

UF



HR Forum

October 2, 2019



Today's Agenda Items

- Superior Accomplishment Awards
- UFHR Area Updates
 - Training & Organizational Development
 - Employee Relations
 - Employment Operations & Records
 - Talent Acquisition & Onboarding
 - Classification & Compensation
 - Benefits & Leave
 - UF Employee Assistance Program
- Important Dates



Superior Accomplishment Awards

- Nomination period:
 - Monday, September 9 – Thursday, October 31
- Award Amounts:
 - Divisional Winners: \$200
 - University Winners:
 - 8, \$2000 award winners
 - 8, \$1000 award winners
 - Diversity & Inclusion and Community Service
 - 1, \$2000 award winner for each award
 - 6, \$200 divisional awards, one divisional winner for each award
- For outstanding performance during the previous academic year:
 - August 1, 2018-July 31, 2019
- Submit nomination form and support letters to Divisional Chairs by October 31, 2019



Criteria for Employment Category Awards

- Nominees shall have accomplished noteworthy performance and have made a positive impact on the overall goals and objectives of the department. The committee will consider the following:
 - Excellence in overall job performance
 - Outstanding service to students, staff, academic personnel, visitors, and university clientele
 - Willingness to assist above and beyond normal expectations
 - Dedication to the job and the university
 - Significant focus and attention to safety in the workplace to include development and/or compliance with safety policies, plans, and procedures
 - Consistent cooperation and helpfulness
 - Initiative and/or creativity in performing assigned duties



New Division 2

- This year Division 2 will include UF Health Shands and UF Physicians Clinic under VP's Jimenez and Dewar.
- Future: DSO organizations will add in future years.

Divisional Chairs

- Div 1- Pres Office, COO Office, CFO Office, CIO Office, Research and Grad Prog, VP for Govt & Comm Relations, VP for Strategic Comm & Marketing, Gen. Counsel, HR, Office of Chief Diversity Officer, and Advancement -- **Melissa Orth, 392-4574**
- ***Div 2- UF Health Shands, UF Physicians Clinic – Kristi Gaver 265-0495***
- Div 3- Academic Affairs -- **Jonathan Peine, 294-7617**
- Div 4- IFAS – **Darryl Palmer 294-3317**
- Div 5- Health Affairs – **Shannon Pettit, 294-4223**
- Div 6- Student Affairs – **Karley Counts, 392-1643**
- Div 7- Business Affairs – **Kathy Porter, 392-0380**
- Community Service Award – **Jack Causseaux, 294-3558**
- Diversity & Inclusion Award Contact – **Florida Bridgewater-Alford, 846-3903**



Training & Organizational Development

Gator Business Administrator Services (GBAS)



Nov 20th

8:30am – 3:30pm

Emerson Alumni Hall
President's Ballroom

Registration opens
October 7th and closes
October 30th in myTraining
UF_GBS250

Questions? Contact:
gcadwallader@ufl.edu

Encore! Back by Popular Demand.

OPENING SESSION 8:30 - 9:15 A.M.

Select 1
Breakout Session

Session 1 Finance & Accounting

Building UF's Budget
George Kolb and Julie Wang
9:30 a.m. — 11:30 a.m.

or

Session 2 Sponsored Program

Award Management
Tiffany Schmidt and Terry Moore
9:30 a.m. — 11:30 a.m.

or

Session 3 Human Resources

**Using Emotional Intelligence for
Crucial Conversations**
Gwynn Cadwallader and Barb Mitola
9:30 a.m. — 11:30 a.m.

Lunch and Networking 11:30 a.m. — 1:00 p.m.

Select 1
Breakout Session

Session 4 Finance & Accounting

Navigating Travel at UF
Randy Staples and Brett Wallen
1:00 p.m. — 2:30 p.m.

or

Session 5 Internal Controls

All About Audits and Reviews
*Alan West, Brenda Harrell, Arriel Raghuo
Tiffany Schmidt, and Joe Cannella*
1:00 p.m. — 2:30 p.m.

or

Session 6 Leadership

#managingUP
Becky Younglove
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.

