

UF



HR Forum

• April 3, 2019



Today's Agenda Items

- Introductions
- Academic & Professional Assembly (APA)
- Office of Youth Compliance Services
- Talent Acquisition & Onboarding Updates
- Employment Operations & Records Updates
- Training & Organizational Development Updates
- Classification & Compensation Updates
- Benefits Updates
- Important Dates



**ACADEMIC AND
PROFESSIONAL ASSEMBLY
(APA)**

UNIVERSITY OF FLORIDA

**To promote communication, recognition, professional networking, and
service opportunities for professional staff across campus**

Recruiting for 2019-2020 Board

- Leadership roles
 - Committee members to work on specific projects
- Representatives from every department/unit/college across campus

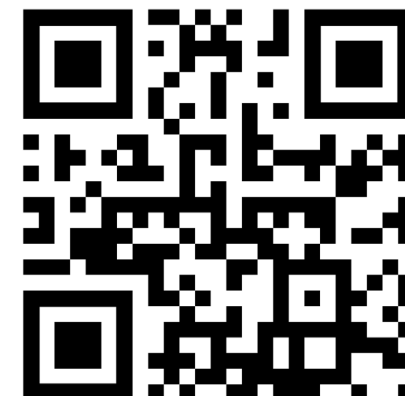
Serving on the board is an opportunity to contribute talents toward APA's mission of building a community of staff across the university, to further develop specific skills, and to meaningfully connect with peers.

Submit interest forms by April 12th at 5 p.m. – <http://bit.ly/AP1920>



How can you help?

- Forward our call for board members to TEAMS Professional staff in your areas!
- Reach out with any specific nominations



Upcoming events

**April 12 – 4:00 p.m., Get to Know Campus Tour:
Harrell Medical Education Building Simulation
Lab**



**April 17 – 5:30 p.m., Monthly Mingle at Cypress
& Grove**

**April 23 – 8:00 a.m., Annual Business Meeting
with Jodi Gentry, VP, Human Resources**



More coming soon!

APA leadership



2018-2019 team:

- 40+ officers and committee/workgroup members
- 25+ colleges/departments represented

<https://apassembly.ufl.edu/>



Office of Youth Compliance Services

Year Round Office for Youth Activities



SCOPE

- Education
- Registration / Tracking
- Compliance





Youth Activity Requirements

- Central Registration
- Youth Protection Training
- Background Checks





Registration



Central Registration

- Prior to events
 - 3 Months
- Youth Activities
 - Short & Long Term

Registration Survey

1. Will minors (under the age of 18) be present at this youth program, camp, or conference service activities?

If you answered Yes to this question, please continue to the next set of questions.

If you answered No to this question, your program / event does not need to be registered with UF's Office of Youth Conference Services.

2. Is the University of Florida or any of its Direct Support Organizations or controlled affiliates sponsoring, overseeing, supervising, or managing the program or event?

3. Is the program or event funded in whole or in part from any UF/Affiliate account?

4. Is the program or event related to any academic credit-bearing, certificate-earning, or other activity within the scope of the official UF/Affiliate duties of a UF/Affiliate employee, student, appointee, volunteer or other agent?

5. Does the program or event require approval by any UF/Affiliate to be conducted?

If you answered Yes to ANY of these questions, you are required to register your program / event with UF's Office of Youth Conference Services.









If you answered No to ALL of these questions, your program / event does not need to be registered with UF's Office of Youth Conference Services.









If you have any questions, please do not hesitate to contact the Office of Youth Conference Services.

[Register Program](#)

Supervision

- Limit 1:1 Interactions

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

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



Education



Youth Protection Training

- Employees
- Non- Employees
 - Volunteers
 - Students

| myTRAINING

/ Search

LEARNING ▾

YCS800

SHOWING 1 OF 1 RESULTS FOR "YCS800" Sort By

RELEVANCE ▾

Youth Protection Training

The University of Florida places the utmost importance on creating a safe and secure environment for minors engaged in

Online Course UF_YCS800_OLT

SELECT ▾

BACKGROUND CHECKS



Compliance



Reporting

Florida Mandatory
Reporting Requirements

\$1 Million

Third Degree Felony

UF UNIVERSITY of FLORIDA for Students Faculty & Staff Alumni & Friends Parents, Visitors & Fans eLearning ONE.UF myuf MAP

UF Office of Youth Compliance Services
Division of Student Affairs

Search UF Web

Register Here

Home About Us Reporting Guest and Families Youth Protection Requirements Resources

Florida Department of Children and Families Abuse Hotline

Legislation, signed by Gov. Rick Scott, requires any individual who suspects that a child has been abused by any person to report that to the Florida Abuse Hotline.

