

# HR FORUM



WELCOME

March 7, 2018



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## Agenda

- Overview: Office of Real Estate
- UFDocuSign
- Two-Factor Authentications
- Immigration Updates
- Criminal Background Checks
- Summer Camps
- Updates to Careers at UF
- Online Promotion and Tenure (OPT)
- Short Work Break
- Faculty & Graduate Assistant Summer Appointments
- GBAS
- Benefit Reminders
- Important Dates



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# **Overview: Office of Real Estate**

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# The Real Estate Buckets

- UF real estate transactions.
- UF Foundation real estate gift monetization.
- Economic development initiatives.





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UF in the real estate business:

Over 35,000 acres of land owned or leased.

100+ leases over 200,000 square feet.

Representation in every county in Florida.



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## The Leasing Process

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OFFICE OF REAL ESTATE  
PRELIMINARY REQUEST TO LEASE OFFICE SPACE

Department Name: \_\_\_\_\_  
Business Unit: \_\_\_\_\_  
Department Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Date of Request: \_\_\_\_\_ Responsible Dean: \_\_\_\_\_

1. Desired area for space to be located in: \_\_\_\_\_
2. Use of Space: \_\_\_\_\_
3. Desired Size of Space, Number of Offices/Exam Rooms, Etc: \_\_\_\_\_
4. Desired Length of Lease, Desired Start Date: \_\_\_\_\_
5. Estimated Budget for lease of space: \_\_\_\_\_
6. Other relevant information: \_\_\_\_\_

Please submit completed form to:  
Office of Real Estate  
PO Box 113135  
Gainesville, FL 32611-3135  
@ Office of Real Estate  
352-294-3560

To be completed by ORE:  
Reviewed and approved by PDC \_\_\_\_\_

updated 9/15 LMF

Contact ORE at beginning.

First Step: Preliminary Request  
Form.

ORE is here to serve you  
throughout the entire process.

Last Step: Final Approval/  
Dean's Signature.

