

# HR FORUM



WELCOME

November 7, 2018

WORKING TOGETHER

FOR THE

GATOR GOOD



## Today's Agenda Items

- GBAS Fall Institute
- Recruitment & Staffing Updates
- Classification & Compensation Updates
- Strategic Communications Academy
- TEAMS/USPS Employee Handbook
- Benefits Reminders
- Important Dates



## GBAS Fall Institute



## **Fall Institute 2018**

November 28<sup>th</sup> from 8:30 a.m. – 3:30 p.m.

Emerson Alumni Hall – President's Ballroom, 2<sup>nd</sup> floor

# Take It From the TOP!

Opening Session 8:30 - 9:00 a.m.

General Session 9:00 a.m. — 11:45 a.m.

## ***Overview and Discussion of Fiscal Responsibility for Leaders at UF***

*Alan West, Tiffany Schmidt, Emily Moran, and Gwynn Cadwallader*

With a new emphasis on high-level fiscal accountability, business administrators and leaders need to know what is expected. The Core Office team will share the information being presented to campus leaders (Deans, Chairs, Vice Presidents and AVPs etc.) on Fiscal Responsibility. Following the overview, we will discuss best practices for your units that provide new employees, yourself and your leaders the information and structures that will ensure these obligations are met.

**All Attend**  
Select this as the morning session.

Lunch 11:45 a.m. — 12:50 p.m.

Set-up for breakout sessions

**Select 1**  
Breakout Session

### **Session 1** **Finance & Accounting**

#### **Building UF's Budget**

*George Kolb and Julie Wang*

**1:00p.m. — 2:30 p.m.**

**or**

### **Session 2** **Leadership**

#### **Leadership Panel**

*Mike McKee, Antonio Farias,  
Heather White, and Onye Ozuzu*

**1:00p.m. — 2:30 p.m.**

**or**

### **Session 3** **Human Resources**

#### **Onboarding**

*Maureen De Armond and Melissa Curry*

**1:00p.m. — 2:30 p.m.**

**2:30 - 2:45 p.m.**

**2:45 - 3:15 p.m.**

**3:15 - 3:30 p.m.**

**Survey & Stretch Break**

**GBAS Certification and Core Office Updates**

**Making Connections**



# Registration is now open.

Join us on November 28th from 8:30 a.m. – 3:30 p.m.

In myTraining, search for GBS250 2018 Fall Institute and register for the general session and register for ONE breakout session.

Registration will close November 13th.

For more information, contact: Gwynn Cadwallader  
GBAS Training Manager, [gcadwallader@ufl.edu](mailto:gcadwallader@ufl.edu)





## R&S Updates

- Interfolio Updates
- Faculty Diversity Recruitment Fairs
- Careers at UF: PageUp Updates
- Organizational Changes with Academic Personnel
- OPS Review File



## Interfolio

- New instruction guide for requesting additional materials is available (Careers at UF toolkit)
- Short demo sessions for department administrators and search committee members around campus on Nov.14-15
- Sunsetting faculty postings in PageUp





## Faculty Diversity Recruitment

- Institute on Teaching and Mentoring
- McKnight Fellows Annual Meeting



## CAREERS AT UF: PAGEUP UPDATES



## Applicant Flags

- Reflects eligibility for veteran preference and hire/rehire at UF
- Hovering over for notation

Name

Flag

Eligible for Veteran Preference



Ineligible for Veteran Preferenc



Not Eligible for Hire/Rehire





## Additional Applicant Flags

- Assist with special recruitment
- Give special consideration to those with these flags

4:

Dual Career



5:

Time-Limited Ending/Layoff





## Organizational Changes

Academic Personnel has been fully integrated into the corresponding HR areas.

- Promotion and Tenure is being moved to Employee Relations
- ePAF processing is being integrated into Processing and Records.
- Sabbatical and Professional Leave Development ePAF and time processing is being moved to University Benefits



## Organizational Changes

Recruitment and Staffing	Employee Relations	Classification and Compensation	Benefits, Retirement, and Leave
ePAF—Faculty hires, terminations, additional payments	Promotion and Tenure	ePAF—Faculty position updates, FTE changes, salary changes	Sabbatical and Professional Development Leave
ePAF—All OPS Academic Personnel (postdocs, adjuncts, graduate assistants)	Online Tenure and Promotion (OPT) troubleshooting and role approvals	Compensation—salary surveys, annual raises, administrative titles	ePAF—All leaves of absence, cash-outs, FMLA
Deductions	Collaborator on faculty related training	Dual Employment (HR-600s)	Benefits and retirement counseling
Personnel files and scanning	Academic complaints, inquiries, and grievances	Alternate work location forms	
Employment of Relatives approvals			
Talent acquisition and recruitment			





## OPS Review File

Reminder: OPS and Student Assistant Review File will open in mid-January.

