Today’s Agenda Items / HR Area Updates

- Employee Relations
- Talent Acquisition & Onboarding
- Communications & WorkLife
- Classification & Compensation
- Benefits & Leave
- Important Dates
Employee Relations

UF Engaged
UF Engaged

• Performance Notes is available now
  o Store all personal notes/documents in one spot, for easy access and recall
  o If you haven't already, please try it out!

• Supervisor IDs need to be up-to-date and accurate.
  o The system will route the Quarterly Check-in to the supervisor that is listed in myUFL Job Data.
  o If the supervisor ID is inaccurate then an individual’s Quarterly Check-in will go to the wrong supervisor.
  o An email reminder will be going out on August 13th to all employees (except OPS student employee), to check the accuracy of your supervisor IDs within your college/unit.
Timeline

• Town Hall—September
• Quarterly Check-in system opens in myUFL—October
• First round of Quarterly Check-ins completed—November
Questions

EMAIL: UFENGAGED@HR.UFL.EDU
Talent Acquisition & Onboarding

Onboarding Project: First Advantage
Pre-employment Screenings
Focus of the Project

• Enhance the onboarding process by streamlining and reducing the amount of time to conduct background screenings
  • Criminal Background Check
  • Education Verification
  • Experience Verification

• Enhance hiring department experience
  • Initiate the screening via myUFL
  • Dashboard to monitor progress

• Enhance employee experience
  • Mobile-friendly user interface
First Advantage: Services

• 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 hires.
  • Transcript is still required when hiring a faculty member.

• *Employment Verification (last 7 years)

• Conducting reference checks 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
First Advantage: Packages

• Basic+Edu+Exp Verf
  • New or returning Salary/Regular Faculty, TEAMS, Adjuncts, and PostDocs to UF

• Basic
  • New or returning OPS staff, Student, and Graduate Assistants to UF
  • Hiring existing UF employee (optional)

• Edu+Exp Verf
  • New or returning Salary/Regular Faculty, TEAMS, Adjuncts, and PostDocs who underwent FBI or 435 Livescan outside of First Advantage
  • OPS to Salary/Regular Faculty, TEAMS, Adjuncts, and PostDocs
Hiring Department Experience

• Initiate the package after making the verbal offer
  • Staff positions – still need to go through the clear for offer process with UFHR before making an offer

• Inform the candidate about the email from First Advantage and the screening(s) they will go through

• Navigation
  • myUFL > Human Resources > UF Departmental Administration > Background Screening
  • myUFL > Human Resources > Recruiting > Background Screening
Hiring Department Experience

- Receive an alert when the email is sent and when the entire packet is complete
- Able to monitor the progress of the screening and view details of education and experience verification
- No need to print the report for ePAF
- Must have one of the following roles to initiate:
  - UF_EPAF_Department Admin
  - UF_EPAF_Level 1 Approver
Clear for Offer for Staff Positions

Talent Acquisition and Onboarding team will still look for the following:

- Meeting minimum requirements based on application materials
  - UFHR will no longer consider FTE when calculating years of experience
- Veteran applicants receiving veteran preferential treatment for appropriate positions
- Applicant’s eligibility for hire or rehire at the University of Florida
- Type of offer letter – regular vs. time-limited
- New or existing employee
  - Link to the new hire checklist
  - Type of background screening to conduct for the TEAMS hire
- Potential need for nepotism request form and HR600
- Need for health assessment
Clear for Offer for Staff Positions

• Foreign Degrees will still need to go through degree equivalency and must be provided at the time of hire.

• Experience and education requirements must still be met before hire.

• Please be on the look out for our updated clearance email.
Updates

• Hiring departments can begin using First Advantage on August 19, 2019.

• FBI/435 Livescan will still go through the normal method of submitting online background screening request form.
  • New or returning employees
  • Moving into positions that requires FBI or 435 Livescan
Resources

- Instruction guide is upcoming and will be placed along with the “Roadmap of First Advantage” in the Prepare An Offer section of the Hiring Center under Manager Resources, https://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/preparing-an-offer/

Talent Acquisition and Onboarding

(352) 392-2477
employment@ufl.edu
Communications & WorkLife

Expanded UF Employee Assistance Program
Expanded UF Employee Assistance Program

• Effective Aug. 1, 2019, employees and household members may request up to 6 free visits per person, per household, per calendar year
• Available to all faculty, staff, graduate assistants, non-student OPS, house staff/residents and postdoc associates
• Call toll-free number — 833.360.0103 — to speak to a counselor who will answer questions and, if needed, refer to an area provider
• Vastly expanded network includes providers throughout the state and world
Expanded UF Employee Assistance Program