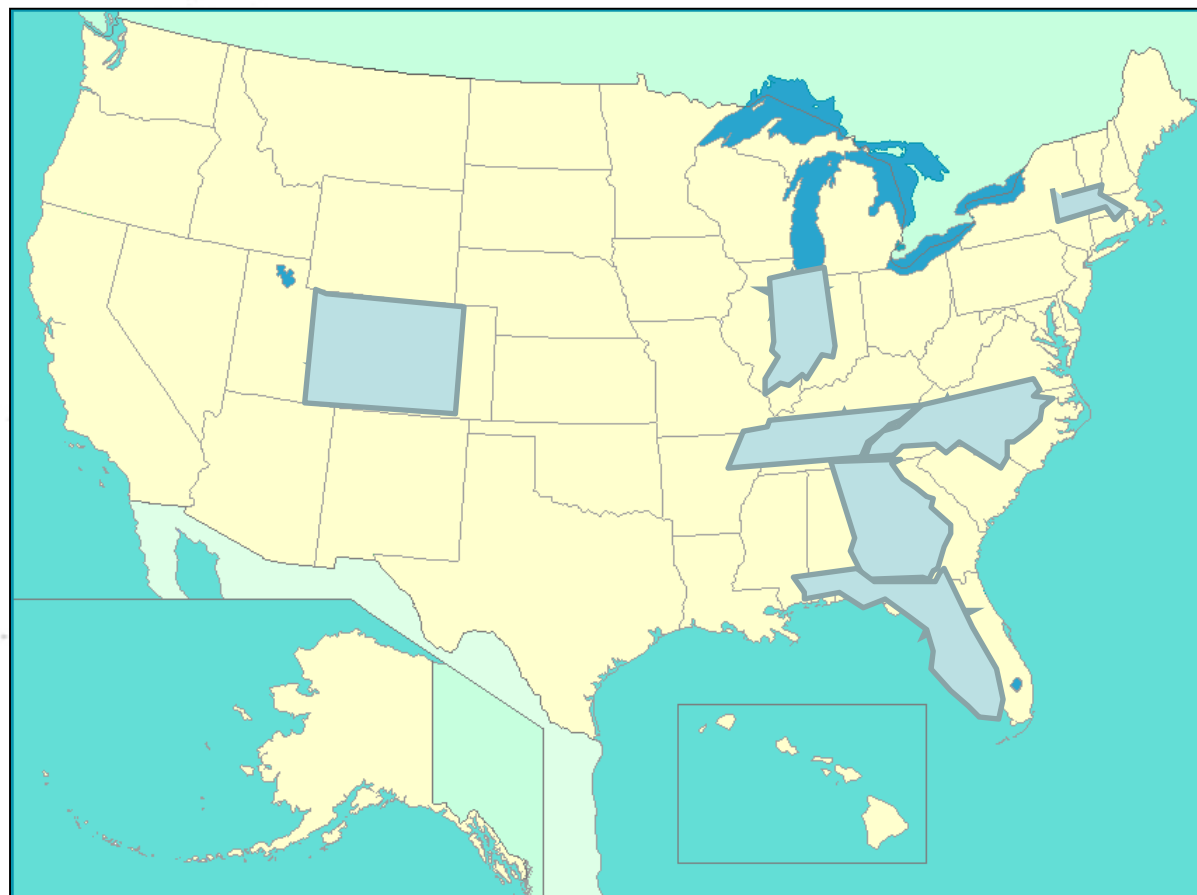


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Working with the  
University of Florida  
Foundation and  
development officers.

Over \$6 million in  
real estate asset  
sales last 18 months.



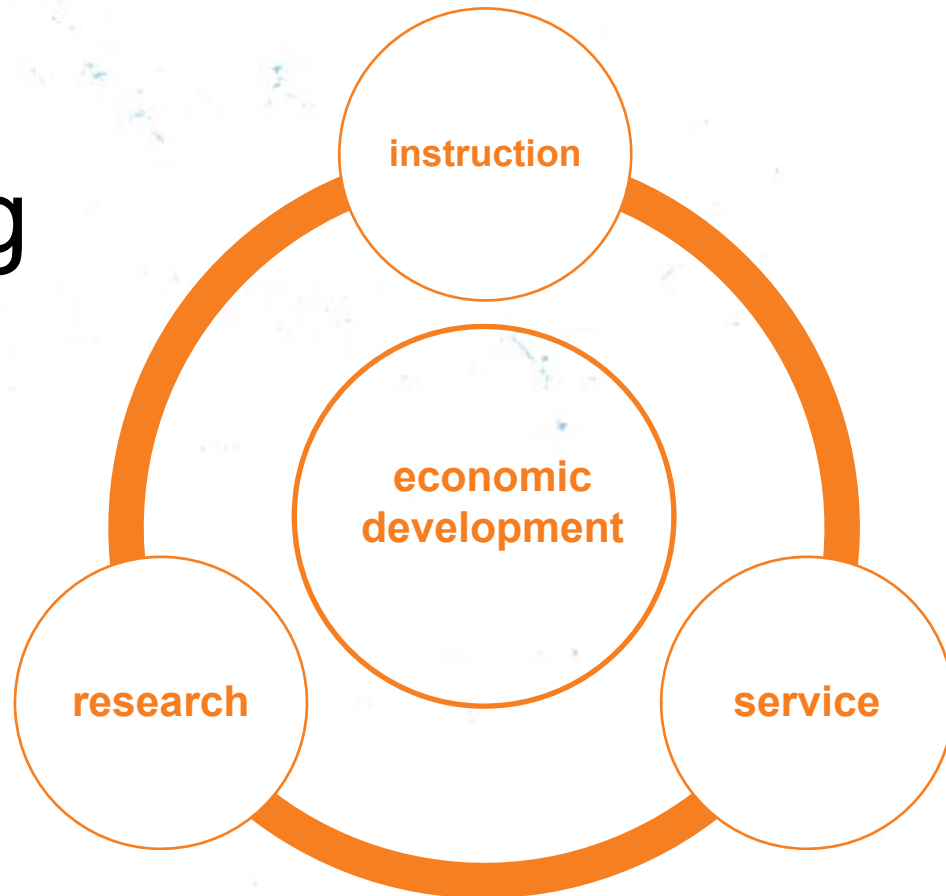
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## The expanding role of the modern University

