

HR FORUM



WELCOME

June 6, 2018

WORKING TOGETHER

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Agenda

- Annual Renewals
- Supervisor ID Updates
- OPS Project Updates
- Careers at UF Updates
- Benefits Updates
- Important Dates



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Annual Renewals

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Perquisite Renewals

- Departments have been sent a summary report of perquisites approved during the 2017-2018 fiscal year.
- To renew, delete, or make changes to perquisites for the 2018-2019 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 (352) 273-2842 or by email at compensation@ufl.edu.



Alternate Work Location Agreements

- Alternate work location agreements that will continue into the 2018-2019 fiscal year should be submitted to UFHR by July 1st.
- The renewal process is an opportunity to evaluate the success of the work arrangement and make modifications as appropriate.
- Form location: <http://hr.ufl.edu/wp-content/uploads/forms/recruitment/alternate.pdf>.
- Dean/Director and VP Approval and Signature.
- Questions may be directed to Classification and Compensation at (352) 273-2842 or by email at compensation@ufl.edu.



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.
- Questions may be directed to Classification and Compensation at (352) 273-2842 or by email at compensation@ufl.edu.



DocuSign

- UF has implemented an electronic signature service that allows users to sign and initial an electronic document instead of a paper copy.
- By using the “envelope” feature, you can send electronic documents for signature-to one person or many people-and easily see that status of the documents you send.
- DocuSign can be utilized for all human resource forms such as HR600s, Alternative Work Location Agreements, and SPI’s.
- Additional information can be found at <https://it.ufl.edu/ufdocusign>
- <https://www.docusign.com/> .



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Supervisor ID Updates

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Supervisor Updates

Definition of a Supervisor:

The person directly responsible for providing oversight for, or directing the work of, another UF faculty or staff member. This typically includes clarifying performance and assignment expectations; providing feedback; approving vacation requests and time worked; and completing the faculty or staff member's performance evaluation.

- ❖ For tenure-track faculty appointed to a center, list the academic chair (or center director if tenure is held in the center).
- ❖ For non-tenure tract faculty appointed to a center, list the center director.
- ❖ For department chairs, list the dean.
- ❖ For center directors, list either dean or SVP, depending upon to whom the person reports.



Supervisor Updates (continued)

Supervisory pairings to avoid:

- ❖ TEAMS supervising Faculty.
- ❖ Employee supervising another in a lateral or identical classification.
- ❖ Office support employee supervising management.
- ❖ Office support employee supervising field staff at another location.
- ❖ Non-exempt employee supervising exempt employee.
- ❖ Temporary (OPS) employee supervising a permanent TEAMS/Faculty position.
- ❖ Supervisor is from a different campus unit.
- ❖ 9/10-month employee supervising a 12-month employee.

Please contact compensation@ufl.edu with questions regarding these occurrences.



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OPS Project Updates

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OPS

- Review File-opened April 20th and closed May 4th . A total of 415 inactive OPS employees were terminated effective May 18th.
- We will do a file every 6 months to capture inactive employees.



OPS Job Code File

- In May, we created 10 new job codes to provide clarity on our temporary workforce.
- OPS job code file opened May 21st and closes on June 8th.
- Once the file closes, we will work with College/Unit admins regarding those that are not in one of the 9 new job codes.
- Fall 2018, Guidelines for OPS employment.



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CAREERS AT UF

Upcoming Changes

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Design Refresh

- PageUp will be updating the user interface to simplify and streamline the look and feel of the system.
- Users will have an easier access to all features via all mobile, tablet, and desktop devices.
- All pages will be WCAG 2.0 compliant.



