

UF



# HR Forum

• June 5, 2019



# Today's Agenda Items

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- Employee Relations Updates
- Talent Acquisition & Onboarding Updates
- Employment Operations & Records Updates
- Classification & Compensation Updates
- Benefits Updates
- Important Dates



# Employee Relations

Essential Employees  
UF Engaged



# Essential Employees

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





# Essential Employee Designation

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- Colleges and Departments are responsible for identifying and notifying 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 Employees

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- It is incumbent upon the supervisor to inform and confirm which essential employees are required to work during emergency closings.
- Notification and confirmation of the expectation of essential personnel to report to work, or maintain on-call status, will be executed with as much advanced notice as possible via in-person communication, phone conversation, or email.



# Actions for 2019

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- 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](mailto:EmployeeRelations@hr.ufl.edu) by June 27<sup>th</sup>.
- Essential Employees who have not previously signed an Essential Employee designation letter should do so by June 27<sup>th</sup>.
- 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.





# Resources and Templates

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- Visit <http://hr.ufl.edu/manager-resources/policies-2/essential-personnel/> for additional information and the following resources:
  - Essential Employee tracking spreadsheet template
  - Essential Employee designation letter



# 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.
- 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.



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

[EmployeeRelations@hr.ufl.edu](mailto:EmployeeRelations@hr.ufl.edu)

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

### **UFHR Employee Relations**

Director-Brook Mercier

Phone: (352) 392-2477

### **Employee Relations Satellite Offices**

#### **E&G and Auxiliaries**

Associate Director-Kevin Clarke

4<sup>th</sup> Floor – Yon Hall

Phone: (352) 392-6615

#### **Health Science Center**

Assistant Director-Keisha Reynolds

HSC Room H-8

Phone: (352) 392-3786

#### **IFAS and Vet Med**

Employee Relations Manager-Leticia Forster

Room 2044 McCarty Hall D

Phone: (352) 392-4777

#### **Business Affairs / Facilities Services HR**

Assistant Director-Rebecca Wright

Building 701, Radio Road

Phone: (352) 392-2333



CLEAR | TIMELY | MEANINGFUL



# UF Engaged

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- Structured Quarterly Check-in, with dates tied to the anniversary date of when the employee started the position
  - Distributes the leader's workload throughout the year and avoids a single "due date" for check-ins
- Frequent Check-ins will encourage a shift in the culture to continuous engagement rather than an annual evaluation "event"



# UF Engaged

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- Reminders to prompt leaders about the Quarterly Check-ins
- Provide a place for “Performance Notes” as a separate tool for personal notes, if you like, for easy access and recall
- Probationary evaluation also incorporated into this process (2<sup>nd</sup> Check-in)
- A separate template will be available for performance improvement plans, if needed
- Pay guidelines will also be provided





# UF Engaged

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## Quarterly Check-In Schedule

Current position start date:	Quarterly Check-ins will be held by:
January	April, July, October, January
February	May, August, November, February
March	June, September, December, March
April	July, October, January, April
May	August, November, February, May
June	September, December, March, June
July	October, January, April, July
August	November, February, May, August
September	December, March, June, September
October	January, April, July, October
November	February, May, August, November
December	March, June, September, December



# Timeline

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- Monthly communication to leaders—June
- Performance Notes opens in myUFL—July 15<sup>th</sup>
- Town Hall—September
- Quarterly Check-in system opens in myUFL—October
- First round of Quarterly Check-ins completed—November



# Talent Acquisition & Onboarding

Onboarding Project: First Advantage –  
Pre-employment Screenings  
Criminal Background Checks



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# Onboarding Project: First Advantage Pre-Employment Screenings



# Focus of the Project

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- Reduce time in hiring and onboarding a new employee
  - Criminal Background Check
  - Education Verification
  - Experience Verification
- Enhance employee experience
  - Mobile friendly user interface
- Enhance hiring department experience
  - Initiate the screening via myUFL
  - Dashboard to monitor progress





# First Advantage: Services

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- Criminal Background Check
  - Social Security Trace
  - County Criminal Record Check (last 10 years)
  - National Sex Offender Registry
  - \*Global Sanction Check
- International Check is available
- \*Education Verification (highest degree)
  - Proof of degree equivalency is still required for international hire.
  - Transcript is still required when hiring a faculty member.
- \*Employment Verification (last 7 years)
  - **Conducting references is still required** since it provides **critical** information on employee's past job behavior and performance.

