

UF



HR Forum

November 6, 2019



Today's Agenda Items

- **UFHR Area Updates**
 - **HR Project Team**
 - **Training & Organizational Development**
 - **Classification & Compensation**
 - **Employment Operations & Records**
 - **Benefits & Leave**
- **Important Dates**



UFHR Project Team

Volunteer Programs



Call for Volunteer Coordinators

- Policy in 2020
- Tracking System
- Communication mid-November
- Website with Guidance and Support Resources

Information needed

1. **Name of the Program** (if the program does not have a name, then the nature of the program and where it is housed)
2. **Unit/college** in which the program is housed (college, department, etc.)
3. **Name** and **contact** information of the person coordinating the program

volunteer@hr.ufl.edu



Training and Organizational Development

Strategic Communications Academy





WHY?

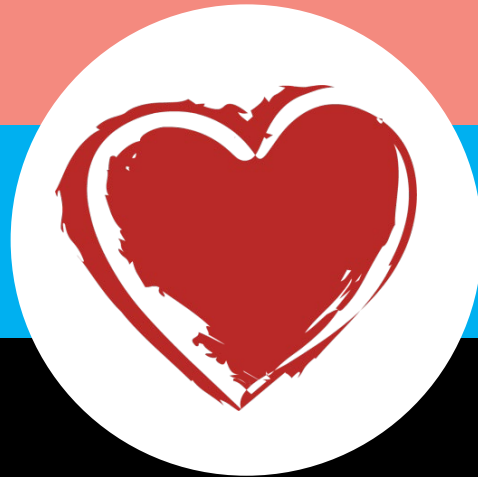
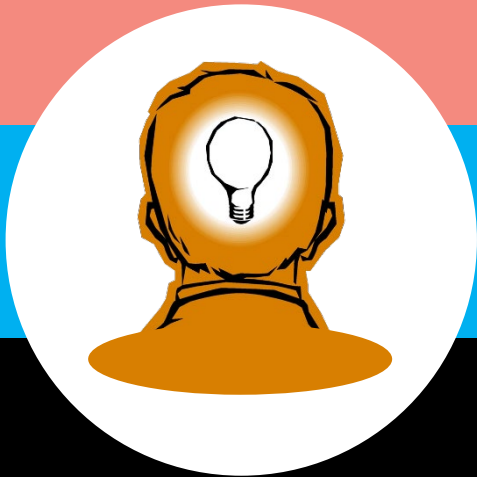




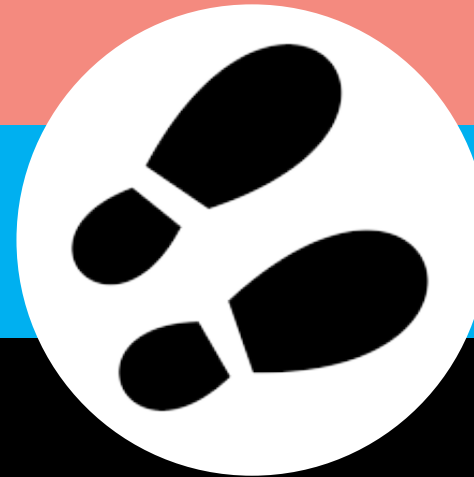
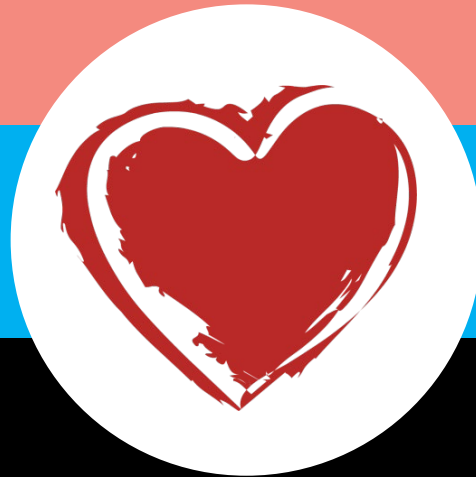