Iconography

A new consistent set of iconography to be used across the system



Print



Feedback



Help



Support



Folder



File



Home



Reload



Right



Top



Left



Bottom



Menu



Note



Upload



Download



Add



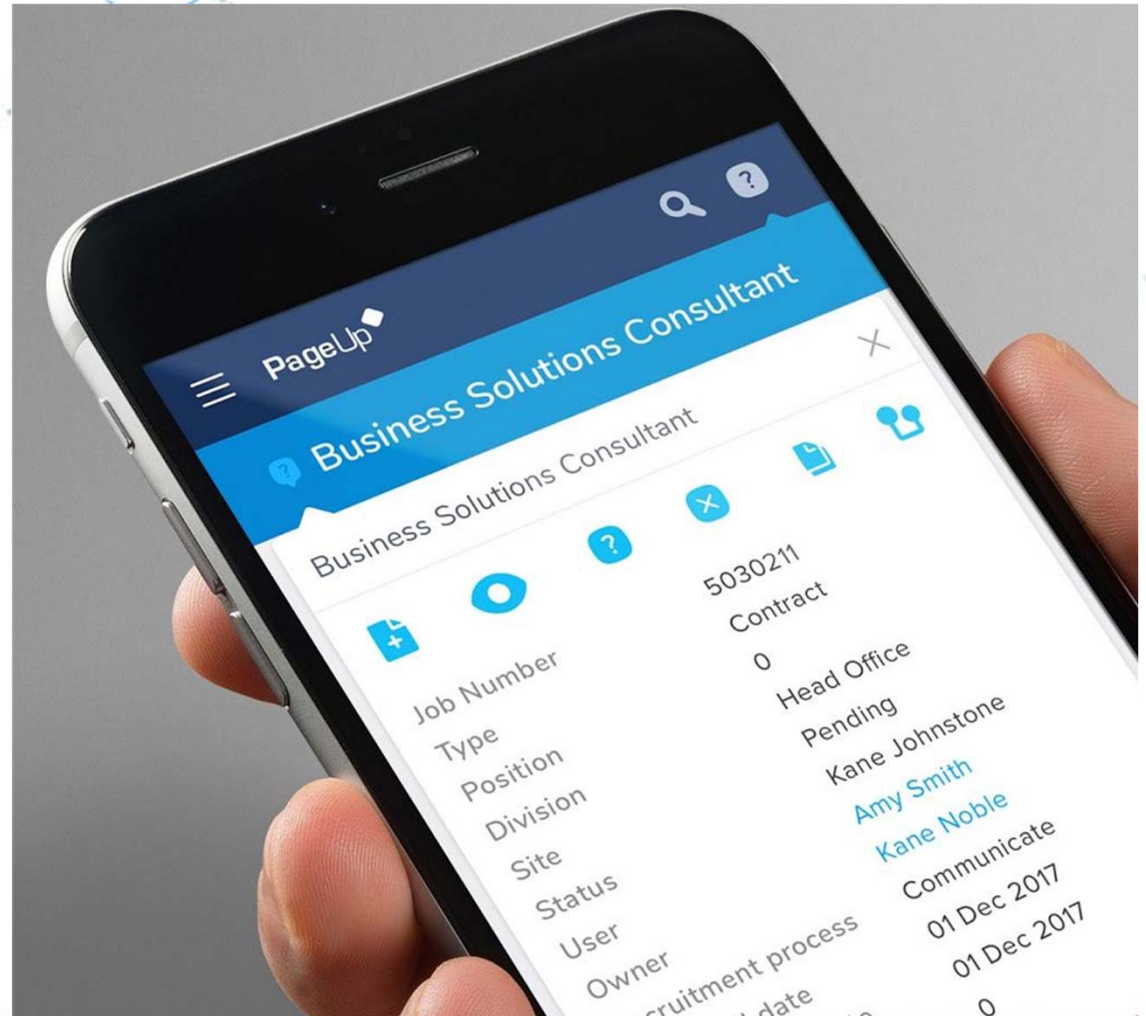
Remove



Cancel



Success



Recruitment dashboard

142

Notifications

75 Show all jobs

12 Pending Brief

8 On Hold

16 Internal Advertising

4 External Sourcing

4 Sample Category

16 HM Interviewing

2 Reference Background Check

20 Sample Category

Job No	Job Title	Hiring Manager	Positions	Vacancies	Applicants	Status
853138	Associate Enterprise Advocate	Jamie Van Pettersen	1	4	12 3 new	No applications referred
853162	Senior Software Engineer Data and Machine Learning	Amie Jamieson	7	2	8	Pending
853162	Head of Intellectual Property	Amie Marie-Smith	8	2	9 3 new	Declined
979124	Head of UX Research and Insights	Mark Smithers	14	4	25	Pending
	<div> <div>3 New applicants</div> <div>1 Application On Hold for more than 5 days</div> <div>4 Shortlisted applicants</div> </div>					
983134	Design Team Lead - Dev Platform	Jamie Hamilton	8	2	9	Declined

There are no more items to display

John Smith

Dashboard

Jobs

Approvals

Sourcing

Shortlists

Panel (High ed clients)

