

# HR FORUM



WELCOME

April 4, 2018

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## Agenda

- UF Health Jacksonville
- Environmental Health & Safety
- Office of Youth Conference Services
- Processing & Records Updates
- Short Work Break
- Summer Job Review File
- GBAS
- Training & Organizational Development
- Benefit Reminders
- Important Dates



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# UF Health Jacksonville

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UFHealth  
JACKSONVILLE



Jacksonville's  
Academic Health Center

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# UF Health Jacksonville's Mission



Through quality health care,  
medical education, innovation  
and research

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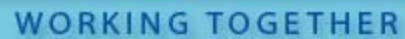
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# Components

- UF College of Medicine-Jacksonville
  - University of Florida Jacksonville Physicians, Inc.
  - Faculty Clinic, Inc.
- UF College of Nursing-Jacksonville
- UF College of Pharmacy-Jacksonville
- UF Health Jacksonville





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# Three Medical Campuses



**Downtown**



**Emerson**



**North**

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# UF Health Stats

695 Licensed Beds

7,000 Employees

34,000 Inpatient Stays

90,000 Emergency Room Visits

1,000,000+ Outpatient Visits

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# UF Health Proton Therapy Institute



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# Trauma One



**Region's Only Adult and Pediatric Level I Trauma Center**

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# UF Health North



- Ribbon Cutting: May 10
- State Inspection: May 17-18
- Opening Date: May 23
- Clinical Capabilities:
  - Hospitalists: May 23
  - ICU/Anesthesia (24/7): July/August
  - OB Deliveries: Aug. 15
- Learners

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# UF College of Medicine - Jacksonville



**437** Faculty Physicians

**1,625** Staff

**372** Residents and Fellows

(50% remain in Florida post-graduation)

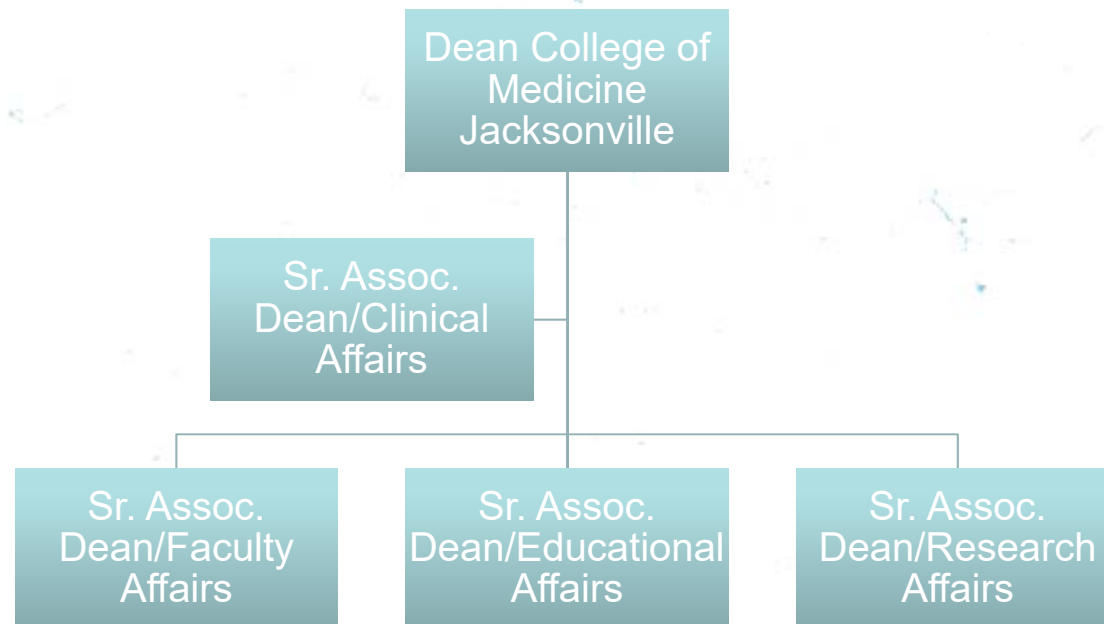
**34** Residency and Fellowship Specialty Programs

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# COM-J – Leadership Structure