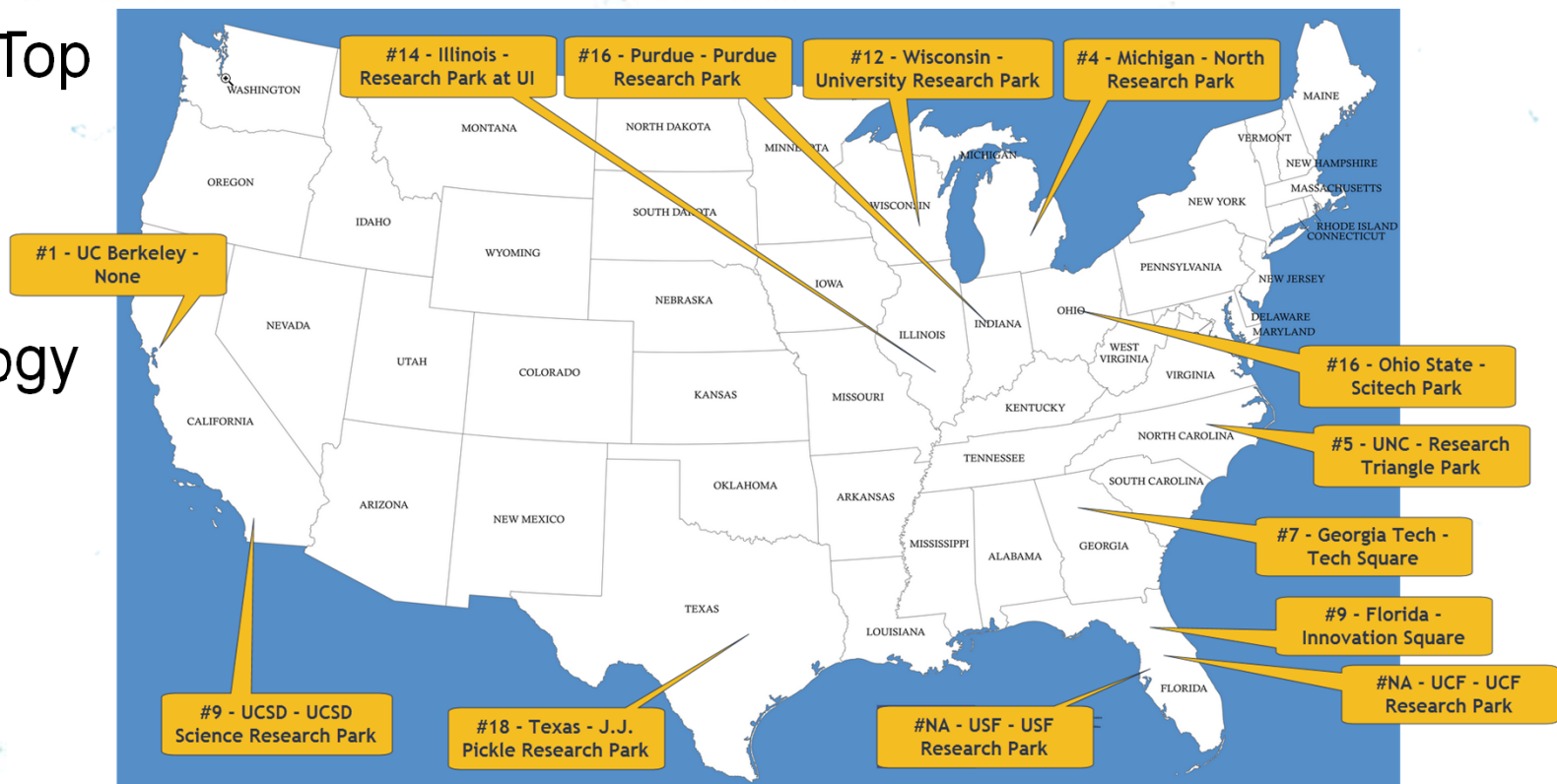






## Mission – Enhance Top 5 Status

US News Top  
Public  
University  
Research  
/ Technology  
Parks.