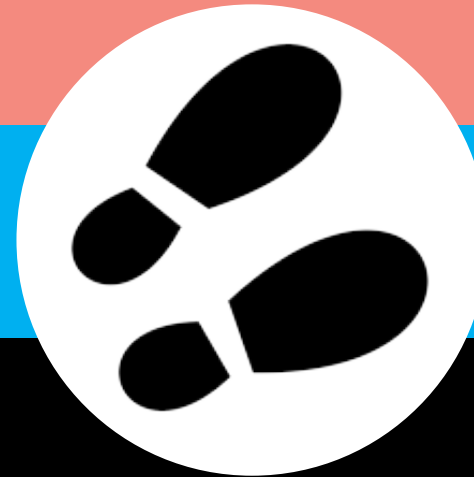
Communicating



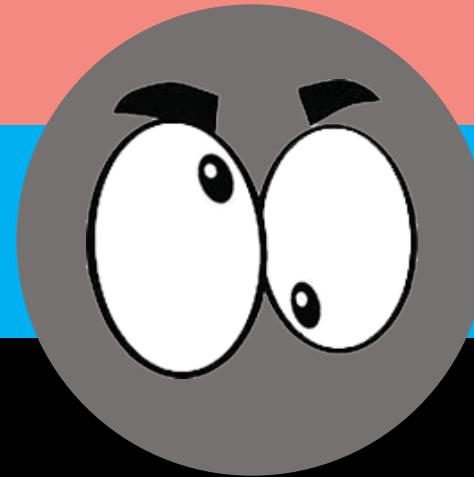
Communicating



Communicating



Communicating





A black and white photograph of a brick wall. In the center of the wall, there is a large, irregular hole shaped like a cross. The interior of this hole is a solid, vibrant red color. Overlaid on this red area is the word "STRATEGIC" in a bold, white, sans-serif font. The word is slightly italicized and has a subtle drop shadow, making it stand out against the red background. The bricks around the hole are dark and textured, with visible mortar lines.

