

HR FORUM



WELCOME

May 3, 2017

WORKING TOGETHER

FOR THE

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Agenda

- Guide to Greater Gainesville
- Summer Student Assistant Appointments
- Payroll
- GBAS Mentoring Program
- Benefits Reminders
- Important Dates



Guide to Greater Gainesville



Guide to Greater Gainesville

- 2017 edition is available.
- If you would like to take some back to your office, please meet me in the back of the room after the HR Forum.
- If you are watching online and would like some guides for your office, please email me at melissa-curry@ufl.edu to arrange a time to pick up in our lobby.



Summer Student Assistant Appointments



Summer Student Assistant Appointments

- Summer Term begins 5/5/17.
- **No action is needed:**
 - If you have students employed during the Spring term who will **NOT** be working Summer, but will be working in the Fall term.
 - If you have students employed during the Spring term who **are** planning to work in the Summer, but will **not be enrolled:**
 - These students may work full-time; however, job data/FTE information should remain the same.
 - If you have students employed during the Spring term who are planning to work in the Summer and **will be** enrolled.
- **Action is needed:**
 - If a student had FWS for the Spring term and is not eligible for FWS for the Summer term—you will need to switch the salary plan to STAS for the Summer term.



Summer Student Assistant Appointments

- **Additionally:**
- If you have students who did not work and were enrolled in the Spring term and are planning to work and be enrolled in the Summer, you may hire as STAS or FWSP.
- Students graduating in the spring term and are not returning as a student in the upcoming fall term should be over the **summer** hired or changed to the general OPSN salary plan.
- Graduate assistants on short work break and returning to their GA appointments in the fall, will be on the STAS salary plan if not enrolled. The effective date for this switch in the summer will be 5/16/17.

**Questions? Contact Human Resource Services at
392-2477 or hrrstudentemployment@ad.ufl.edu**



Payroll



NEW PAYROLL PAYLIST DISTRIBUTION PROCESS

Available Beginning Wednesday, May 30, 2017

New and faster way to receive your paylists each pay period!

- Email notices sent to the department payroll processor (anyone holding the UF_TL_DEPT_PROCESSOR security role).
 - Review department employees with the processor role and make any needed changes prior to the launch date.
- Two emails, one with the PDF version link and one with an Excel version link.
- Simply click on the link at the bottom of the emails to retrieve your reports.

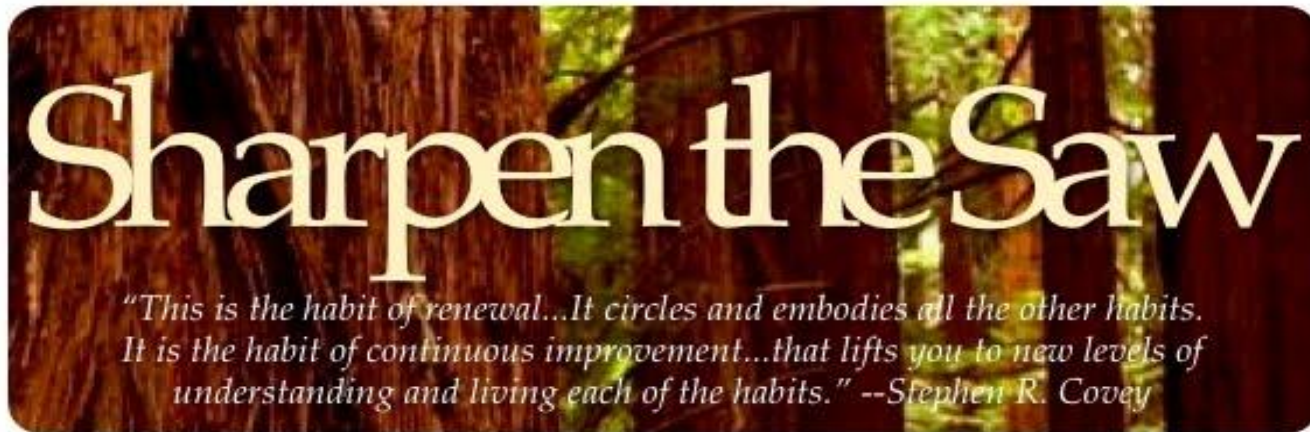


NEW PAYROLL PAYLIST DISTRIBUTION PROCESS

- Email notices sent on Wednesday – Friday (Preliminary Paylists).
- Email notices sent on Monday, following payroll closing (Final Paylist).
- The current version by VP. Department will continue to be available for each Preliminary and Final Payroll cycle.
 - Public Folders > Human Resources Information > Pay Information > Current Pay Cycle > Delivered Payroll Paylist Reports >
 - Preliminary Payroll Listings - PDF and XLS.
 - Final Payroll Listing – PDF and XLS.
- Emails will come from awprd@prd-gpg.erp.ufl.edu – please do not block!!!
- Subject line will contain “Final Payroll Listing PDF or Excel for PPE...”