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- 16 Clinical Departments
  - Chair Searches
    - Ophthalmology- Pending
    - Anesthesia
    - Neurosurgery
    - OB/Gyn



# Graduate Medical Education

**12 Accredited Core Programs**

**22 Accredited Fellowships**

**10 Clinical Fellowships**

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## Current Trainees' Demographic Information (n=363)

- Gender
  - 59% male
  - 41% female
- Credentials – individuals with multiple credentials are included in the main group e.g. MD, DDS included with MD
  - 4% dental only
  - 20% DO
  - 76% MD (includes those with MD and some other)



# Demographic Information

- FL Medical School (n=74)
  - Allopathic Schools
    - 18.9% Florida State University
    - 17.5% University of Florida
    - 12.1% University of South Florida
    - 10.8% University of Central Florida
    - 06.7% University of Miami
    - 02.7% Florida Atlantic University
    - 02.7% Florida International University
  - Osteopathic Schools
    - 13.5% Nova Southeastern
    - 14.8% Lake Erie

# College of Nursing

- The College of Nursing offers an accelerated course of study
  - Students with a baccalaureate *degree or higher in another field to pursue a baccalaureate and master's degrees in nursing*
  - *21 Students in this year's Cohort*



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# College of Pharmacy



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- 51 Students at Jacksonville Campus
- Small class size
  - Dubow Family Foundation Interactive Classroom
- Inter-professional Team Training
  - Simulation Center



# Center for Simulation and Safety



**One of Largest in the U.S.**

**Class Hours: 2,370.5**

**Contact Hours: 49,692**

**Student Visitors: 9,950**

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# Research in Jacksonville

**Dedicated basic science/translational and clinical research space**

**16,000 square feet of research space**

**550 clinical research studies conducted last year**

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# Research Funding

**\$22.3 Million (in FY16)**

**Externally Funded**

More than 200

**Federally Sponsored**

50 percent

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- 501(c)3 Corporation
- Combined Practice Plan and Health Services Support Organization
- Provides all administrative services for the COM-J faculty
- Billing and Collections
- Payroll
- Benefits
- 1,400 employees



April 21, 2017

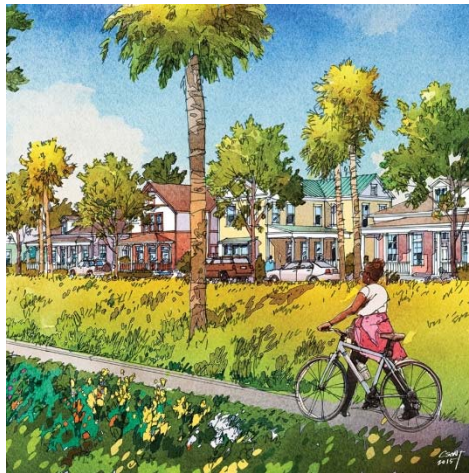
## Working Together to Create the Healthiest Generation

Response to Request for Healthcare Strategic Alliance  
**RAYDIENT PLACES + PROPERTIES**  
The Florida Lowcountry: Wildlight and East Nassau Community Planning Area



# Raydient Proposal

- Background
  - 24,000 Housing units, 25,000 acres – 20 year Horizon
  - Ambulatory Building and YMCA Building

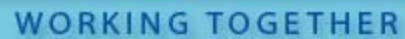


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- UF COM-J purchase 3 acres to erect the Ambulatory Care Hub on AIA at an estimated cost of \$3.7M
- Ambulatory Care Hub will accommodate:
  - Full Service Urgent Care Center
  - Outpatient Imaging Center
  - Outpatient Laboratory Center
  - Primary Care Services (Family Medicine, Pediatrics, and OB/GYN)
  - Psychologist/Behavioral Therapists (Pediatric/Adolescent and Adult)
  - Pediatric Dentistry
  - Retail – TBD
  - Shell Space for Future Growth



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# UF Health Strategic Plan

## Our Vision

To be the region's most  
valued health care asset.

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## Our Mission

To heal, to comfort, to educate and to discover  
through quality health care, medical education,  
innovation and research.

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## Our Vision

To be the region's most valued health care asset.

