

HR FORUM



WELCOME

March 1, 2017

WORKING TOGETHER

FOR THE

GATOR GOOD



Agenda

- UF Ombuds Program
- Youth Conference Services
- Criminal Background Check
- Online Promotion and Tenure (OPT)
- Short Work Break
- Faculty & Graduate Assistant Summer Appointments
- Annual Appraisals
- GBAS Institute
- National Consortium for Building Healthy Academic Communities
- Benefits Reminders
- Important Dates



UF Ombuds Program



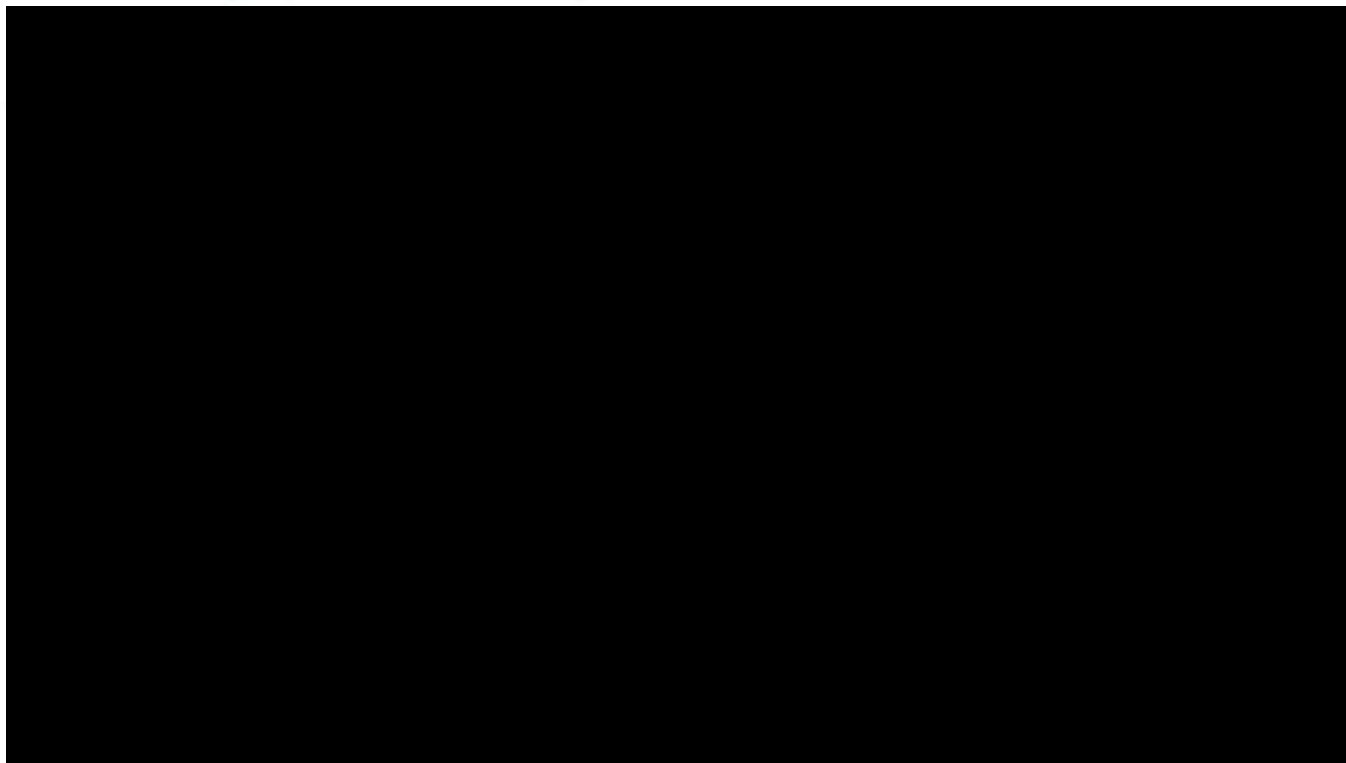
Youth Conference Services



About the Office of Youth Conference Services



Omar Andujar | March 5, 2015



<https://oycs.ufsa.ufl.edu/educationalresources/youth-conference-infographic-presentation/>