Florida Child Abuse Hotline
1.800.962.2873
Dial. **Save a Child**

UFHR preeminence through people

On-Site Visits & Consulting

- Pre-Activity
- On-Site
- Post-Activity

2019 OYCS MONITORING VISIT PROCESS

As part of the Office of Youth Compliance Services (OYCS) ongoing compliance efforts, onsite monitoring visits will be conducted to review "in-session" programs registered with OYCS. These visits are part of our continued effort to provide a secure environment for minors and to monitor for compliance with established standards for UF-affiliated youth activities (as defined in the [OYCS Scope of Registration](#)). Listed below is an overview of the monitoring visit process and a description of monitoring activities.

- I. Selection and Scheduling**
 - UF-affiliated youth activities registered with OYCS are subject to onsite monitoring visits. These visits will be initiated through a random selection of registered programs and/or due to factors such as the level of risk involved in program activities.
 - Selected programs will be notified in writing three weeks prior to the monitoring visit. OYCS will coordinate with key program personnel to schedule monitoring activities. When possible, visits will be coordinated in a way that will be least disruptive for programs.
- II. Pre-Visit Activities**
 - Pre-visit activities will include a review of information entered into the OYCS registration site, responses to a pre-visit questionnaire (see *section A on the next page for more details*), and program policies and procedures –if shared in advance of the visit.
 - A brief introductory interview with appropriate program personnel will take place to clarify any questions that may arise from pre-visit activities, review the scope and schedule of the visit, and go over any questions related to the process (the introductory meeting can take place prior to or during the visit).
- III. On-site Monitoring Activities**
 - A review of program records including, personnel and participant files (see *section B on the next page for list of documents to be reviewed*).
 - Observations of program activities (see *section C on the next page for more details*).
 - An exit interview to share provisional results and discuss next steps (this can be done during or after the visit).
- IV. Post Visit Activities**
 - Upon completion of the site visit, OYCS will draft a report summarizing findings (see *section D on the next page for more details*).
 - Draft results will be shared with appropriate personnel within 30 days of the date of the visit. Programs will be given 30 days to provide feedback on the findings. The final report will outline program highlights and recommendations.

We're Here to Help

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

352-846-4698

Carolynnk@ufsa.ufl.edu



Talent Acquisition & Onboarding

Criminal Background Checks

Careers@UF: Faculty & Postdoc Searches



Youth Activities and Camps

- To ensure minors are receiving the best experience at the University of Florida, all youth activities affiliated with UF should register with the Office of Youth Compliance Services.
- UF 4-H programs should consult with UF IFAS 4-H State Headquarter.

Criminal Background Check Requirements

- Level 2 screening (fingerprinting) will be required for all employees and volunteers participating in a youth activity/camp.
- Affidavit of Good Moral Character must be completed by youth activity/camp personnel and retained by the camp director/coordinator for future inspection.





Criminal Background Check Requirements

- There are two types of level 2 screenings.
 - FBI Livescan
 - 435 Livescan
- Type of level 2 screening is dependent on the timing of the youth activity/camp.
 - Non-Summer Period (September 2 through March 30)
 - FBI Livescan
 - Summer Period (April 1 through September 1)
 - 435 Livescan



Summer Youth Activity/Camp

- 435 Livescan screening can begin 60 days prior to beginning employment or volunteering.
- Determination is made by DCF usually within 3 to 7 business days, depending on their volume.
- Clearance must be obtained from DCF before employees and volunteers start.
- Employee profile must be in the Florida Department of Children and Families (DCF) Clearinghouse before fingerprinting and taking a photo of the candidate.