GBAS Mentoring Program



GBAS Mentoring Program

Application process is now open and closes on May 24

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



GBAS Mentoring Program

Build a community of practice, network and connect people to each other through the work.



Getting work done through people.

Growing through people.



GBAS Mentoring Program

- Explore and discuss your daily work challenges with a mentor from outside of your area.
- Access resources tailored to your specific challenges.
- Meet with professionals across campus for information-sharing and job-shadowing opportunities.
- Attend events and meetings.
- Read and discuss high level professional articles.



Mentoring Commitment

We suggest:

- **ONE** activity per month.
 - Determined by the mentee and the mentor.
 - Activity can be with the mentoring cohort, your mentor, a campus professional or an event on campus.
- **FIVE** “back-bone” activities.
 - Kick Off Meeting, Mid-point Check-in, Wrap-up Celebration and two (2) Lunch and Learns.
 - These would count as that month’s one activity.





Who should be a Mentee?

- Have the ability to commit your time and effort to the program.
- Be open to reflection and feedback.
- Have the ability to assess yourself and grow beyond your comfort zone.
- Have completed either the PRO3 Fiscal or HR/Payroll.
- Be an Exempt Employee.





If you are interested in applying . . .

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

- Fill out the online application before May 24.
- Attach your resume.
- Provide a letter of support from your supervisor.





Be That Person



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Why be a Mentor or Campus Pro?

- Make use of your accumulated experiences to further the experience of the mentee.
- Revive your view of your role, self-reflection.
- Take a proactive role in learning and development.
- Enhance your job satisfaction.
- Achieve peer recognition.





Who should be a Mentor or Campus Pro?

- Have at least 3 years of business administration experience at UF.
- Be knowledgeable about the culture and expectations at the University of Florida.
- Be a connector, know people to network with.
- Be a positive problem solver.
- Have the time, willingness, and energy to invest.
- Be accessible to the mentee.



If you are interested . . .

Contact Gwynn Cadwallader

gcadwallader@ufl.edu





Benefits



Short Work Break for 9/10 month employees

- OPS 9/10 month appointees returning for fall should be placed on short work break (SWB) similar to regular 9/10 month faculty.
- SWB preserves benefit eligibility while off payroll during the summer months.
- SWB not calculated in the OPS employee's OE Measurement Period to determine benefits eligibility.
- SWB reported to PeopleFirst, then removed when the 9/10 month OPS returns for fall semester.
- 9/10 month employees NOT returning after the summer *should be terminated* in People Soft.



Short Work Break for 9/10 month employees

- No deductions taken over the summer months for UFSelect, GatorCare and/or state plans, if enrolled.
- Lapse in summer deductions for 9- and 10- month employees does not affect coverage.
- Last deductions taken:
 - **April 28** - UFSelect and/or GatorCare plans.
 - **May 12** - state plans.
- Normal deductions resume on **9/1/17** paycheck.

Questions? Contact your HRS satellite office or UF Benefits at (352) 273-2840 or benefits@ufl.edu



Preparing for 2017 Fiscal Year End Leave Processes

Special and Overtime Compensatory Leave Cash-Out:

- Employees may use Special and OT Comp Leave up until **June 30**.
- Time must be entered into the myUFL system by 5 p.m. on **Thursday, June 1**.
- Cashed out on June 23 paycheck.
- Special and OT Comp Leave earned in PPE 6/1 will roll over to 2017-2018 balances.



Preparing for 2017 Fiscal Year End Leave Processes

Personal Holidays: (USPS) and December Personal Leave Days (Teams & Eligible Fac.)

- USPS personal holidays must be used in full day increments.
- December Personal Leave Days can be used in less than full-day increments.
- “Use it or lose it.”
- Must be used by **June 30, 2017**, or will expire.



Preparing for 2017 Fiscal Year End Leave Processes

myUFL Toolkit Available:

- “Preparing for Fiscal Year Leave Processes”
- Available on hr.ufl.edu:


[Learn & Grow > Just-in-Time Training > myUFL Toolkits > Time & Labor > Time and Labor Approvers/Processors > Preparing for Fiscal Year Leave Processes](#)

Questions or Concerns? Contact Central Leave by calling: (352) 273-2840 or emailing central-leave@ufl.edu.



Important Dates

- Next HR Forum June 7, 2017.
- Homecoming – October 6, 2017.
- 12th Annual Equity & Diversity Conference – November 2, 2017.



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

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