STRATEGIC

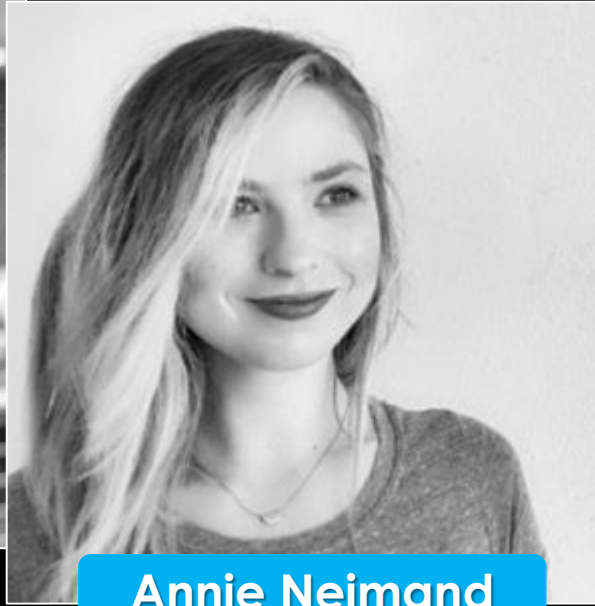


Produce Greater Results





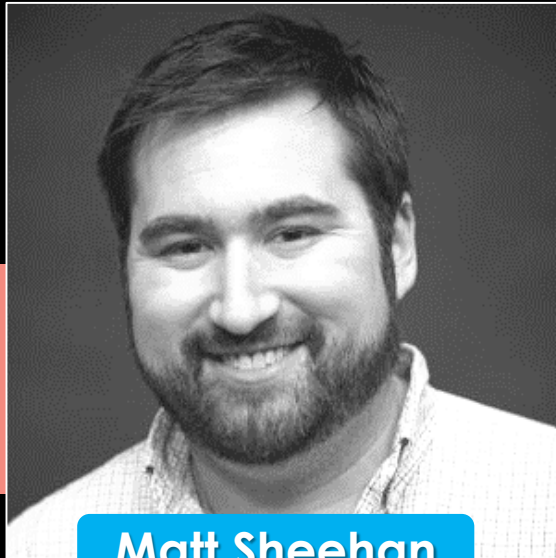
Ann Christiano



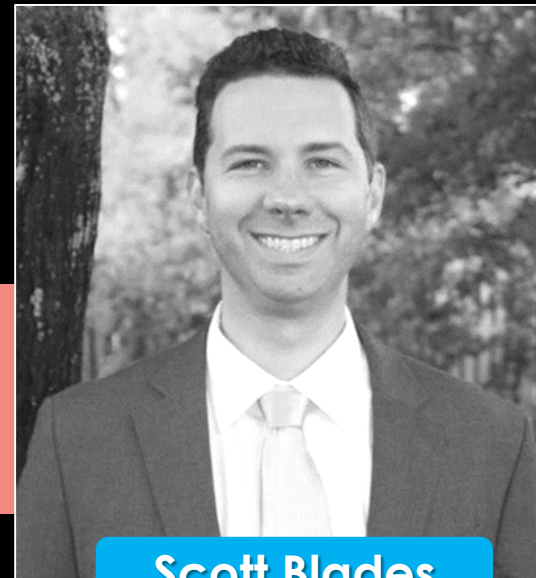
Annie Neimand



Ellen Nodine



Matt Sheehan



Scott Blades



“The single most beneficial professional development experience I have participated in during my 18 years at the University of Florida.”

~ Chandra Hardy, Director of Admissions & Student Services,
Warrington College of Business

“Best faculty development program I’ve participated in...plus it’s a lot of fun!”

~ Dr. Mustafa Ahmed, Director, Mechanical Circulatory
Support Program, Cardiovascular Medicine



Program runs March
to September 2020

Applications due
January 22, 2020

Cohort announced
February 2020



<http://hr.ufl.edu/leadership@uf/programs/sca>

For more information, contact:
Scott Blades, sblades1@ufl.edu



Classification & Compensation

Florida Minimum Wage Increase
(effective January 1, 2020)



Florida Minimum Wage

- On January 1, 2020, the state minimum wage will increase from \$8.46 to \$8.56 per hour and applies to all employees including FWSP, STAS, and OPS.
- UFHR will process pay increases for all employees currently below \$8.56 with an effective date of January 1, 2020.
- The University's minimum hourly wage for TEAMS and USPS employee will remain \$14.00.



Questions

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



Employment Operations & Records

EOR Monthly Newsletter

Termination File for Courtesy Appointments

New Offboarding Checklist

ADP Initiative & Addresses in myUFL

GatorStart Updates

EOR Update Newsletter

- On October 30, 2019 we launched the EOR newsletter
- Moving forward expect it around the middle of the month
- Goal
 - Provide timelier communication in-between HR forums
 - Short information pieces
- Who receives it?
 - Employees with the ePAF approver/originator role
 - We can certainly add you!
- Questions or suggestions?
 - Ufhr-employment@ufl.edu

EMPLOYMENT OPERATIONS & RECORDS UPDATE

Termination File

- Currently, there are 6,904 courtesy records active in the system
- UF Regulation 7.003 provides the following guideline:
 - “Each appointment should be time-limited. Most appointments should be for 1-2 years, but appointments should be for no longer than three years, with possible renewal using the application process”
- Why it matters?
 - It provides access to UF systems
 - Creates **unnecessary risks** for the university



Termination File

- Termination file open from October 29 - November 18, 2019
- Will need to "**check**" those individuals you wish to terminate
- Access File:
 - Main Menu > Human Resources > Workforce Administration > Job Information > UF Appointment Review
 - Calendar Year: **2019**
 - Department: **Your unit's DeptID number**
 - Salary Administration Plan: **CTSY**



Offboarding Checklist

- New features include:
 - A link to the new Employee Exit Survey
 - A general timeline along with the action items the department must complete for a departing employee
 - A resource page for the departing employee
 - A customizable format to fit each user's individual needs
- Located in the HR Forms page: <https://hr.ufl.edu/forms-policies/forms-managers/>
- Best practice is to keep a copy at the department level for 5 years after termination date