SCOPE

Education

Registration / Tracking

Compliance





PRE-PROGRAM REQUIREMENTS

- Central Registration
- Youth Protection Training
- Background Checks





REGISTRATION

- Multi-directional tracking
- Used to validate compliance with pre-program requirements
- Historical Database





YOUTH PROTECTION TRAINING

AUDIENCE

Adults working in
UF-affiliated
youth activities

CONTENT

Strategies, Common
Warning Signs, Laws,
Reporting

DURATION

Approximately
20 – 30 minutes
to complete

ASSESSMENT

A final quiz is
required. A score
of 90 is needed

FREQUENCY

Annually





BACKGROUND CHECKS









- Florida State Law
- UF HR is Liaison













SUPERVISION

- Staff-to-Participant Ratios

DAY GUESTS		
AGE	STAFF	NUMBER OF CAMPERS
4-5		to  6
6-8		to  8
9-14		to  10
15-17		to  12

OVERNIGHT GUESTS		
AGE	STAFF	NUMBER OF CAMPERS
4-5		to  5
6-8		to  6
9-14		to  8
15-17		to  10

- Limit 1-on-1 Interactions



REPORTING



- Florida Mandatory Reporting Requirements
- Steps for Responding



FOR MORE INFORMATION

Visit: <https://oycs.ufsa.ufl.edu/>

Take the Training: my.ufl.edu
(Course # YCS800)

Contact US: 352-846-4698
Carolynnk@ufsa.ufl.edu





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THANK YOU!



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Criminal Background Check



435 LIVESCAN

- Level 2 screening that requires fingerprinting
- Screening only covers:
 - Department of Children and Families (DCF) contracted positions.
 - Positions in childcare facilities. (BabyGator)
 - Summer camp employees and volunteers.
 - Florida 4-H programs.
 - Screening for volunteers are managed by Florida 4-H Headquarters and county 4-H Faculty.
 - Screening for employees are conducted through UF HRS.



DETERMINATION

- Results are reviewed by the Florida Department of Children and Families (DCF).
- Clearance must be obtained from DCF before the employee or volunteer begins working.
- Determination is usually made by DCF within 3 to 7 business days, depending on their volume.



PROCESS

- First, a hiring department must submit a background screening request form via online.
 - Background Screening.
 - Background Screening for Youth Camps and Activities.
- Second, a hiring department must submit a completed copy of the following forms either by faxing, through campus mail, or deliver in person.
 - Clearinghouse Privacy Statement.
 - Clearinghouse Applicant Request Form.
 - Contain personal identification information.



PROCESS

- Lastly, an Affidavit of Good Moral Character must be completed by the applicant and signed by a notary.
 - If fingerprinting is conducted at HR, then HR completes the form with the applicant and will fax the completed form to the requesting department.
 - If fingerprinting is conducted remotely, then the hiring department will need to work with the applicant.
- **Important:**
 - Be sure not to make a fingerprinting appointment until you have the approval from HR.
 - Going out of order will result in hiring department incurring additional cost and experiencing a delay in receiving the result.



PROCESS

- HR will send a courtesy email to the requesting department to confirm our receipt of the request (within the same day or overnight).
- HR will verify with the DCF Clearinghouse to determine if fingerprinting is required.
 - Fingerprinting is required if the person is new to the clearinghouse or needs to renew (good for five years).
- If fingerprinting is needed, then HR will send another email with the link to make a fingerprinting appointment with HR.
- Fingerprinting can be conducted outside of Alachua County and Florida via FieldPrint.
 - Additional information and instructions will be provided by HR via email.



Results and Retention

- HR will forward a copy of the results from the Florida Department of Children and Families (DCF).
- Requesting department must retain the results along with the Affidavit of Good Moral Character in a separate filing location for auditing purposes.
- Requesting department is responsible for checking if a person is up for the five year renewal.



