



WELCOME

August 1, 2018



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Agenda

- Compliance Training
- UF DocuSign Updates
- UF at Work and Social Media
- Salary Increase Process
- On-Call Pay
- OPS Updates
- Essential Employees
- Careers at UF
- Criminal Background Checks
- Benefits Updates
 - Aid-A-Gator
 - Cash-Outs
 - Voluntary Retirement Savings Plans
 - Preparing for Open Enrollment
- Important Dates



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Compliance Training

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New Compliance Training Program now available

- “Compliance: A Collaboration for Success” launched Aug. 1
- All faculty and staff must complete by Oct. 15, 2018
- Watch for myTraining notification to complete the course
- Critical to ensure every employee stays up-to-date on laws, regulations, rules and policies
- Mandated by Board of Governors
- Please help us spread the word to employees in your area



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UF DocuSign Updates

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UFDocuSign - eNotary

UFDocuSign offers the ability to execute Electronic Notarial Acts using DocuSign Signature.

These Electronic Notarial Acts emulate the core aspects of a traditional paper/human Notarial Act.

Resources:

<https://support.docusign.com/en/guides/ndse-user-guide-enotary-resources>



UFDocuSign – Restricted Data

UFDocuSign is now approved to transmit Restricted Data related to university business.

A few examples of data that may now be transmitted through UFDocuSign are Social Security numbers, driver's license numbers, UFIDs, and student records.

Note: Credit card numbers may not be sent via UFDocuSign.



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UF at Work and UFHR Social Media

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More opportunities to share your good news

- Beginning Aug. 7, [UF at Work](#) will be biweekly
- Please help us spread the word
- Submissions may be:
 - Emailed to hrrcommunications@hr.ufl.edu
 - Submitted via our [online submission form](#)



We're also on social media!

- **@UFatWork**

News and information for faculty and staff to support worklife and develop a greater sense of community

- [Facebook](#)
- [Twitter](#)

- **@UFCareers**

Promotions of job postings and information on why UF is a great place to work

- [Facebook](#)
- [Twitter](#)



Salary Increase Process



2018-19 Pay Program

- On June 29, 2018, President Fuchs announced a salary increase program that will provide a performance payment pool of 4% for employees on payroll as of June 30, 2018.
 - Performance Payments will be disbursed on December 21, 2018
- In addition, President Fuchs approved an increase to the minimum wage for TEAMS and USPS positions from \$12.00 to \$13.00 per hour effective July 1, 2018.
- Salary increases for employees in a bargaining unit are subject to union negotiation.



2018-19 Pay Program

Eligibility Criteria

- To be eligible for a performance payment, employees must be hired on or before June 30, 2018.
- Faculty who are currently on a “performance improvement plan” are not eligible.
- Employees who have received notification of non-renewal or layoff are not eligible for a performance payment.
- Employees who have received discipline in the form of a written reprimand or who have been suspended since January 1, 2018, are also not eligible for a performance payment.
- OPS employees are not considered eligible for the salary increase program.



2018-19 Pay Program

Funding

- The Office of Research, along with the Office of the General Counsel, has determined that one-time performance payments to employees cannot be charged to a research contract or grant.
- Funds 211 and 212 may be used to provide the one-time performance payments, provided the individual is assigned to research.
- Any distributions from the 211 and 212 funds must be proportional to the individual's assigned research.



2018-19 Pay Program

Funding

- If the department wants the performance payment charged to the employee's existing funding source, no action is necessary.
- If the department wants the one-time payment charged to another funding source, departments will need to edit or create a new department budget table (distribution) entry.
- Additional guidance will be provided in the salary increase toolkit.



2018-19 Pay Program

Implementation Timeline

- **Monday, November 5, 2018** – Performance Payment File Opens
- **Friday, November 16, 2018 5:00 PM**– Performance Payment File will be closed to departments
- **Friday, December 21, 2018**– performance payments included in employee paychecks



2018-19 Pay Program

- Last year, UF and GAU reached a multiyear agreement regarding salary increases.
 - Effective August 15, 2018, continuing GAs will receive a \$100 “fee relief” increase.
 - Effective January 1, 2019, continuing GAs will receive a \$225 across-the-board increase.