Core Office Updates

Certification Awards, Reporting Services and the Office of the CFO



Employee Relations

UF Engaged



CLEAR | TIMELY | MEANINGFUL



UF Engaged-Reminders

- **Performance Notes opened in July.**
 - 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.



UF Engaged-Important Dates

- Quarterly Check-in system opened in myUFL on Monday, **October 1st**

Supervisor's will start to receive email notifications for all direct reports with a position entry date in the months of February, May, August and November.

- 1st email will go out approx. 1 month prior to due date (*remember the due date is tied to an individual's position entry date*)
- 2nd email will go approx. 2 weeks prior to due date

Employee's will start to receive email notifications that have a position entry date in the months of February, May, August and November.

- One email reminder approx. 1 month prior to due date

- First round of Quarterly Check-ins due, starting **November**

- Some Probationary employees may have a due date in October



UF Engaged-Outreach

- Town Hall September 16th

A recording of the presentation is available on our UF Engaged website.

- Introduction
- Sneak peek of the system
- Questions

- HR Liaison training September 18th

Please email UFENGAGED@HR.UFL.EDU if you would like to obtain material from this session

- Describe administrative processes
- Explain security roles
- Discuss available reports



Questions

EMAIL: UFENGAGED@HR.UFL.EDU



Employment Operations & Records

Updates



New Contact Information



EOR – New Contact Information

- Phone number: 273-1079
- Main email address: ufhr-employment@ufl.edu
- Reverification email address: ufhr-reverifications@mail.ufl.edu



New Hire Checklist



New Hire Checklist

- Consolidated the new hire checklists from 2 to 1
 - Excel document

Introduction Faculty and Post Doc TEAMS OPS-Temporary Students-FWS Graduate Assistants Fellowships

- Each worksheet is divided into 3 sections
 - Required
 - If Applicable
 - Foreign Nationals
- Located in our Forms page in hr.ufl.edu



New Hire Checklist



University of Florida Hire Checklist - Faculty and

Faculty and Post Docs - Always Required

- ☐ **Check Directory for Duplicate UFID** - Prevents delay in system access for the employee
 - MyUFL > Main Menu > Identity Access Management > Identity Management
- ☐ **New Hire Completed Gatorstart**
 - Gatorstart needs to be completed as soon as possible
but no later than first day of employment to remain I-9 compliant with federal law

- Links
- Navigation
- Additional information for each section



New Job Data Correction Form



New Job Data Correction Form



Job Data Correction Request Form

Purpose

This form is used to request a correction in an employment record in myUFL when the change **cannot be** completed via an ePAF.

Instructions

- Originator: Complete form and obtain appropriate signatures.
- Level 1: Verify this action cannot be completed through ePAF
- Submit to Employment Operations & Records prior to the [HR deadline](#) by emailing the completed form to ufhr-employment@ufl.edu. Typical turnaround timeframe is 3-5 business days.

Requests submitted after the deadline will be completed for the following pay period.

- New: HR deadline-driven
- New: Error Type field
 - Try to identify patterns in errors in order to prevent them
- Located in our Forms page in hr.ufl.edu



Form I-9 Update



Form I-9

- Current form has an expiration date of 8/31/2019
 - Currently, USCIS has not issued a new form
 - Continue using our current form with the expiration date
 - No changes are anticipated on the form itself only on the instructions



Talent Acquisition & Onboarding

First Advantage
Advertising



First Advantage

Preemployment Screenings



Update

Number of Orders (8/19 – 9/29)

Packet	Quantity	Average Turnaround Time
Basic Package	949	1.16
Basic+Edu+Exp Verf	210	3.05
Edu+Exp Verf	45	2.31

- Instruction guide on initiating an order
- Instruction guide on editing an order (New)
- Website (New)



Reminder

- Initiate Orders via Direct Advantage in First Advantage
- Request expires in 72 hours
- Additional Information may be requested from candidates
 - For search within U.S. – expires in 48 hours
 - For search outside of U.S. – expires in 72 hours
- An order is moved to “eligible” if the criminal background check returns satisfactory.
 - Hiring departments will still need to review education and employment verification results to ensure completion and accuracy of these verifications.