Interviews

Offers

Contract

Recent Items

John Smith

Print

Feedback

Help

Jobs

24 new jobs

58 team jobs open

Create A New Job

Approvals

8 jobs awaiting your approval

15 open jobs you approved

Sourcing

14 candidates to screen

8 candidates approved

Shortlists

32 candidates shortlisted

34 open jobs you approved

Interviews

26 scheduled interviews

15 interviews approved

9 unsuccessfull interviews

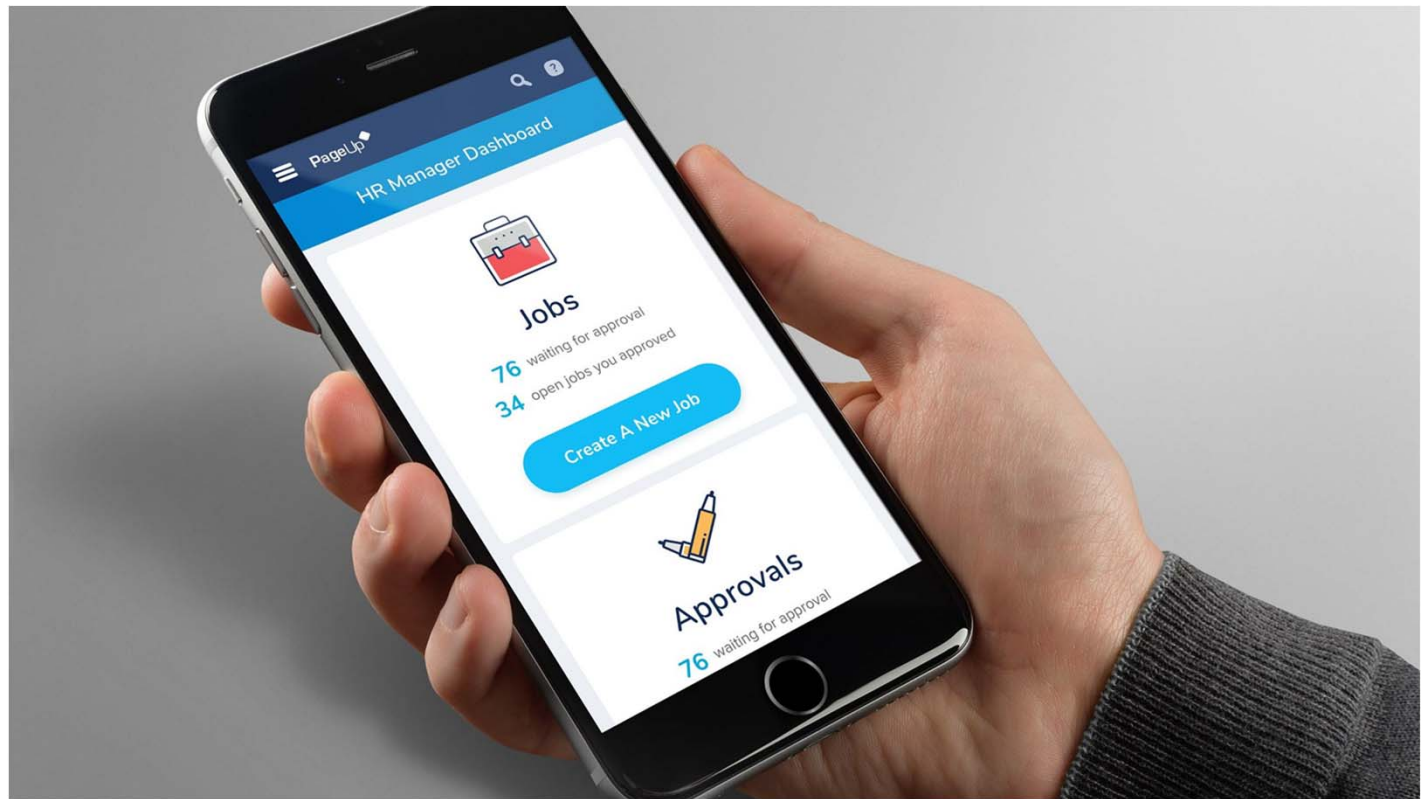
Offers

12 offers proposed

4 offers declined

14 offers accepted

Mobile








Timeline

- Changes will be implemented in small batches.
- First batch will affect the menu and the navigation bar for originators and level 1 approvers.
 - Anticipating to launch on July 4.

