

UF



HR Forum

February 5, 2020



Today's Agenda Items

- **UFHR Area Updates**
 - **Employee Relations – Brook Mercier and Jennifer Munroe**
 - **Training & Organizational Development – Jenny Seitz**
 - **Communications & WorkLife – Angie Brown**
 - **Employment Operations & Records – Cynthia Mendoza**
 - **Talent Acquisition & Onboarding – Melissa Curry and Audrey Gainey**
 - **Benefits & Leave – Shannon Edwards**
- **Important Dates**



Employee Relations

UF Engaged



CLEAR | TIMELY | MEANINGFUL



➤ **University's Completion Rate**

- Overall Completion rate - 58%
- Self Assessment Completion rate - 47%

➤ **Top 5 College/Admin unit**

1. Stephen C. O'Connell Center - 94%
2. University of Florida Press - 86%
3. Office of Admissions - 85%
4. UF Human Resources - 84%
5. Student Financial Affairs - 83%

Data from October '19 through January '20



Align individual goals with your team's purpose



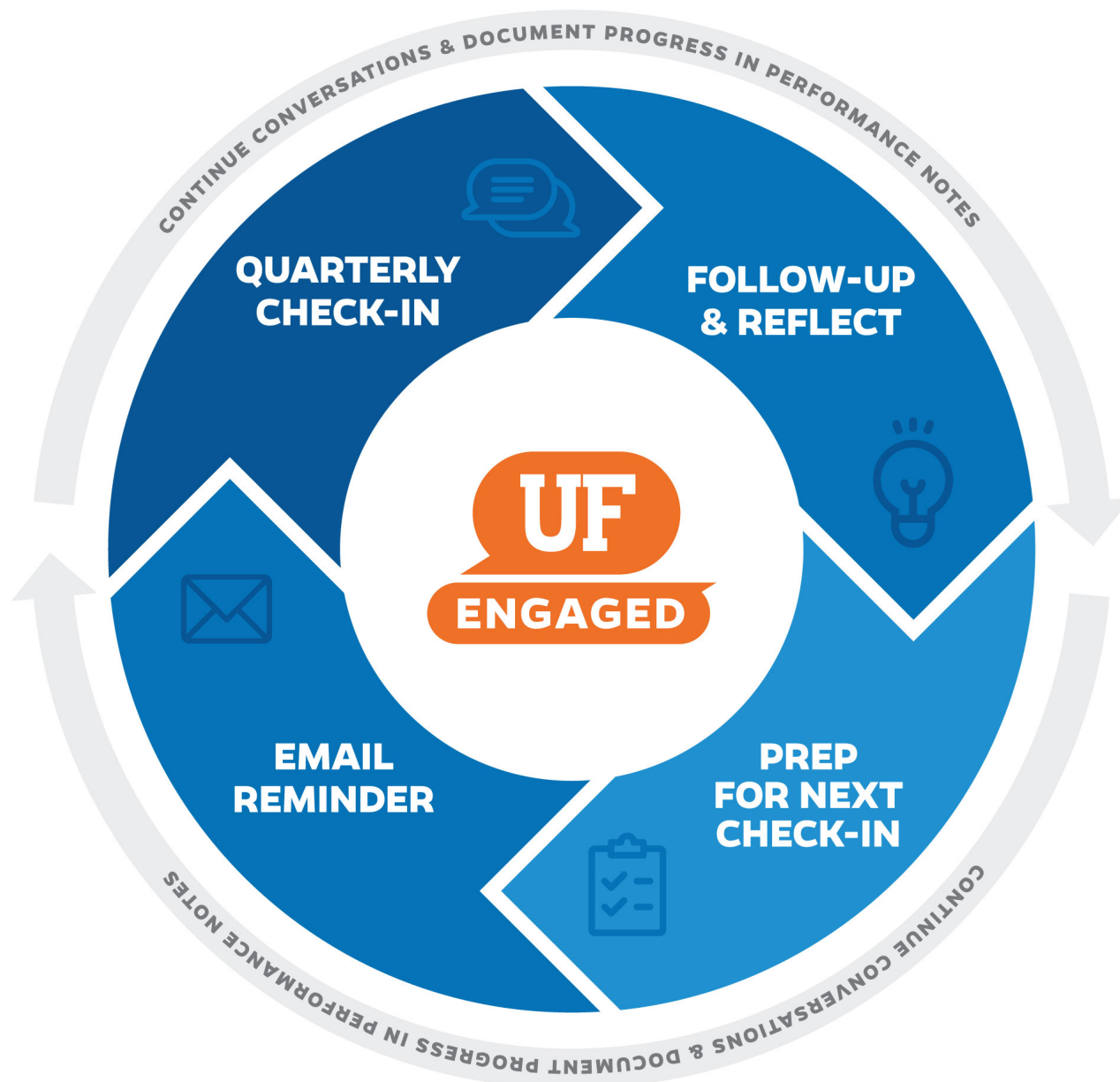
ONE CONVERSATION CAN
SET YOUR SIGHTS

ENGAGE YOUR EMPLOYEES

LIMIT THE SCOPE

SET EFFECTIVE GOALS

ENSURE A SENSE OF ALIGNMENT





➤ **Email notifications not being received**

- Check “Junk Mail” and “Deleted Items”
 - If you find the email reminder there and you did not accidentally delete or move the email yourself.
 - *You need to adjust a “Rule” or “Move” command within your personal email.*
 - If you do not find the email reminder in your “Junk Mail” or “Deleted Items” and you have not cleared those boxes.
 - *Check your business email within the PeopleSoft system to ensure it is accurate.*

➤ **If you are still unable to locate the UF Engaged Notification contact your departmental IT.**

Please note supervisors receive two emails, 1st email approximately 30 days out, 2nd email approx. 14 days out. Employees only receive one email, approx. 30 days out.



➤ **Make sure you save your content so you don't lose it.**

- If you walk away without saving, the system may timeout and you will lose all content entered.
- PeopleSoft does not have an auto save feature.

➤ **Performance Notes**

- Optional tool for Supervisors and Employees to keep personal notes about performance and track specific events
- Used as a resource when preparing for Quarterly Check-ins
- Content of Performance Notes and any attachments are only accessible to the user who entered the information



➤ **Supervisor IDs, keep them up-to-date.**

- UF Engaged pulls the supervisor ID from myUFL Job Data