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## Innovation Square



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## Innovation Square – 2019 and 2039



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# ORE Contact Information

[realestate@ad.ufl.edu](mailto:realestate@ad.ufl.edu)

352-294-3660

<https://ore.ufl.edu/>

Lee Nelson  
Director

Lisa Fiorentino  
Assistant Director

Theresa Jones  
Administrative Assistant



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# UFDocuSign

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DocuSign®

*Empowering faculty  
and staff to sign and  
send documents  
from anywhere  
anytime*

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# What is UFDocuSign?

- UFDocuSign is a digital signature service that allows you to securely sign and initial an electronic document instead of a paper copy.
- You can also send electronic documents for signature — to one person or many people — and easily see the status of the documents you send.





## Why UFDocuSign?

- From new-hire paperwork and financial aid forms to PCard applications and grant fund requests, many UF documents require signature signoff.
- Paper documents can take days or weeks to be received, signed and returned, delaying UF business operations.



## UFDocuSign is...

- Secure and legally binding, providing secure delivery of official UF documents that are valid and legally binding.
- A time-saver for gathering signatures, as it speeds up the process and turnaround time for receiving signed documents.



## UFDocuSign is...

- **Sustainable and a cost-saver**, cutting down on the costs to print and mail documents and eliminating the need to store physical copies.
- **Easily trackable**, as it follows each document's location in real time and who still needs to sign it. Updates are sent to remind signers they have a document waiting for their approval.



# UFDocuSign

- Launch date: April 2018
- UFDocuSign should be used for official University of Florida business only.
- After the campuswide launch, faculty and staff will be able to use UFDocuSign by logging into [www.docuSign.com](http://www.docuSign.com) with their GatorLink Username and Password.





# UFDocuSign Team

## **Executive Sponsor Group**

Elias Eldayrie, Vice President and Chief Information Officer

Jodi Gentry, Vice President for Human Resources

Mike McKee, Vice President and Chief Financial Officer

## **Project Steering Committee**

Elizabeth Amdur, Project Champion/Steering Committee  
Chair

Melissa Curry, Human Resources

Lisa Deal, Procurement

Brent Goodman, Human Resources

Brandon Vega, UFIT



# UFDocuSign Team

## Implementation Team

Elizabeth Amdur, Delivery Manager

Pate Cantrell, UFIT Project Manager

Tracy Crichton, EDM

Carrie Davey, DocuSign Project Manager

Robin Marrin, EDM Service

Frank Medina, EDM

MyCah Pleasant, UFIT

Allan West, UFIT

Chris Wiggins, Technical Lead



## Learn More

- Be on the lookout for UFDocuSign communications in *UF at Work*, your email inbox and other campus communications.
- Visit: [it.ufl.edu/ufdocusign](http://it.ufl.edu/ufdocusign)
- Email [UF-DocuSign@ufl.edu](mailto:UF-DocuSign@ufl.edu) with any questions.



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# Two-Factor Authentication

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# Two-Factor Authentication

## What is it?

- **First Factor: Something you know.**  
Your username and password.
- **Second Factor: Something you have**  
Smartphone app: (iPhone, iPad, Android, Windows phone).  
Telephone: (any landline or cell phone).  
Passcode: Smartphone app, physical token, or SMS/TXT.