More details will be provided in the December and January HR Forums.



## C&C Updates

- 2018-19 Pay Program
- Supervisor Updates
- OPS Update



# 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
- Salary increases for employees in a bargaining unit are subject to union negotiation.



# 2018-19 Pay Program

- UF and United Faculty of Florida (UFF) have reached a tentative agreement regarding the 2018-2019 pay program.
- In-unit faculty members will participate in a 4.0% aggregate performance payment pool.
  - 3% of the one-time payment pool will be awarded as merit
  - 1% of the one-time payment pool will be awarded as across-the-board
- For those whose salary is below \$50,000 (at 1.0 FTE, or pro-rated to 1.0):
  - Their across-the-board portion will be \$1,000, pro-rated to their FTE
  - Employees with visiting appointments will only receive 1% in the across-the-board portion
- P.K. Yonge faculty will participate in a 4% one-time payment pool



# 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.
- For positions covered by UFF, employees who have submitted a notice of resignation or retirement as of December 21<sup>st</sup> are not eligible for a performance payment.
- OPS employees are not 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.



# 2018-19 Pay Program

## Department Budget Table (distribution) Entry

- The one-time performance payments will be processed using the “BNS” earnings code.
- If an employee’s Department Budget Table (distribution) in effect for the pay period ending December 13, 2018 reflects a distribution from a sponsored project, departments must edit or create a new budget table entry, adding BNS and the combination code(s) to charge.
- Departments may edit or create a distribution prior to the actual processing date.
- 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

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



## Supervisor Updates



# 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 track 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

### 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](mailto:compensation@ufl.edu) with questions regarding these occurrences.



# Supervisor Updates

## Supervisor ID

- To aid in updating and maintaining supervisor information in myUFL a new report has been made available in Enterprise Reporting
- myUFL / Main Menu / Enterprise Reporting / Access Reporting / Human Resources Information / Workforce Information / Staff List with Supervisor Info by Department
- Depending on the number of reports available to you, you may have to advance to the next page to find the report



## OPS Update



## OPS Update

- Updated definition to OPS Special Project:
  - This code is used to employ persons to work on a project with a defined beginning and end date. Project work involves investigating, compiling, arranging, and reporting information all with a desired result identified. The type of work can vary from administrative functions, research, technical support, fiscal, and design work.
- Reminder, next OPS Audit in January 2019.



Any Questions?