2018-19 Pay Program

- Next week, UFHR will implement the August fee relief increase.
- Implementation Timeline:
 - Thursday, August 9, 2018 – Raise file created in myUFL
 - Monday, August 13, 2018 – increases will be reflected in Job Data
 - Friday, August 31, 2018 – GAs receive the first paycheck with fee relief increases.



2018-19 Pay Program

- For questions regarding the raise file and the process please email salaryincrease@ufl.edu or contact Classification and Compensation at (352) 273-2842.



On-Call Pay



On-Call Pay

- Last year, the on-call rate for weekends and holidays was set at a rate of one-third the university minimum wage.
- As a result of the minimum wage increase to \$13.00 per hour, the weekend and holiday on-call rate is now \$4.33 per hour.



OPS Job Code File



OPS Job Code File

- On 7/21/2018, the OPS job code file loaded in PeopleSoft.
- Nonstudent hourly OPS employees captured in the OnTarget file were moved into the job codes they were mapped to.
- There are approximately 300 nonstudent hourly OPS employees that were not transitioned. HR will be reaching out to departments to enter ePAFs to transition them to the appropriate codes in the coming weeks.



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OPS Hours Report

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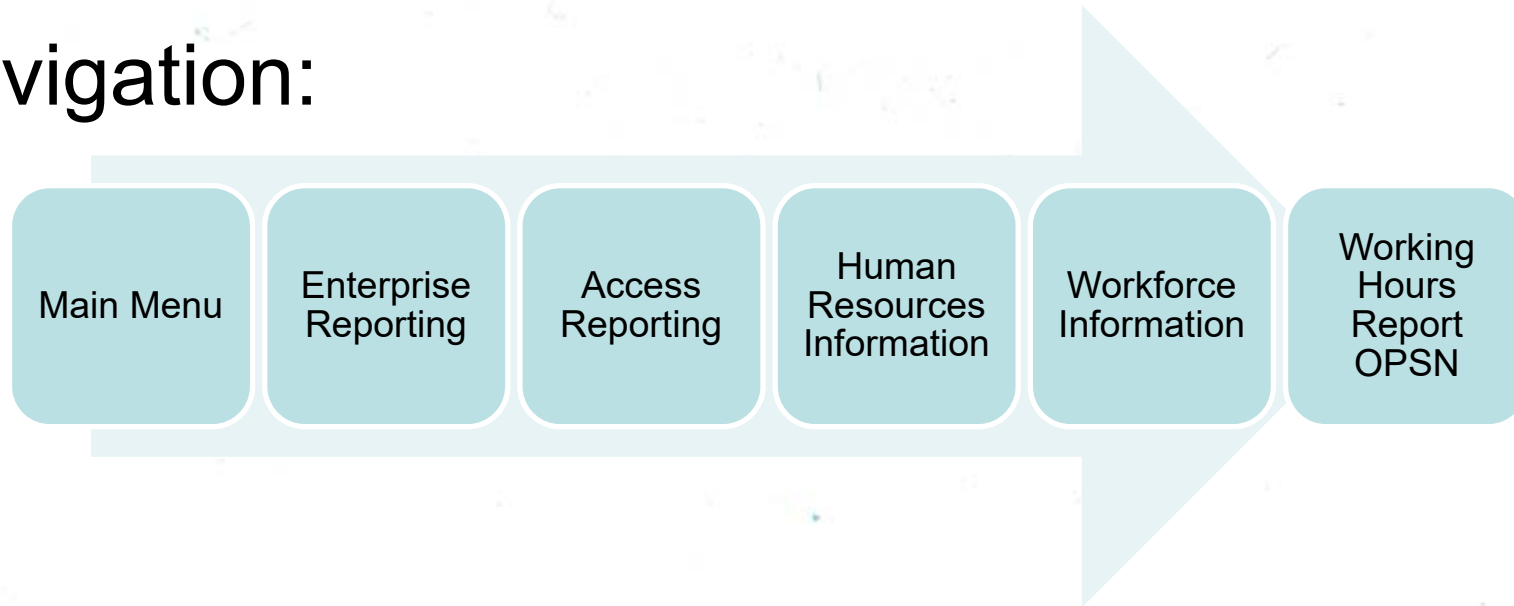
OPS Hours Report

- UFHR and Enterprise Systems have worked to create an OPS Hours report that is now available to all College/Unit administrators.
- The hours report can be run for the college/unit as a whole or by the department.
- This report captures hours going back 4 years.