Resources

Preparing An Offer Section of the UF Hiring Center

- Roadmap, Instruction Guide, Simulation
- Navigation
 - www.hr.ufl.edu > Manager Resources > Talent Acquisition and Onboarding > Hiring Center

UF Criminal Background Check Team

HRSBackgrounds@admin.ufl.edu

(352) 392-2477



Advertising

Chronicle and Inside Higher Ed



Class and Comp

2019-2020 Pay Program
Changes to the FLSA
Staff Salary Structure



2019-2020 Pay Program

- In September, UF reached tentative agreements with United Faculty of Florida (UFF), Graduate Assistants United (GAU), and the American Federation of State, County & Municipal Employees (AFSCME).
- Each collective bargaining unit ratified their respective tentative agreements which were approved by the UF Board of Trustees (BOT) during the September BOT meeting.
- Raises were loaded into myUFL last week.



2019-2020 Pay Program

GA Salary Increases

- UF executed a \$100 raise for continuing graduate assistants effective October 1, 2019.
- A raise file is available in myUFL to review salary increases provided to GAs.
 - Raise Type: GAR
 - Effective Date: 10/01/19
- Security Roles Required:
 - UF_EPAF_Department Admin
 - UF_EPAF_Level 1 Approver



2019-2020 Pay Program

- Due to the UF Homecoming Holiday scheduled on Friday, October 4th, payroll will close early on Wednesday October 2nd.
- Please review your department's salary increases as soon as possible.
- Adjustments or corrections should be submitted to salaryincrease@ufl.edu.
- Friday, October 11, 2019– salary increases included in employee paychecks



2019-2020 Pay Program

On-Call Pay

- UF's on-call policy sets the on-call rate for weekends and holidays at a rate of one-third of the university minimum wage.
- Effective October 1st, the on-call rate for weekend and holiday on-call will increase to \$4.67 per hour.



2019-2020 Pay Program

Additional University Employment

- If an employee's primary position is non- exempt, the secondary department is often required to pay overtime for the secondary position.
- Whenever the employee's primary rate of pay increases, you must increase the rate of pay on the secondary appointment.



2019-2020 Pay Program

Additional University Employment

- You do not need to send an updated HR-600 form; however, you must complete an ePAF to adjust the rate of pay.
- If you would like to request a list of employees with dual compensation appointments in your area, please email your request to compensation@ufl.edu.



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.



Changes to the FLSA



Changes to the FLSA

- On September 24, 2019, the Department of Labor (DOL) announced a final rule that makes changes to the Fair Labor Standards Act (FLSA) that take affect January 1, 2020.
- The most notable change is that the DOL has raised the salary threshold from the current level of \$455/week (\$23,660 annually) that was established in 2004 to \$684/week (\$35,568 annually).
- The final rule does not make changes to the job duties tests.
- Unlike the previous proposed rule, the final rule does not include automatic adjustments to the salary threshold.



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.

*\$684 per week effective January 1, 2020



Proposed Changes to the FLSA

Under the 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.



Staff Salary Structure



Staff Salary Structure

- University of Florida engaged Sibson Consulting to conduct a competitive assessment of base salaries and develop a new salary structure for the University.
- Following a comprehensive market assessment that covered approximately 80-85% of incumbents, UFHR and Sibson developed a salary structure for staff positions.



Staff Salary Structure

- As part of the process, several structure design principals had to be established.