# Strategic Communications Academy

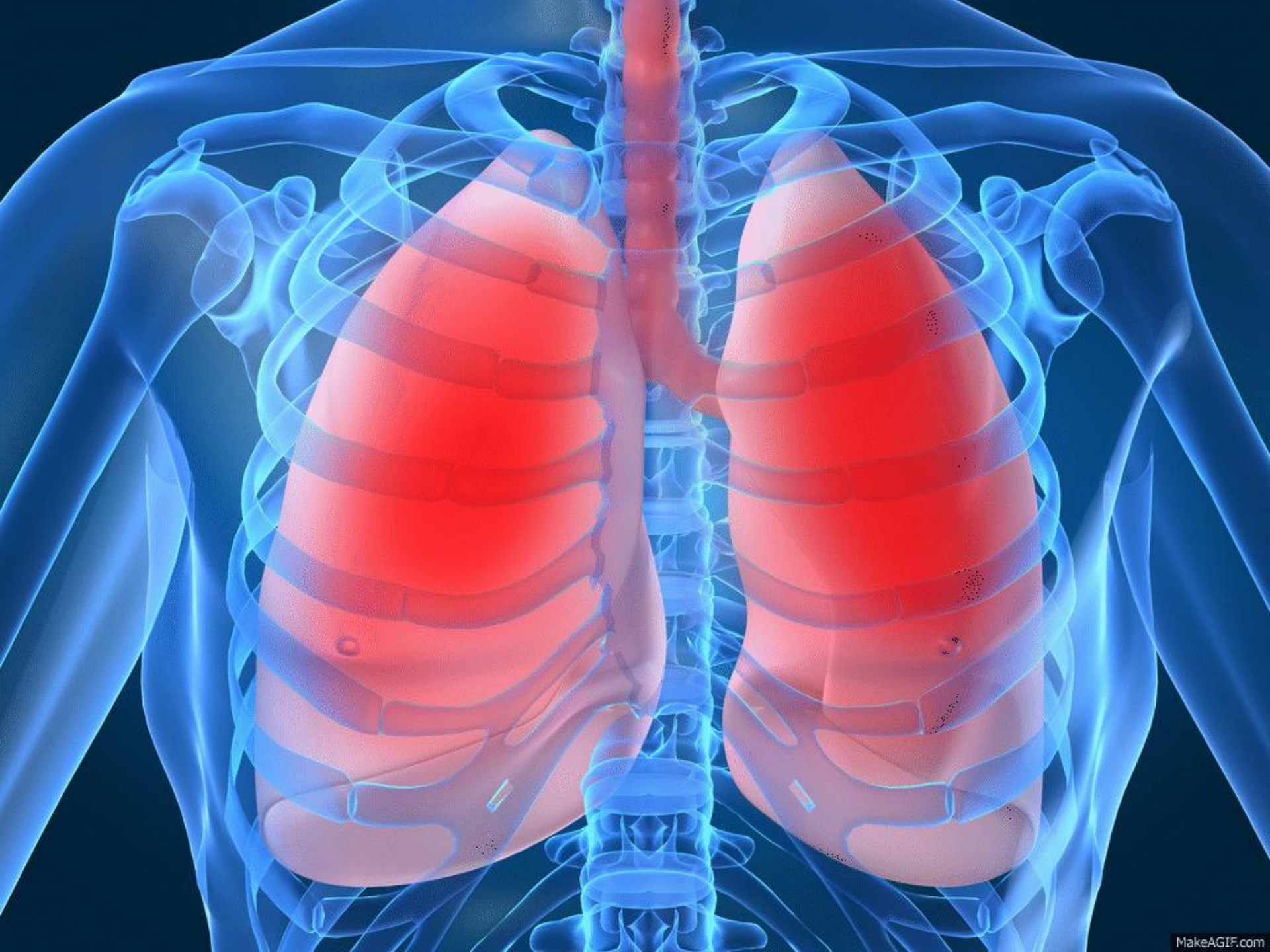






**WHY?**









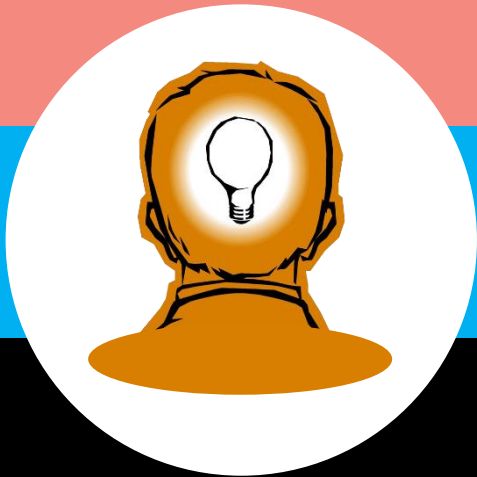




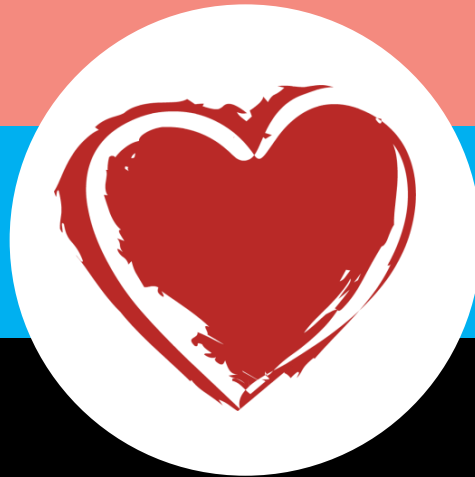




# Communicating



# 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***

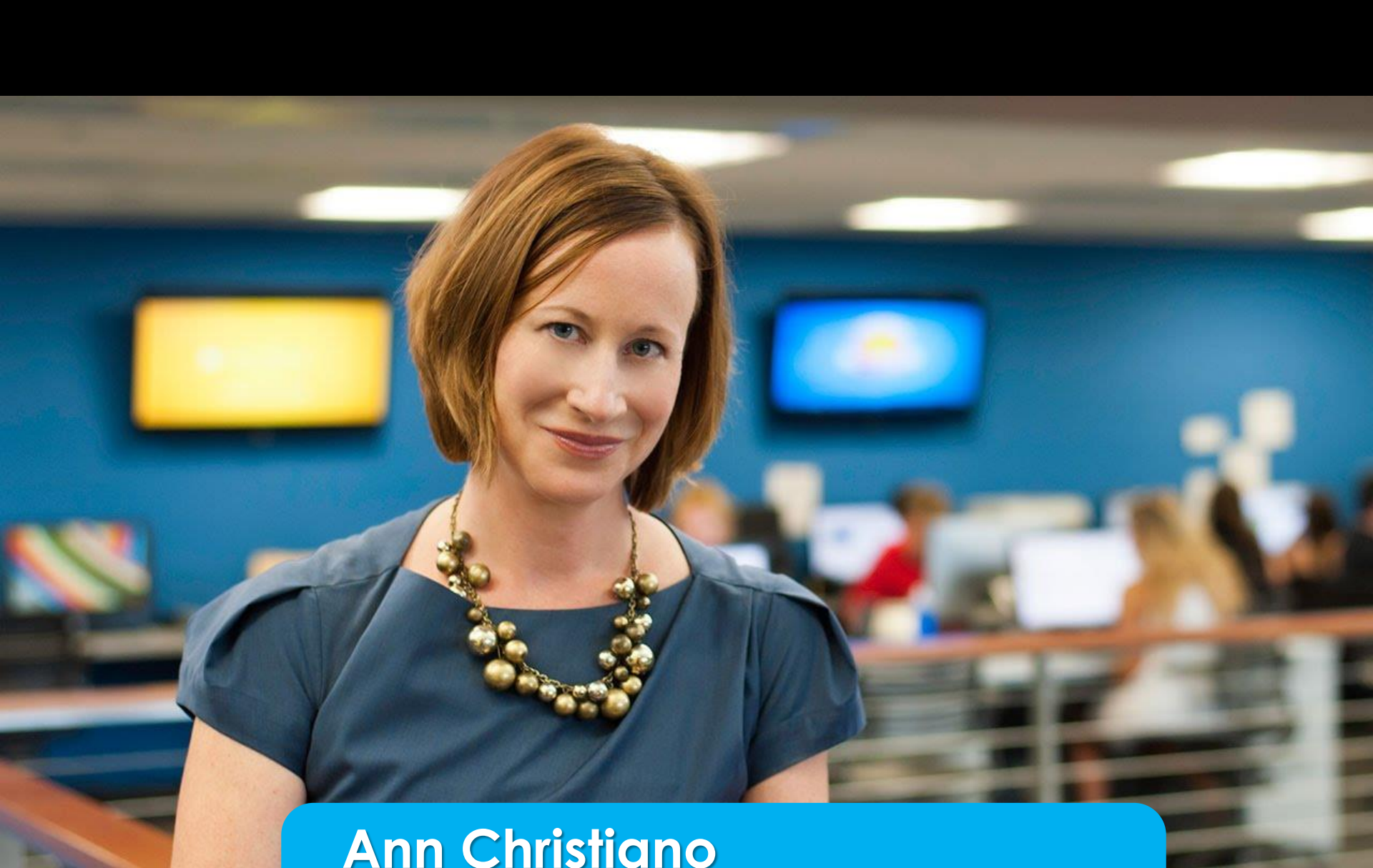




# Produce Greater Results







**Ann Christiano**

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



“My experience in the Strategic Communications Academy was akin to taking an intensive swimming class after paddling around a pool for decades. I always thought I knew how to communicate an important message and prompt action; I learned a whole new way of doing things...

Before SCA, I was in the shallows.  
After SCA, I may swim the ocean.”