ADP Initiative

- Our colleagues in Payroll Services are leading an initiative to identify employees who are working and/or living out of the state of Florida to be able to remit state taxes on their behalf
 - This means that employees working/living outside the state of Florida will see state taxes in their UF paychecks
- Why is this important?
 - It will take the burden off the employee to remit their taxes to the state
 - Improve UF's reporting accuracy of taxes to federal and state governments



Potential Challenges

- UF employees with out-of-state mailing addresses
 - Tax inappropriately and will need to ask the state for a refund
- UF employees with campus work addresses working remotely
 - Tax inappropriately and will owe money to the state in which they reside





ADP Initiative

- We need your help!
 - Accurate work and mailing addresses need to be reflected in the myUFL system
 - UFHR will be providing lists of employees who may need their addresses updated
 - **Please review and work with your employees to update as appropriate**
- Stay tuned for additional information on this initiative!



GatorStart New Security Feature

Affects **only** new hires...

- Added security modification
 - Initial login password must be changed
 - Must be a numeric password between 8-15 numbers in length
- Packet now works on any device!
 - New look & feel
 - Touch friendly design
 - Field & form help text
 - Increased field validation rules



EOR – GatorStart Login Screen



EMPLOYMENT CENTER

Welcome to the Employment Center.

To begin, enter your Login ID and Password.

Please enter your Login ID and Password. This information is only used to identify your account and it is protected by industry standard SSL encryption.

***required fields**

LOGIN ID*

PASSWORD*

LOG IN

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[Privacy Policy](#) | [Terms of Use](#)



EOR – GatorStart Login Screen



EMPLOYMENT CENTER

Welcome to the Employment Center.

To begin, enter your Login ID and Password.

Please enter your Login ID and Password. This information is only used to identify your account and it is protected by industry standard SSL encryption.

***required fields**



Before you are able to continue, you are required to create a new password.

The password must be 8 - 16 numbers in length.

NEW PASSWORD*

CONFIRM PASSWORD*

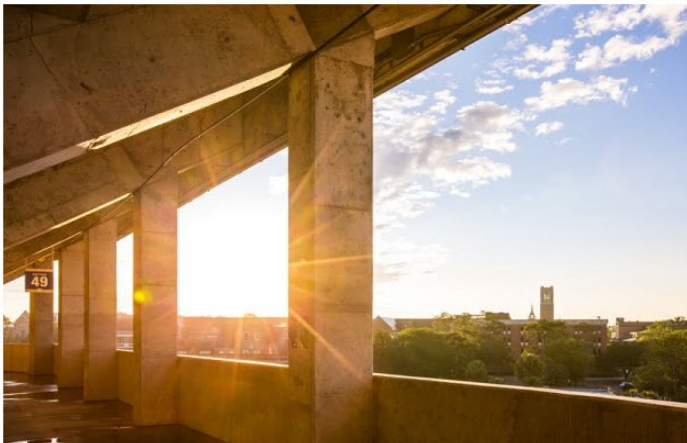
CHANGE PASSWORD



EOR – GatorStart Updates

WELCOME TO YOUR EMPLOYMENT CENTER!

How to Complete your Hiring Packet



Congratulations on your new appointment and thank you for choosing to work at the University of Florida!

Our online process for getting you on board includes essential paperwork required by both the United States federal government and the University. This will make sure we have all necessary details for you to start work, and of course, to be paid!