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## Our Values

In striving to fulfill our mission, we will be guided by the enduring values of:

- **Excellence** in each and every experience
- **Respect** for the critical nature of our work
- **Compassion** for humanity and one another
- **Stewardship** of the trust and privilege to serve

## Why It's Important

The landscape of health care is changing, and we must do the same to meet the needs of the community as well as maintain our viability and, ultimately, ensure future growth.



# Strategic Priorities

- Meet and exceed customer expectations
- Explore partnerships and other creative opportunities
- Coordinate and collaborate to meet organizational goals and enhance agility
- Plan for the future

# Our Goals

## Clinical

Develop a regional, integrated health care system that is nimble and ready for the changing health care environment and that provides the highest quality of care.

Particular emphasis will be placed on:

- Growth to the north, from communities in northern Duval County and Nassau County
- Growth of our satellite network of primary and specialty care practices
- Optimizing the Downtown Campus

## Our Goals

### **Academic**

Establish ourselves as a recognized leader in academic excellence — promoting research, diverse education and multidisciplinary collaboration among the Colleges of Medicine, Nursing and Pharmacy.

## Our Goals

### **Community**

Improve the health of our patients as well as the health of residents in the communities in which we live and work through strategic partnerships and innovative programs.

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# Our Goals

## Workforce

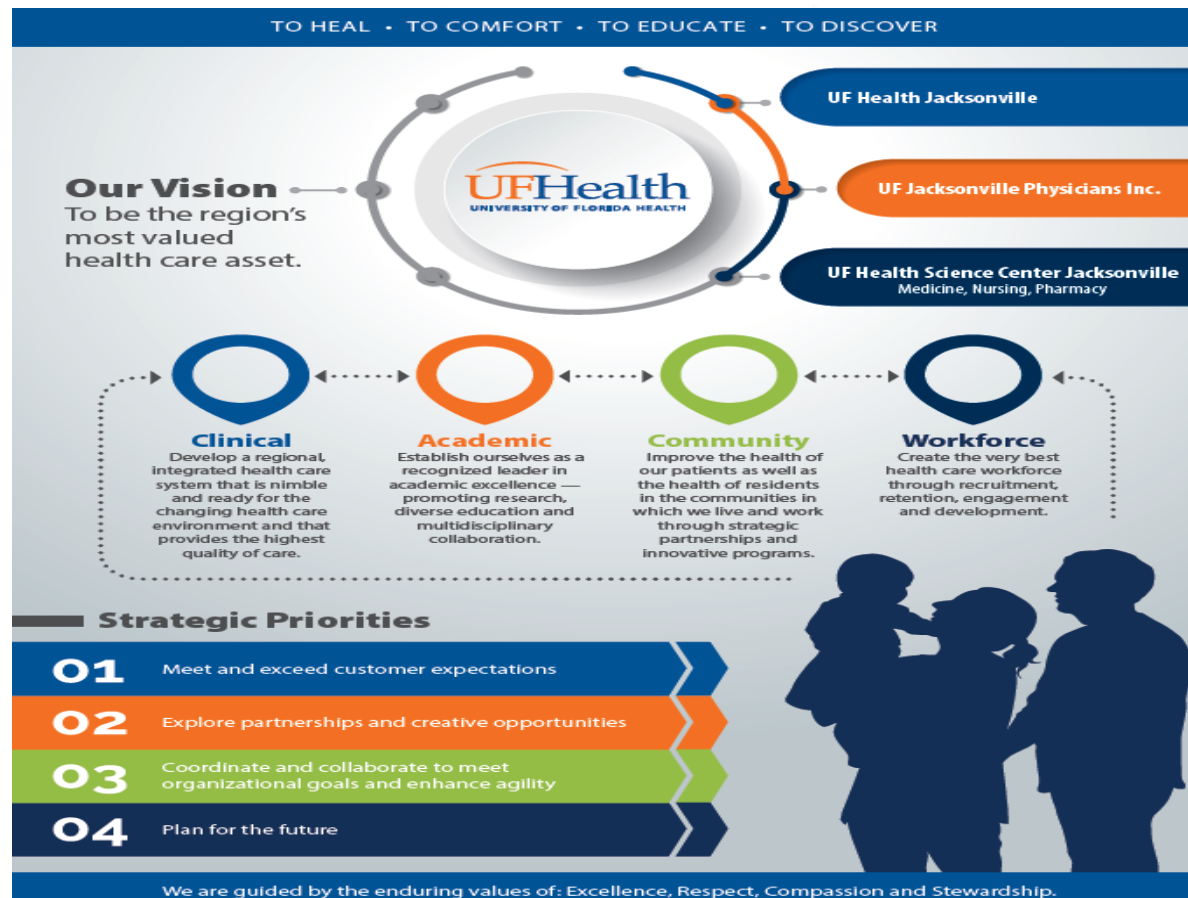
Create the very best health care workforce through recruitment, retention, engagement and development for UF Health Jacksonville, UF Jacksonville Physicians Inc. and the UF Colleges of Medicine, Nursing and Pharmacy.