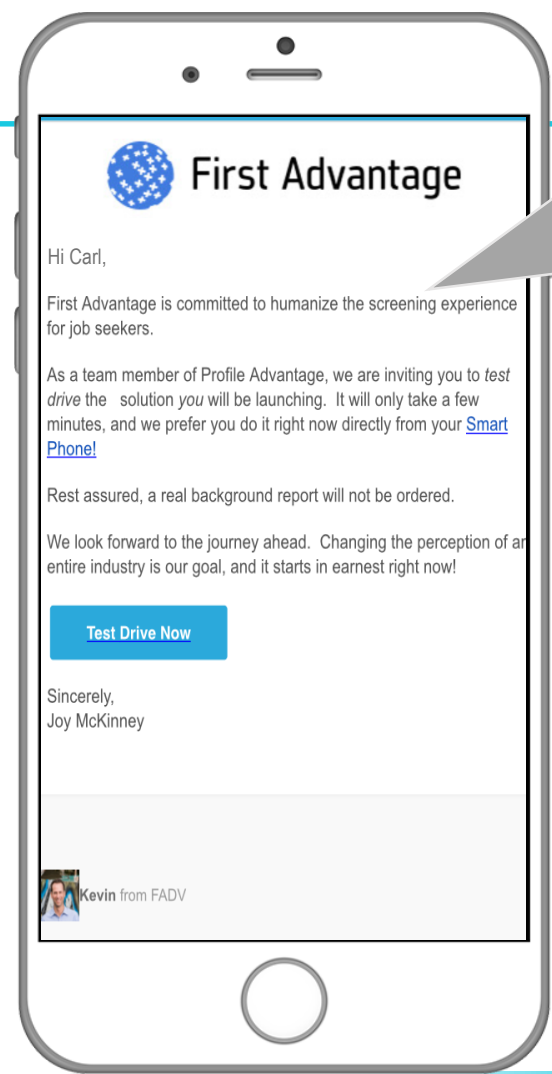
\* Services only available in screening for new faculty and TEAMS hires



