

HR FORUM



WELCOME

November 1, 2017

WORKING TOGETHER

FOR THE

GATOR GOOD



Agenda

- Recruitment Advertising
- Salary Increases
- Florida Minimum Wage
- On-Call Pay
- GET803: Maintaining a Safe & Respectful Campus
- GBAS Fall Institute
- Strategic Communications Academy
- Benefit Reminders
- Important Dates



Recruitment Advertising



Recruitment Advertising

- The unlimited online job posting contract with the Chronicle of Higher Education has been renewed for 2018.
- Insight to Diversity and Inside Higher Ed will not be renewed.
- We are in the process of assessing more productive options and will provide more information in the December HR Forum.
- The Chronicle meets green card advertising requirements.



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.
 - To be eligible, employees must have been hired on or before June 30, 2017.
- Salary increases for employees in a bargaining unit are subject to union negotiation.



Salary increases

Eligibility Criteria:

- To be included in the raise file, employees must have been 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

- **Monday, November 27, 2017** - Raise File will be available to departments for reviewing salary increases. An instructional guide with directions on how to review the Raise File may be found at <http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/job-and-position-actions/>.
- If changes to the Raise File are needed for employees (add, delete, or transfer an employee to a new department ID or change an FTE), please submit the request to salaryincrease@ufl.edu by of business December 15, 2017.



Salary Increases

- **Monday, November 27, 2017** - Raise File will be opened to departments.
- **Friday, December 15, 2017 5:00 PM** - Raise file will be closed to departments.
- **Tuesday, January 2, 2018** - Increases will be reflected in Job Data in myUFL.
- **Friday, January 19, 2018** - employees receive the first paycheck with salary increases.



Salary Increases

- Security Roles Required:
 UF_EPAF_Department Admin
 UF_EPAF_Level 1 Approver
- If changes to the Raise File are needed for employees (add, delete, or transfer an employee to a new department ID or change an FTE), please contact HRS via salaryincrease@ufl.edu. Changes should be submitted by end of business December 15, 2017.
- A Raise Review File instruction guide for faculty and staff positions can be found at: <http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/job-and-position-actions/>



Salary Increases

UF Raise Review

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Department:	begins with ▼	11111111	x	
Description:	begins with ▼			
Fiscal Year:	= ▼			
Raise Type:	begins with ▼	S18		
Effective Date:	= ▼	01/01/2018		
<input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive				

Enter Department ID.
Enter the Raise Type field.
Staff = S18
Faculty = F18
Enter Effective Date = 01/01/2018



Salary Increases

Raise Review

UF Raise Processing

Below is a listing of employees eligible for raises in your department. Please review the information and enter/change the amounts of increase as needed. If an employee is not getting a raise, please remove the check under 'Process' which appears next to the Empl ID. If an employee needs to be added, deleted or moved to another Department ID, please contact the appropriate personnel office.

Raise Type: 2015 University Minimum and Merit Increase

Department: 11111111 ANY DEPARTMENT

Raise/Bonus Effective Date: 01/01/2016

Eligible Employees

Process (?)	Empl ID	Empl Rcd#	Status	Name	FTE	Sal Plan	Empl Class	Union Code	Freq	Component	Annual Salary	Raise Amount	New Salary	% Change
<input checked="" type="checkbox"/>	12345678	0	Active	Person, One	1.000000	TA12	REG		Annual	Across The Board	\$31,006.800	\$930.204	\$31,937.004	3.000
<input checked="" type="checkbox"/>	98765432	0	Active	Person, Two	1.000000	TA12	REG		Annual	Across The Board	\$41,600.000	\$1,248.000	\$42,848.000	3.000
<input checked="" type="checkbox"/>	87654321	0	Active	Person, Three	1.000000	TU2N	REG		Hourly	Across The Board	\$37,312.580	\$1,119.377	\$38,431.937	3.000

Department Totals

Current Total Annual Salary:	\$109,919.360	Department Raise Total:	\$3,297.581
New Total Annual Salary:	\$113,216.941	Percent Change:	2.500

Figure 2



Salary Increases

- Remember to account for any planned salary increases for employees on leave of absence.



Questions?

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



Florida Minimum Wage Increase



Florida Minimum Wage

- On January 1, 2018, the state minimum wage will increase from \$8.10 to \$8.25 per hour and applies to all employees including FWSP, STAS, and OPS.
- HRS will process pay increases for all employees currently below \$8.25 with an effective date of January 1, 2018. The pay increase will be reflected on the January 19th paycheck.
- The University's minimum hourly wage for TEAMS and USPS employee will remain \$12.00.