• In addition: Enhanced worklife resources and services, including:
  • **Worklife solutions:** Child and elder care, moving and relocation, home repair, planning events, pet care
  • **Legal guidance:** Divorce, adoption, family law, wills, trusts and more, plus free 30-minute consultation and reduced fees for representation
  • **Financial advice:** Retirement planning, taxes, mortgages, insurance, budgeting, debt, bankruptcy

• Search online directory and resources or get a personal response to your particular need
Expanded UF Employee Assistance Program

• Get support when you need it, 24/7 by:
  • Calling toll-free number: 833.306.0103
  • Logging into guidanceresources.com
    First-time users register with UFEAP organization web ID
    Create unique username and password—not Gatorlink ID
  • Search databases based on your geographical location or submit your question directly via online request

• Visit eap.ufl.edu or email eap-help@ufl.edu if you have questions or would like more info.
Class and Comp

2019-2020 Pay Program
2019-2020 Pay Program

• On June 28, 2019, President Fuchs announced a salary increase program that will provide a 1% across-the-board (ATB) salary increase and an additional 2% salary increase pool for merit and market-based increases effective October 1, 2019.

• In addition, President Fuchs approved an increase to the minimum wage for TEAMS positions from $13.00 to $14.00 per hour effective October 1, 2019.

• Salary increases for employees in a bargaining unit are subject to union negotiation.
2019-2020 Pay Program

Eligibility Criteria

• To be eligible for a salary increase, employees must be hired on or before June 30, 2019.

• Employees who have received notification of non-renewal or layoff are not eligible for a merit or market-based salary increase.

• Employees who have received discipline in the form of a written reprimand or who have been suspended since January 1, 2019, are also not eligible for a merit or market-based salary increase.

• Faculty who are currently on a performance improvement plan are not eligible for a market or merit-based salary increase.

• OPS employees are not considered eligible for the salary increase program.
2019-2020 Pay Program

Implementation 1% ATB and UF Minimum Wage Increase
• The UF minimum wage and 1% ATB increase are both effective October 1, 2019.
• TEAMS employees whose pay will be affected by the minimum wage increase will receive the 1% ATB adjustment, if eligible, or an increase to the new minimum wage, whichever results in the highest hourly rate.
2019-2020 Pay Program

Early Payroll Closing

• Due to the UF Homecoming Holiday scheduled on Friday, October 4th, payroll will close early on Wednesday October 2nd.
• In order to ensure departments have an opportunity to review individual salary increases, salary increases will be viewable in myUFL on Tuesday, September 24th.
• Adjustments or corrections should be submitted to salaryincrease@ufl.edu by Friday, September 27th.
2019-2020 Pay Program

Implementation Timeline

• Monday, September 2, 2019 – Raise file opens to departments

• Friday, September 13, 2019 5:00 PM– Raise file closes to departments

• Tuesday, September 24, 2019 – Raises viewable in myUFL

• Friday, October 11, 2019– salary increases included in employee paychecks
2019-2020 Pay Program

Additional Materials

- This week, we will publish several supporting documents on Classification & Compensation’s website. These include:
  - Raise File Instruction guide – will provide additional guidance on how to access and enter raises in myUFL
  - Manager Guide - Provides recommendations on determining individual merit increases
  - FAQs – Answer to frequently asked questions
Questions?

- If you have questions, please contact Classification and Compensation at (352) 392-2477 or by email at salaryincrease@ufl.edu.
Benefits & Leave

Leave Reminders
Voluntary Retirement Savings Plans
Health Insurance Network Providers
Shared Savings Program
Preparing for Open Enrollment
Approving & Auditing Time and Leave

- Always validate time and leave promptly!
- Delayed leave entry is problematic
  - Effort Reporting must be manually adjusted (especially with 201/209 funding)
  - On-cycle adjustments for leave are sometimes submitted after an employee has been cashed out
- Conduct periodic audits frequently to ensure accuracy of time/leave data, also prior to submitting cash out requests
Vacation Leave Cashout

Vacation Cashout available to Teams, USPS, and 12 mo. Out-of-Unit Faculty

- May cash out up to 200 hours of vacation time upon termination or retirement
- Vacation time *over* 200 hours—forfeited if not used
- 12 mo. In-Unit Faculty—may cash out 352 hours of vacation time
- Amounts are lifetime maximums
- 9/10 mo. Faculty (Out-of-Unit and In-Unit) are not eligible for vacation cashout
Sick Leave Cashout