Process

- Submit “Background Screening for Youth Camps and Activities” form
 - Criminal Background Check Team from UF HR Talent Acquisition and Onboarding will send out a confirmation email upon receipt of the request.
- Submit Clearinghouse Applicant Request Form and Clearinghouse Privacy Statement
 - Fax, campus mail, or in person
 - Contains personal identification information
- Complete Affidavit of Good Moral Character
- HR Forms website, www.hr.ufl.edu/forms




Process

- The Criminal Background Check team will verify with DCF Clearinghouse to determine if fingerprinting is required.
 - New to the clearinghouse
 - Up for five-year renewal
- Fingerprinting appointments can be made online, <https://booknow.appointment-plus.com/7ryk7y2x/>.



Assistance

- Criminal Background Check team with UFHR Talent Acquisition and Onboarding
 - Phone: 352-392-2477
 -  • **Fax: 352-846-3058**
 - Email: HRSBackgrounds@admin.ufl.edu
- UF Office of Youth Compliance Services
 - Phone: 352-846-4698
 - Email: oycs@ufsa.ufl.edu



Careers@UF: Faculty & Postdoc Searches

- Update position and applicant statuses as the search process proceeds through different stages
- Notify applicants no longer being considered promptly
- Assign suitable disposition codes to applicants
- Remove posting from web or set end date when sufficient applicant pool achieved
- Close out posting, indicate individual(s) hired



Questions

- Consult the Careers@UF Toolkits

[Using Disposition Codes](#)
[Closing a Position](#)

- Contact your recruiter



Employment Operations & Records

I-9 Reverification Process

Name and/or Gender Change Form

Short Work Break for 9/10- Month Employees

Faculty & GA Summer Appointments

Scanning Requests



I-9 Reverification Process

- In an effort to make this process efficient, electronic, and speedy - EOR has a new I-9 reverification process.
- During the last couple of months, we've been piloting a new way of submitting I-9 reverification instead of fax or mail.
- We want to thank the College of Medicine for being our partners in this pilot!



I-9 Reverification Process: Department

- Complete Section 3 of a new I-9, Starting with box C.
- Attach the completed Section 3 of the I-9, along with the document that was updated to the most recent ePAF.
- Email employment@ufl.edu to notify EOR.
- Include employee's UFID number, visa type, and the ePAF number used to submit the reverification in the email.



I-9 Reverification Process: EOR Staff

- EOR staff updates the employee's record and/or contacts the department if additional information is needed. The update may take 5 -7 business days.
- The reverification paperwork is re-indexed in OnBase so it is properly listed in the employee's personnel file.
- An email is sent to the department and Payroll Services once the update is completed.



I-9 Reverification Process

- This process is available immediately.
- Beginning May 1, 2019 this will be the only method we will accept reverifications.
- Updated instruction guide can be found:
<http://training.hr.ufl.edu/instructionguides/gatorstart/i9reverification.pdf>
- Questions?

Name and/or Gender Change Form

- In line with changes experienced by our employee population
- Appropriately capture changes that may impact an employee's benefits
- Required:
 - Completed form
 - Copy of SSN
- Questions?

UF Human Resources
UNIVERSITY of FLORIDA

**Name and/or Gender
Change Request Form**

Legal Name and/or Gender Change

This form may be used by current and former employees to change their legal name and/or gender in the University of Florida's HR system. Please see the Name and/or Gender Change Policy for additional information regarding the type of records that can and cannot reflect the desired change.

Process:

1. Complete the information below with your new name and/or gender.
2. Include an updated copy of your Social Security card to change your UF Business name in the myUFL system.

*Per University Policy, do not send any Social Security numbers or documents through UF email. Employment Operations & Records turnaround timeframe is typically 5 to 7 business days.

Display Name and/or Directory Name Change

To change your display and directory name only, you may do so by going to:

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

Submit via fax or mail this form along with a copy of an updated social security card to:

Employment Operations & Records
Human Resource Services
903 W University Ave
Gainesville, FL 32611

Questions?
Email: employment@ufl.edu
Phone: (352) 392-2477
Fax: (352) 846-0668



Short Work Break for 9/10- Month Employees

- 9- and 10-month employees (faculty, graduate assistants and TEAMS) will be put on Short Work Break in the myUFL system for the Summer semester.
- The file will be available in myUFL system
 - Main Menu > Enterprise Reporting > Access Reporting > Human Resources > Workforce Information
- Effective dates for Short Work Break
 - 9-month: 5/16/19 – 8/15/19
 - 10-month: 6/4/19 – 8/15/19



Short Work Break for 9/10- Month Employees

- Time Reporting will be inactivated during the Short Work Break period.
- Please review employees to ensure these employees do not continue to be paid beyond the Spring semester.
- **ALERT!** Please enter any terminations for employees who will not go on short work break prior to **4/10/2019** so there are no rows affecting your termination ePAFs.
- Questions?