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# Strategic Plan



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# Support from the Community



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# Environmental Health & Safety

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# Respirator Use Clearance and Compliance

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## Introductions

**Julie Ramsey**

EH&S OCCMED Coordinator

[occmed@ehs.ufl.edu](mailto:occmed@ehs.ufl.edu)

**Osmara Salas**

EH&S Education & Training Coordinator

[osalas@ehs.ufl.edu](mailto:osalas@ehs.ufl.edu)



## Task

## EH&S

## Clinic

### 1. Job Duty – HR Rep

- myUfl
- INOP form

Each job duty on this list triggers the need for health assessment clearance before an individual may begin work. Please check all job duties that apply.

<input type="checkbox"/> <a href="#">Animal Contact</a>	Initial Renewal
<input type="checkbox"/> <a href="#">Asbestos Work</a>	Form 1 Form 2
<input type="checkbox"/> <a href="#">Climbing</a>	
<input type="checkbox"/> <a href="#">Commercial Driver License</a>	
<input type="checkbox"/> <a href="#">Contact With Human Blood</a> or (OPIM)	T&V Form
<input type="checkbox"/> <a href="#">Frequent Reaching Above Shoulder</a>	
<input type="checkbox"/> <a href="#">Heavy Lifting</a>	
<input type="checkbox"/> <a href="#">BioPath</a> (risk group 3 agents in BSL3 lab)	Form 1 Form 2
<input type="checkbox"/> <a href="#">Kneeling</a>	
<input type="checkbox"/> <a href="#">Law Enforcement</a>	Form

<input type="checkbox"/> <a href="#">Noise</a> (Work in Area of Excessive Noise)	Form
<input type="checkbox"/> <a href="#">Operation of Special Purpose Vehicle</a>	
<input type="checkbox"/> <a href="#">Patient Contact</a>	Form 1 Form 2
<input type="checkbox"/> <a href="#">Pesticide Use</a>	
<input type="checkbox"/> <a href="#">Repeated Bending</a>	
<input type="checkbox"/> <a href="#">Repetitive Pulling and Pushing</a>	
<input type="checkbox"/> <a href="#">Respirator Use</a>	Form
<input type="checkbox"/> <a href="#">Scientific Research Diving</a>	Form 1 Form 2
<input type="checkbox"/> <a href="#">None of the above job duties apply</a>	

requires (no)  
Diabetes (no)  
Allergic reac.  
Medication  
Do you curr  
Breathing or  
Heart condi  
Cardiovasc  
Have you ev  
Frequent pai  
Pain or tightn  
continued on rev

#### CONTAMINANT INFORMATION

Type: Select... \*

Name: \*

Work Activities:

☒ Click here to insert additional contaminants

Check for Pesticide Use: ☐

Print this screen now for your records before you submit.

Submit

submit if printing, please email to: [OU@MedClinic.RiskAssessment@ufl.edu](mailto:OU@MedClinic.RiskAssessment@ufl.edu)

it apply:  
vered cartridge-type (PAPR)  
l breathing apparatus (SCBA)  
powered cartridge-type (PAPR)  
l-faced Hood/Helmet (NOT positive pressure)  
w.

