

HR FORUM



WELCOME

September 5, 2018

WORKING TOGETHER

FOR THE

GATOR GOOD



Agenda

- Disabling Gatorlink Accounts
- Superior Accomplishment Awards
- Careers at UF: PageUp Update
- Careers at UF: Interfolio Implementation
- 2018-19 Pay Program
- OPS Updates
- Faculty Position Management
- UFDocuSign – Restricted Data – Revised Policy
- Benefits Updates
- Important Dates



Disabling Gatorlink Accounts



Disabling Gatorlink Accounts

- Employee Relations can now disable Gatorlink accounts for urgent requests, including the following scenarios:
 - Employees placed on Administrative Leave
 - Nonrenewal with buyout
 - Resignation without notice
 - Job Abandonment
 - Situations where the potential exists that employees may maliciously compromise data or systems



Disabling Gatorlink Accounts

- Disabling a Gatorlink Account prevents the Account from authenticating to ALL Gatorlink protected systems and services
- Access to Unit-level systems that do not require a Gatorlink authentication must be managed at the department level.



Disabling Gatorlink Accounts

- Disabling an account does not remove access rights/security roles. Should the account be re-enabled at a later date, all access rights to the account would continue to function.
- Unit-level DSAs and Identity Coordinators must remove access rights/security roles in a timely fashion.



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



Superior Accomplishment Awards Program



Superior Accomplishment Awards

- Nomination period:
 - Monday, September 10- Wednesday, October 31
- Award Amounts:
 - Divisional Winners: \$200
 - University Winners:
 - 8, \$2000 award winners
 - 8, \$1000 award winners
 - Diversity & Inclusion and Community Service
 - 1, \$2000 award winner for each award
 - 6, \$200 divisional awards, one divisional winner for each award
- For outstanding performance during the previous academic year:
 - August 1, 2017-July 31, 2018
- Submit nomination form and support letters to Divisional Chairs by October 31, 2018



Criteria for Employment Category Awards

Nominees shall have accomplished noteworthy performance and have made a positive impact on the overall goals and objectives of the department. The committee will consider the following:

- Excellence in overall job performance
- Outstanding service to students, staff, academic personnel, visitors, and university clientele
- Willingness to assist above and beyond normal expectations
- Dedication to the job and the university
- Significant focus and attention to safety in the workplace to include development and/or compliance with safety policies, plans, and procedures
- Consistent cooperation and helpfulness
- Initiative and/or creativity in performing assigned duties



Community Service and Diversity & Inclusion Awards

- **Community Service Award**
 - Nominees should have shown a record of significant and sustained community service such as volunteering with charitable/nonprofit organizations, through civic service, or within the local or University community. Time commitment to community service should be 50 hours or more in the award year.
- **Diversity & Inclusion Award**
 - To recognize an employee who demonstrates exemplary conduct that fosters full participation by diverse faculty, students and staff, creates a climate of inclusion on campus or in the community, and promotes diversity to enhance educational, research or other work outcomes.



Divisional Chairs

- Div. 1- Pres. Office, COO Office, CFO Office, CIO Office, Research and Grad. Prog., VP for Govt. & Comm. Relations, VP for Strategic Comm. & Marketing, Gen. Counsel, HR, Office of Chief Diversity Officer, and Advancement -- **Melissa Orth, 392-4574**
- Div. 3- Academic Affairs -- **Jonathan Peine, 294-7617**
- Div. 4- IFAS – **Michael Durham, 392-7512**
- Div. 5- Health Affairs – **Lavina Gramig, 273-5163**
- Div. 6- Student Affairs – **Karley Counts, 392-1643**
- Div. 7- Business Affairs – **Kathy Porter, 392-0380**
- Community Service Award – **Jack Causseaux, 294-3558**
- Diversity & Inclusion Award Contact – **Florida Bridgewater-Alford, 846-3903**



Careers at UF: PageUp Update



Originator & Level Approver Dashboard

≡ PageUp

Dashboard

 Current jobs

12

Total

8

All Notifications

11

Approved

1

Sourcing



Dashboard

New task

Dashboard

Jobs

New job

My search committee jobs

Manage jobs

My jobs

My sourced jobs

My job approvals

Applicants

Manage applications

My applicants

Manage reference check r...

More...

Documents

Reports

Jobs

12

Total

8

All Notifications

11

Approved

1

Sourcing



Hiring Manager/Search Committee Dashboard

COMING SOON!