*You may have many Second Factor “devices” and the devices can be shared.*

Duo Security is the cloud service UF has implemented





## Two-Factor Authentication Why?

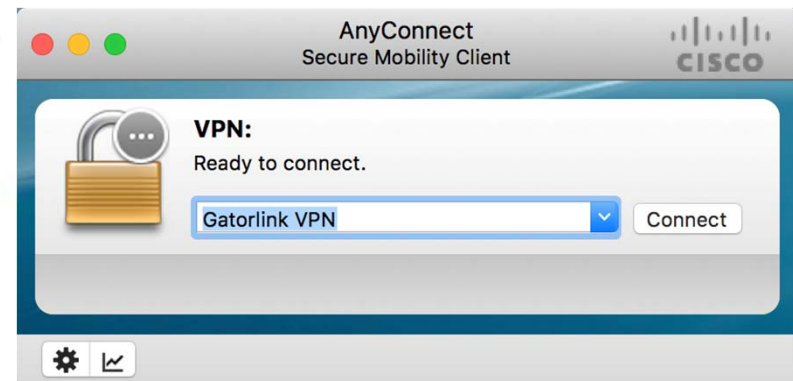
- Helps fight against common Internet threats:
  - Phishing.
  - Social Engineering – tricking people to do things.
  - Password brute-force attacks, bad-guys exploiting weak or stolen passwords.
- Due to the number of attempted account compromises UF is increasing account security with Two-Factor.



## Two-Factor Protected

Access to UF resources  
via UF's main login page  
([login.ufl.edu](https://login.ufl.edu))

Access to UF resources  
via the UF VPN  
([vpn.ufl.edu](https://vpn.ufl.edu))





## UF Two-Factor Website

Two-Factor Authentication - In x

https://it.ufl.edu/two-factor

UF Information Technology UNIVERSITY of FLORIDA

TWO-FACTOR AUTHENTICATION

# TWO-FACTOR AUTHENTICATION

GET STARTED	What Is Two-Factor Authentication?	+
USING TWO-FACTOR	Why is UF using Two-Factor Authentication?	+
ENROLL NOW	Who is expected/eligible to use Two-Factor Authentication?	+
MY TWO-FACTOR	Get Started	+

Back to Top





# Phased Adoption

- Phase I – UFIT adoption completed in September 2017
- Phase II – Risk based with opt-in for UF faculty, staff and affiliates
  - January 25, 2018 – Enroll IT@UF
  - February 1, 2018 – Risk Based Adoption
    - Enroll individuals who have had their account compromised (ISO)
    - Commence collaborations to enroll individuals handling restricted data
    - Commence process discussions to enroll new employees during on-boarding
    - Continue collaboration with early adopters
  - April 5, 2018 – Opt-in for other UF faculty, staff, and affiliates
- Phase III – Mandated enrollment for UF faculty, staff, and affiliates
  - 2019-ish





## Support Model Approach

- Local unit IT support staff for use and basic trouble
- UF Computing Help Desk & UF Health Help Desk
  - Ability to assist with UF self-service enrollment portal (My Two-Factor)
  - Ability to issue bypass codes to access “My Two-Factor”
  - Ability to unenroll a user if issue cannot be resolved through normal support – during Opt-In period
  - Ability to distribute security tokens



## Communication Plan

- General communication announcing new service is coming:
  - February 8, 2018 – *UF at Work*.
- Tailored communication to areas accessing PII: (Payroll, HR, etc.)
  - Commences February 1, 2018.
- General communication announcing opt-in availability:
  - April 5, 2018 – *UF at Work*.
- Ongoing communication during Phases II and III:
  - General communication and communication tailored to specific audiences.
  - Commences on February 1, 2018.



## Some things to note ...

1. Stop closing web browsers -- leverage SSO.  
Make sure computers are secured with screen lock.
2. Smartphones on campus – enable Wi-Fi.
3. Change is hard.
4. Register multiple devices!





## Where to go...

<https://it.ufl.edu/two-factor>

<https://it.ufl.edu/two-factor/support>



## Follow-up Tasks ...

1. How to start adoption within your organization?
2. Need follow-up presentations with your teams?
3. How else can UFIT help get you started?



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# Immigration Updates

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## Immigration Updates

- TEAMS titles increasingly difficult to sponsor for H1-Bs.
- Requests for evidence (RFE) increasing.
- RFE fees will be covered by HR.
- New Fragomen fees updated on website.
- UF Washington DC lobbyist currently working with AAU to lobby on behalf of higher education.



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# **CRIMINAL BACKGROUND CHECK FOR SUMMER CAMP/YOUTH ACTIVITIES**

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## Youth Activities & Camps

- To ensure minors are receiving the best experience at the University of Florida, all youth activities affiliated with UF should register with the Office of Youth Conferences Services.
- UF 4-H programs should consult with UF IFAS 4-H State Headquarters.