Faculty and GA Summer Appointments

- Summer appointments for faculty and graduate assistants may be processed via the summer job file.
 - Summer appointments can also be entered through an ePAF
- The file will be available via myUFL system
 - Main Menu > Human Resources > Workforce Administration > Job Information > UF Summer Job Review
- The file is expected to be available April 15-25, 2019.
- Summer appointments will appear in myUFL in late April.



Faculty and GA Summer Appointments

- A termination row will be applied at the same time the summer appointment is applied in job data.
- Reminder!
 - Enter distributions for summer appointments
- Questions?
 - Employment@ufl.edu
 - 392-2477



Scanning Requests

- Since we are temporarily out of our building, we cannot support paper scanning requests – please do not send via mail.
- We will accept scanned records through Dropbox.
 - A new process and guidelines is forthcoming
- Please email employment@ufl.edu so we can provide you more details on how to set this up.
- Questions?



Training & Organizational Development

Gator Business Administrator Services (GBAS)
Leadership Programs



April 17

8:30am – 3:30pm

Emerson Alumni Hall
President's Ballroom

Registration closes
April 5th in myTraining
UF_GBS250

Questions? Contact:
gcadwallader@ufl.edu

Influence Matters!

OPENING SESSION 8:30 - 9:00 A.M.

When to Advocate Emphatically — Mike McKee, Vice President and CFO

Are you the only thing standing between your supervisor and a potentially not-so-good front-page news? The more you understand the “why” for spending guidelines and restrictions, the better able you will be to determine the important moments to be an influencer.

GENERAL SESSION 9:00 A.M. — 11:30 A.M.

Influencing for the Gator Good

Dr. Alex Sevilla, Associate Dean & Director, Heavener School of Business

Effective leaders know it's not how much you know, what you say, or even how often you say it, but whether you can inspire key stakeholders to take action. This interactive session will provide BAs with practical tips and strategies to strengthen their influence acumen.

All Attend
Select this as the
morning session.

Remarks from President Fuchs and Lunch 11:30 a.m. — 1:00 p.m.

Expanding your network to increase your influence

Select 1
Breakout Session

Session 1 Finance & Accounting

Navigating Travel at UF

*Randy Staples, Brett Wallen
and Carlos Cordero*

1:00 p.m. — 2:30 p.m.

or

Session 2 Sponsored Program

Where in the world is Dr. Carmen SanDiego?

Terra Dubois, Gary Wimsett and Chris Hass

1:00 p.m. — 2:30 p.m.

or

Session 3 Human Resources

Using Emotional Intelligence for Crucial Conversations

Gwynn Cadwallader and Barb Mitola

1:00 p.m. — 2:30 p.m.

2:30 - 2:45 p.m. Survey & Stretch Break

CLOSING SESSION 2:45 - 3:30 P.M.

UF Engaged

HR Vice President Jodi Gentry, Brook Mercier and the Employee Relations Team

UF Leadership Development Program Applications

- “Leadership and learning are indispensable to each other.” —John F. Kennedy
- UF leadership development programs are based on leadership competencies specifically identified as being important for success at UF
- Now through May 1
 - We are accepting applications to the **Managers Cohort, UF Academy** and **Advanced Leadership for Academics and Professionals**

UF UF Leadership Development Program Applications

- Managers Cohort
 - Entering its 9th year
 - Participants complete the “Managing at UF: The Supervisory Challenge” certificate with a cohort of peers
 - A 360-degree assessment is completed at the beginning and end of the program, to assist in directing your professional development



UF UF Leadership Development Program Applications

- UF Academy
 - Entering its 15th year
 - Designed for faculty and professional staff who are “emerging leaders”
 - The UF Academy immerses participants in the university culture and organizational structures through interviews with cabinet members, job shadowing, interactive activities and a 360-degree assessment