Resources

- Additional details regarding 435 livescan can be found at www.hr.ufl.edu > Manager Resources > Hiring Center > Preparing an Offer.
- Forms can be found by visiting:
www.hr.ufl.edu/manager-resources/forms.
- Fingerprinting appointments with HR can be made online by going to <https://booknow.appointment-plus.com/7ryk7y2x/>.



Assistance

- Background Check Team at HR:
 - Phone: 352-392-2477
 - Fax: 352-846-0668
 - Email: HRSBackgrounds@admin.ufl.edu
- UF IFAS Extension 4-H State Headquarters:
 - Phone: 352-846-4444
 - Email: brk09@ufl.edu



Online Promotion and Tenure (OPT)



Faculty Workshops

- Thursday, March 16, 2017
 - 9 – 11am
 - Reitz Union Chamber Room (Ground Floor).
- Friday, March 31, 2017
 - 2:00 – 4:00pm
 - 6120 HSC/Shands Bldg (take elevator in Atrium area to 6th floor).
 - Video conference for COM/Jax in the Alumni Board Room.
 - *To sign up for a workshop, please RSVP to Ileana McCray at mccrayi@ufl.edu.



Online Promotion & Tenure

- 2017-2018 Guidelines will be available soon.
- 2017-2018 OPT template will be available soon.
- Please let Janet Malphurs know of any updates to the OPT Dept/College list for the 2017-2018 year via email.

Useful link: www.aa.ufl.edu/tenure



Online Promotion and Tenure

- New for 2017 -2018:

Section 4 – Effort reported - this section will auto-populate from the faculty member's record in the Effort Reporting System, starting with the year 2011. Any effort prior to 2011 will need to be added in the chart in the OPT template.



Online Promotion and Tenure

Department									
Term/Year	Teaching	Research	Service	Extension	Clinical	Sabbatical	Leave	Other	Total

The chair's/director's letter should provide an explanation of any significant changes in assignment.



Online Promotion and Tenure

- New for 2017-2018

Promotions for the Assistant In series will be approved by the Dean/Director and will not go through the OPT process. A nominee information cover sheet is available on the Provost website at www.aa.ufl.edu/tenure.



Short Work Break 9- and 10-month employees



Short Work Break for 9- and 10-month Employees

- 9- and 10-month employees (faculty, graduate assistants and TEAMS) will be put on Short Work Break in the myUFL system for the summer semester.
- Short Work Break file will be available soon. Once available, you may 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 5/16/17 for 9-month and 6/7/17 for 10-month employees.



Short Work Break for 9- and 10-month Employees

- Time Reporting will be inactivated during the Short Work Break period.
- Departments still need to review employees to ensure 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 & Grad 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 submit an ePAF for the summer appointment.
- The file will be available via myUFL system:
 - Workforce Administration>Job Information>UF Summer Job Review
- The file is expected to be available in April 2017.
- Summer appointments will appear in myUFL in late April/early May.



Faculty & Grad Assistant Summer Appointments

- A termination row will be applied at the same time the summer appointment is applied in job data.
- Don't forget, distributions for summer appointments will still need to be completed.

Questions? Contact Human Resource Services at 392-2477



Annual Appraisals



TEAMS and USPS Performance Appraisals

- Annual staff performance appraisals cover the period from March 1, 2016 to February 28, 2017.
- Appraisals must be presented to the employee and signed by March 31, 2017.
- Supervisors should give priority to documenting specific language and examples to outline the job performance and work-related behavior from the entire appraisal year.
- Be sure to develop meaningful goals for the coming year.



- Two forms are used for evaluations:
 - TEAMS Non-Exempt, USPS Non-Exempt and USPS Exempt Form.
 - TEAMS Exempt Form (designed to accompany an evaluative narrative or letter).
- Both forms require an overall rating be assigned.
- Also includes an outside activities disclosure section.

*** Some Work Areas have developed approved performance appraisal forms that should be used in lieu of the appraisal forms described above.