Florida Minimum Wage

- If you have questions, please contact Classification and Compensation at (352) 392-2477, or by email at salaryincrease@ufl.edu.
- For questions regarding student employment, please contact Brandon Saldana at (352) 273-1702, or by email at Student_Employment@sfa.ufl.edu.



On-Call Pay



On-Call Pay

- UF's on-call policy currently sets the on-call rate for weekends and holidays at a rate of one-third of the statewide hourly minimum for the employee's classification.
- UF reached an tentative agreement with AFSCME, which includes a modification to the weekend and holiday on-call rate.
- Once ratified, the on-call rate for weekends and holidays will be set at a rate of one-third the university minimum wage.
 - UF's current minimum hourly wage is \$12.00 per hour, which results in a weekend and holiday on-call rate of \$4.00 per hour.
- With departmental approval, units may provide an SPI to offset any reductions in on-call earnings employees may experience.



GET803: Maintaining a Safe & Respectful Campus



GET802: Preventing Harassment

GET804: Title IX Responsible Persons

- **No longer in service!**



GET803

Maintaining a Safe and Respectful Campus:

Sexual Violence, Harassment and Discrimination
Awareness and Prevention.

- New training: Created by UF Training & Organizational Development.
- Approximately 30 minutes to complete.



T&OD Online Training Initiative

Improving the training experience for UF's faculty and staff!

1. Enhancing key mandatory training courses:
 - PRV801: HIPAA for Researchers.
 - GET803: Maintaining a Safe & Respectful Campus.
 - IRB800: Mandatory IRB Training.
2. Streamlining the myTraining system:
 - myTraining system upgrade.
 - One-click registration.
 - Expanded use of course assignments and training reminders.



Questions? Please contact Russ Froman at rfroman@ufl.edu



Maintaining a Safe and Respectful Campus:

Sexual Violence, Harassment and Discrimination
Awareness and Prevention



GBAS Fall Institute



Gator Business Administrator Services

Fall Institute 2017

November 29th from 8:30 a.m. – 3:30 p.m.

Emerson Alumni Hall – President's Ballroom, 2nd floor

Respect Works Here

Jodi Gentry, Vice President of Human Resource Services

8:30 - 9:00 a.m.

General Session 9:00 - 11:30 a.m.

Engage in conversations with your GBAS community as we explore Incivility and Bullying behaviors in the workplace. Participants will learn to recognize the variations in behavior from incivility to bullying to harassment.

In this discussion-based session, Catherine Mattice Zundel of Civility Partners will guide us through ways to respond in the moment and strategies that allow you to coach those you supervise. During the general session, you will discover specific skills for conversing in these difficult situations and practice with your peers.

All Attend
Select this as a
morning session.

Small Business & Vendor Diversity Relations 11:30 - 11:45 a.m.

Provide an introduction to our campus supplier diversity program and how our actions result in the University of Florida achieving its strategic goals of increased utilization of small and diverse businesses.

Lunch 11:45 - 12:45 p.m.

Networking 12:45 - 1:00 p.m. (Set-up for afternoon sessions)

PM Select 1

Session 1 Sponsored Programs

Big Picture: Grants for BAs

*Grants for Non-grants
Administrators*

Stephanie Gray and Tiffany Schmidt

1:00-2:45 p.m.

or

Session 2 UF Foundation

Pledges, Gifts and Endowments

*Discover the world of the UF Foundation
and how it connects with you*

Karen Rice, Joe Mandernach and Alan West

1:00-2:45 p.m.

or

Session 3 Leadership

Inclusive Leadership

*Explore how leaders cultivate inclusiveness
and create a thriving team culture*

Bob Parks

1:00-2:45 p.m.

General Session - Coffee and Desserts

Core Office Updates: 3:00 - 3:30 p.m.







Registration is now open

Join us on November 29, 2017 from 8:30am – 3:30pm.

In myTraining, search for GBS250 2017 Fall Institute and register for the general session and one breakout sessions.

Registration will close November 13th.

For more information, contact: Gwynn Cadwallader
GBAS Training Manager, gcadwallader@ufl.edu





Strategic Communications Academy





WHY?