## Criminal Background Check Requirements



- Level 2 screening (fingerprinting) will be required for all employees and volunteers participating in a youth activity/camp.
- Affidavit of Good Moral Character must be completed by youth activity/camp personnel and retained by the camp director/coordinator for future inspection.



## Criminal Background Check Requirements

- There are two types of level 2 screenings:
  - FBI Livescan
  - 435 Livescan
- Type of level 2 screening is dependent on the timing of the youth activity/camp:
  - Non-Summer Period (September 2 through March 30)
    - FBI Livescan
  - Summer Period (April 1 through September 1)
    - 435 Livescan



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# Summer Youth Activity/Camp

- 435 Livescan screening can begin 60 days prior to beginning employment or volunteering.
- Determination is made by DCF usually within 3 to 7 business days, depending on their volume.
- Clearance must be obtained from DCF before employees and volunteers start.
- Employee profile must be in the Florida Department of Children and Families (DCF) Clearinghouse before fingerprinting and taking a photo of the candidate.





## PROCESS

- Submit “Background Screening for Youth Camps and Activities” form.
  - Recruitment and Staffing will send out a confirmation email upon receipt of the request.
- Submit Clearinghouse Applicant Request Form and Clearinghouse Privacy Statement.
  - Fax, campus mail, or in person.
  - Contains personal identification information.
- Complete Affidavit of Good Moral Character.
- HR Forms website, [www.hr.ufl.edu/forms](http://www.hr.ufl.edu/forms).



## PROCESS

- Recruitment and Staffing will verify with DCF Clearinghouse to determine if fingerprinting is required.
  - New to the clearinghouse.
  - Up for five year renewal.
- Fingerprinting appointments can be made online, <https://booknow.appointment-plus.com/7ryk7y2x/>.



## Assistance

- Recruitment and Staffing Background Check Team:
  - Phone: 352-392-2477
  - Email: [HRSBackgrounds@admin.ufl.edu](mailto:HRSBackgrounds@admin.ufl.edu)
- UF Office of Youth Conference Services:
  - Phone: 352-846-4698
  - Email: [oycs@ufsa.ufl.edu](mailto:oycs@ufsa.ufl.edu)
- UF IFAS Extension 4-H State Headquarters:
  - Phone: 352-846-4444
  - Email: [brk09@ufl.edu](mailto:brk09@ufl.edu)



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# Careers at UF Updates

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## Updates

- Already in effect:
  - Link to list of approvers and recruiters

### APPROVALS

Approver(s) and core HR assigned to your department can be found by [clicking here](#).

- Roll out on March 7, 2018:
  - Head Count Management
  - Bulk Update
  - Send Approver Email
  - Job Card



## Head Count Management

- Reposition the “add more” feature to the bottom of this section.

### HEADCOUNT MANAGEMENT

Positions:\*

Position no	Type:*	Applicant	Application status
1	<input type="text" value="00004994"/>	<input type="text" value="Replacement"/>	<input type="text" value="-"/>

Cancel

New:  Replacement:  Add more



## Bulk Compile and Send

- Will sort all applications in alphabetical order:
- Important Note:
  - Uploaded document will be available for compiling after a few minutes past uploading.
  - Timing will depend on the size of the document.



## Approval Process

- Users (originators and approvers) have the ability to resend a reminder email to the designated approver.

Approval process:\*

Grounds and Maintenance approvals

1. 1 up approval:

Geoff Hiring ⓘ You are here

[Resend email to approver](#)





## Job Card

- Eliminate following fields to declutter the job card.
  - EEO Number
  - EEO Job Category



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# Online Promotion and Tenure (OPT)

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# Faculty Workshops

- Monday, March 26, 2018:
  - 9 – 10:30am
  - HR Building (903 W. University Ave), Room 120.
- Thursday, March 29, 2018:
  - 2:00 – 4:00pm
  - 6120 HSC/Shands Bldg (take elevator in Atrium area to 6<sup>th</sup> floor) Video conference for COM/Jax in the Alumni Board Room.
  - To sign up for a workshop please RSVP to Rosie Connolly at [rconnolly@aa.ufl.edu](mailto:rconnolly@aa.ufl.edu).



