions | Merge applicants | **Select a bulk action**

- Bulk apply
- Bulk categorize
- Bulk assign
- Bulk communicate
- Bulk compile and send
- Bulk document merge
- Bulk export
- Bulk invite to apply
- Bulk move
- Bulk move and send
- Bulk reference check**
- Bulk task/reminder

test_job_289549 (test_job_289549)

Search	Results
<input checked="" type="checkbox"/> All	Submitted Status <input type="checkbox"/> First name Last name
<input checked="" type="checkbox"/>	26 Feb 2016 New Cynthia Me
<input type="checkbox"/>	1 Apr 2016 New John Do

Request reference check

Please fill in all mandatory fields marked with an asterisk (*)

Click Save or Save and Exit when you ready to submit your requisition for approval

Bulk action status: 2 Applicants Complete

You have requested to perform reference checks for 2 applicants.

Please select the expiry date for the reference check invitation:

Invitation expiry date:*



Initiate Reference Check – 2 Steps

- Step 2 - continued
 - Enter Posting title and/or posting details on the email to reference providers.
 - (Optional) Edit any other pertinent details.

Request reference check

Bulk action status: 2 Applicants Complete

You are able to request reference checks from 4 references, on behalf of 2 applicants.

[Preview the references who will be invited to provide reference checks.](#)

Emails will only be sent to references with a valid email address.

You can communicate using the methods below:

E-mail: References: Yes No

From:*

Subject:*

Message:*

Format selection

Dear {REFEREEFIRSTNAME},

Recently {FIRSTNAME} {LASTNAME} applied for **(Enter Posting Title)** with the University of Florida and has listed you as a reference. In order to progress their application further we need your assistance in completing a reference on their behalf.

Please click here: {REFERENCECHECKURL}

Your reference form expires on: 1 May 2016

If you have any questions about the reference check please contact us at jobinquiries@ufl.edu or (352) 392-2477. Human Resource Services hours of operation are from 7:30am to 5:00pm, Monday through Friday.

Kind Regards,

Recruitment and Staffing
University of Florida



Review References

- Monitor reference via History Section

Applications

History

Item: Job:

Date & time	Item	
Monday, 29 Feb 2016, 11:22am System	Letter of Recommendation 1: Letter of Reference TEST.docx Size: 11kb test_job_289549	View PDF
Monday, 29 Feb 2016, 11:21am Monica Cuellar	Status changed to 'Background/Reference Check' by Monica Cuellar. test_job_289549	
Monday, 29 Feb 2016, 11:21am System	E-mail: Reference Check Invitation, To: esolano@gmail.com, From: jobinquiries@ufl.edu test_job_289549	View
Monday, 29 Feb 2016, 11:21am System	E-mail: Reference Check Invitation, To: sgarcia13@yahoo.com, From: jobinquiries@ufl.edu test_job_289549	View
Monday, 29 Feb 2016, 11:21am System	Reference check: Online reference check form, Status: Invitation sent test_job_289549	View
Monday, 29 Feb 2016, 11:21am System	Reference check: Online reference check form, Status: Invitation sent test_job_289549	View
Monday, 29 Feb 2016, 11:21am PageUp Administrator	Online reference check invitations have been automatically sent to the referees listed below. 1. Sonia Hudson (Sent) 2. Sendia Garcia (Sent)	



Review References

- View reference via Application Section

Applications

test_job_289549 New No offer Actions
#test_job_289549 HK Submitted: 1 Apr 2016 via [UF Job Listing](#) Status changed 1 Apr 2016 Flags Form Resume

- Add activity
- Add note
- Assign application
- Change status
- Compile and send
- Edit application source
- New task/reminder
- New form
- Send application
- Send application and change status
- View references
- Undisclose application

Available to Originators,
Approvers and Hiring
Managers.



Review References

- Able to be combined with other application materials through the bulk compile option.
 - Originators
 - Approvers
 - Hiring Managers
 - Search Committee Members



Resources

Careers at UF Toolkit

<http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/careers-at-uf/>

Recruitment and Staffing

employment@ufl.edu

352-392-2477



Changes to Fair Labor Standards Act (FLSA)



Changes to FLSA

- On May 18, 2016, President Obama and DOL Secretary Perez announced the publication of the DOL's final rule updating the Fair Labor Standards Act.
- The DOL estimates that the final rule will extend overtime pay protections to over 4 millions workers.
- The final rule sets the standard salary level to be exempt at the 40th percentile of earnings of full-time salaried workers in the lowest-wage region, currently the south.



