

# HR FORUM



WELCOME

August 2, 2017

WORKING TOGETHER

FOR THE

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## Agenda

- Introductions of new Recruitment and Staffing Contacts
- Immigration and I-9 Updates
- Background Checks for Students and Foreign Nationals
- Salary Increases
- Manager's Cohort
- Thrive@UF
- Making Changes to Benefits Elections
- Preparing for Open Enrollment
- ALEX
- Important Dates



## **Introductions of New Recruitment and Staffing Contacts**



## Introductions

Cynthia Mendoza

Manager, Processing and Records

352.273.1704

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Brandon Saldana

Employment Specialist, Student Employment

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[bs@ufl.edu](mailto:bs@ufl.edu)



## Immigration and I-9 Updates





## New Form I-9

- **The new version is dated 7/17/2017.**
  - The form used in GatorStart and listed on the HR website has been updated since 7/17/2017.
- **When must the new version of the Form I-9 be used?**
  - September 18, 2017.
  - You can still use the version dated November 11, 2016, prior to September 18, 2017.



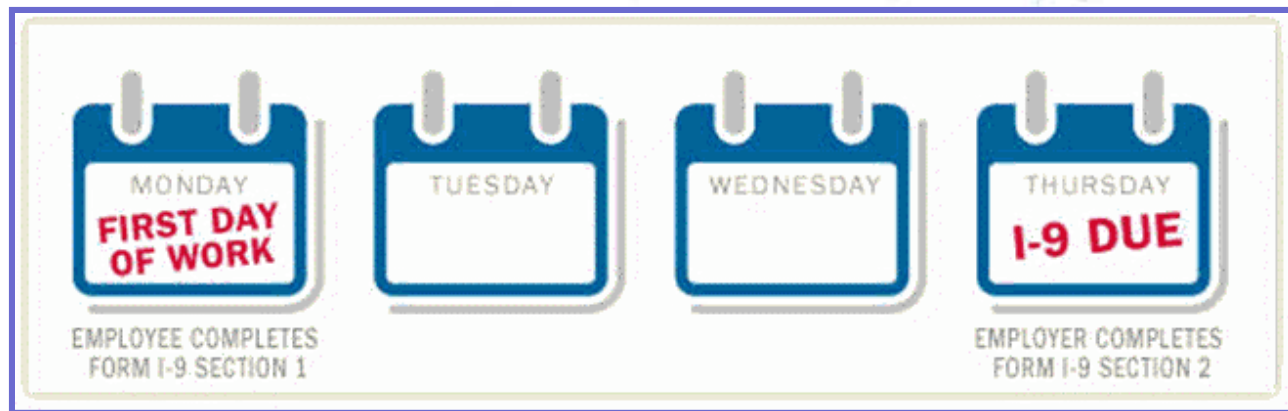
## What Changed in the New Form I-9?

- Updated the name of the ~~Department of Justice Office of Special Counsel for Immigration Related Unfair Employment Practices~~ to its new name: *Immigrant and Employee Rights (EIR)*.
- Removed the phrase “~~end of~~” from the phrase “first day of employment” in reference to the deadline for the employee to complete and sign Section 1 of the Form I-9.
- Added one document to List C and renumbered the list.



## I-9 Monthly Metrics

Monthly reports on how the University and each unit is doing with I-9 submissions.







## May 2016 – April 2017

Timing Metrics		
Total I-9s (minus 2,070 Conversions, Reverifications and Uploads)		9,111
Section 1 Compliance	Completed by 1st Work Day	5,713 <b>63%</b>
	Completed after 1st Work Day	3,398 <b>37%</b>
Section 2 Compliance	Completed within 3 business days	6,801 <b>75%</b>
	Completed after 3rd business day	2,310 <b>25%</b>



## June 2017

Timing Metrics			
Total I-9s (minus 158 Conversions, Reverifications and Uploads)		956	
Section 1 Compliance	Completed by 1st Work Day	710	74%
	Completed after 1st Work Day	246	26%
Section 2 Compliance	Completed within 3 business days	744	78%
	Completed after 3rd business day	212	22%



## Form I-9 Resources

- **Form I-9**

- The Form I-9 Process:

- ❖ <http://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/creating-a-uf-appointment/form-i-9/>

- Hiring and Additional Pay Toolkit:

- ❖ <http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/hiring-and-additional-pay/>

- **Department Visits**

- Email [jdurant@ufl.edu](mailto:jdurant@ufl.edu)



# Criminal Background Check:



## STUDENTS AND FOREIGN NATIONALS





## Policy Overview

- Required for all new regular/salaried faculty and TEAMS employees to UF.
- Recommended for temporary employees.
- Conducted by core HR in compliance with federal and state laws and UF policies (FCRA, OFCCP, F.S. 435, etc.).