- If the supervisor ID is inaccurate, then an individual's Quarterly Check-in will go to the wrong supervisor

IT'S JUST 15 MINUTES!!

Supervisors: Take advantage of these Check-ins to speak with your direct reports about their current performance, areas of development and growth opportunities. Regular Check-ins will help you develop your team, increasing productivity within your department/college and the University.



- [UF Engaged Website](#) – offers a variety of **guides**, **simulations**, and available **trainings** to aid in the **success** of leaders and staff.
- Utilize your Department Human Resources representative
- Please email us with questions/feedback: UFEngaged@hr.ufl.edu



Training & Organizational Development

At-Risk Student Training



At-Risk Student Training

- Part of effort to better identify and support students in distress
- Expectation for all Florida universities and colleges from Board of Governors
- Training assignment went out Friday to all faculty—Kognito (At-Risk for Faculty & Staff Training)
- Faculty have until May 1 to complete
- Important notes:
 - If they have completed within last year, no need to retake
 - Need to complete through myTraining—can use the link in system-generated email or directly in myTraining system (mytraining.hr.ufl.edu)
 - Use Chrome or Firefox for Kognito



Communications & WorkLife

“Perk Up Your Summer” 2020
Wellness Wednesdays-2x/month
EAP: Reminder about feedback form

Summer Camps & GatorPerks Expo

Help spread the word...

Perk Up Your Summer

Tuesday, Feb. 25, 10-2

Champions Club, Ben Hill Griffin Stadium

- Summer camps from throughout the area
- GatorPerks vendors
- Summer activities/events for all ages





Wellness Wednesdays

- Wellness Wednesdays — now twice a month!
 - One campus-based expert (join in-person or online)
 - One EAP expert (webinar only)



TODAY, 12-1 p.m.

Embodied Difference

A Guide to Healthy Living in a Multicultural World

Antonio Farias, UF CDO
120 HR Building or online



FEB. 19, 12-1 p.m.

Civility in the Workplace

EAP Webinar
Online only

More information: <https://wellness.hr.ufl.edu/initiatives/programs/wellness-wednesdays/>



Employee Assistance Program

How is it going? We want to hear from you and employees in your area

Online feedback form available at:

<https://worklife.hr.ufl.edu/eap-feedback/>

Feedback may be submitted anonymously or with contact info for follow-up.