OPS Hours Report

Navigation:





OPS Hours Report

Working Hours Report

Select College(s) :

College Code

AND

Select Department(s):

Working Hours Report

Select College(s) :

62000000 - HUMAN RESOURCES

AND

Select Department(s):

- 62010000~HR-HR ADMINISTRATION
- 62010100~HR-VICE PRESIDENTS OFFICE
- 62010101~HR-EEO COMPLIANCE
- 62010200~HR-BENEFITS
- 62010300~HR-EMPLOYMENT
- 62010301~HR-ACADEMIC PERSONNEL
- 62010400~HR-CENTRAL LEAVE
- 62010500~HR-RETIREMENT
- 62010600~HR-EMPLOYEE RELATIONS
- 62010700~HR-TRAINING-DEVELOPMENT
- 62010800~HR-WORKERS COMPENSATION

[Select all](#) [Deselect all](#)

Cancel

< Back

Next >

Finish



OPS Hours Report



Working Hours Report OPSN

Department ID	Department Name	Employee ID	First Name	Last Name	Empl Record	Job Code	Job Title	FTE	Hours	Multi-College Flag	Supervisor ID	Supervisor Name
62010200	HR-BENEFITS				0	010002	OPS - Special Project	1.00	967.25	N	99463180	King, Stewart Victor
62010300	HR-EMPLOYMENT				0	001480	OPS HOURLY SECRETARY/CLERICAL	0.50	5,664.75	N	64884541	Sun, John
62010300	HR-EMPLOYMENT				1	001480	OPS HOURLY SECRETARY/CLERICAL	0.10	49.75	N	32112660	Ellis, Larry T
62010300	HR-EMPLOYMENT				0	010002	OPS - Special Project	1.00	4,008.75	N	64884541	Sun, John
62010800	HR-WORKERS COMPENSATION				0	010002	OPS - Special Project	0.50	1,474.5	N	33188187	Clarke, Kevin Lee

The multi-college flag column displays a “Y” or an “N” to identify anyone who has OPS hours on the same employee record from another college/unit.



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Essential Employees

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Essential Employee Designation

Essential employees provide vital support to the University of Florida in the event of an emergency or disaster that results in the official suspension of classes and/or closing of offices.



Essential Employee Designation

- Colleges and Departments are responsible for identifying and designating essential employees
- Considerations include:
 - Continuation of critical and essential services
 - Maintaining integrity of infrastructure, property or systems
 - Response or assessment immediately following an emergency event
 - Staffing or functions needed at any point during a period when offices are closed



Essential Employee Designation

- Essential employees have a responsibility to monitor official University of Florida communications related to an emergency, including UFAAlert and www.UFL.edu, as well as maintain up to date contact information in myUFL
- Essential employees will be notified by their supervisor if required to report to work



Updates for 2018

- Essential Employees who have not previously signed an Essential Employee designation letter should do so by August 24th
- Employees who were previously provided with a written designation letter do not need to be issued a new letter each year. Previous letters remain in effect until rescinded in writing
 - A designation letter template is available on the UFHR Website



Updates for 2018

- A spreadsheet template provided by UF Human Resources for tracking essential employees should be maintained at the college/department level and transmitted to Employee Relations on an annual basis
- HR Liaisons should update and send the tracking spreadsheet to EmployeeRelations@hr.ufl.edu by August 24th



Essential Employee Compensation

- If non-exempt employees are required to work during an emergency closing, in addition to their normal pay, they will earn one hour of compensatory leave for each hour worked during the emergency closing. For example, if a non-exempt employee works during an emergency closing for 8 hours, the employee will be granted 8 hours of compensatory leave
- If the compensatory leave is not used by the employee within six months following its accrual, the employee will be paid for the leave



Essential Employee Compensation

- Exempt staff employees are eligible for compensatory leave at the discretion of the supervisor. If a supervisor elects to provide compensatory leave, the same rules that apply to non-exempt employees will apply to exempt employees.
- Faculty and graduate assistants are not eligible for compensatory leave under this policy.