## Process Overview

- Requests initiated by hiring departments, but finalized by the core HR Office.
  - based on the laws and institution policies
  - based on the nature of responsibilities (i.e., special trust, sensitive location, etc.)
  - based on last seven years of residence
- Review results in partnership between core HR and hiring departments.



## Type of Check

Job/Check	AOL	FDLE	FBI Livescan	435 Livescan	HireRight
Salary/Regular Faculty	✓	✓	✓	✓	✓
TEAMS	✓	✓	✓	✓	✓
Temporary (Faculty & Staff)	✓	✓	✓	✓	✓
Student	✓	✓	✓	✓	



# Students & International Check

- Student Employment
  - Unless required by law, falls under the category of position of trust, or in sensitive location a state wide check is sufficient.
- International Check
  - Should initiate if the employee has not been in the U.S. in the last three (3) years.



## Resources

- Policy, <http://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/preparing-an-offer/requirements-for-an-appointment/>
- Forms, [www.hr.ufl.edu/forms](http://www.hr.ufl.edu/forms)
  - Background Screening Request
  - Background Screening Request for Summer Camps and Activities

Questions can be directed to  
[HRSBackgrounds@admin.ufl.edu](mailto:HRSBackgrounds@admin.ufl.edu)



## Salary Increases





## Salary Increases

- On July 12, 2017, President Fuchs announced a salary increase program that will provide a salary increase pool of 3% for employees on payroll as of June 30, 2017.
- Raises will be effective on January 1, 2018.
- Salary increases for employees in a bargaining unit are subject to union negotiation.



## Salary Increases

### Eligibility Criteria

- To be eligible, employees must be hired on or before June 30, 2017.
- Employees with a performance appraisal rating of “minimally achieves” or higher are eligible.
  - Employees with “below performance standards” or any below satisfactory performance designation are not eligible.
  - Faculty who are currently on a “performance improvement plan” are not eligible.
  - In the absence of a current performance evaluation, employees will be considered to be at the “satisfactory” or “achieves” performance level.



## Salary Increases

### Eligibility Criteria

- Employees who have received notification of non-renewal or layoff are not eligible for a merit increase.
- Employees who have received discipline in the form of a written reprimand or who have been suspended since January 1, 2017, are also not eligible for a merit increase.



## Salary Increases

- UF and UFF have reached a tentative agreement (TA) regarding salary increases for in-unit faculty.
- The TA provides for the following salary increase pools:
  - A 3% merit increase pool for salary increases effective January 1, 2018.
  - Some funds for faculty equity increases have also been identified. Those increases will be effective August 16, 2017.
- Merit increases will be administered in accordance with college salary increase guidelines.
- Equity increases will be determined by College Deans, in consultation with Department Chairs, and approved by the Provost.



# Salary Increases

- Earlier this year, the Florida Legislature passed a bill providing salary increases for most state employees effective October 1, 2017.
- Unfortunately, the State University System (SUS) was not included in the appropriations provided by the legislature.





## Salary Increases

- You may also e-mail your questions to [salaryincrease@ufl.edu](mailto:salaryincrease@ufl.edu).
  - **Faculty:** Academic Personnel Tel: 392-2477
  - **TEAMS/USPS:** Classification & Compensation Tel: 392-2477



## Manager's Cohort



## Manager's Cohort

- Complete the “Managing at UF” certificate with a cohort of peers, includes 360° assessment.
- Provides a forum to discuss leadership challenges with like-minded leaders on campus.
  - Participants must be managers.
  - Apply online—first-come, first-served.
- <http://hr.ufl.edu/leadership@uf/programs/supervisory-challenge/managers-cohort/application/>.



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# HR FORUM



# THRIVE@UF

<http://hr.ufl.edu/learn-grow/business-administration/thrive-uf/>

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## Professional Development for *every* UF Employee