## Online Promotion & Tenure

- 2018-2019 Guidelines will be available soon.
- Please let Janet Malphurs know of any updates to the OPT Department/College list for the 2018-2019 year via email - [jmmalph@ufl.edu](mailto:jmmalph@ufl.edu).

Useful link: [www.aa.ufl.edu/tenure](http://www.aa.ufl.edu/tenure)





# Online Promotion and Tenure

## REMINDER

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](http://www.aa.ufl.edu/tenure).



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# **Short Work Break**

## **9- and 10-month employees**

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## 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 Main Menu>Enterprise Reporting>Access Reporting>Human Resources Information>Workforce Information to view employees who will be on Short Work Break.
- Effective date of the Short Work Break will be 5/16/18 for 9-month and 6/5/18 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





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# Faculty & Graduate Assistant Summer Appointments

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## 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.
  - Main Menu>Human Resources>Workforce Administration>Job Information>UF Summer Job Review
- The file is expected to be available in April 2018.
- 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



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## GBAS

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## **Spring Institute 2018**

April 3 from 8:30am – 3:30pm

Emerson Alumni Hall – President's Ballroom, 2<sup>nd</sup> floor

## NOT on Our Watch!

with Leaders from the University of Florida's Core Offices

### General Session 8:30 - 10:30 a.m.

#### *Learn It.*

The Spring Institute will bring core office leaders from Finance and Accounting, Internal Audit, Sponsored Programs and Human Resources together to share best practices for good stewardship and accountability of UF's resources with you.

They will share stories that describe how and why fraud happens, discuss the impact of fraud on the university, and identify the top areas of significant risk for UF.

**All Attend**  
Select this as a  
morning session.

**Brunch 10:30 - 11:20 a.m.**      **Updates: GBAS & UFDocusign**  
Networking 11:20 - 11:40 p.m. (Set-up for breakout sessions)

**Select 1**  
**Breakout Sessions**

#### **Session 1** **Sponsored Programs**

**Not on Our Watch!**  
*Apply It & Manage It*

*Stephanie Gray and Tiffany Schmidt*  
**11:40a.m. — 2:50p.m.**

*or*

#### **Session 2** **Finance & Accounting**

**Not on Our Watch!**  
*Apply It & Manage It*

*Mike McKee, Alan West and Brian Mikell*  
**11:40a.m. — 2:50p.m.**

*or*

#### **Session 3** **Human Resources**

**Not on Our Watch!**  
*Apply It & Manage It*

*Maureen De Armond and Melissa Curry*  
**11:40a.m. — 2:50p.m.**

**Break and Survey: 2:50 - 3:10 p.m.**  
**Making Connections: 3:10 - 3:30 p.m.**

# Registration is now open.

Join us on April 3rd from 8:30am – 3:30pm

In myTraining, search for GBS250 2018 Spring Institute and register for the general session and register for one breakout session.

Registration will close March 13th.



For more information, contact: Gwynn Cadwallader  
GBAS Training Manager, [gcadwallader@ufl.edu](mailto:gcadwallader@ufl.edu)

# GBAS Mentoring Program

Application Process opens April 2nd and will close on April 30th

For more information, visit the GBAS website.

<http://cfo.ufl.edu/administrative-units/gbas/mentoring/>

If you are interested in being mentor, contact [gcadwallader@ufl.edu](mailto:gcadwallader@ufl.edu)





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# Benefits Updates

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# People First System Upgrade

- New updated People First system coming in March.
- Intuitive, with modern look and feel.
- People First system unavailable 3/16 - 3/26.
- People First Service Center available by phone during downtime (866) 663-4735.



## State Plan Underpayment Processing Change

- Underpayment process changing due to People First system upgrade.
- Improved process for collecting premium underpayments for **state** benefits plans .
  - *Old process*—employees must mail check for underpayment to People First.
  - *New process*—payroll deduction for up to 1 month's premium underpayment.