Visit eap.ufl.edu/ for more info.

Questions? Email eap-help@ufl.edu





Employment Operations & Records

Change of Employment ePAF
Change to Hire ePAF
Change to Form I-9



Change of Employment ePAF

- Also known as “Termination ePAF”
- Added new fields to complete:
 - **Personal** email address
 - Home and mailing address
 - Cell phone and home phone number
- To capture critical information of exiting employees





Personal Data	
Email Address	<input type="text"/>
Home Address and Phone	
*Country:	<input type="text" value="USA"/>
*Address 1:	<input type="text" value="903 W University Ave"/>
Address 2:	<input type="text"/>
*City:	<input type="text" value="GAINESVILLE"/>
*State:	<input type="text" value="FL"/>
*Postal:	<input type="text" value="32601"/>
*County:	<input type="text" value="ALACHUA"/>
Phone:	<input type="text" value="(352)392-2477"/>
Mailing Address and Phone	
Use Home Address	<input type="text" value="Yes"/>
Country:	<input type="text" value="USA"/>
*Address 1:	<input type="text" value="903 W University Ave"/>
Address 2:	<input type="text"/>
*City:	<input type="text" value="GAINESVILLE"/>
*State:	<input type="text" value="FL"/>
*Postal:	<input type="text" value="32601"/>
*County:	<input type="text" value="ALACHUA"/>
Cell Phone:	<input type="text" value="(352)392-2477"/>



Change to Hire ePAF

- As part of the ADP initiative, we've added the tax location field in the new hire ePAF
- Help identify and correctly tax individuals working outside of the state

Hire Form Data

*Effective Date:	01/27/2020 	eForm ID: 1275520
Salary Plan:	OPSN	OPS Non-exempt Regular
*Empl Class:	Regular 	
*Work County:	COLLIER 	
	Tax Location: <input type="text"/> 	



Change to Hire ePAF

- The options available are where we've established a presence
- Currently, that includes:
 - Florida
 - Georgia
 - District of Columbia
 - Maryland
 - Virginia

Look Up Tax Location

Help

Tax Location Code:

begins with

Description:

begins with

Look Up

Clear

Cancel

Basic Lookup

Search Results

View 100

First

1-5 of 5

Last

Tax Location Code	Description
00001	Florida
00002	Georgia
00003	District Of Columbia
00004	Maryland
00005	Virginia



Change to Hire ePAF

- If you have an employee that is working in a state not listed, contact Payroll Services to request a new state to be added

Look Up Tax Location

Help

Tax Location Code: begins with

Description: begins with

Look Up

Clear

Cancel

Basic Lookup

Search Results

View 100

First

1-5 of 5

Last

Tax Location Code	Description
00001	Florida
00002	Georgia
00003	District Of Columbia
00004	Maryland
00005	Virginia



Change to Form I-9

- A new form I-9 became effective on 1/31
 - Version date: 10/21/2019
- The fields did not change in the actual form
 - In the smart form they updated the names of two countries
- In the instructions:
 - Clarified who can act as an authorized representative on behalf of an employer
 - Updated USCIS website addresses
 - Provided clarifications on acceptable documents for Form I-9
 - Updated the process for requesting paper Forms I-9
 - Updated the DHS Privacy Notice



Talent Acquisition & Onboarding

Introductions – Audrey Gainey
First Advantage Updates
Department Assignment Update
Travel Restrictions and Quarantines
Guide to Greater Gainesville



First Advantage Updates



First Advantage Updates

- Effective Monday, February 3, 2020, UFHR will be implementing a new process in conducting international criminal background check through First Advantage.
- This is to enhance the onboarding process and rightsize the spending on criminal background checks.
 - Eliminate the unnecessary steps for our applicants in supplying required documents or materials for international checks
 - Reduce the money spent on conducting international criminal background checks, since none of the criminal background checks conducted in other countries returned with any criminal records
- Packages are created to accommodate the new process – only conduct international criminal background check on those who have not lived in the U.S. for the last three years.