The paperwork will take about 15-20 minutes to complete, but if you need to leave the process at any time your work will be saved. You may then continue where you left off, when you next log in. Please complete the forms as soon as possible. If you have any questions please call or email your hiring department for

Johannes R Traster, UFL, 01000000OFFICE OF PRESIDENT

16 Forms to Complete

- ✓ Welcome to the University of Florida
- ✓ Personal Information
- ✓ E-Signature

Help Resources

I-9 Employment Eligibility Verification

W-4

W-2 Consent

Direct Deposit

Loyalty Oath

Intellectual Property Agreement

Loyalty Oath and Intellectual Property

EEO Survey

Veteran's Survey

Invitation to Self-Identify

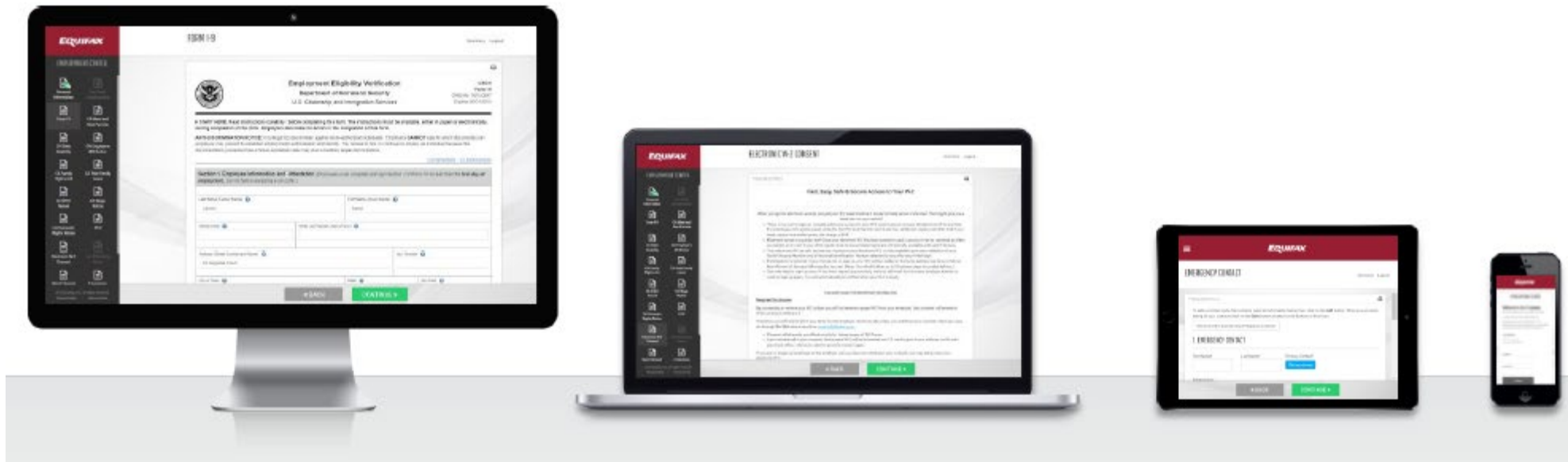
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Consolidated Welcome & Summary Page

- Provides a single view for welcome communication, instructions, and status of new hire packet



EOR – GatorStart Updates



Mobile Device Friendly!



Benefits and Leave

Open Enrollment (OE) for 2020 Benefits

Payroll Deductions for 2020 Benefits

Update Life Beneficiaries

December Vacation Leave Cashout

FMLA Change to Rolling 12-Month Period

Extended Leave of Absence Processing for Faculty

Sick Leave Pool (SLP) Updates

Open Enrollment (OE) for 2020 Benefits

- **Thanks to our HR liaisons for your support during this year's OE!**
- Last day of OE was 11/1
- Over 3,000 employees visited ALEX during OE & reviewed benefits options for 2020
- Benefits & Wellness Fair on 10/28
 - Over 1,800 UF employees attended this year
 - 60+ tables of benefits, wellness, and retirement vendors
 - Thank you for attending!