Design Principle	Decision
Salary Structure Type	<ul style="list-style-type: none">• Grades are aligned to the market median and are more narrowly designed at the bottom of the structure and broaden as grades increase• Cross-functional job movement is enabled and less frequent maintenance and reevaluation of grading of jobs required due to flexibility built into the structure
Number of Salary Structures	<ul style="list-style-type: none">• One salary structure• Nonexempt roles will be managed at the lower grades of the salary structure



Staff Salary Structure

Effective Salary Structures:

- Balance compensation philosophy and pay practices
- Manage pay within the institution by providing compensation guidelines and ranges for pay
- Maintain competitiveness with the external market
- Ensure internal equity among compensation for jobs and individuals at the institution
- Allow for flexibility to adjust pay based on the external market for the job, as well as an individual's skills, experience, and performance
- Simplify, streamline, and reduce the burden of salary maintenance and administration (e.g., job re-evaluation)
- Increase transparency of pay decisions at the institution
- Increase understanding of compensation management among directors/managers/supervisors



Staff Salary Structure

Grade	Lower Market Reference Point	Midpoint	Upper Market Reference Point	Midpoint Progression	Range Spread	Compa Ratio ³
1	\$29,232	\$33,800	\$40,500	N/A	39%	100%
2	\$30,500	\$38,100	\$45,700	12.5%	50%	101%
3	\$33,800	\$43,900	\$54,000	15.0%	60%	100%
4	\$38,900	\$50,500	\$62,100	15.0%	60%	99%
5	\$44,700	\$58,100	\$71,500	15.0%	60%	94%
6	\$51,500	\$66,900	\$82,300	15.0%	60%	95%
7	\$59,300	\$77,000	\$94,700	15.0%	60%	94%
8	\$68,200	\$88,600	\$109,000	15.0%	60%	98%
9	\$78,900	\$106,400	\$133,900	20.0%	70%	93%
10	\$94,600	\$127,700	\$160,800	20.0%	70%	97%
11	\$113,600	\$153,300	\$193,000	20.0%	70%	109%
12	\$136,300	\$184,000	\$231,700	20.0%	70%	101%