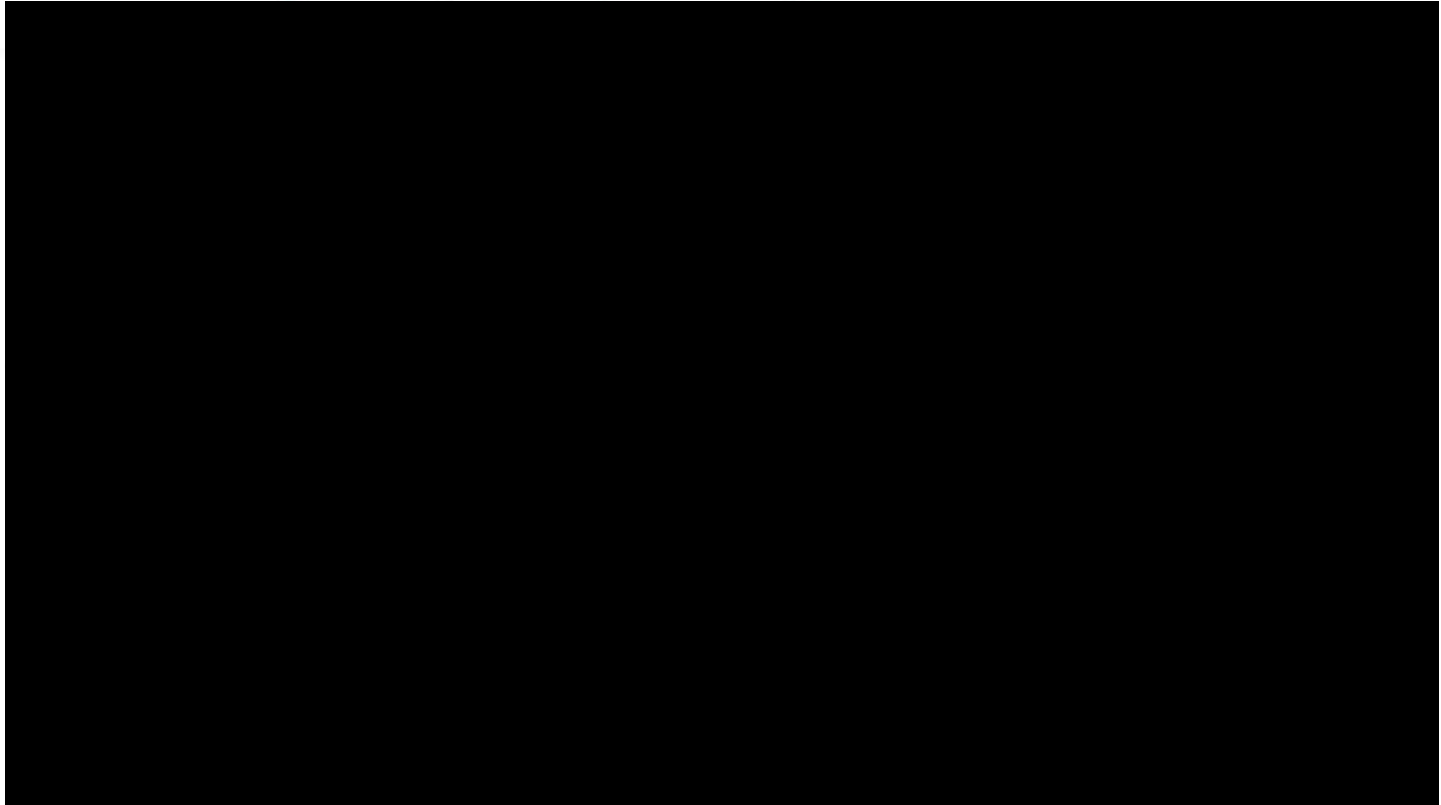
- Research to find gaps and address needs
  - Highly-ranked universities
  - UF job families





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**THRIVE@UF**

Effective: August 1, 2017

## Program Guide

Use this guide to determine which courses must be taken to complete the certificate. You must take all nine (9) Required Courses and any combination of five (5) Electives. Courses can be completed in any order.

Visit [www.hr.ufl.edu/training](http://www.hr.ufl.edu/training) for more information, or contact our office at (352) 392-4626 or [training@ufl.edu](mailto:training@ufl.edu).

Relationship Dynamics	Productivity & Performance	Effective Communication	Improvement Mindset
<b>Required</b>	<b>Required</b>	<b>Required</b>	<b>Required</b>
<input type="checkbox"/> Conversations for a Culture of Inclusion	<input type="checkbox"/> Achieving Results	<input type="checkbox"/> Communication Confidence	<input type="checkbox"/> Embracing the Growth Mindset
<input type="checkbox"/> Developing your Emotional Intelligence for Workplace Effectiveness	<input type="checkbox"/> Avoid Multitasking -- Find Your Focus, Flow, and Finish Line	<input type="checkbox"/> Now Hear This	<input type="checkbox"/> Take Charge of Change
<input type="checkbox"/> Transforming Conflict			
<b>Elective</b>	<b>Elective</b>	<b>Elective</b>	<b>Elective</b>
<input type="checkbox"/> Hidden Biases	<input type="checkbox"/> Decision-Making Strategies	<input type="checkbox"/> Communicate Assertively	<input type="checkbox"/> Attitude/Radiating Possibility
<input type="checkbox"/> Quality Customer Service	<input type="checkbox"/> Making Meetings Work	<input type="checkbox"/> Email Effectiveness	<input type="checkbox"/> UF101
<input type="checkbox"/> Relationship Strategies	<input type="checkbox"/> Project Management	<input type="checkbox"/> Grammar Game	<input type="checkbox"/> Wellness Wednesdays
<input type="checkbox"/> We've Got Your Number		<input type="checkbox"/> Powerful Public Speaking	<input type="checkbox"/> 7 Habits
		<input type="checkbox"/> Power Writing	
		<input type="checkbox"/> Punctuation Power	