UF UF Leadership Development Program Applications

- Advanced Leadership for Academics and Professionals (ALAP)
 - Entering its 12th year
 - Designed for established UF professional and academic leaders looking to further develop leadership skills
 - Participants focus on the key leadership skills for UF through workshops, discussions with current UF leaders, case studies of key challenges, job shadowing, 360-degree assessment, and a team project



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/>



Class and Comp

Faculty Market Equity & Counter Offers

Voluntary FTE Change Form

Supervisor ID Updates

OPS Updates

Success @ Work

Proposed Changes to the FLSA

Faculty Market Equity & Counter Offers

- The Office of the Provost & UF Human Resources are implementing a new SPI form for faculty market equity increases and counter offers.
- The form is similar to the SPI form used for staff, but is only required for market equity increases and counter offers. Other increases, such as adding and removing administrative supplements, will be processed using existing processes.
- The form is available on UFHR's forms website found at <https://hr.ufl.edu/forms-policies/forms-managers/>.



Faculty Market Equity & Counter Offers

- If using external market data, please provide the market data source in the applicable field.
- When selecting internal or external market data, please provide data consistent with the faculty member's rank and/or discipline.

UF Human Resources UNIVERSITY of FLORIDA **Faculty Special Pay Increase Request Form**

First Name _____ Last Name _____
UFID _____ Position Title _____
College _____ Department _____
Contact Person _____ Contact Phone Number _____

Salary Increase Information	Salary Analytics for Position Title	College/Dept	External Market
Current Salary \$ _____	This information can be provided by your college/unit human resources office.	Minimum	\$ _____
Increase Amount \$ _____	If unavailable, please request this information by emailing Classification & Compensation at compensation@ufl.edu .	25 th Percentile	\$ _____
Percent Increase % _____	For comparison purposes, please provide internal/ external benchmarks for the faculty member's rank and discipline.	50 th Percentile	\$ _____
Proposed Salary \$ _____		75 th Percentile	\$ _____
		Maximum	\$ _____

Effective Date _____

External Market Data Source (if applicable) _____

Type
☐ Counter Offer
☐ Market/Equity Increase



Voluntary FTE Change Form

- UFHR, in partnership with the Office of Provost, is implementing a voluntary FTE change form that will be used to document FTE changes for faculty and staff appointments.
- This form will replace FTE change letters that were previously prepared by Employee Relations.
- FTE changes for faculty appointments must be approved by the appropriate college/unit administrator and the Associate Provost for Academic and Faculty Affairs prior to the change in FTE.



Voluntary FTE Change Form

- In general, FTE changes should not have a retroactive effective date. Retroactive effective dates may result in under or overpayments and may have an impact on employee's benefit premiums.
- In the event that the unit needs to involuntarily reduce a faculty or staff member's FTE, please contact Employee Relations.
- The form is available on UFHR's forms website found at <https://hr.ufl.edu/forms-policies/forms-managers/>.



Supervisor ID Updates

- In March, UFHR reviewed staff (TEAMS/USPS) supervisor ID information in myUFL and found that 433 employees (5%) are missing supervisor information.
- Classification and Compensation will be contacting units to request units update the supervisor information for these employees.



Supervisor ID 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 ID 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