Changes to FLSA

- Effective December 1, 2016, the minimum salary level will increase from \$455 per week (\$23,660 annually) to \$913 per week (\$47,476) annually.
- Since this is a weekly threshold, the threshold is different for 9 and 10 month appointments.
 - 9-Month: \$35,607.00
 - 10-Month: \$39,806.80



Changes to FLSA

- While many organizations requested the ability to prorate the salary threshold based on FTE, the DOL did not include a revision that would allow employers to do so.
- The final rule established a mechanism for automatically updating the salary and compensation levels every three years.



Changes to FLSA

- The final rule increased the total annual compensation requirement for highly compensated employees to \$134,004.
- The final rule did not include revisions to the duties tests used to determine coverage under the act.



Changes to FLSA

Under the current provisions of the FLSA, some types of Professional Employees are exempted from the salary basis test.

- Teachers - whose primary duty of teaching, tutoring, instructing or lecturing in the activity of imparting knowledge who are employed and engaged in this activity as a teacher in an educational establishment.
- Employees holding a valid license or certificate permitting the practice of law.
- Employees holding a valid license or certificate permitting the practice of medicine.
- An employee who holds the requisite academic degree for the general practice of medicine is exempt if he or she is engaged in an internship or resident program for the profession.



Changes to FLSA

- In addition, several categories of student classifications such as Graduate Assistants and Pre-doctoral Fellows are not expected to be impacted by the salary threshold.



Changes to FLSA

- HRS is facilitating a cross functional workgroup comprised of representatives from the following units.
 - HRS
 - Office of the Provost
 - Health Affairs
 - Sponsored Research
 - Finance and Accounting
 - IFAS
 - Student Affairs
 - Office of the General Counsel



Changes to FLSA

- The workgroup is currently finalizing an assessment of the potential impact the final rule will have on the University.
- In the coming weeks, the workgroup expects to submit a recommendation to the senior leadership team that will minimize the impact the final rule will have on employees and university.



Questions

- You may e-mail your questions to compensation@ufl.edu or contact Classification & Compensation at 392-2477



Perquisite Renewals



Perquisite Renewals

- Departments will be sent a summary report of perquisites approved during the 2016-2017 fiscal year.
- To renew, delete, or make changes to perquisites for the 2016-2017 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 Locations Agreements



Alternate Work Location Agreements due for renewal by July 1

- Form location: <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](#) (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.



Benefits Reminders



Health Insurance Network Reminder

- Medical provider network changes can impact claims payment.
- Using out-of-network providers may result in denial of claims or higher costs to participants.
- Changes to network providers may occur without prior notice.
- Confirm provider's network participation prior to receiving medical care.



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 & entered 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>



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:



**Hired prior to 4/1/2010
AND 10+ yrs. service:**

¼ of balance, up to 480 hours max

**Hired prior to 4/1/2010
with less than 10 yrs.
service:**

not eligible for sick leave cashout

Hired 4/1/2010 or after:

not eligible for sick leave cashout



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 2nd cash out.*
- *Cashouts \$5,000 or more will participate in the Special Pay Plan.*

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



Supplemental Retirement Plans – Employee Only Contributions

- *UF 403B PLAN*
- Two types: Traditional (tax deferred)
Roth (after tax)
- Fidelity, TIAA, VALIC, MetLife, and VOYA.

- *STATE OF FLORIDA DEFERRED COMPENSATION 457 PLAN*
- Nationwide, Empower, VALIC, T Rowe Price, VOYA, Charles Schwab.
- On-campus solicitation by other vendors is not permitted--report to UF Benefits.



Important Dates

- 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 and enter 2015-2016 personal days (TEAMS, faculty, USPS).
- 6/30/16 Last day for sick leave cashout for qualifying employees.



Important Dates

- GBAS Leadership Series - June 16, 2016
- Next HR Forum – July 6, 2016



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

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