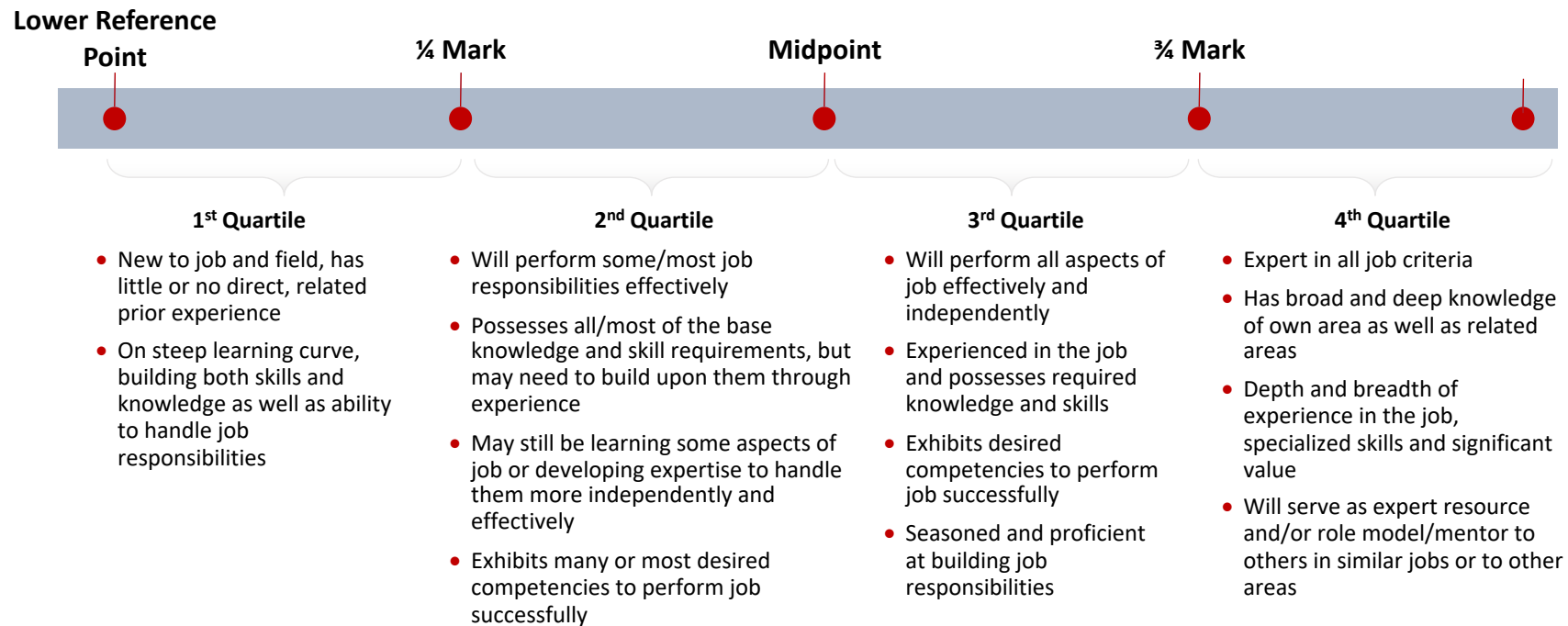


Staff Salary Structure

- The salary structure is wide enough to accommodate a variety of experience and performance levels, and employees should generally expect to be paid within the pay range associated with their job's grade
- New hires should be paid within the range based on their skills, knowledge, experience, and expected level of contributions to the University
- Additional job relevant compensable factors may be considered in determining individual compensation. These include location, education, performance, departmental budgets, unique job duties, and academic or research discipline
- Employees new to their role should be paid between the lower market reference point and midpoint, and those with significant years of experience may be paid between the midpoint and upper market reference point depending on their contributions

Staff Salary Structure

Illustrative Example: Pay Within the Salary Grade





Staff Salary Structure

Employees Below The Lower Market Reference Point

- Employees below the lower market reference point are eligible for market and/or internal equity adjustments.

Employees Above The Upper Market Reference Point

- Employee salaries may exceed the upper market reference point in some circumstances.
- Such employees may continue to receive salary increases; however, the increase may also be paid as a lump sum.
- Over time, the employee's salary may fall back within the range as the salary range is adjusted upward.



Staff Salary Structure

Questions?

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



Benefits

Deferred Compensation Provider Update

Sick Leave Pool Open Enrollment

2020 Benefits Open Enrollment (OE)

Important Dates



Deferred Comp Provider Update



Change to Deferred Compensation Providers

- Deferred Comp Plan is decreasing number of providers beginning in 2020
- Will open 2020 with 3 investment providers:
 - Nationwide
 - AIG Retirement Services (formerly VALIC)
 - Voya
- Deferred Comp will not renew contracts with T. Rowe Price and Empower
 - Communications will be sent to participants currently with these providers
 - May choose new provider up until 10/31/19
 - If no choice made by 10/31/19, will default to Nationwide
- More information is available on the [plan website](#)



Sick Leave Pool Open Enrollment



Sick Leave Pool (SLP) Open Enrollment

- Open enrollment for SLP 10/1/19 – 10/31/19
- SLP enables participating employees to combine a portion of their individually accrued sick leave for collective use
- Members donate 8 hours (or pro-rated amount based on FTE), and may draw upon the pool when individual leave is depleted due to personal catastrophic injury or illness
- More information and the Sick Leave Pool Membership Application can be found on the UF HR Benefits website here:
<https://benefits.hr.ufl.edu/time-away/sick-leave/sick-leave-pool/>



Benefits Open Enrollment



Open Enrollment for 2020 Benefits

Open Enrollment **10/14/19 – 11/1/19**

- *Elections must be made by 6 p.m. on 11/1/19!*
- Elections during OE are effective 1/1/2020
- Carefully read all materials sent to you from UFHR Benefits, PeopleFirst, and CVS/Caremark
- Outside OE, may only make changes if you have a qualifying status change (marriage, birth, etc.)
- Choose your benefits plans carefully--completed elections are final!