Supervisor ID 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



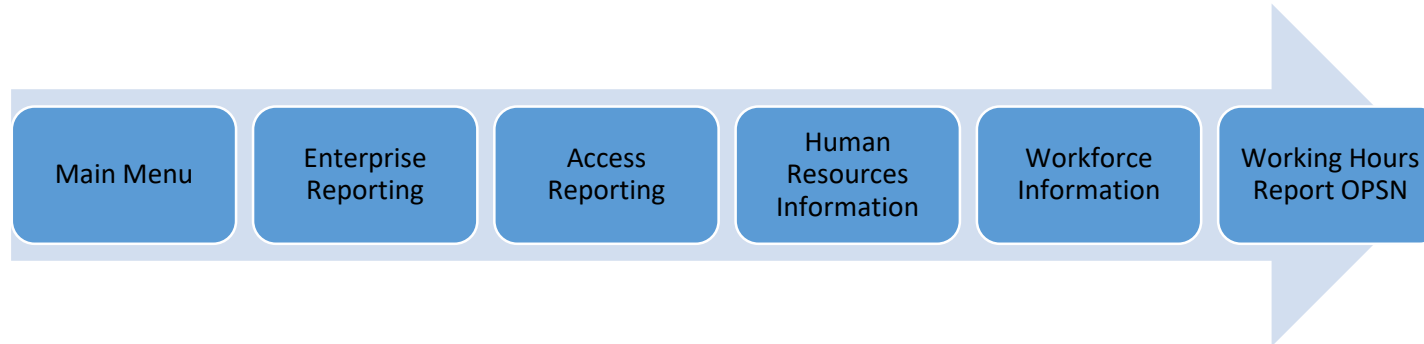
OPS Update

- 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>.
- As a reminder, employees in the OPS Sponsored Project Non-Clerical and Clerical classifications are subject to the 4,176 hour threshold which will take effect on July 1, 2019.
- Units with employees in these classifications who are at, or approaching the threshold, should begin working with their college/unit human resources team to develop a plan in order to achieve compliance.



OPS Update

- Supervisors and administrators can track OPS hours using the OPS Hours Report found in PeopleSoft.





Success @ Work

- The Success @ Work initiative is designed to identify the top 10 to 15 knowledge, skills, and abilities that make our employees successful in their current roles.
- Last year, Class and Comp surveyed approximately 114 job classifications.
- In March, Class and Comp began surveying positions that were not previously surveyed.



Success @ Work

What makes you successful at work?

Complete a five-minute survey today to let us know

Building on the foundation provided by the UF On Target project, UF Human Resources is undertaking a new “Success at Work” initiative to begin to identify the top 10 to 15 skills that make our employees successful in their current roles.

Please complete the five-minute, anonymous survey below by **[two weeks after send date]**, to help UFHR identify the key competencies necessary for success in each job title. UFHR will use your answers to begin to build enhanced training, develop career maps and provide other tools to help our university’s staff grow and flourish in their careers.

The survey may be found at:

[SURVEY LINK](#)

If you have questions, please contact UF’s Classification and Compensation office at (352) 392-2HRS.

Thank you for your participation!





Proposed Changes to the FLSA

- On March 7, 2019, the Department of Labor (DOL) announced proposed changes to the Fair Labor Standards Act (FLSA).
- The most notable change is that the DOL has proposed raising the salary threshold from the current level of \$455/week (\$23,660 annually), that was established in 2004, to \$679/week (\$35,308 annually).
- Similar to the previous proposed rule, the current proposed rule does not make changes to the job duties tests.
- Unlike the previous proposed rule, the current proposed rule does not include automatic adjustments to the salary threshold.



Proposed Changes to the FLSA

- The proposed rule is open for public comment until May 21, 2019.
- After the public comment period, the DOL will review the comments and issue a final rule sometime later this year.



Proposed Changes to the FLSA

- As a refresher, in order to be exempt from the overtime provisions of the FLSA, a position must meet the following tests.
 - The employee must be compensated on a salary or fee basis at a rate not less than \$455* per week
 - The employee's primary duty must be the performance of duties that are Executive, Administrative, Professional, and/or meet another exemption under the DOL's regulations.
- The minimum salary threshold cannot be prorated based on an employee's FTE.

*\$679 per week if proposed rule is implemented



Proposed Changes to the FLSA

Under the current provisions of the FLSA, some types of Professional Employees are exempted from the salary basis test.

- Teachers - whose primary duty of teaching, tutoring, instructing, or lecturing in the activity of imparting knowledge who are employed and engaged in this activity as a teacher in an educational establishment.
- Employees holding a valid license or certificate permitting the practice of law.
- Employees holding a valid license or certificate permitting the practice of medicine.
- An employee who holds the requisite academic degree for the general practice of medicine is exempt if he or she is engaged in an internship or resident program for the profession.
- In addition, several categories of student classifications, such as Graduate Assistants and Pre-doctoral Fellows, are not expected to be impacted by the salary threshold.



Questions

- Please contact Classification & Compensation at compensation@ufl.edu or by phone at (352)273-2842.



