

UF



HR Forum

August 7, 2019



Today's Agenda Items / HR Area Updates

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



Employee Relations

UF Engaged



CLEAR | TIMELY | MEANINGFUL



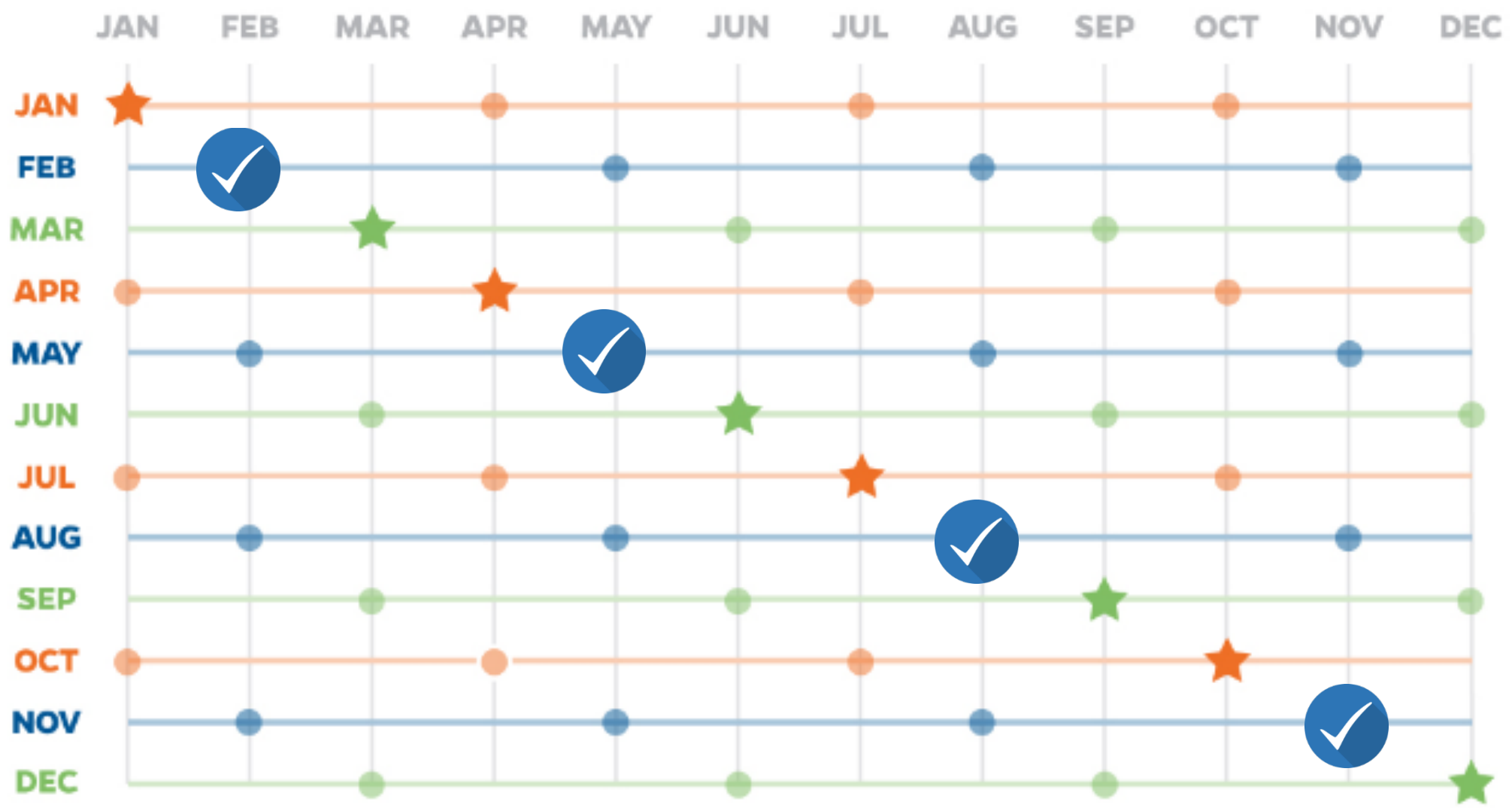
UF Engaged

- Performance Notes is available now
 - Store all personal notes/documents in one spot, for easy access and recall
 - If you haven't already, please try it out!
- Supervisor IDs need to be up-to-date and accurate.
 - The system will route the Quarterly Check-in to the supervisor that is listed in myUFL Job Data.
 - If the supervisor ID is inaccurate then an individual's Quarterly Check-in will go to the wrong supervisor.
 - 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.



CHECK-IN SCHEDULE

POSITION START DATE



★ START DATE ● CHECK-IN



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



2019-2020 Pay Program

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](#)

Toolkit:

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
 - August 15th webinar hosted by Division of State Group Insurance (more on next slide)



Shared Savings Program Webinar

Did you know you can shop for
healthcare services and earn
REWARDS?

The State of Florida began offering a Shared Savings Program this year to reward you for making informed decisions about your healthcare.



Join us to learn more about these new benefits and how you can **EARN REWARDS!**

- 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](#)
- UF [Benefits website](#)
- Future HR Forums





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).

The background of the slide is a photograph of a university campus. It shows a wide, paved walkway lined with trees and flowering bushes. Several people are walking along the path, some away from the camera and some towards it. In the background, there are large, multi-story brick buildings with many windows. The lighting suggests it might be late afternoon or early morning, with a warm glow from the sun. In the top left corner, there is an orange square with the white letters 'UF'.

UF

Thank you
for attending the
HR Forum