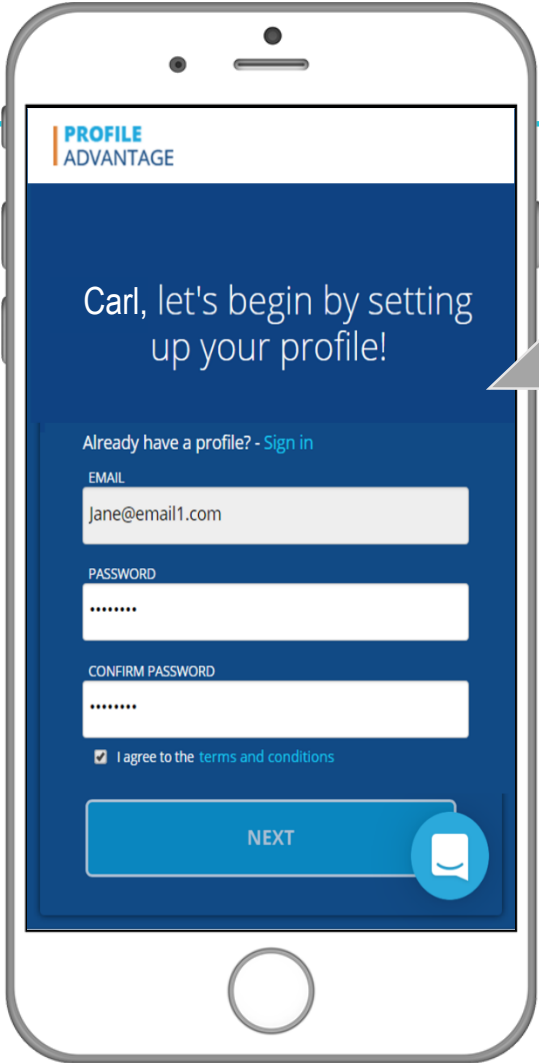
# Candidate Experience

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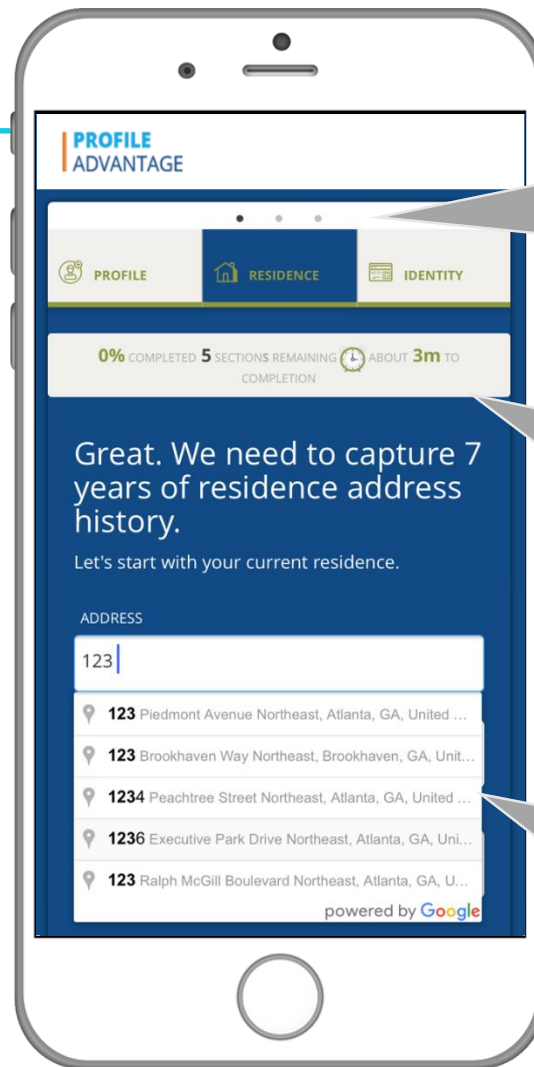
- Candidates can sign the consent form via their computers and mobile devices (tablets and smartphones).
- Navigating around the system and signing the consent form is easy and intuitive.
- Candidates can track the progress of their screening through the First Advantage portal.



