

HR FORUM



WELCOME

May 4, 2016

WORKING TOGETHER

FOR THE

GATOR GOOD



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.



Instructions for Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9

OMB No. 1615-0047
Expires 03/31/2016



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/>)

The screenshot displays the University of Florida Human Resource Services website. At the top, there is a navigation bar with links for Students, Faculty & Staff, Alumni & Friends, Parents, Visitors & Fans, eLearning, ONE.UF, and UFMAP. Below this is the UF Human Resource Services header with a search bar and social media icons. A secondary navigation bar includes links for Home, Working at UF, Benefits, Learn & Grow, Manager Resources (which is highlighted), and Talent Management. A breadcrumb trail shows the path: Home > Manager Resources > Recruitment & Staffing > Recruitment Resources > Electronic Personnel Action Form (ePAF). On the left, a sidebar menu lists various HR topics, with 'Recruitment & Staffing' selected. The main content area is titled 'Electronic Personnel Action Form (ePAF)' and contains the following text:

The University of Florida uses electronic Personnel Action Forms (ePAF) to support various HR transactions, such as hires, retirements, terminations, reclassifications, etc. for Faculty, TEAMS, OPS, and Students.

All ePAF transactions should be entered on or before the effective date of the job action. Generally, it takes 4 to 5 business days to review an ePAF at Level 2/Central HR. Note: during busy seasons turnaround timeframes may be longer. If all ePAF requirements are met the ePAF will be approved at that time or it will be recycled back to the originator with comments with what is necessary for final approval. Reasons ePAFs may be recycled can include: the ePAF was completed or submitted incorrectly, necessary documentation is not attached and/or completed improperly, GatorStart is not completed by a new hire, or the ePAF was submitted too far in advance for the job action type.

Hire an Employee

Use the **Hire an Employee** ePAF when:

- hiring a new employee
- rehiring an employee with more than 1 day break in service
- hiring a current UF employee from another department/area or to add an additional job for a current employee

Hire ePAFs should be submitted on or before the effective date, but no earlier than 4 weeks prior to the effective date as this helps mitigate any future manual corrections that may occur. All necessary documents should be uploaded and any required onboarding paperwork should be completed, i.e. GatorStart, prior to reaching level 2 (Central HR Level).



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/>)

The screenshot displays the University of Florida Human Resource Services website. At the top, there is a navigation bar with links for Students, Faculty & Staff, Alumni & Friends, Parents, Visitors & Fans, and a search bar. Below this is the main header with the UF logo and the text 'Human Resource Services UNIVERSITY of FLORIDA'. A search bar labeled 'Search HRS' is also present. The main navigation menu includes links for Home, Working at UF, Benefits, Learn & Grow, Manager Resources, and Talent Management. The 'Manager Resources' link is highlighted, and a sub-menu is shown with links for Recruitment & Staffing, Recruitment Resources, and Name and Address Changes. The 'Name and Address Changes' page is displayed, featuring a sidebar with links for Recruitment & Staffing, Recruitment Resources, Academic & Student Personnel, Student OPS Employment, Institutional Equity & Diversity, Immigration Compliance Services, and Classification & Compensation. The main content area is titled 'Name and Address Changes' and contains sections for 'Name Changes' and 'Address Changes'. The 'Name Changes' section explains that users must submit a 'Name Change Request Form' and an updated social security card to change their business name in myUFL. The 'Address Changes' section explains that current employees can change their address by logging into myUFL and going to 'Main Menu > My Account > Update My Directory Profile', while former employees must complete a 'Former Employee Address Change Request form'.

UF UNIVERSITY of FLORIDA for Students Faculty & Staff Alumni & Friends Parents, Visitors & Fans Learning ONE.UF myUFL MAP

UF Human Resource Services UNIVERSITY of FLORIDA Search HRS

Contact Us

Home Working at UF Benefits Learn & Grow Manager Resources Talent Management

Home Manager Resources Recruitment & Staffing Recruitment Resources Name and Address Changes

Recruitment & Staffing

- Recruitment Resources
- Academic & Student Personnel
 - Student OPS Employment
- Institutional Equity & Diversity
- Immigration Compliance Services
- Classification & Compensation

Name and Address Changes

Name Changes

In order to change a Business Name in myUFL, please submit a completed [Name Change Request Form](#), along with an updated copy of the social security card.

Directions on where to send the completed form and updated social security card is included on the form instructions. Display Name and Directory Name can be changed anytime in myUFL by going to: Main Menu > My Account > Update My Directory Profile.

Address Changes

- Current employees** can change their address anytime by logging into myUFL and going to: Main Menu > My Account > Update My Directory Profile.
- Former employees** must complete the Former Employee Address Change Request form. Directions on where to send are included on the form instructions.



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

Curriculum Vitae or Resume

[christina-m.-mason_resume_new \(22kb\)](#)

Cover Letter or Letter of Interest

[christina-m.-mason_cover_new.d \(16kb\)](#)

List of References

[References.docx \(13kb\)](#)



Resources


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

NEW

NEW



Resources

- Leadership Toolkit – Talent Selection
 - <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
 - Curricular (CPT)
 - Pre-completion of degree
 - Optional (OPT)
 - Post-completion of degree
- Duration of Time
 - 12 months of full-time training
 - <https://www.ice.gov/sevis/practical-training>



STEM OPT & Extension

- Provide additional training time for qualified students
- Qualifications:
 - Students with a bachelor's, master's or doctoral degree in a science, technology, engineering, or mathematics (STEM) program
 - Working for employers who uses the E-Verify program
 - 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
 - Formal training plan for the student
 - Link, <https://studyinthestates.dhs.gov/form-i-983-overview>
- Required institutional information for the form
 - **Employer Identification Number (EIN): 59-6002052**
 - **Number of Full-Time Employees: 17,160**
 - **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
 - 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.
 - For standard OPT, students should refer to <http://ufic.ufl.edu/ISS/Volunteering.html>
 - For STEM OPT, students will not be able to volunteer but must work in a paid position.



Resources

- University of Florida International Center (UFIC)
 - <https://www.ufic.ufl.edu/ISS/workoffcampus.html>
- U.S. Immigration and Customs Enforcement (ICE)
 - <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>



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 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

HR FORUM

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

WORKING TOGETHER

FOR THE

GATOR GOOD