Payroll Deductions for 2020 Benefits

December & January payroll deductions reflect 2020 benefits elections:

State / People First Deductions

- Most plans paid a month in advance
- **December 6 & December 20** paychecks **pre-pay** for January 2020 coverage
- OE changes to *reimbursement accounts* reflected beginning on the **January 3** paycheck (i.e. Medical Reimbursement, Dependent Care, Limited Purpose, and Health Savings Accounts)

UFSelect and GatorCare Deductions

- Paid month of coverage, not paid in advance
- Changes made during OE reflected in paycheck beginning **January 3**

Questions about benefits or deductions? Email benefits@ufl.edu or call (352) 392-2477



Update Life Beneficiaries

Life insurance beneficiaries can be updated *at any time!*

- State life plans
 - Visit www.lifebenefits.com/florida and complete paper form OR
 - Update online (via PeopleFirst/Securian web portal)
- UFSelect life plans--update in myUFL

Main Menu > My Self Service > Benefits > Benefits Summary

December Vacation Leave Cashout

TEAMS employees may cash out up to **16 hours of vacation leave November 4-14**

- Minimum balance of 40 hours of vacation leave required after end of pay period
- No late entries or exceptions permitted:
 - *Employees must enter in system by midnight on 11/14 due to accelerated payroll close*
 - *Supervisor approvals must be completed before 10:00 a.m. on 11/15*
- Cashout payment included on November 22 paycheck
- *Instruction Guide:*
http://training.hr.ufl.edu/instructionguides/time&labor/reporting_december_cashout.pdf

Questions? Call (352) 392-2477 or email central-leave@ufl.edu

FMLA Change to Rolling 12-Month Period

Effective January 1, 2020, the FMLA entitlement for eligible employees will be measured using the “Rolling 12-Month” method instead of the Fiscal Year method.

- Notice provided in 10/29 UF at Work and featured on Central Leave-FMLA website.
- Rolling method means 480 hours less FMLA-designated leave taken during prior 12 months.
- Through 1/1/20, eligible employees will be measured under the method which provides them with the greatest benefit.
- Employees do not need to immediately recertify. Current leaves and medical certifications will continue to be valid.
- CBA terms prevail for employees in covered positions.

Questions? Call (352) 392-2477 or email central-leave@ufl.edu



Extended Leave of Absence Processing for Faculty

Provost approval is required only for the following cases:

- Any request for **personal, unpaid leaves of absence**
- Any leave request for which the faculty member also requests an **Extension of Tenure Probationary Period**

Please note:

- Routine leaves of absence, including FMLA, Medical Leave, or Parental Leave, should NOT be submitted to Provost
- For Medical Leave requests, do NOT include Protected Health Information (PHI) or Medical Certification on form. ***Submit medical info directly to UF HR Central Leave Administration***

Questions? Call (352) 392-2477 or email central-leave@ufl.edu



Sick Leave Pool (SLP) Updates

Two recent updates to SLP Administration:

1. Policy Update--new language regarding ability for employee to re-join pool upon regaining employment at UF following termination
 - Employee separated from UF will have SLP membership reactivated & will not need to re-enroll or contribute an additional 8 hours
 - Applicable if employee secures a leave-eligible position within 180 days of initial separation and any leave cashout disbursed previously has been repaid
 - Employees terminated due to formal layoff have 365 days to secure an eligible position
 - New language brings the Sick Leave Pool policy in-line with the clause in UF reg 1.201 that sets the eligibility criteria for an employee to recover their leave balance forfeited at the time of separation



Sick Leave Pool (SLP) Updates

2. Application to Use Sick Leave Pool Credits is now updated with the following changes:
 - Addition of an instruction page
 - Broken-out sections for each stakeholder in the process (employee, department, healthcare provider)
 - Clear articulation of pool member's rights and responsibilities when granted SLP Credits
- Benefits of the updated application form include standardized formatting, streamlined submission process, and greater protection of employees' Personal Health Information (PHI)
- *Current SLP members were informed of the changes via email sent in September. More info available in the September 5th [UF at Work article](#).*



Important Dates

- November 11 – Veteran’s Day Holiday
- November 4-14 – TEAMS employees may enter December Leave Cashout
- GBAS Fall Institute – November 20; Emerson Alumni Hall - President’s Ballroom; Contact: gcadwallader@ufl.edu
- November 28 & 29 – Thanksgiving Holidays
- December 25 – Christmas Day Holiday
- January 1 – New Year’s Day Holiday
- Next HR Forum – December 4, 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 overlaid in the center, containing the text.

UF

Thank you
for attending the
HR Forum