Clear instructions kick off the process



Conversational  
tone resonates  
with Millennials

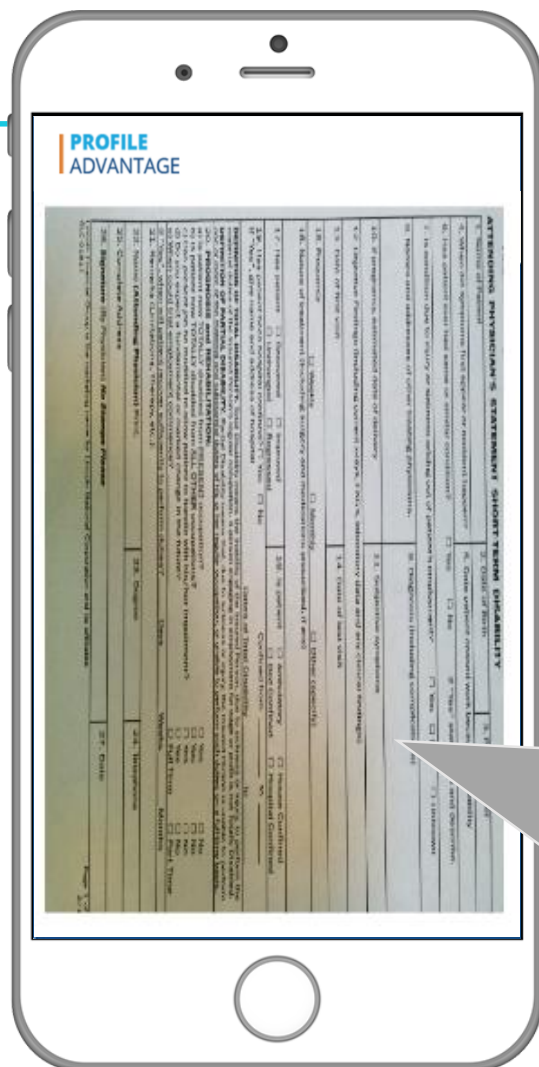


Familiar usage patterns like swipe and click

Candidate can easily see how long the process will take

And autocomplete for common information types

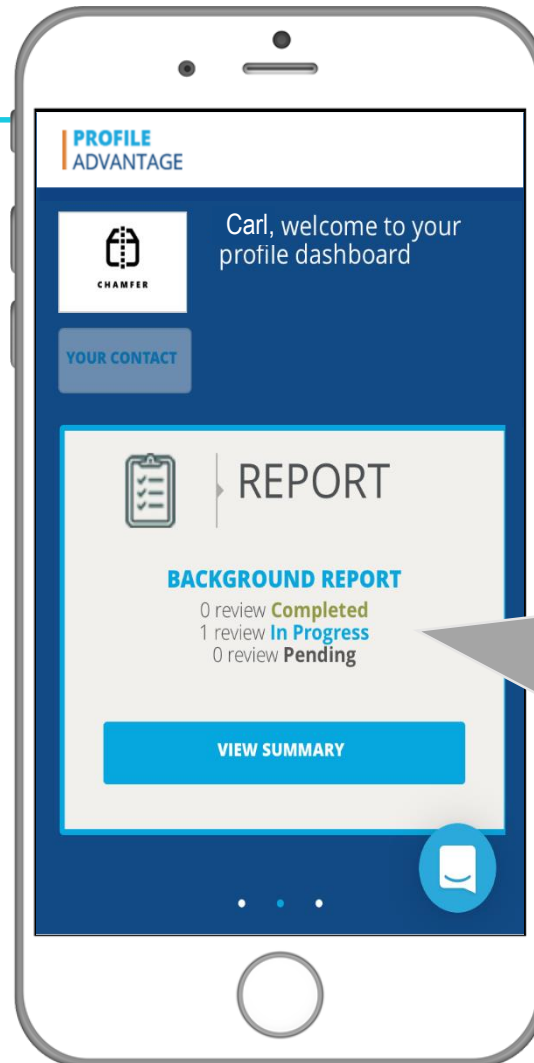




With document upload capabilities there is no need for scanning or emailing. Simply point and click.



Candidate completed authorization simply by signing right on the phone screen

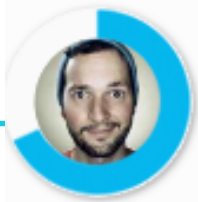


Candidates can easily check the status of their report at any time from their mobile phone or desktop

# Hiring Department Experience

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- Hiring Department can initiate the screening via myUFL.
- Requestors only have two simple packets to choose from.
  - Faculty/Staff
  - Temporary/Consultant
- Initiators can track the progress of the screening.
  - Option – get an email when the form is sent
  - Option – get an email when a reminder email is sent
    - 3 reminders – 24 hours, 48 hours, 72 hours
- Livescan screening – FBI and 435 – is still available but resides outside of First Advantage.



NELSON, CARL

Government ID:

Follow Candidate

Est. Completion: **2 days**

Your County Criminal Search is delayed by an estimated 2 business days due to flooding.

70% Overall Progress

	Type: Background Screen	Created: 14/Dec/2015	Est. Completion: Unknown	Status: Delayed
<div><div></div>60%</div>				





# Status

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- Timeline
  - Implementation - Around late July or early August
  - Training – By early or middle of July
- Additional Information

Criminal Background Check Team

[HRSBackgrounds@admin.ufl.edu](mailto:HRSBackgrounds@admin.ufl.edu)

352-392-2477



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# Criminal Background Checks



# Criminal Background Checks

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- It is the department's responsibility to ensure all information on the request form is correct.
  - Name
  - Date of Birth
  - Social Security Number (for 435 Livescan)
- The Criminal Background Check staff with UFHR will not verify submitted candidate information.
- Rescreening, as a result of providing incorrect information, will be paid by the hiring department.