	Working at UF ▾	Benefits ▾	Learn & Grow ▾	Manager Resources ▾	Vice President's Office ▾
<b>Training &amp; Organizational Development</b> ▶		<b>Just-in-Time Training</b> ▶		<b>Job Requirements</b> ▶	
▶ Courses and Registration		▶ myUFL Toolkits		▶ Security Roles	
▶ Organizational Development		▶ Leadership Toolkit		▶ myUFL System Training	
▶ About Us		▶ Online Courses		▶ Compliance Training	
▶ Directions		▶ New Employee Orientation		▶ Harassment Prevention	
<b>Leadership Development</b> ▶		<b>Professional Development</b> ▶		<b>Awards &amp; Recognition</b> ▶	
▶ Advanced Leadership for Academics and Professionals		▶ Thrive@UF		▶ Superior Accomplishment Awards	
▶ UF Academy		▶ Pro3 Series		▶ Prudential Productivity Awards	
▶ Strategic Communications Academy for UF Leaders & Scholars		▶ myUFL System Training		▶ Meritorious Service Awards	
▶ Managing at UF: The Supervisory Challenge		▶ Sponsored Programs Training		▶ Service Recognition	
▶ Leadership Toolkit		▶ Gator Business Administrator Services (GBAS)			
▶ UF Leadership Network					
				<b>WorkLife@UF</b> ▶	
				▶ UF at Work	
				▶ Wellness	
				▶ Resources for Families	
				▶ Campus and Community	

<http://hr.ufl.edu/learn-grow/business-administration/thrive-uf/>



## **Making Changes to Benefits Elections**



## Making Changes to Current Benefits Elections

***Benefits-eligible*** employees may make changes to elections at the following times:

- Within 60 days of a qualifying status change (QSC) event.
  - QSC event examples
    - Birth
    - Marriage
    - Loss of other group insurance coverage
- During Open Enrollment period (more to follow).





## Qualifying Status Changes (QSC)

- [Qualifying Status Change \(QSC\) matrix](#) on the state's [mybenefits](#) website can be used as guide.
- 60-day window for reporting QSCs.
- Report QSCs as follows:
  - **State Plans**--contact the People First Service Center at 1-866-663-4735.
  - **UFSelect/GatorCare Plans**--contact University Benefits at 392-2840 or email [benefits@ufl.edu](mailto:benefits@ufl.edu).
- Effective dates for coverage changes vary based on plan type, date reported, and type of QSC event.



## Preparing for Open Enrollment



## Preparing for Open Enrollment

- **OE dates 10/16/17 -11/3/17**
  - Elections made during the OE period are effective 1/1/2018.
- **Benefits and Wellness Fair—Save the date!**
  - Date: Thursday, October 26, 2017
  - Time: 9 a.m. to 3 p.m.
  - Location: Ben Hill Griffin Stadium-The Champions Club
  - Exciting changes this year—details to follow in the September HR Forum!



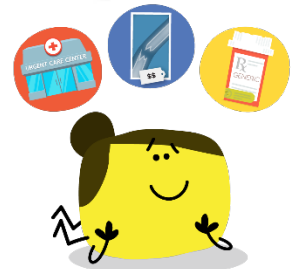
# Preparing for Open Enrollment

- Review and update mailing address by **September 30th**:
  - [UF PeopleSoft](#) –through myUFL portal
  - [People First](#)
    - PF address verification process opened August 1st
    - Upon login, message advises employee to verify address
- Watch for OE communications:
  - Mailings from People First
  - Emails from UF Benefits Office
  - [UF at Work](#) articles
  - State's [myBenefits website](#)
  - UF [Benefits website](#)



New interactive online tool to aid with benefits choices coming soon!

- Virtual “benefits counselor”
- Personalized & confidential guidance
- Takes only a few minutes
- Learn more about benefits and choose the best plans for your needs
- Available 24/7
- Located on the HR Benefits website
- Medical, dental, vision, and more!







## Important Dates

- New Faculty Orientation – August 16 & 17, 2017.
- Next HR Forum September 6, 2017.
- GBAS Fall Workshop 2017 – September 20, 2017.
- Homecoming – October 6, 2017.
- Open Enrollment – October 16-November 3, 2017.
- Benefits and Wellness Fair – October 26, 2017.
- 12<sup>th</sup> Annual Equity & Diversity Conference – November 2, 2017.
- GBAS Fall Institute 2017 – November 29, 2017.
- GBAS Spring Workshop 2018 – February 14, 2018.

# HR FORUM

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

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