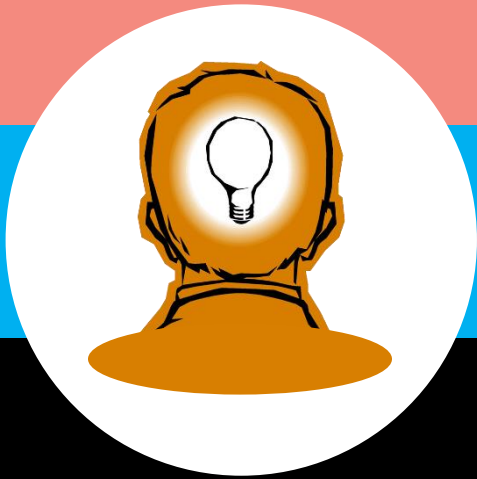




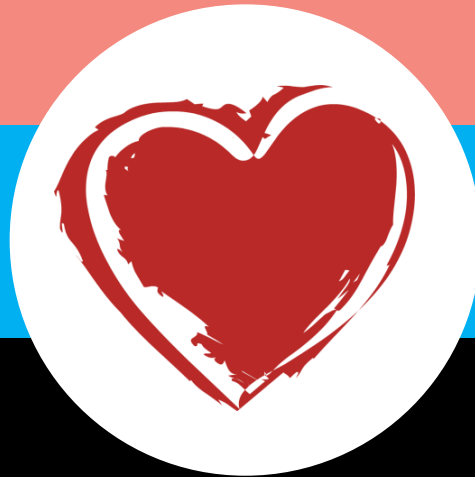




Communicating



Communicating



Communicating



Communicating





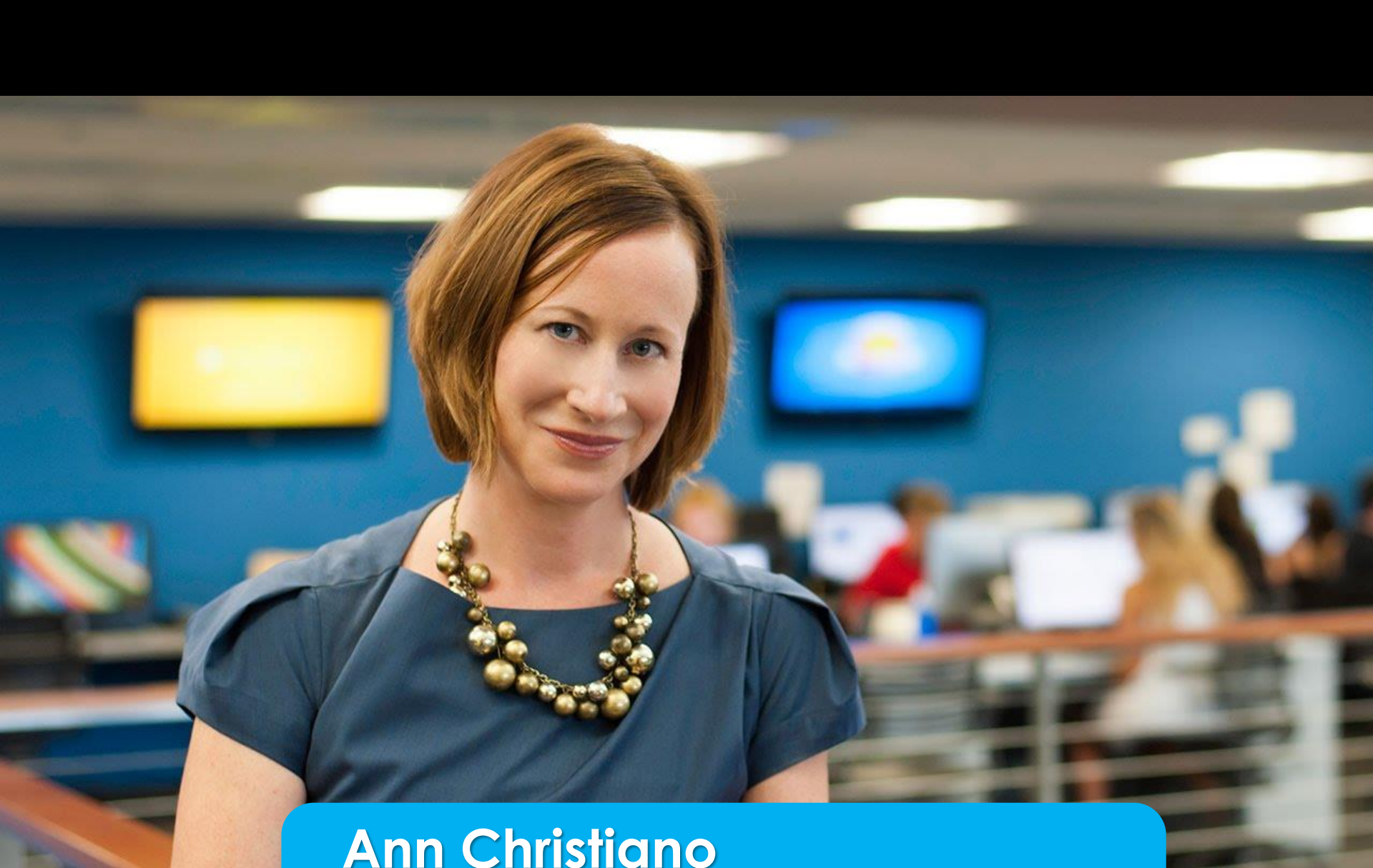
A black and white photograph of a brick wall. In the center of the wall, there is a large, irregular opening shaped like a cross. The background within this opening is a solid, vibrant red color. The word "STRATEGIC" is written in white, bold, italicized capital letters across the center of the red opening.