# Employment Operations & Records

Termination File

New Report - Job Records to Date by UFID

Reminder - I-9 Reverification Process



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# Termination File



# Termination File

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- An area of improvement for the University is the timely termination of employees
- Why is this an issue?
  - Temporary populations are challenging to manage
  - At times, there is disconnect between managers and departmental HR as it relates to employment changes
  - Temporary employee populations may have big lapses in-between work occurrences
  - Other business processes may prevent the system termination from happening in alignment with the last day of employment of the individual

# Termination File

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- Currently, there are 4,161 employment records that have not received a payment in 6 months or more
- Why do we care?
  - It inflates our employment population
  - It leaves us open to unnecessary risks (for example, system access that should have been removed)
  - It can throw off budget projections
  - It prevents having accurate data to make good business decisions for the unit/college



# Termination File

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- To assist campus with this issue, UFHR will open a termination file
- Friday June 14, 2019, and close on June 28, 2019
- Effective date in Job Data: June 30, 2019
- Departmental HR professionals will need to review the termination file and “**uncheck**” those individuals who should remain active in the system
- As we review the file, we may contact you for justification for requesting to leave certain employees active





# Termination File

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- The file will contain records for the following salary plans:
  - Faculty
  - OPS (including lump sums)
  - TEAMS
  - FWS
  - STAS
  - Fellows
  - GAs
  - Post Doc



# Termination File

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- The termination file will be located:
  - Main Menu > Human Resources > Workforce Administration > Job Information > UF Termination File
- An email communication will be sent to ePAF originators and approvers closer to June 14<sup>th</sup> with this information
- Questions?



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# New Report Available



# Job Records to Date by UFID

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- This new report provides complete job data information on a particular employee
- The goal is to assist HR professionals and DSAs in seeing an individual's employment information in one snapshot
- To access the report you need one of the following roles:
  - UF\_HR View/Inquiry
  - UF\_SEC\_REQUESTOR
- Main Menu > Enterprise Reporting > Access Reporting > Human Resources Information > Workforce Information



# Job Records to Date by UFID

EMPLID: 22141234 – Alligator, Albert

Record Status	DeptID	Dept Name	Job Title	Salary Plan	FTE	Supervisor UFID	Supervisor Name	Last Job Action	Action Created	Effective Date
Active	14300000	IT-ICT INFRA/COMM TECHNOLOGY	Systems Admin/Programmer V	TA12	1.00			Pay Rate Change	7/16/2018	7/13/2018
Inactive	14303020	IT-CNS SA OPEN SYSTEMS GROUP	IT INTERMEDIATE	TU2N	1.00			Termination	8/1/2006	7/21/2006
Inactive	14303020	IT-CNS SA OPEN SYSTEMS GROUP	OPS HOURLY NON-SECRETARY/CLERK	OPSN	0.50			Termination	8/1/2006	7/21/2006
Inactive	16480100	LS-STATISTICS-GENERAL	OPS HOURLY NON-SECRETARY/CLERK	OPSN	0.50			Termination	1/19/2005	1/28/2005
Inactive	14303020	IT-CNS SA OPEN SYSTEMS GROUP	OPS HOURLY NON-SECRETARY/CLERK	OPSN	0.50			Termination	10/8/2004	10/8/2004



# Job Records to Date by UFID

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- For HR purposes:
  - Normally restricted to viewing just your own department's data, you can now see all the data together
  - Quick access to run multiple employees and get all supervisors, FTE, Job Actions, Job Titles



# Job Records to Date by UFID

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- For DSA purposes:
  - Provides entire job data picture (all departments) so security reviews can be thorough
  - Ability to get quick data on multiple employees at once to reduce the overall labor involved to make informed decisions
  - DSAs are given a generic notice when a significant security event happens, this report provides actionable details and supervisors to contact for further information



# Job Records to Date by UFID

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- Questions?





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# Reminder!



## I-9 Reverification Process

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- Please include the visa type in the email request for reverification
- Updated instruction guide can be found:  
<http://training.hr.ufl.edu/instructionguides/gatorstart/i9reverification.pdf>
- Questions?