Welcome John: Hiring manager dashboard

This is your Manager Dashboard where you will see all your tasks organised in various stages.



Jobs

11 Requisition

25 Team requisition open

Create a requisition

New contractor req...



Approval

6 Awaiting your approval

9 Approved



Advertising

12 Advertisements

Guidelines / Tips

Lorem ipsum dolor ametetur adipiscing elit, sed do eiusmod tempor edr incididunt ut labore et dolore magna aliqua.

Ut enim ad minim sersn veniam, quisre sedo nostrud



Shortlisting

1 Jobs have applicants for review

2 Applicants assigned to you for review



Offer

5 Offers awaiting your approval

10 New starters

46 New starter tasks





Timeline

Hiring Manager/Search Committee Dashboard

- Beta Environment on September 6
- Production roll out on October 3 (earliest)

Hiring Manager My Jobs (View & Navigation)

- Alpha testing on September 3



Careers at UF: Interfolio Implementation



Careers at UF-Interfolio

Faculty & Postdoc Hiring

- New applicant tracking system: Interfolio

Current system will continue to be used for
TEAMS, OPS and student positions



Careers at UF-Interfolio

We expect to see significant improvements in

- Applicant experience
- Committee experience
- Administrator experience



Careers at UF-Interfolio

- Training for originators and approvers available now [Careers at UF: Faculty & Postdocs \(PST099\)](#)
- Instruction guides for creating and approving positions also available
- Instruction guide for evaluating applicants available on 9/10
- HR Toolkits website will be updated with these and additional resources soon



Careers at UF-Interfolio

- Navigation through myUFL
 - Main Menu → Human Resources → Recruiting → Faculty/Postdoc Requisitions *or*
 - Main Menu → Human Resources → UF Departmental Administration → Faculty/Postdoc Requisitions
- Entry of faculty/postdoc positions in Interfolio available 9/4
- New job board with first postings goes live next Monday, 9/10

Questions?

Contact Recruitment & Staffing
employment@ufl.edu



2018-19 Pay Program



2018-19 Pay Program

- On June 29, 2018, President Fuchs announced a pay 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
- Pay increases for employees in a bargaining unit are subject to union negotiation.



2018-19 Pay Program

Eligibility Criteria:

- Employees must be hired on or before June 30, 2018.
- 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 eligible.



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

- In August, UFHR implemented the GA fee relief increase.
- Departments may view the raise file in myUFL.
 - Required Security Roles:
 - UF_EPAF_DEPARTMENT ADMIN
 - UF_EPAF_Level 1 Approver
 - To navigate to the raise file, myUFL > Main Menu > Human Resources > Workforce Administration > Job Information > UF Raise Review
 - Enter Raise Type: GAR
 - Enter Fiscal Year: 2019
- Classification & Compensation can provide an excel version of the raise file upon request.



2018-19 Pay Program

- For questions regarding the 2018-19 pay program please email salaryincrease@ufl.edu or contact Classification and Compensation at (352) 273-2842.



Any Questions?



OPS Updates



OPS

- Non-Student Hourly OPS Policy effective August 16, 2018, can be found at, <https://hr.ufl.edu/wp-content/uploads/2018/08/Non-student-hourly-OPS-policy.pdf>.
- Supervisors and administrators can track OPS hours using the OPS Hours Report found in PeopleSoft.





Any Questions?



Faculty Position Management



Faculty Position Management

- UFHR and Institutional Planning and Research (IPR) have been asked to provide quarterly faculty hiring statistics to the Board of Trustees (BOT).
- Specifically, UFHR and IPR are evaluating ways to assess UF's progress toward the Faculty 500 Initiative as well as general information regarding changes in our faculty workforce.
- To streamline our reporting, some business process changes related to faculty position management may be forthcoming.



Any Questions?



UFDocuSign Restricted Data Revised Policy



UFDocuSign – Restricted Data

Last month, we received approval to transmit some forms of restricted data through UFDocuSign.

One key HR benefit was obtaining Social Security Numbers electronically!

The challenge: The completed document with restricted data is returned to the Sender via an email attachment.



Attachment Feature

Reply Reply All Forward IM



Mon 8/27/2018 3:52 PM

DocuSign NA3 System <dse_NA3@docusign.net>

8.24.2018 -Completed: Please DocuSign: VP-Student Affairs - Delivered Reports 2018-08-24_FINAL.pdf

To Amdur,Elizabeth

You forwarded this message on 8/27/2018 3:56 PM.