REMINDERS

- Use the correct form for the salary plan of the employee.
- Ensure UF ID's and correct full names are used.
- Employees must sign and date the appraisal document. If the employee elects not to sign the appraisal, the Supervisor should write "Employee elected not to sign" on the signature line.
- If overall rating is "Minimally Achieves" or "Below", supervisors must contact Employee Relations before the evaluation is issued.
- Employees employed fewer than 60 days or who are in probationary status do not need to be evaluated.



- Evaluation forms are available on the Employee Relations section of the HRS website.
- Supervisors should review position descriptions prior to issuing to ensure accuracy.
- Completed appraisals should be mailed to:
Human Resources, Attn: Employee Relations,
PO Box 110281, Campus Mail.



Employee Relations assistance is available from our satellite offices:

- IFAS: 392.4777
- HSC: 392.3786
- PPD: 392.2333
- E&G: 392.6615



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GBAS Institute

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Gator Business Administrator Services

Spring Institute 2017

April 4th from 8:30am – 4:30pm

Emerson Alumni Hall – President's Ballroom, 2nd floor

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8:00 - 8:30 a.m.
Continental Breakfast & Networking



Find the **U** in **UF**

8:30 to 10:30 a.m.
OPENING SESSION:
Themes of Inclusion in F Major
a Musical Collaboration with
Dr. James Oliverio, UF Digital Worlds

AM Select 1

Session 1 Finance & Accounting

Color of Money
*Learn the rules for spending money at UF
in this foundational course*

Alan West
10:50 -12:20 p.m.

or

Session 2 Finance & Budgeting

Strategic Budgeting
*Develop a budget & share your budgeting
process with colleagues and experts*

Kimberly Browne & George Kolb
10:50 -12:20 p.m.

or

Session 3 Personal Excellence

Learning from Failure
*Explore how a Growth Mindset can
improve the results in your area*

Courtney Moon
10:50 -12:20 p.m.

or

Session 4 Human Resources

Hidden Bias
*The conversation we aren't having,
but should be*

Melissa Curry & Cynthia Mendoza
10:50 -12:20 p.m.

Lunch 12:30 - 1:15 p.m. Open Office Hours with the Core Offices

PM Select 1

Session 5 Finance & Accounting

Basic Accounting at UF
*Learn how the UF accounting systems
work in this foundational course*

Brad Bennett
1:30 -3:30 p.m.

or

Session 6 Finance & Sponsored Programs

All About Audits and Reviews
*Explore how to make the review &
audit process as smooth as possible*

Alan West, Brenda Harrell,
Brian Mikell, & Tiffany Schmidt
1:30 -3:30 p.m.

or

Session 7 Personal Excellence

Critical Thinking Consultancy
*Explore a dilemma and potential
solutions with your GBAS peers*

Alexa Lamm
1:30 -3:30 p.m.

or

Session 8 Leadership

Inclusive Leadership
*Explore how leaders cultivate inclusiveness
and create a thriving team culture*

Bob Parks
1:30 -3:30 p.m.

General Session - Snacks and Beverages
GBAS Mentoring Program: 3:45 - 4:00, Themes of Inclusion Share Out: 4:00 - 4:30



Themes of Inclusion in F Major

Guest Speaker: Dr. James Oliverio, UF Digital Worlds Institute

The UF Digital Worlds Institute's Director James Oliverio joins us to explore methods to orchestrate interactive collaboration around a task. Participants will use new software being developed at Digital Worlds to develop a group rhythm and compose a plan to ensure harmonious engagement. Pick your “key” structure and make music with your peers.



Morning Breakout Sessions:

- The Color of Money (flipped).
- Strategic Budgeting.
- Learning from Failure with a Growth Mindset.
- Hidden Bias: The conversation we aren't having, but should be.

Open Office Hours at Lunch time.



Afternoon Breakout Sessions:

- Basic Accounting at UF (flipped).
- All About Audits and Reviews.
- Critical Thinking Consultancy.
- Inclusive Leadership.