Date

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	N95/Face Filtering	Tight-Fit
Job Duty/INOP	Initial	Initial
Respirator Review Use Form	Initial or Changes	Initial and Annual
Respirator Medical Questionnaire	Initial or Changes	Initial and Annual
myTraining	Initial and Annual	Initial and Annual
Fit Test	Initial and Annual	Initial and Annual

<http://www.ehs.ufl.edu/programs/ih/respirator/steps-for-respirator-use/>





## Next Exam Report

- 30 Days prior to expiration date for “Respirator Use Exam Type” resubmit (if needed):
    - Review for Respirator Use Form.
    - Respirator Medical Evaluation Questionnaire.
  - Employee notified by email – 30 days, 15 days and 1 day prior to expiration.
- HR Reps:
- Initiate process.
  - Ensure employee follows through.
  - Maintain compliance through continued follow-up.



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# Office of Youth Conference Services

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# About the Office of Youth Conference Services



Omar Andujar | March 5, 2015

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## SCOPE

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Education

Registration / Tracking

Compliance







## PRE-PROGRAM REQUIREMENTS

- Central Registration
- Youth Protection Training
- Background Checks





## CENTRAL REGISTRATION

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- Programs, Events, and Camps.
- Shadow/Observations, Research, and Internships.
  - *If we are supervising without a parent, guardian, or teacher present at all times then it must be registered.*



## SUPERVISION

- Staff-to-Participant Ratios

DAY GUESTS		
AGE	STAFF	NUMBER OF CAMPERS
4-5	1	to 6
6-8	1	to 8
9-14	1	to 10
15-17	1	to 12

OVERNIGHT GUESTS		
AGE	STAFF	NUMBER OF CAMPERS
4-5	1	to 5
6-8	1	to 6
9-14	1	to 8
15-17	1	to 10

- Limit 1-on-1 Interactions



## YOUTH PROTECTION TRAINING

### AUDIENCE

Adults working in  
UF-affiliated  
youth activities.

### CONTENT

Strategies, Common  
Warning Signs, Laws,  
Reporting.

### DURATION

Approximately  
20 – 30 minutes  
to complete.

### ASSESSMENT

A final quiz is  
required. A score  
of 90 is needed.

### FREQUENCY

Annually







## REPORTING

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- Florida Mandatory Reporting Requirements
- Steps for Responding



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## FOR MORE INFORMATION

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**Visit:** <https://oycs.ufsa.ufl.edu/>

**Take the Training:** [mytraining.hr.ufl.edu](https://mytraining.hr.ufl.edu)  
(Course # YCS800)

**Contact US:** 352-846-4698  
[Carolynnk@ufsa.ufl.edu](mailto:Carolynnk@ufsa.ufl.edu)



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# Processing & Records Updates

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## Change to Business Model...

- Effective April 9, 2018.
- Departmental assignment for Employment Specialists for all staff (TEAMS & OPS) employment changes.

Hire ePAFs

Termination ePAFs

Job Edits

Additional Pays

Job Data Corrections

GatorStart

- Entire team cross-trained to handle any questions relating to employment changes.





## Change to Business Model...

- Find your assigned Employment Specialist at:  
[http://training.hr.ufl.edu/resources/careers\\_at\\_ufl/careersatuf\\_approversandrecruiters.xlsx](http://training.hr.ufl.edu/resources/careers_at_ufl/careersatuf_approversandrecruiters.xlsx)
- Questions? Email [employment@ufl.edu](mailto:employment@ufl.edu)



## Offer Letter Templates Updates

- What changed?
  - Updated Benefits and Retirement links.
  - Added helpful notes to assist during your letter creation process to help speed up the approval process.

UF Office of Human Resource Services UNIVERSITY of FLORIDA

Sample Letter  
TEAMS Exempt Employees

DATE

Name

Address

Dear \_\_\_\_\_:

This letter is to formally offer you the position of <Classification Title> position <# 0000000>, in the <Department> at the University of Florida. This appointment, which is to a full-time TEAMS Exempt position with a starting annual salary of \$<XXXXX>, is effective <date>. This offer is contingent on a successful pre-employment screening which includes a review of criminal records, reference checks, verification of education, and any health assessments that may be required. Pursuant to University regulations, as a TEAMS Exempt employee, the appointment is renewable on an annual basis at the discretion of the University.

