

HR FORUM



WELCOME

June 7, 2017

WORKING TOGETHER

FOR THE

GATOR GOOD



Agenda

- ePAF Document Requirement Updates
- Veterans Hiring Workshop
- Perquisite Renewals
- Alternate Work Location Agreements
- HR-600 Renewals
- Benefits Reminders
- Important Dates



ePAF Document Requirement Updates



ePAF Document Requirement Updates

- In order to ensure resumes/applications are retained in the personnel files, as of July 1st :
 - All TEAMS and Faculty (including adjunct) hire ePAFs must include an uploaded resume/CRV. If a TEAMS job posting did not require a resume upload, and one was not included, no resume will be required.
 - If an OPS/Student Employee applies through Careers at UF, the online application must be uploaded to the hire ePAF. If they did not apply online, the OPS application is still required.



ePAF Document Requirement Updates

- Any education verifications, such as National Student Clearinghouse and/or educational equivalency documents, must be uploaded to the appropriate hire or job edit ePAF, even if provided by UFHR.
- This process will ensure that the document is loaded into their electronic HR personnel file for any future needs/requests.
- Departments are encouraged to begin these updated practices as soon as possible. Contact Recruitment & Staffing at employment@ufl.edu or 352-392-2477 with questions.



Veterans Hiring Workshop



Connecting with Veterans



DISCOVERING NEW TALENT



Untapped Talent Pool

- 21 million military veterans:
 - Florida has the third highest number of veterans.
- Transferable skills and competencies:
 - Team-player, leader, efficient performer, mission-oriented, solution-oriented.
 - Expert in various areas including administration, IT, health care, media/public affairs, HR, logistics, skill-trades, and protective services.



Veteran Candidates and Hires

- Low representation at the University of Florida.
 - Applications:
 - 1.93% for Staff.
 - 0.64% for Faculty.
 - Hires:
 - 2.93% for Faculty and Staff.
- Office of Federal Contract and Compliance Program (OFCCP) established a threshold of 8% for all federal contractors, including UF.



Workshop

- Recently launched on May 24.
- Designed to help UF Campus capitalize on an untapped talent pool by focusing on the following areas:
 - Learning how to identify and tap into veteran applicant talent.
 - Improve the experience in interviewing and hiring veterans.
 - Demonstrating interviewing practices that can help hire the best candidate.
- Will be offering in the Fall semester:
 - GET235 Connecting Veterans.



Workshop Highlights

- Understanding military ranks, experiences, and training provided.
- Translating military experience to civilian jobs requirements.
- Identifying and adopting best practices in interviewing and selecting veteran applicants.
- Clarifying laws surrounding veteran hires, including Veterans' Preference.



Veterans' Preference

- Federal and state statute requires preference be provided to eligible veterans for covered positions (former USPS positions).
 - Eligible veterans:
 - Recruitment and Staffing will assist by qualifying them in the applicant system.
 - It is denoted by a yellow tag.
 - Covered positions:
 - Former USPS positions and some new TA positions.
- Hiring departments are responsible for making sure preference is applied to appropriate positions.
- Preference includes interviewing (phone or in-person).
 - Must interview in the same manner/method as other candidates.
 - Provide equal opportunity to compete for the position.

 Eligible
for Veteran
Preference



Resources

- Veterans' Preference:
 - Hiring Center, <https://jobs.ufl.edu/applicant-resources/veterans/>.
 - Veterans' Preference page, <https://jobs.ufl.edu/applicant-resources/veterans/>.
- Recruitment and Staffing:
 - Inquiries related to recruiting, interviewing, and hiring veterans.
 - Departmental visit/training.
 - Contact Information:
 - Email: employment@ufl.edu.
 - Phone: 352-392-2477.



Perquisite Renewals



Perquisite Renewals

- Departments were sent a summary report of perquisites approved during the 2016-2017 fiscal year.
- To renew, delete, or make changes to perquisites for the 2017-2018 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 [Amber Wuertz](#) at 392-2477 with questions.



Benefits Reminders



Personal Holidays (USPS) and December Personal Leave Days (TEAMS & Eligible Faculty)

- “Use it or lose it” – days must be used by **June 30, 2017**, or days will expire.
- USPS Personal Holidays must be used in full day increments.
- December Personal Leave Days can be used in less than full day increments.
- Questions? Contact central-leave@ufl.edu or call (352) 273-2840.



DSGI Quality Assurance Review

- Effective May 15, 2017 DSGI began conducting a Quality Assurance Review for insured dependents.
- Documentation of employees' dependent(s) will be required to confirm eligibility for insurance coverage.
- This process will apply to:
 - New hires.
 - Marriages.
 - Births and or other life events as allowed by a qualifying status change (QSC).



DSGI Quality Assurance Review

- Documents must be received within 60 days or dependent coverage will be terminated prospectively.
- Review conducted by DSGI on a random basis through 12/31/17.
- Employees receiving requests for documentation should respond promptly to avoid termination of dependent coverage.



Benefits Considerations for New Hires

- Department should consider hire dates prior to making an offer.
 - Choose early to mid-month hire dates to allow time to process job appointment.
 - Avoid hire dates late in the month or on the last day of the month.
- Inform hires about when coverage may reasonably begin.
 - Encourage new hires to complete benefit enrollment early.
 - Recommend checking with the prior employer for coverage end dates and COBRA.
- Use current toolkits and Letter of Appointment documents on HR website.



Benefits Considerations for New Hires (continued)

Considerations for **state plan** enrollment & eligibility:

- Job data not in the UF or People First systems by the end of month may delay coverage by **at least one month** for state plans.
- Prior OPS employment (UF or other agencies) may impact benefits eligibility.
- Job data must be in both PeopleSoft and PeopleFirst before the employee can access their online enrollment.



Benefits Reminders

Timeframe to enroll

Employees have **60 calendar days** from hire date or qualifying event date to enroll or make changes.

Using Plan Coverage

Coverage cannot be used until premiums have posted and insurance ID cards are received.

Questions about benefits eligibility or enrollment?

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



Important Dates

- Next HR Forum July 5, 2017.
- New Faculty Orientation – August 16 & 17, 2017.
- GBAS Fall Workshop 2017 – September 20, 2017.
- Homecoming – October 6, 2017.
- 12th Annual Equity & Diversity Conference – November 2, 2017.
- GBAS Fall Institute 2017 – November 29, 2017.
- GBAS Spring Workshop – 2018 – February 14, 2018.



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

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