Closing Session: Themes of Inclusion Share Out



Registration is now open

Join us on April 4, 2017 from 8:30am – 4:30pm.

In myTraining, search for GBS250 2017 Spring Institute.

Be sure to register for two breakout sessions.

Registration will close March 13th.

For more information, contact: Gwynn Cadwallader
GBAS Training Manager, gcadwallader@ufl.edu





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National Consortium For Building Healthy Academic Communities

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National Consortium for Building Healthy Academic Communities 2017 Summit

April 6 & 7 | J. Wayne Reitz Union Grand Ballroom

- Third biannual summit (originally held at Ohio State in 2013, then University of California, Irvine in 2015).
- *Harnessing the power of comprehensive, evidence-based approaches to wellness.*
- CEs for nursing, CHES, ACSM and social work.
- Special rate for UF faculty, staff and students.



Keynote Speakers



Ray Fabius, MD, Global Physician Executive, Co-founder of HealthNEXT, Harvard School of Public Health, Thomas Jefferson Population Health Academy, American College of Occupational and Environmental Medicine, American Assn. of Physician Leadership

Kathy Dempsey, RN, Behavior Change Expert, Award Winning Author and Speaker, President and Founder of Keep Shedding Inc.

Amishi Jha, PhD, Neuroscientist, Director of Contemplative Neuroscience, Mindfulness Research & Practice Initiative, Principal Investigator and Associate Professor of Psychology, University of Miami

Bernadette Melnyk, PhD, RN, CPNP/PMHNP, FNAP, FAAN, Associate Vice President for Health Promotion, Chief Wellness Officer, Dean, College of Nursing, The Ohio State University

Raj Patel, PhD, Author of *Stuffed and Starved: The Hidden Battle for the World Food System*, Research Professor, Lyndon B. Johnson School of Public Affairs, University of Texas, Austin, Senior Research Associate, Unit for the Humanities, Rhodes University (UHURU) South Africa

healthyacademics.org/national-bhac-summit-2017

Questions? Email hws-wellness@ufl.edu



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Benefits

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IRS Reporting Form 1095-C

Employer Provided Insurance Offer and Coverage

- Reports employees' health insurance information for prior calendar year.
- State of Florida and GatorCare plan participants should have recently received the form.
- Employees may file income tax returns without 1095-C form if they know they had coverage for the entire year.
- Questions regarding 1095-C form? Contact UF Benefits. Office by email benefits@ufl.edu or call (352) 273-2840.



FLARE Spring Workshops (Financial Literacy and Retirement Education)

Register by logging in to [myUFL](#) and navigate to *Main Menu > My Self Service > Training and Development > myTraining*

GET023 Estate Planning Workshop

[Monday, March 06, 2017, 2-4 PM](#)

GET140 Medicare

[Friday, March 17, 2017, 9-11 AM](#)

GET137 Creating a Retirement Roadmap

[Monday, April 10, 2017, 2-4 PM](#)

GET573 FRS/DROP Workshop

[Friday, April 21, 2017, 9-11 AM](#)

Seats are limited, so enroll right away!





Gator Perks



- UF employee discount program for UF staff and faculty.
- Discounts for restaurants, travel, entertainment, & more.
- Join the GatorPerks listserv for periodic notifications about new vendors and limited time offers.

<http://hr.ufl.edu/benefits/other-benefits/gatorperks/>



Important Dates

March 15 - 2016 FSA grace period ends

- Continue to use for eligible expenses January 1 through March 15.
- Use it or lose it—any unused balance is forfeited.

April 18 - FSA final filing date for 2016 FSA expenses



Important Dates

- 2016 Flexible Spending Account Grace Period Ends – Wednesday, March 15.
- GBAS Spring Institute – Tuesday, April 4, 2017
Registration will open Monday, February 27.
- Next HR Forum – April 5, 2017.
- National Consortium for Building Healthy Academic Communities – April 6 & 7, 2017.

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

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