Packages

- Basic



- New or returning OPS staff, students, and graduate assistants
- Searches for criminal records within the U.S.
- Optional: employees transferring from one department to another on the same pay plan

- Basic – Int'l



- New or returning OPS staff, students, and graduate assistants
- Have not been in the U.S. for the last three years
- Searches for criminal records within the U.S. and international

Packages

- Basic+Edu+Empl Verf

- New or returning salary/regular faculty, TEAMS, Adjuncts, and PostDocs
- ➡ ■ Searches for criminal records within the U.S.
- Able to verify education and employment outside of the U.S.

- Basic+Edu+Empl Verf – Int'l

- New or returning salary/regular faculty, TEAMS, Adjuncts, and PostDocs
- ➡ ■ Searches for criminal records within and outside of the U.S.
- Able to verify education and employment outside of the U.S.



Additional Questions?

UFHR Criminal Background Check Team

Phone Number: (352) 392-2477

Email Address: HRBackgrounds@admin.ufl.edu



Department Assignment Update



New Assignments

- Assignment distribution by volume of postings
- Addition of a new member – Brittany Law
- List of three TAO Representatives
 - Christina Salva
 - Hal Courson
 - Brittany Law
- Updated department assignment can be found by visiting the UF Careers at UF toolkit.

Travel Restrictions and Quarantines

- The White House issued a presidential proclamation imposing travel restrictions and quarantines on travelers from China
- This presidential proclamation temporarily bars the entry of foreign nationals coming from mainland China in the 14 days preceding their attempted admission to the United States
- If you have foreign national faculty, staff or students that are currently in mainland China, their entry into the U.S. could be delayed
- Please contact Immigration Compliance Services for employees and the International Center for scholars and students

Guide to Greater Gainesville

- New publishing company will publish the next Guide to Greater Gainesville
- Moving to academic year
- 2020-2021 version will be available in July





Benefits and Leave

Double Deductions for 9/10-Month Employees

IRS Reporting Form 1095-C

Marketplace Tax Credit Notices

Flexible Spending Accounts



Double Deductions for 9/10-Month Employees

- Active 9/10-month employees have double premium deductions during the spring to cover summer when no payroll is issued
- Double deductions begin on 2/14/20 and end on 5/8/20 paycheck
- Departments with new 9/10-mo. employees ***whose hires are executed between February 1st and the start of the Fall term*** should advise their new hires to contact UFHR Benefits for assistance regarding benefit premiums
- If no action is taken, premiums will be underfunded, and coverages may be suspended

Questions? Contact UFHR Benefits at (352) 392-2477 or email benefits@ufl.edu



IRS Reporting Form 1095-C

- Employer Provided Insurance Offer and Coverage
- Reports employees' health insurance information for prior calendar year
- State of Florida and GatorCare plan participants will receive forms within the next several weeks
- **State** 1095s available in PeopleFirst beginning 1/31, if you opted for electronic delivery
- **GatorCare** 1095s are sent by postal mail only (no electronic option)
- Employees may file income tax returns **prior** to receiving 1095-C if they know they had coverage for the entire year
- Employees enrolled in ACA Marketplace plans must report UF's offer of employer-sponsored health coverage to IRS



Marketplace Tax Credit Notices

- Employees using Healthcare Marketplace may qualify for premium tax credit
- UF is subject to penalty if full-time employee offered coverage by UF receives the tax credit
- If tax credit notice received by departmental UF campus location, forward to UFHR Benefits immediately (fax, email, or postal mail):

Physical Address:

UFHR Benefits
Attn: Shannon Edwards
903 W. University Ave.
Gainesville, FL 32601

Campus Mailing Address:

UFHR Benefits
Attn: Shannon Edwards
P.O. Box 115007

Email:

shannon.edwards@ufl.edu

Fax: (352) 392-5166



Flexible Spending Accounts

Healthcare FSA and Limited Purpose FSA Plans

- Carryover feature permits up to \$500 of unused money to carry into the next plan year
- Turn in claims by 4/15/20 for expenses incurred by 12/31/19

Dependent Care FSA Plan

- Grace period that allows you to incur eligible expenses through 3/15/20
- Additional 30 days to turn in claims (submit by 4/15/20)

FSA Questions?

Contact Chard Snyder 855-824-9284 or FloridaAskPenny@chard-snyder.com



Important Dates

- **Next HR Forum** – March 4, 2020 – 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