Benefits & Wellness Fair

Benefits & Wellness Fair 10/28/19

- **9 a.m. to 3 p.m.** in the Champions Club in Ben Hill Griffin Stadium
- Meet with benefits and retirement vendors and find out more about available plan options
- Wellness vendors, free screenings, and more!
- Flu shots will be available—must have Gator 1 ID and insurance ID card



State Health Plan Rates

- No change to **employee** contributions for 2020—employees will pay the same rates as 2019
- **Employer** (UF) premium contribution is increasing—impacts costs for early retirees, COBRA participants, over age dependents, and surviving spouses' premiums

State Plan Changes

- State high-deductible health plans (HDHP)—annual minimum & maximum out-of-pocket (OOP) limits are increasing
- Health Savings Account contribution limit maximums are increasing
- State Prescription Drug Plan is implementing formulary management—some drugs and supplies will require prior authorization to be covered
- New Medicare Advantage & Prescription Drug (MA-PD) plans are available to Medicare-eligible retirees enrolled in state health plans



Dental Plan Changes

- State dental plan name changes:
 - Humana Select 15 now Humana HD205
 - Sun Life Freedom Advance now Sun Life Indemnity PPO
- Ameritas dental plans—slight premium rate increase
- MetLife dental plans—slight premium rate increase
- UFSelect Eagles dental plan—rate increase for spouse, child, and family plan coverage



UFSelect Plans

- UFSelect Standard Life insurance—during this year’s OE only, employees may elect:
 - Guaranteed issue for Spouse Life in increments of \$5,000 up to \$50,000 with no Evidence of Insurability
 - Guaranteed issue for Child Life in increments of \$5,000 up to \$25,000 with no Evidence of Insurability
 - Note: If increased limits previously denied, these options are not available
- GatorCare Premium, Prime Plus, and Options health plans—annual maximum out-of-pocket (OOP) limits are increasing for Tier 1



Benefits Contacts & Resources

Benefits and Open Enrollment Resources:

- **alex**® ([online](#) “virtual benefits counselor”)
- UF HR [Benefits & Rewards website](#)
- State of Florida [myBenefits website](#)

Contact UFHR Benefits:

Email us: benefits@ufl.edu

Call us: (352) 392-2477

Visit us: [Schedule appointment online](#)

Open Enrollment for Your 2020 Benefits

October 14 - November 1



**Pick the benefits plans that
are best for you.**

ALEX® CAN HELP!

UF Employee Assistance Program



Are your faculty and staff interested in learning more about UF's expanded EAP offerings? Email eap-help@ufl.edu to:

- Request a department visit
- Request brochures (please include quantity)

To learn more about the EAP or to share your feedback with us, visit <https://eap.ufl.edu/>



Important Dates

- **Sick Leave Pool Open Enrollment** – October 1-31, 2019.
- **Benefits Open Enrollment** – October 14-November 1, 2019.
- **Benefits & Wellness Fair** – October 28, 2019; Champions Club at the Ben Hill Griffin Stadium.
- **GBAS Fall Institute** – November 20, 2019; Emerson Alumni Hall-President's Ballroom; Contact: gcadwallader@ufl.edu
- **Next HR Forum** – November 6, 2019 – UFHR Room 120.

A scenic view of a university campus with a brick building, trees, and a path. A semi-transparent blue rectangle is centered over the image, containing the text 'Thank you for attending the HR Forum'.

UF

Thank you
for attending the
HR Forum