## IRS Reporting Form 1095-C

- Reports employees' health insurance information for prior calendar year.
- State of Florida and GatorCare plan participants should have recently received the form.
- Do not attach to tax return—retain for your records.
- Employees may file income tax returns without 1095-C form if they know they had coverage for the entire year.





## Dependent Eligibility Verification Audit (DEVA) for state plans

- DEVA dates for active UF employees -- March through May 2018.
- Requests sent via email & postal mail from **HMS**.
- Employees must send documents to **HMS only** (*do not send to PeopleFirst or UF Benefits Office*).
- Send copies, not originals—documents will NOT be returned.
- **Employees MUST respond to documentation request!**
- [DEVA FAQ](#)



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## DEVA Sample Letter



DATE

Emp\_Name  
Street  
Street2  
City, St Zip



Dependent Verification  
PO Box 165308  
Irving, TX 75016-9923



Initial Letter



PC or Mobile Upload: [www.VerifyOS.com](http://www.VerifyOS.com)



FAX: 877-223-8478



Go green at [www.VerifyOS.com](http://www.VerifyOS.com)!

[\*EID\*]

REFERENCE NUMBER: EID

RESPOND BY: [DATE]

Dear Emp\_Name,

The State of Florida has contracted with the independent audit firm, HMS, to verify that dependents enrolled in the State of Florida group health insurance plan meet eligibility guidelines. In order for your dependent(s) to continue to receive benefits under the State of Florida's group insurance program, action is required by you to submit proof of their eligibility by date.

As a reminder, eligible dependents are defined in your benefits summary as:

- Your legal spouse.
- Your child, or a child of the surviving spouse of a deceased enrollee, up to age 26. A child is eligible for coverage until the end of the calendar year in which the child turns 26.
- Your child age 26 up to age 30 who is unmarried, has no other health insurance and is either a resident of Florida or a current student (full time or part time). An adult child is eligible for coverage until the end of the calendar year in which the child turns 30, as long as the child continues to meet the eligibility requirements.
- A child of any age who is incapable of self-sustaining employment because of an intellectual or physical disability and is dependent upon you for care and financial support.
- A newborn child of a covered dependent, up to age 18 months.

A child is defined as your biological child, stepchild, legally adopted child or child placed with you for adoption, a newborn child up to age 18 months and whose parent is your covered dependent, a child for whom you or your spouse has been appointed the legal guardian or awarded legal custody, a foster child, or a child for whom you are required to provide health insurance by a Qualified Medical Child Support Order.

If after reading the attached Frequently Asked Questions (FAQ) you still have questions, please feel free to call HMS at 1-877-577-4549 from 8 a.m. to 8 p.m. ET, Monday through Friday.

Thank you for your cooperation.

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## DEVA Security Reminders

- ALWAYS be cautious about disclosing personal information.
- ALWAYS be certain the source is legitimate.
- NEVER send SSN data by email.
- *HMS employees will NOT call & request SSN data to confirm identity.*

More DEVA info available online <https://www.mybenefits.myflorida.com/>  
(enter DEVA in the search box)

**Questions about DEVA documentation?**

HMS Call Center (877) 577-4549.



## FSA Grace Period Ends March 15

- Submit eligible expenses incurred through March 15.
- Eligible FSA expense info found on [Chard Snyder website](#).
- Final filing date for 2017 expenses is April 15, 2018.
- *Use it or lose it!*

### FSA Questions?

Contact Chard Snyder 855-824-9284 or  
[FloridaAskPenny@chard-snyder.com](mailto:FloridaAskPenny@chard-snyder.com).





## GatorPerks Discount Program



- Employee discount program for UF employees.
- Discounts for restaurants, travel, entertainment, & more.
- Most vendors require you to show your Gator 1 card.
- Sign up for the GatorPerks listserv--info on new vendors & limited time offers.
- Discount info and listserv sign up found on the [GatorPerks website](#).



# Important Dates

- 2017 Flexible Spending Account Grace Period Ends – March 15, 2018.
- GBAS Mentoring Program – Opens April 2, 2018 and closes April 30, 2018.
- GBAS Spring Institute 2018 – April 3, 2018.
- Next HR Forum – April 4, 2018.