As a TEAMS Exempt employee, you will serve an initial six-month probation period. Upon successful completion of the probationary period, the appointment is renewable on an annual basis at the discretion of the University.

Comments

CoreHR February 06, 2018  
Classification titles are required for all appointments.

Working/posting titles may be included, but cannot substitute the classification title.



## Retroactive Pay and/or FTE Request

- Significant increase in Retroactive Pay and FTE change requests (60 days or more).
- Serious consequences for employees and their benefits.
- Places administrative burden on HR and Payroll.



### Retroactive Pay and/or FTE Request (60 Days or more)

This form is used to request approval to change an employee's compensation and/or FTE in job data that would be retroactive 60 calendar days or more.

Retroactive changes to compensation have additional impacts to the employee and employer contributions for retirement, elected optional life, and disability insurance. Changes to elected optional life and disability insurance may generate underpayments and potential loss of coverage in addition to fines from the State of Florida.



## Retroactive Pay and/or FTE Request

- New Form Required: <http://hr.ufl.edu/wp-content/uploads/forms/recruitment/60dayretrorequestform.pdf>
- Approval Process:
  - Must be signed by Dean/Vice President
  - Submit to [compensation@ufl.edu](mailto:compensation@ufl.edu)
  - Will be reviewed by HR Vice President
  - Attach to Job Data Correction Form and/or ePAF





## OPS Application

- The new OPS Application was updated on 12/22/2017
  - New form currently already available
  - Changes mostly cosmetic
  - Includes updated form for self-identification of disability
  - By 5/1, must use the new application



### OPS AND STUDENT ASSISTANT Employment Application

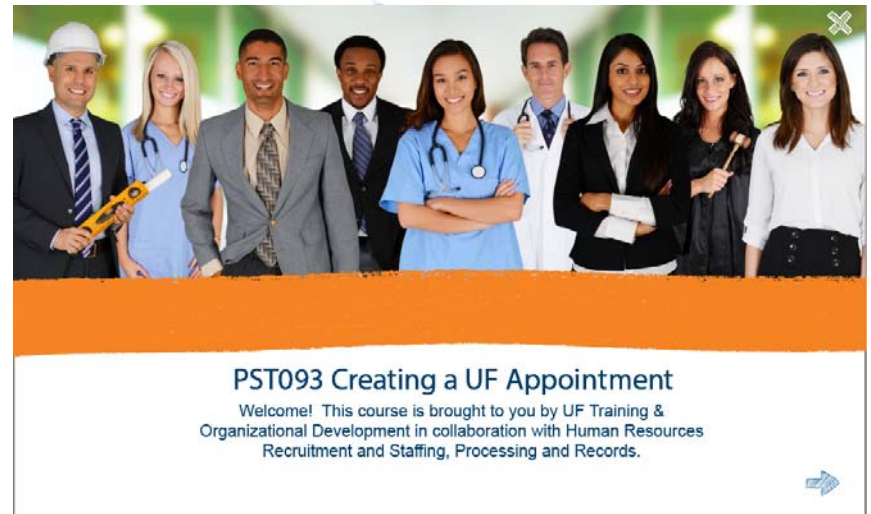
Requisition #:	Application Date:
Job Title:	

Applicant Information			
Full Name:		UFID:	
Last	First	M.I.	



## GatorStart Training

- PST093 *Introducing GatorStart* will retire and be replaced by PST093 *Creating a UF Appointment*.
- New content addresses everything related to creating a new UF appointment, including GatorStart.
- Launches April 9, 2018.
- Audience: New UF employees (highly recommended for everyone!)





## I-9 Monthly Metrics

- March 2017 – February 2018
- Out-of-compliance for Section 2 increased by 6%.

Timing Metrics		
Total I-9s (minus 1,879 Conversions, Reverifications and Uploads)		9,347
Section 1 Compliance	Completed by 1st Work Day	5,911 63%
	Completed after 1st Work Day	3,436 37%
Section 2 Compliance	Completed within 3 business days	6,438 69%
	Completed after 3rd business day	2,909 31%



## Department Visits

- Custom-tailored department visits including experts from all areas of Recruitment and Staffing (Recruitment, Academic Personnel, Processing & Records).
- For I-9 and E-Verify topics:
  - Common misconceptions regarding I-9 and E-Verify.
  - Departmental statistics to address I-9 and E-Verify areas needing improvement.
  - Financial consequences on errors and late submissions.