**Sick Leave Cashout** only available for In-Unit Faculty hired prior to 4/1/10 with 10+ years of service

- Departments should process cash-outs on pay period after employee’s retirement/termination date after performing a leave audit

**Helpful Resources:**

UFHR website: [Leave Entitlement & Cash-out Chart](http://training.hr.ufl.edu/instructionguides/time&labor/leave_cash_out.pdf)

Toolkit:
[http://training.hr.ufl.edu/instructionguides/time&labor/leave_cash_out.pdf](http://training.hr.ufl.edu/instructionguides/time&labor/leave_cash_out.pdf)
Voluntary Retirement Savings Plans

- Available to Faculty, TEAMS, USPS, and OPS employees
- 403(b) and 457 Deferred Compensation plans available
- No employer contribution to voluntary plans—funded entirely by employee
- Payroll deductions for contributions
- Open account or change contribution amounts at any time
- May contribute up to each plan’s separate IRS limit
- 2019 Calendar Year limits:
  - $19,000 for under age 50 as of 12/31/19
  - $25,000 for age 50 or over as of 12/31/19
Provider Networks

- Remember to confirm your medical providers still participate in your plan’s network
- Changes to provider network may occur throughout the year
- Pay close attention to mailings from your insuring company regarding your plan network
- Review insurance company website or contact the company’s customer service number on your insurance ID card for participating providers
Change to Aetna Network

- HCA Florida (49 hospitals) in negotiation with Aetna and may no longer be part of network as of 9/1/19
- Aetna sent plan participants notification in late July via mail and/or email stating their local HCA facility is no longer in network
- Negotiations are ongoing—if an agreement is reached, retraction letters will be sent
- Plan participants receiving care or planning on receiving care at HCA facilities should contact their medical provider immediately to discuss
- Plan participants may contact Aetna customer service at the phone number on their ID card to locate alternate in-network facilities
- *North Florida Regional Hospital is an HCA Florida facility and will no longer be part of the network beginning 9/1/19*
Shared Savings Program

- Reward program for making informed decisions about your healthcare
- Rewards credited to savings & spending account of your choice
- Find out more:
  - Shared Savings Program information: [https://www.mybenefits.myflorida.com/health/shared_savings_program](https://www.mybenefits.myflorida.com/health/shared_savings_program)
  - August 15th webinar hosted by Division of State Group Insurance (more on next slide)
Shared Savings Program Webinar

- Thursday, August 15, 2019
- Register for Shared Savings Program webinar using the links below:
  
  9:00-10:00 a.m.
  12:00-1:00 p.m.
  2:00-3:00 p.m.
Open Enrollment (OE) for 2020 Benefits

Save the Date!

- October 14- November 1, 2019 - Open enrollment period
- October 28, 2019 - Benefits & Wellness Fair (Champions Club at Ben Hill Griffin Stadium)
Preparing for Open Enrollment (OE)

How can employees prepare now for OE?

- Update life insurance beneficiaries
- Update mailing address in PeopleSoft
- Watch for OE communications
Update Beneficiaries

Life insurance beneficiaries can be updated any time—no need to wait until OE

- State life plans—visit www.lifebenefits.com/florida and complete form
- UFSelect life plans—update in myUFL Main Menu > My Self Service > Benefits > Benefits Summary
Update Mailing Address

Employees should review and update mailing addresses by September 30th

- **UF PeopleSoft** – through myUFL portal
  - *Main Menu > My Account > Update My Directory Profile*
  - Remember to update your emergency contacts, too!
- **People First** – PF address verification process opening soon
OE Information

- Mailings from People First
- Emails from UFHR
- *UF at Work* articles
- State’s [myBenefits website](http://mybenefits.uf.hr)
- UF [Benefits website](http://benefits.uf.hr)
- Future HR Forums

COMING SOON!
New Benefits Director

We are excited to welcome our new Benefits & Leave Director, Shannon Edwards!

Shannon is joining the UF team on August 13th
Important Dates

• **GBAS Workshop** – September 26, 2019; 8:30-11:30 a.m.; The Straughn Center.

• **Benefits Open Enrollment** – October 14-November 1, 2019.

• **Benefits & Wellness Fair** – October 28, 2019; Champions Club at the Ben Hill Griffin Stadium.

• **GBAS Institute** – November 20, 2019; 8:30 a.m. – 4:30 p.m.; Emerson Alumni Hall.

• **Next HR Forum** – September 4, 2019 – 130 Bryan Hall (Warrington College of Business).
Thank you for attending the HR Forum