~ *Kathy McKee, Strategic Talent Group*



Program runs March  
to September 2019

Applications due  
January 18, 2019

Cohort announced  
February 2019





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

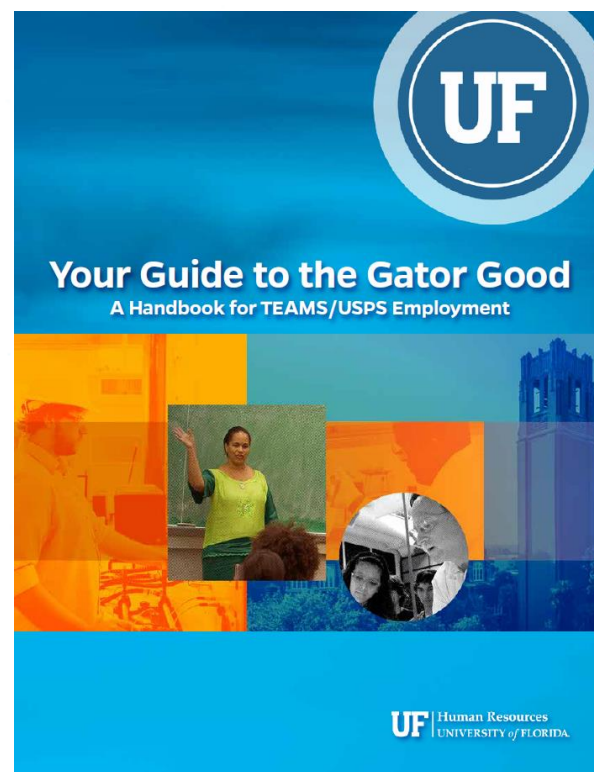


## **TEAMS & USPS Employee Handbook**



## TEAMS & USPS Employee Handbook

- We have an update!
- Soft Launch through Dec. 31  
(focus on errors and omissions)
- Provide feedback to Kevin Clarke
- Tweaks to Copy
- Full Launch Early 2019
- [Let's Take a Look!](#)





## Benefits Updates



## December Vacation Leave Cashout

TEAMS employees may cash out up to **16 hours of vacation leave** during the pay period **November 2-15**

- 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 midnight on 11/13 due to accelerated payroll close*
  - *Supervisor approvals must be completed by 10:00 a.m. on 11/14*
- Cashout payment included on November 21 paycheck
- *Instruction Guide:*  
[http://training.hr.ufl.edu/instructionguides/time&labor/reporting\\_december\\_cash\\_out.pdf](http://training.hr.ufl.edu/instructionguides/time&labor/reporting_december_cash_out.pdf)

**Questions?** Call Central Leave (352) 392-2477 or email [benefits@ufl.edu](mailto:benefits@ufl.edu)



- 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](mailto:AidaGator@hr.ufl.edu) or call (352) 392-2477



## Update Life Beneficiaries

Life insurance beneficiaries can be updated *at any time*

- State life plans
  - Visit [www.lifebenefits.com/florida](http://www.lifebenefits.com/florida) and complete paper form OR
  - Update online (via PeopleFirst/Securian web portal)
- UFSelect life plans--update in myUFL

*Main Menu > My Self Service > Benefits > Benefits Summary*





## ORP Form Reminder

- Reminder--new hire employees should not fax / mail ORP forms directly to Division of Retirement in Tallahassee
- New hires must send ORP forms to UFHR Benefits Office for signature
- UFHR Benefits will forward to DOR once signed

**Questions?** Call UFHR Benefits (352) 392-2477 or email [benefits@ufl.edu](mailto:benefits@ufl.edu)



## Voluntary Savings Plan Limits Increased for 2019

- 2019 annual limits increasing to \$19,000 each for 403B plan & 457 Deferred Compensation plan contributions
- Age 50 & over catchup remains the same (\$6,000)
- To change **403(b)** contributions for 2019--complete a new Salary Reduction Agreement (SRA)
- To change **457 Deferred Comp** contributions for 2019--contact Deferred Comp office by 12/10/18



## One-Time Performance Payout Salary Reduction Agreement (SRA) for 403b

- For the 12/21/2018 payroll, may use **One-Time Performance Payout** SRA form for 403b contributions on that date
- One-Time SRA form allows employees to change their 403b ***for the 12/21/18\* pay date only***
- Reminder: Early payroll close 12/6/18 for that pay period

***\*One-Time SRA forms must be submitted to UF Benefits no later than 12/3/18 to allow processing time***

One-Time Performance Payout SRA Form available [online here](#).

Please email [benefits@ufl.edu](mailto:benefits@ufl.edu) with any questions.



## 2019 UF Holidays

New Year's Day	Tuesday, January 1
Martin Luther King, Jr.'s Birthday	Monday, January 21
Memorial Day	Monday, May 27
Independence Day	Thursday, July 4
Labor Day	Monday, September 2
UF Homecoming	Friday, October 11 (tentative)
Veterans Day	Monday, November 11
Thanksgiving Holidays	Thursday, November 28 Friday, November 29
Christmas	Wednesday, December 25

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



## Important Dates

- **2018-19 Pay Program File Open to Departments** – November 5-16 (5 p.m.). Payment on December 21 paycheck.
- **Enter December Leave Cash Payout** – November 2-13 (accelerated payroll close)
- **Veterans Day Holiday** – November 12
- **December Leave Cash Payout** – November 21
- **Thanksgiving Holidays** – November 22-23
- **GBAS Institute** – November 28  
8:30 a.m.-3:30 p.m. – Emerson Alumni Hall
- **Next HR Forum** – December 5
- **Holiday Closing** – December 25-January 1



# HR FORUM

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

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