Benefits

Extended Leave of Absence Processing for Faculty

HealthCare Bluebook & SurgeryPlus

New Hire Benefits Enrollment

OPS Benefits Eligibility

Short Work Breaks

UFHR Benefits Resources



Extended Leave of Absence Processing for Faculty

When processing an **Extended Leave of Absence for Faculty**, Provost approval is required only for the following cases:

- Any request for **personal, unpaid leaves of absence**
- Any leave request for which the faculty member also requests an **Extension of Tenure Probationary Period**

Please note:

- Routine leaves of absence, including those pertaining to FMLA, medical, or parental leaves, should NOT be submitted to Provost
- For medical leave requests, do NOT include protected health information (PHI) or medical certification on form. Submit medical info directly to UFHR-Central Leave Administration

Questions? Call (352) 392-2477 or email central-leave@ufl.edu

HealthCare Bluebook & SurgeryPlus

- All state health insurance participants & dependents can use the following new services:
 - Online transparency portal through **Healthcare Bluebook**—use to shop for rewardable healthcare services
 - Bundled surgical services through **SurgeryPlus** eligible for reward
- Receive a share of savings through financial rewards deposited into a saving & spending account of your choice

Have questions or need more information?

https://www.mybenefits.myflorida.com/health/savings_and_spending_accounts



New Hire Benefits Enrollment

Departmental considerations for new hires:

- Job appt./actions must be active in all systems before the employee can complete enrollment online (2-3 days)
- Choose early to mid-month hire dates—allows time to process in system
- Avoid hire dates late in the month & last day of the month

Did you know? If new hire jobs are not in the UF and People First systems by the end of month, it can delay the coverage effective date by **at least one month** for state plans!



New Hire Benefits Enrollment

Other departmental considerations for new hires:

- Encourage new hires to complete benefits enrollment early
- Inform hires about when coverage may reasonably begin or refer to UFHR Benefits for assistance
- Health insurance premiums must be posted, and insurance ID cards received, *before* coverage can be used
- New employees have **60 calendar days** from hire date to enroll



Benefits Effective Dates for New Hires & Qualifying Events*

State health & supplemental coverage can begin:

- No earlier than hire date or qualifying event date
- The 1st of the month after enrollment, provided 2 consecutive payroll deductions occur in the same month (early effective date available for health plan coverage only)

UFSelect & GatorCare Plans can begin:

- New hires – on date of hire (will be retroactive)
- Qualifying status changes (QSC)
 - On date of event when adding coverage
 - On 1st of month following event when removing coverage/terminating

****Benefits elections must be made within 60 days of hire date or QSC event date***



OPS Benefits Eligibility

- OPS employees eligible for state benefits when expected to work 30+ hours on average (.75 FTE)
- Applicable to:
 - New hires
 - Internal promotions
 - Movement to/from other state agencies
 - Increase in hours without position change (must be reported to PeopleFirst Service Center)



Short Work Break for 9/10 Month Employees

SWB preserves benefits eligibility during the summer months

- 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
- Last benefits deductions:
 - April 26 paycheck for UFSelect and/or GatorCare plans
 - May 10 paycheck for state plans
- *Normal deductions resume in September*



Short Work Break for 9/10 Month OPS Employees

- OPS 9/10 month appointments returning for fall—place on SWB similar to regular 9/10 month faculty
- SWB is not calculated in the OPS employee's OE Measurement Period to determine benefits eligibility
- 9/10 month employee not returning immediately after the summer—job should be terminated in People Soft (benefits will terminate)



UFHR Benefits Resources

- **alex**[®] ([online](#) virtual benefits counselor)
- UFHR [Benefits & Rewards website](#) “Latest News”
- [UF at Work](#) newsletter articles
- Contact a UFHR Benefits Specialist:
 - Call (352) 392-2477
 - Email benefits@ufl.edu
 - [Schedule an appointment](#)
 - Use our [Contact Form](#) (found on UFHR Benefits website)





Important Dates

- Flexible Spending Account Claim Submission Deadline – April 15, 2019
- GBAS Spring Institute – April 17, 2019; Emerson Hall-President's Ballroom; 8:30 a.m.-3:30 p.m.; Contact: gcadwallader@ufl.edu
- **Next HR Forum – May 1, 2019** – 130 Bryan Hall (Warrington College of Business)

A scenic view of a University of Florida campus. In the foreground, a paved path leads through a lush garden with green ferns and vibrant pink azaleas. Several students are walking along the path, some carrying backpacks. In the background, a large, multi-story brick building with many windows stands under a bright, hazy sky. The overall atmosphere is peaceful and academic.

UF

Thank you
for attending the
HR Forum