Existing interface with navigation on the right

[Home](#)
[Jobs](#)
[People](#)
[Reports](#)
[Settings](#)




Recent items

Quick search

PageUp (218)

Jobs

Visibility

My jobs

Status

All

Clear

Search

Job number	Job title	Working title (Small free text)	Sub department	Date added	Status	Requisitioner	Direct supervisor	Team	
857584	Timezone Warning Test			20 Apr 2018	Pending	Hargan Maaaaaate	PageUp Administrator	Unallocated	View
857583	Barra Test			18 Apr 2018	Screening	PageUp Administrator	PageUp Administrator	Unallocated	View
857578	vdssv	defew	Administrator	16 Apr 2018	Pending	PageUp Administrator	PageUp Administrator	Unallocated	View
857579	Open Date Test			16 Apr 2018	Sourcing	Biscuit Baker	PageUp Administrator	Unallocated	View
857577	Foodie			13 Apr 2018	Approved	Biscuit Baker	PageUp Administrator	Unallocated	View
857575	job link test			07 Apr 2018	Pending	Abner Dasilva	PageUp Administrator	Unallocated	View
857574	Background Check Test Job			03 Apr 2018	Pending	PageUp Administrator	PageUp Administrator	Unallocated	View
857571	PD Test(Global job for viewer 500) - SUP-404			27 Mar 2018	Approved	PageUp Administrator		GroundsAndMaintenance	View
857572	PD Test(Global job for viewer 500) -SUP 404 Test			27 Mar 2018	Approved	PageUp Administrator		GroundsAndMaintenance	View
857569	Stacy Testing Filled Job			22 Mar 2018	Filled	PageUp Administrator	PageUp Administrator	Unallocated	View
857568	Accessibility Test			21 Mar 2018	Pending assessment	PageUp Administrator	PageUp Administrator	Unallocated	View
857567	Archer test - readonly availability			19 Mar 2018	Pending	PageUp Administrator		Unallocated	View
857563	Taster			19 Mar 2018	Pending	PageUp Administrator	PageUp Administrator	Unallocated	View
857565	PD Test(Global job for viewer 500) Archer test			19 Mar 2018	Pending	PageUp Administrator			View
857562	SEEK KM Closingdate 30 days			13 Mar 2018	Pending	PageUp Administrator	PageUp Administrator	Unallocated	View
857561	Background Check test			08 Mar 2018	Pending	PageUp Administrator	PageUp Administrator	Unallocated	View
857558	Test Source			06 Mar 2018	Approved	PageUp Administrator	PageUp Administrator	Unallocated	View
857559	Accessibility Tester			06 Mar 2018	Screening	PageUp Administrator	PageUp Administrator	Unallocated	View
857556	BGCheck API Gateway test job			28 Feb 2018	Pending	PageUp Administrator	PageUp Administrator	Unallocated	View

PageUp

[Update profile](#)
[Employee search](#)

Dashboard

[New task](#)
[Dashboard](#)
[CRM Dashboard](#)

360 reviews

[Manage 360 reviews](#)
[Manage 360 review groups](#)
[Manage 360 reviewers](#)

Perfy

[Performance centre](#)
[Manage talent](#)

Jobs

[New job](#)
[New contractor job](#)
[My panel jobs](#)
[Manage jobs](#)

My jobs

[My sourced jobs](#)
[My job approvals](#)

Manage job templates

[Manage forms](#)
[Manage position descriptions](#)

Applicants

[New applicant](#)
[Applicant search](#)
[Talent search](#)

Manage applicant pool

[Manage applications](#)
[My applicants](#)
[Shortlisted applicants](#)

Updated interface design with navigation on the left

UPDATED

PageUp

John Smith

Jobs

New job

New contractor job

My panel jobs

Manage jobs

My jobs

My sourced jobs

My job approvals

Manage job templates

Manage forms

Applicants

New applicant

Applicant search

Talent Search

Manage applicant pool

Manage applications

My applicants

Shortlisted applicants

Manage poffer approvals

360 Reviews

Assessments

Quick search

Jobs Business Reports Settings Recent Items

John Smith

Print Feedback Help

where you will see all your tasks organized in various stages. You will also see how many actions are required per task. Please

