

UF



HR Forum

• May 1, 2019



Today's Agenda Items

- Employee Disability Accommodations Update
- Talent Acquisition & Onboarding Updates
- Classification & Compensation Updates
- Benefits Updates
- Important Dates



Employee Disability Accommodations

Employee Disability Accommodations

- UF ADA Coordinator Dr. Ken Osfield is retiring
- Dr. Russ Froman will serve as UF's ADA Coordinator
 - He will establish Deputy ADA Coordinators, similar to Title IX structure
 - Employee disability accommodations requests will be handled by Maureen De Armond in the short-term (eeo@ufl.edu)
 - Requests for reconsideration will go to Russ



Homepage • Manager Resources • Recruitment & Staffing • Equal Opportunity and Affirmative Action

• **ADA and Accessibility Services for UF Employees and Job Applicants**

ADA AND ACCESSIBILITY SERVICES FOR UF EMPLOYEES AND JOB APPLICANTS

RECRUITMENT & STAFFING

The University of Florida is committed to creating a diverse, equitable, and inclusive environment for all students, employees, and visitors. Part of this commitment is to assure equal opportunity in employment and education for individuals with disabilities. Another part of this commitment is to ensure that individuals with disabilities are fully included in the University's life.



Talent Acquisition & Onboarding

HR Organizational Changes (Goodbye
Recruitment & Staffing; Hello TAO & EOR)

Importance of Updated Data & Reporting



Recruitment and Staffing

Recruitment and Staffing has been separated into two new departments

- Talent Acquisition and Onboarding
talent@hr.ufl.edu
- Employment Operations and Records
employment@ufl.edu





Data Integrity and Reporting

Talent Acquisition and Onboarding

- 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
- Close out posting, indicate individual(s) hired

Data Integrity and Reporting

Employment Operations and Records

- ePAFs should be entered timely—on or before the effective date
- Please ensure the following information is correct:
 - Name matches SSN card
 - work location
 - Home and work addresses
 - E-mail address
 - Supervisor





Class and Comp

Supervisor ID Updates



Supervisor ID Updates

- In April, UFIT assisted in a review of staff (TEAMS Only) supervisor ID information in myUFL and found that 216 employees are missing supervisor information.
- The review identified 205 employees with supervisors who are no longer active in myUFL.
- Classification and Compensation will be contacting units to request units update the supervisor information for these employees.



Supervisor ID Updates

- In April, the Employee Relations team began working with a consultant to assist in the implementation of UF Engaged.
- We've identified two key takeaways for managing supervisors.
 1. In the event of vacancy, an interim supervisor will need to be assigned in myUFL.
 2. In the event of extended leave, an interim supervisor will need to be assigned in myUFL.



Supervisor ID Updates

- We are currently testing settings that will allow UF Health supervisors to be entered into myUFL.
- To be entered in myUFL, the individuals will need the following:
 - A Person Of Interest (POI) record in myUFL
 - Time and Labor approver security role



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



Questions

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



Benefits

Preparing for 2019 Fiscal Year End Leave
Keeping in Touch (Contact Information)



Preparing for 2019 Fiscal Year End Leave Processes

Special and Overtime Compensatory Leave Cash-Out

- **Balances as of 5/30/19 will be cashed out on 6/21/19 paycheck**
- Employees may use Special and Overtime (OT) Comp Leave until **June 30**
- Time must be entered in myUFL by 5 p.m. on **Thursday, May 30**
- Special and OT Comp Leave earned in PPE 5/30 rolls over to 2019-2020 balances



Preparing for 2019 Fiscal Year End Leave Processes

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

- USPS Personal Holidays must be used in full-day increments
- December Personal Leave Days can be used in less than full-day increments
- “Use it or lose it”--use by **June 30, 2019** or it will expire



Preparing for 2019 Fiscal Year End Leave Processes

myUFL Toolkit available (<https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/>)

[Human Resources Toolkits > Time & Labor > Time and Labor Approvers/Processors > Preparing for Fiscal Year Leave Processes](#)

Questions or Concerns?

Contact Central Leave at (352) 392-2477 or central-leave@ufl.edu



Keeping in Touch

Update Mailing Addresses in MyUFL

- Current and correct mailing addresses are critical!
- Returned mail examples:
 - ☑ Tax documents
 - ☑ Insurance ID cards
 - ☑ Open Enrollment information
 - ☑ COBRA notifications
- Be sure **your** addresses are up-to-date in myUFL
- Remind **departmental employees** to update addresses (including employees leaving UF)



Keeping in Touch

How to Update Your Mailing Address in MyUFL

- Main Menu > My Account > Update My Directory Profile
- Make updates to addresses

NOTE: Only enter on ADDRESS LINE 3 field

- Be sure to update your Emergency Contacts

Identity Coordinator list found here: <http://files.it.ufl.edu/identity/cordlist.pdf>



Keeping in Touch

People First Email Contact Information

- Contact email used to authenticate identity for resetting your People First password
 - Passwords expire every 90 days
 - Online password reset--MUST have email address or mobile phone number (for text)
- You must take action to update your email in People First system—not automatic
- People First will send certain state health and insurance notices by email



Keeping in Touch

How to Update People First Email Contact Information

- Login to [People First system](#)
- Click “Personal Info”
- Select “Contact Information”
- Select “Notification Email” and click “Edit” or “New”

NOTE: Mailing addresses **cannot** be updated in People First—addresses transfer automatically to PeopleFirst once updated in UF PeopleSoft (myUFL) system



Keeping in Touch

UF HR Benefits is here to help!

Email us: benefits@ufl.edu

Call us: (352) 392-2477

Visit us: [Schedule appointment online](#)



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



GOOD BYE
GOOD LUCK
SO LONG, ADIOS
CIAO, FAREWELL
AUF WIEDERSEHEN
ADIEU, CZESC, NAMASTE
BUT HOWEVER WE SAY IT
SORRY
TO SEE YOU GO!

Fond Farewell to Stewart King



Important Dates

- **Next HR Forum – June 5, 2019** – 130 Bryan Hall (Warrington College of Business)

The background of the slide is a photograph of a university campus. It shows a wide, paved walkway lined with trees and greenery. In the distance, there are large, multi-story brick buildings with many windows. The scene is bathed in the warm, golden light of late afternoon or early morning. Several people are walking along the path, some carrying backpacks. In the bottom right corner, there is a large, stylized 'UF' logo in the background.

UF

Thank you
for attending the
HR Forum