STRATEGIC



Produce Greater Results





Ann Christiano

**College of Journalism & Communications
UF Teacher of the Year (2014-15)**





Program runs March
to November 2018

Applications due
December 15, 2017

Cohort announced
January 2018



<http://hr.ufl.edu/leadership@uf/programs/sca>



Benefit Updates



Benefits Open Enrollment (OE)

Last day of OE is 11/3/17!

- *Elections must be submitted by 6 p.m. EST on November 3rd.*
- Elections during OE period effective 1/1/2018.
- Review payroll deductions carefully:
 - December—state plan deductions.
 - January—UF Select & Gatorcare plan.

Questions? Contact benefits@ufl.edu or call (352)392-2477



OE and Benefits Resources

UFHR Benefits

(352) 392-2477

email benefits@ufl.edu



Benefits Website: <http://hr.ufl.edu/benefits-rewards/>

PeopleFirst Website: <https://peoplefirst.myflorida.com>



Making Changes to Benefits

Benefits elections & changes are permitted **only** at the following times:

- During new hire enrollment period.
- During designated open enrollment period each year.
- Within **60 days** of qualifying status change (QSC) event.
(examples--birth, marriage, divorce)

Reporting QSCs:

- **State Plans**--Contact PeopleFirst Service Center by calling
(866) 663-4735.
- **UFSelect or GatorCare plans**—Contact UF Benefits by emailing
benefits@ufl.edu or calling (352) 392-2477.



Dependent Eligibility Verification Audit

PeopleFirst audit of dependents on state plans:

- Taking place beginning 12/1/17 through May 2018.
- 100% of employees with dependents being audited.
- Provide requested dependent documentation by deadline specified in communications or dependent is removed.
- Amnesty through 11/30/17.
- 3rd party vendor (HMS) conducting audit.
- Send documentation to HMS, not PeopleFirst.
- Beginning June 2018—back to random requests for dependent documentation.



December Vacation Leave Cashout

TEAMS employees may cash out up to **16 hours of vacation leave** during the pay period **November 3-16**.

- Minimum balance of 40 hours of vacation leave required after end of pay period
- No late entries or exceptions permitted:
 - *Employees must enter in system by November 14th due to accelerated payroll close.*
 - *Supervisor approvals must be completed by 10:00 a.m. on*
 - *November 15th.*
- Cashout payment included on November 22nd paycheck.

Instruction Guide:

http://training.hr.ufl.edu/instructionguides/time&labor/reporting_december_cashout.pdf



2018 UF Holidays

New Year's Day	Monday, January 1
Martin Luther King, Jr.'s Birthday	Monday, January 15th
Memorial Day	Monday, May 28th
Independence Day	Wednesday, July 4th
Labor Day	Monday, September 3rd
UF Homecoming	Friday, October 12th (tentative)
Veterans Day	Monday, November 12th
Thanksgiving Holidays	Thursday, November 22nd Friday, November 23rd
Christmas	Tuesday, December 25th

Available online: <http://hr.ufl.edu/benefits-rewards/time-away/holidays/>



Important Dates

November 3	Last Day of Open Enrollment (6 pm EST!)
November 3-14	Enter December Vacation Leave Cash Out (accelerated payroll close)
November 10	Veterans' Day Holiday
November 22	December Vacation Leave Cash Out Payout
November 23-24	Thanksgiving Holidays
December 8	State plan deductions for OE elections begin
Dec. 26-Jan.1	Holiday closing period
January 1	Effective date for benefit elections made at OE
January 5	UFSelect & GatorCare deductions for OE elections begin



Important Dates

- Benefits Open Enrollment – until November 3, 2017.
- GBAS Fall Institute 2017 – November 29, 2017.
- Next HR Forum – December 6, 2017.
- GBAS Spring Workshop 2018 – February 14, 2018.

HR FORUM

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

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