## Questions?

Cynthia Mendoza

HR Manager, Recruitment & Staffing

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

352-273-1704



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# **SHORT WORK BREAK**

9- and 10-month employees

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## Short Work Break for 9- and 10-month Employees

- 9- and 10-month employees (faculty, graduate assistants and TEAMS) will be put on Short Work Break during the weekend of April 14 in the myUFL system for the summer semester.
- Short Work Break file is available. Navigate to Main Menu>Enterprise Reporting>Access Reporting>Human Resources Information>Workforce. Information to view employees who will be on Short Work Break.
- Effective date of the Short Work Break will be 5/16/18 for 9-month and 6/5/18 for 10-month employees.



## Short Work Break for 9- and 10-month Employees

- Time Reporting will be inactivated during the Short Work Break period.
- Instruction guide is located at:  
<http://hr.ufl.edu/learnandgrow/toolkits-resource-center/human-resources-toolkits/job-and-position-actions/>
- Departments still need to review employees to ensure they do not continue to be paid beyond the end of the Spring semester.

**Questions? Contact Human Resource Services at 392-2477**





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# **FACULTY & GRAD ASSISTANT SUMMER APPOINTMENTS**

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## Faculty & Grad Assistant Summer Appointments

- Summer appointments for faculty and graduate assistants can be processed via the summer job file, as appropriate.
  - When the summer job file cannot be used, the unit will submit an ePAF for the summer appointment.
- The file will be available via myUFL system from April 16 to April 28.
  - Main Menu>Human Resources>Workforce Administration>Job Information>UF Summer Job Review
- Summer appointments will appear in myUFL on April 30.



## Faculty & Grad Assistant Summer Appointments

- A termination row will be applied at the same time the summer appointment is applied in job data.
- Don't forget, distributions for summer appointments will still need to be completed.
- Instruction guide is located at:  
<http://hr.ufl.edu/learnandgrow/toolkits-resource-center/human-resources-toolkits/job-and-position-actions/>

**Questions? Contact Human Resource Services at 392-2477**



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# GBAS

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RAFT  
Your lifeline to the research  
administration community

**“It’s a Team *Effort!*”**

***The first ever joint GBAS and RAFT event!***

May 17, 2018 from 1:15pm to 5:00pm  
followed by a social mixer

Registration will open on April 12 in myTraining

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## **GBAS Mentoring Program**

Application process opened April 2 and will close on April 30.

For more information, visit the GBAS website:

[http://cfo.ufl.edu/administrative units/gbas/mentoring/](http://cfo.ufl.edu/administrative_units/gbas/mentoring/)

If you are interested in being mentor, contact

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

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# **UF Leadership Development Program Applications**

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# UF Leadership Development Program Applications

- “Leadership and learning are indispensable to each other.”—John F. Kennedy
- Now through May 1:
  - We are accepting applications to the **UF Academy** and **Advanced Leadership for Academics and Professionals**.





# UF Leadership Development Program Applications

- UF Academy:
  - Entering its 15<sup>th</sup> year.
  - Designed for faculty and professional staff who are “emerging leaders”.





# UF Leadership Development Program Applications

- Advanced Leadership for Academics and Professionals (ALAP):
  - Entering its 11<sup>th</sup> year.
  - Designed for established UF professional and academic leaders looking to further develop leadership skills.





# UF Leadership Development Program Applications

- For more information or to access the application, visit the Leadership @ UF program page on the UFHR site:

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



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# Benefits Updates

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## People First System Upgrade

- Newly updated & upgraded People First system now online!
- Resources:

[Introductory Video](#)

[User Guide for the Benefits Enrollment Process](#)

[General Instruction Guide](#) (forgotten password or Login ID)





## State Plan Underpayment Processing Change

- State premium underpayments now being collected via payroll deduction.
- Employees no longer need to mail payment to PeopleFirst.
- Examples of underpayment reasons: employee choosing early effective date for health plan or qualifying status change events (add dependent, etc.)