Resources can be found at
<http://hr.ufl.edu/manager-resources/policies-2/essential-personnel/>



If you have questions or need further clarification, please email:

EmployeeRelations@hr.ufl.edu

or contact your Employee Relations representative at one of the following locations:

UFHR Director of Employee Relations

Brook Mercier, Director
903 W. University Ave.
Gainesville, FL 32611
Phone: (352) 392-1072

UFHR Employee Relations Satellite Offices

E&G and Auxiliaries

Associate Director-Kevin Clarke
903 W. University Ave.
Phone: (352) 392-6615

Health Science Center

Employee Relations Manager-Candi Kish
HSC Room H-8
Phone: (352) 392-3786

IFAS

Employee Relations Manager-Leticia Forster
Room 2044 McCarty Hall D
Phone: (352) 392-4777

Business Affairs HR

Assistant Director-Keisha Jones
Building 701, Radio Road
Phone: (352) 392-2333



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Careers at UF

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Careers at UF

Faculty & Postdoc Hiring

- New applicant tracking system
- Go-live 8/20/18
- Dept originators and approvers training 8/20/18
- Search committee training 9/24/18



Careers at UF

We expect to see improvements in

- Applicant experience
- Committee experience
- Administrator experience

More information to come!



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CRIMINAL BACKGROUND CHECK

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Update on Background Check Policy

- As of August 16, all new employees (excluding student hires) are required to undergo criminal background screening.
- Screenings for new student employees are still encouraged.



Screening Options

- Alachua On-Line (AOL)
 - Searches for records in Alachua County
- Florida Department of Law Enforcement (FDLE)
 - Searches for records in Florida
 - Considered a level 1 screening
- HireRight
 - Searches for criminal records in counties associated with addresses found in a candidate's credit history
 - Does not have any impact to the candidate's credit score
 - Able to perform checks in other "permitted" countries



Screening Options

- Level 2 Screening – requires fingerprinting
 - FBI Livescan
 - Searches for records in both Florida Department Law Enforcement's and FBI's databases
 - 435 Livescan
 - Is specifically for employees working for UF BabyGator, positions contracted/funded by the Florida Department of and Children and Families, and summer camps
 - Requires submission of photo – collected at the fingerprinting appointment



Level 2 Screening

- Fingerprinting for level 2 screenings can be collected by:
 - UF HR Building
 - For those who live in Alachua County
 - FieldPrint Florida
 - For those who live outside of Alachua County and Florida
- Collection option needs to be indicated on the request form
 - Additional instructions will be provided through email if the check is conducted via FieldPrint Florida.
- Appointment for fingerprinting should not be made until you receive an email from one of the UF HR Background Check team members.



Submission Process

- Hiring department must submit a background screening request form via online.
 - Background Screening
 - Background Screening for Youth Camps and Activities
- HR Criminal Background Check team (CBC) will send out an email to confirm our receipt of the request.
- For 435 livescan, in addition to the online background screening request form, hiring department must fax a copy of the Clearinghouse Applicant Request Form to HR CBC in order for the HR CBC team to initiate the process.
- Forms, along with additional information and instructions on level 2 screening, can be found by visiting UF Hiring Center website, <https://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/preparing-an-offer/>



Results and Retention

- HR will forward the outcome of the screening to the requesting hiring department.
- For 435 Livescan, additional documents will be faxed to the hiring department.
 - Documents include:
 - Affidavit of Good Moral Character
 - Florida Public Record
 - Privacy Form
 - Clearance from DCF
 - Hiring department is responsible for retaining all documents in a secure location that is only accessible by appropriate team members.
 - All retained documents must be readily available to FL Department Children and Families during an audit.
- None of the screening results, including supporting documents for 435 livescans, should be uploaded into ePAF. This is very important especially for level 2 screening.