# Class and Comp

Supervisor ID Updates  
Annual Renewals



# Supervisor ID Updates

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# Supervisor ID Updates

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- 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

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- Last month, an email message, “UF Leaders’ Direct Reports” was sent to ensure a UF leader was identified for each TEAMS employee in the Supervisor ID field in myUFL
- Leaders have been asked to review and confirm a list of TEAMS employees who have been identified as their direct reports
- Any corrections to the supervisor information should be directed to the department’s HR administrator



# Supervisor ID Updates

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- For UFHealth supervisors to be entered into myUFL, the individuals will need the following:
  - A Person Of Interest (POI) record in myUFL
  - Time and Labor approver security role



# Supervisor ID Updates

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## 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 from a different campus unit
- 9/10-month employee supervising a 12-month employee





# Supervisor ID Updates

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## 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



# Annual Renewals

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# Perquisite Renewals

- Departments have been sent a summary report of perquisites approved during the 2018-2019 fiscal year.
- To renew, delete, or make changes to perquisites for the 2019-2020 fiscal year, departments should use the report and instructions provided and submit renewal information to Classification and Compensation no later than July 1.
- Requests for new perquisites should be submitted as a new request using the Request for Approval of Perquisites or Sale of Goods and Services form.
- Form location: <https://hr.ufl.edu/wp-content/uploads/2018/04/perquisites.pdf>



# Alternate Work Location Agreements

- Alternate work location agreements, that will continue into the 2019-2020 fiscal year, should be submitted to UFHR by July 1.
- The renewal process is an opportunity to evaluate the success of the work arrangement and make modifications as appropriate.
- Form location: <https://hr.ufl.edu/wp-content/uploads/2018/04/alternate.pdf>
- Dean/Director and VP Approval and Signature.



# HR-600 Renewals

- Departments must renew extra state compensation commitments that extend into the new fiscal or academic year.
- Form location: <https://hr.ufl.edu/wp-content/uploads/2018/04/requestaddcomp.pdf>
- For new or existing commitments for Additional University Employment, complete a Request for Approval of Additional University Employment (HR-600) form and submit it to: [HR600Request@ad.ufl.edu](mailto:HR600Request@ad.ufl.edu)



# Questions

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



# Benefits

Personal Holidays (USPS)

December Personal Leave Days (TEAMS &  
Eligible Faculty)

2019 Benefits & Wellness Fair

Benefits Resources

Important Benefits Dates



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

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- “Use it or lose it” – days must be used by **June 30** or days will expire
- USPS Personal Holidays—must use full day increments
- December Personal Leave Days—may use less than full day increments
- **Questions?** Contact [central-leave@ufl.edu](mailto:central-leave@ufl.edu) or call (352) 273-2840





# 2019 Benefits & Wellness Fair

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- Benefits & Wellness Fair scheduled for 10/28/2019
- ALEX updates in October
- Benefits Open Enrollment dates coming soon



# Benefits Resources

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## Contact UF HR Benefits:

Email us: [benefits@ufl.edu](mailto:benefits@ufl.edu)

Call us: (352) 392-2477

Contact us: [Schedule appointment online](#)

- **alex**<sup>®</sup> (automated Benefits Counselor)
- UF HR [Benefits website](#)
- [UF at Work](#) newsletter articles



# Important Benefits Dates

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- |         |  |
|---------|--|
| 6/21/19 | Special & Overtime Compensatory Leave balances cashed out on this paycheck                 |
| 6/30/19 | Last day for employees to use Special & Overtime Compensatory Leave                        |
| 6/30/19 | Last day for employees to use 2018 Personal Holidays and 2018 December Personal Leave Days |



# ONBOARDING / 101

UNIVERSITY of FLORIDA

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**SAVE-  
THE -  
DATE**

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**MONDAY  
JULY 15**

**2-4 PM**  
**130 BRYAN HALL**

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**UFHR** *preeminence through people*



## Other Important Dates

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- **Next HR Forum – August 7, 2019** – 130 Bryan Hall (Warrington College of Business) – Canceling July 3<sup>rd</sup> Forum.



A scenic view of a University of Florida campus path lined with trees and brick buildings, with a semi-transparent blue box in the center containing the text.

UF

Thank you  
for attending the  
HR Forum