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
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

- 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](mailto: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
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
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
Change to Hire ePAF

- The options available are where we’ve established a presence
- Currently, that includes:
  - Florida
  - Georgia
  - District of Columbia
  - Maryland
  - 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.
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.
Thank you for attending the HR Forum