Resources

- HR Criminal Background Check team
 - Phone: 352-392-2477
 - Fax: 352-846-0668
 - Email: HRSBackgrounds@admin.ufl.edu
- Hiring Center Website,
<https://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/preparing-an-offer/>



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Benefits Updates

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Aid-A-Gator

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AID-A-GATOR

- Emergency fund to provide limited assistance to UF faculty & staff
- Created in 2017 after Hurricane Irma as temporary program & now a permanent UF program
- Temporary financial hardship due to significant life event such as illness, family crisis, or natural disaster
- Funded by donations—individual & corporate

More information: <https://benefits.hr.ufl.edu/gatorperks/aid-a-gator/>

Questions: Email AidaGator@hr.ufl.edu or call (352) 392-2477



Cash-outs



Cash-outs

Vacation Cash-out – available to Teams, USPS, and 12 mo. Out-of-Unit Faculty

- May cash out up to 200 hours of vacation time upon termination or retirement
- Vacation time *over* 200 hours—*forfeited* if not used
- 12 mo. In-Unit Faculty—may cash out 352 hours of vacation time
- Amounts are lifetime maximums
- 9/10 mo. Faculty (Out-of-Unit and In-Unit) are not eligible for vacation cashout



Cash-outs

- **Sick Leave Cash-out** – *only available for In-Unit Faculty hired prior to 4/1/10 with 10+ years of service*
- Departments should process cash-outs on pay period after employee's retirement/termination date

Additional Cash-out Information

UFHR website: [Leave Entitlement & Cash-out Chart](#)

Toolkit: <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/human-resources-toolkits/>

Questions: Email benefits@ufl.edu or call (352) 392-2477



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Voluntary Retirement Savings Plans

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Voluntary Retirement Savings Plans

- Available to faculty, TEAMS, USPS, and OPS employees
- 403(b) and 457 Deferred Compensation plans available
- No employer contribution to voluntary plans—funded entirely by employee
- Payroll deduction for contributions
- May contribute up to each plan's separate IRS limit
- Open an account or change contribution amounts at any time

More information: <https://benefits.hr.ufl.edu/retirement/voluntary/>

Questions: Email benefits@ufl.edu or call (352) 392-2477



Preparing for Open Enrollment



What is Open Enrollment?

- Open enrollment (OE) is a once-per-year period in which employees may add, change, or remove benefits enrollment elections for the next plan year
- Elections made during OE are effective 1/1/2019
- Outside annual OE period, employees may only make benefits elections within 60 days of new hire or qualifying status change event



What Can I Do Now to Prepare?

1. Mark your calendar for OE & Benefits Fair.
2. Update life insurance beneficiaries, if needed.
3. Update your mailing address in PeopleSoft, if needed.
4. Watch for OE communications.

Details on following slides. . .



Important OE Dates

10/15/18 – 11/2/18 Open Enrollment period

10/18/18 Benefits & Wellness Fair

- Meet benefits, retirement, and wellness vendors and learn more about options
- Location: Champions Club in the Ben Hill Griffin Stadium
- Time: 9 a.m. to 3 p.m.



Update Your Beneficiaries

Life insurance beneficiaries can be updated any time—no need to wait until OE

- State life plans—visit www.lifebenefits.com/florida and complete form
- UFSelect life plans—update in myUFL

Main Menu > My Self Service > Benefits > Benefits Summary



Update Your Mailing Address

Employees should review and update mailing addresses by **September 30th**

- [UF PeopleSoft](#) –through myUFL portal
 - *Main Menu > My Account > Update My Directory Profile*
 - Remember to update your emergency contacts, too!
- [People First](#) PF address verification process opening soon



More OE Information

- Mailings from People First
- Emails from UFHR
- [UF at Work](#) articles
- State's [myBenefits website](#)
- UF [Benefits website](#)
- Future HR Forums

COMING

SOON!



Benefits Resources

Contact UFHR Benefits:

Email us: benefits@ufl.edu

Call us: (352) 392-2477

Visit us: [Schedule appointment online](#)



Remind new employees to check out the following resources:

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



Important Dates

- **Fall Training Calendar** — Aug. 6
- **New Faculty Orientation** — Aug. 15
- **Next HR Forum** – Sept. 5

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Thank you for
attending the HR Forum!

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