## Short Work Break for 9/10 Month Employees

- OPS 9/10 month appointments returning for fall—place on short work break (SWB) similar to regular 9/10 month faculty.
- 9/10 month employee not returning immediately after the summer—terminate job in PeopleSoft.
- **SWB preserves benefits eligibility while off payroll during the summer months.**





## Short Work Break for 9/10 Month Employees

- SWB reported to People First, then removed when the 9/10 month OPS returns in fall.
- SWB is not calculated in the OPS employee's OE Measurement Period to determine benefits eligibility.
- No deductions taken over the summer months for UFSelect, GatorCare, and state plans.
- Lapse in summer deductions for 9/10 month employees does not affect coverage.





## Short Work Break for 9/10 Month Employees

- Last deductions taken:
  - **April 27** paycheck for UFSelect and/or GatorCare plans.
  - **May 11** paycheck for state plans.
- Normal deductions resume on **9/14/18** paycheck.

Questions? Contact your HR satellite office or UF HR Benefits at (352) 392-2477 or [benefits@ufl.edu](mailto:benefits@ufl.edu)



## Dependent Eligibility Verification Audit (DEVA) for State Plans

- Audit of dependents on state plans conducted by HMS.
- **Response is required!**
- Send dependent documentation directly to HMS when request is received.
- Only send copies, not originals.



### REMINDERS:

- ✓ ALWAYS be cautious about disclosing personal information!
- ✓ *HMS employees will NOT call & request SSN data to confirm identity*



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## DEVA (cont.)

DEVA info available  
online:

[https://www.mybenefits.m](https://www.mybenefits.myflorida.com/)

[yflorida.com/](https://www.mybenefits.myflorida.com/)

*(enter DEVA in the  
search box)*

**Questions about  
dependent  
documentation?**

**HMS Call Center  
(877) 577-4549**



Dependent Verification  
PO Box 165308  
Irving, TX 75016-9923

DATE

Emp\_Name  
Street  
Street2  
City, St Zip

Initial Letter



PC or Mobile Upload: [www.VerifyOS.com](http://www.VerifyOS.com)

FAX: 877-223-8478

Go green at [www.VerifyOS.com](http://www.VerifyOS.com)!

[\*EID\*]

REFERENCE NUMBER: EID

RESPOND BY: [DATE]

Dear Emp\_Name,

The State of Florida has contracted with the independent audit firm, HMS, to verify that dependents enrolled in the State of Florida group health insurance plan meet eligibility guidelines. In order for your dependent(s) to continue to receive benefits under the State of Florida's group insurance program, action is required by you to submit proof of their eligibility by date.

As a reminder, eligible dependents are defined in your benefits summary as:

- Your legal spouse.
- Your child, or a child of the surviving spouse of a deceased enrollee, up to age 26. A child is eligible for coverage until the end of the calendar year in which the child turns 26.
- Your child age 26 up to age 30 who is unmarried, has no dependents, has no other health insurance and is either a resident of Florida or a current student (full time or part time). An adult child is eligible for coverage until the end of the calendar year in which the child turns 30, as long as the child continues to meet the eligibility requirements.
- A child of any age who is incapable of self-sustaining employment because of an intellectual or physical disability and is dependent upon you for care and financial support.
- A newborn child of a covered dependent, up to age 18 months.

A child is defined as your biological child, stepchild, legally adopted child or child placed with you for adoption, a newborn child up to age 18 months and whose parent is your covered dependent, a child for whom you or your spouse has been appointed the legal guardian or awarded legal custody, a foster child, or a child for whom you are required to provide health insurance by a Qualified Medical Child Support Order.

If after reading the attached Frequently Asked Questions (FAQ) you still have questions, please feel free to call HMS at 1-877-577-4549 from 8 a.m. to 8 p.m. ET, Monday through Friday.

Thank you for your cooperation.

WORKING TOGETHER

FOR THE

GATOR GOOD



# Important Dates

- GBAS Mentoring Program – Opens April 2, 2018 and closes April 30, 2018
- Next HR Forum – May 2, 2018
- Joint GBAS and RAFT Event – May 17, 2018
  - Registration opens – April 12, 2018