If there are problems with how this message is displayed, click here to view it in a web browser.

Message

VP-Student Affairs - Delivered Reports 2018-08-24_FINAL.pdf (237 KB)

Summary.pdf (190 KB)

Most of campus uses this attachment feature to “drag and drop” their finished document into their Shared Drive, SharePoint, or other archival solution.



Enable/Disable Attachment Feature

DocuSign Technology Support has informed us that the Enable/Disable Attachment feature cannot be moved down to the user level, so Senders cannot turn off attachments when sending restricted data.

It would have to be disabled for all attachments.

Because of the popularity of the attachment feature, we will not disable it.

Therefore, until further notice, we ask that you use your previous method for collecting restricted information.



New Hire Demographic Form

The hiring department to complete form upon applicant's acceptance of job offer

**Note: This form must not be emailed or scanned
if a Social Security Number is included**

Personal Information

Email address _____

(Important! This will be used by GatorStart to contact employee and should be a personal email address)

UFID _____

(Important! Please ask employee if they have a UFID)

Hire Date _____

mm / dd / yr

Name _____

First

Middle

Last

(Important! Name must be as it appears on the social security card)

Date of Birth _____

mm / dd / yr

Social Security # _____

/ /

Gender

☐ Male

☐ Female

Marital Status

☐ Single

☐ Married

Citizenship Status

☐ Citizen

☐ Non-Citizen National of US

☐ Non-Resident Alien

☐ Perm Resident

Highest Education Level

☐ 2-Yr College

☐ Bachelor

☐ Doctorate

☐ High School Grad

☐ Less Than High School

☐ Tech School

☐ MD,DDS,JD

☐ Some College ☐ Master

☐ Other _____



Benefits Updates



Sick Leave Pool



Sick Leave Pool (SLP) Open Enrollment

- Open enrollment for SLP 10/1/18 – 10/31/18
- SLP enables participating employees to combine a portion of their individually accrued sick leave for collective use
- Members donate 8 hours (or pro-rated amount based on FTE), and may draw upon the pool when individual leave is depleted due to personal catastrophic injury or illness
- Additional details and enrollment information to follow at the **October HR Forum**



Open Enrollment for 2019 Benefits



Open Enrollment & Benefits Fair Dates

- Open Enrollment **10/15/18 – 11/2/18**
- Benefits & Wellness Fair **10/18/18**
 - **9 a.m. to 3 p.m.** in the Champions Club in Ben Hill Griffin Stadium
 - Meet with benefits and retirement vendors and find out more about available plan options
 - Wellness vendors, free screenings, and more!
 - Flu shots will be available—must have Gator 1 ID and insurance ID card



Mailing Address Reminder

Employees should review and update mailing addresses by September 30th

[UF PeopleSoft](#) –through myUFL portal

- Update mailing addresses:

[Main Menu > My Account > Update My Directory Profile](#)

- Also update emergency contacts:

[Main Menu > My Account > Update Emergency Contact](#)

[People First](#)

- PF address verification process opening soon
- Upon login, message advises employee to verify address



Explore Your Benefits Options

ALEX is available
to help!



alex[®] BENEFITS
COUNSELOR

- Personalized
- Easy to Use
- Quick—only takes a few minutes!
- Confidential
- Available 24 / 7 / 365
- Find ALEX on [UFHR Benefits website](#)



Benefits Contacts & Resources

Contact

UFHR

Benefits:

Email us: benefits@ufl.edu

Call us: (352) 392-2477

Visit us: [Schedule appointment online](#)

Benefits and Open Enrollment Resources:

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





Important Dates

- **Deductions Resume** – For 9/10 month employees
September 14, 2018
- **Sick Leave Pool OE** – October 1-October 31, 2018
- **Benefits OE** – October 15-November 2, 2018
- **Benefits Fair** – October 18, 2018
- **Superior Accomplishment Awards**
Nomination period September 10-October 31, 2018
- **GBAS Institute** – November 28, 2018
8:30 a.m.-3:30 p.m. – Emerson Alumni Hall
- **Next HR Forum** – October 3, 2018

HR FORUM

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

WORKING TOGETHER

FOR THE

GATOR GOOD