	Sub department	Date added	Direct Supervisor	Team	
ager	Lorem ipsum dolor	29 March 2016	Andrew McDonald	US-NY	
visor	Duis aute irure	17 March 2016	Gregory Horton	AUS	
	Voluptatem accusantiu	09 May 2016	Mark Eistenstein	Europe - Scotland	
ical Officer	Qui ratione voluptatem	14 May 2016	Jim Oswell	SEA - Singapore	
re Developm	Oditi aut fugit	24 May 2016	Lara Cuadrillio	UK - London	
rator	Neque porro quisquam	04 June 2016	Andrew McDonald	US-NY	
rator	Lorem ipsum dolor	03 June 2016	Gregory Horton	AUS	
per	Duis aute irure	05 June 2016	Mark Eistenstein	Europe - Scotland	
rt Staff	Voluptatem accusantiu	14 June 2016	Jim Oswell	SEA - Singapore	
	Qui ratione voluptatem	28 June 2016	Lara Cuadrillio	UK - London	
eveloper	Oditi aut fugit	04 July 2016	Gregory Horton	US-NY	
oper	Neque porro quisquam	06 July 2016	Gregory Horton	AUS	



Additional updates at the next HR Forum

Please forward your inquiries to
employment@ufl.edu



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Benefits Updates

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Leave

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

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



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Dependent Eligibility Verification Audit (DEVA)

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DEVA for State Plans

- Last chance--HMS sending final notice.
- Please remind your employees to respond.
- Employees must send documentation by June 19!
- Mail documentation directly to HMS or upload on HMS web portal <https://verifyos.com/>.



Questions about documentation?

Contact HMS Call Center
(877) 577-4549

Additional info online:

<https://www.mybenefits.myflorida.com/>
(enter DEVA in the search box)



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Benefits Considerations for New Hires

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Benefits Considerations for New Hires

- Date of hire may impact benefits effective dates.
 - Choose early to mid-month hire dates to allow time to process job appt.
 - Avoid hire dates late in the month or on the last day of the month.
- Use current toolkits and Letter of Appointment documents on HR website.



Benefits Considerations for New Hires (continued)

- Inform hires about when coverage may reasonably begin.
 - Recommend new hires complete benefits enrollment early.
 - New hires may need to check with the prior employer for coverage end dates and COBRA availability.



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Benefits Considerations for New Hires (continued)

alex[®]

7 Minutes to Benefits Bliss



Find Your Perfect Plans Now

As a new employee you have **60 Days** to sign up for your benefits, but don't wait until the last minute. Visit ALEX[®], the virtual benefits counselor, to find the plans that make the most sense for you. ALEX is fast (most users spend about 7 minutes with the tool), and makes enrollment so much easier.

Get fast, easy benefits guidance at:

www.myalex.com/uf



Talk to ALEX on
Whatever You Like



- Recommend new hires use [ALEX](#), UF's virtual benefits counselor.
- Available 24/7.
- Helps employees choose the best benefits.
- Use ALEX, then complete benefits enrollment online.

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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—more on OPS to follow.
- Job data must be in both PeopleSoft and People First before the employee can access their online enrollment.



Benefits Considerations for New Hires (continued)

- **Timeframe to enroll in state & UF Select plans**
-Employees have 60 calendar days from hire date or qualifying event date to enroll or make changes.
- **Using Plan Coverage** - Coverage can be used once premium is posted and insurance ID cards are received.



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OPS Benefits Eligibility

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OPS Benefits Eligibility

- OPS employees eligible for benefits when expected to work 30+ hours on average.
- Applicable to:
 - New hires.
 - Internal promotions.
 - Movement to/from other state agencies.
 - Increase in hours without position change.
- Note: *Increase in hours may need to be reported to People First Service Center by Benefits Office.*
- OPS may elect early effective date on health insurance only.



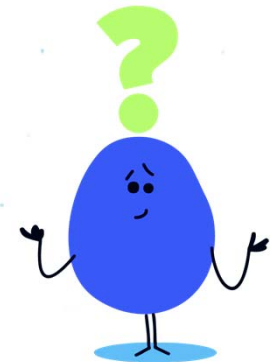
Benefits Questions?

UF HR Benefits has answers!

Email us: benefits@ufl.edu

Call us: (352) 392-2477

Visit us: [Schedule appointment online](#)



Other benefits resources:

- **alex**[®] ([online](#) “virtual benefits counselor”)
- UF HR [Benefits & Rewards website](#)
- [UF at Work](#) newsletter articles



Important Dates

- **GBAS/RAFT “It’s a Team Effort!” Event –**
July 17, 2018.
 - For staff who support 9-month Faculty
- **Next HR Forum – August 1, 2018**

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

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