

UF



HR Forum

March 4, 2020



Today's Agenda Items

- COVID-19 Planning – Jodi Gentry
- Academic and Professional Assembly (APA) – Corina Velasquez
- Youth Activities & Summer Camp – Carolynn Komanski (Office of Youth Compliance Services)
- UFHR Area Updates
 - Training & Organizational Development – Barb Mitola (GBAS) and Sarah Hanson (T&OD)
 - Benefits & Leave – Shannon Edwards
- Important Dates



COVID-19 Planning

- Prevention is the key:
 - Stay home when sick
 - Appropriately cover coughs and sneezes
 - Clean frequently touched surfaces
 - Wash hands often
- UF has cancelled all university travel to China, Iran, Italy, South Korea, and Japan
 - Open-ended timeframe at this time
 - 14-day self-monitoring for those returning from those countries
 - Personally accrued paid leave, Occupational Health clearance required before returning to work



COVID-19 Planning

- Additional precautionary emergency planning is underway
- Normal health precautions:
 - Staff and faculty should not attend class or work when sick
 - If an employee comes to work ill or becomes ill while at work (with any symptoms), they should go home
 - Employee Relations can help
- <http://www.ufl.edu/health-updates/>

APA...

we are here for you!



**ACADEMIC AND
PROFESSIONAL ASSEMBLY
(APA)**

UNIVERSITY OF FLORIDA

UNIVERSITY OF FLORIDA

(APA)

The University of Florida Academic and Professional Assembly (APA) is an official UF organization sponsored by Human Resources.

Purpose statement:

To enrich the professional lives of UF staff by fostering an inclusive community through advocacy, education, and recognition.

Vision statement:

The APA is an influential and inclusive community, driving meaningful engagement and consistent advocacy for UF staff.

Recent events...

- Get to Know Campus Tour: Wilmot Botanical Gardens
- Get to Know Campus Tour: Harn Museum
- Work session and Focus groups on APA Strategic Plan
- Get to Know Campus Tour: UF Historic District Walking Tour
- Annual Bowling with Strangers
- Resume Workshop at the Career Connections Center
- Get to Know Campus Tour: IFAS Honey Bee Research & Extension Lab



**REGISTER
NOW**

Visit our website for more information:
<https://apassembly.ufl.edu/>



Upcoming events - *Join Us!*



March 18th @ 5:30pm

Monthly Mingle
• connect with new
colleagues from across
campus!



March 19th @ 3:30pm

Get to Know Campus Tour
@ Training Research &
Education for
Environmental
Occupations (TREEO)



March 31st @ 3pm

Employee Education
Program
Overview & Experiences

SIGN UP | **FOR OUR
NEWSLETTER**



...and more!
Stay tuned for a “Warm Welcome” event coming soon



Krista Vaught, President
 Director, Academic Strategic
 Initiatives and Compliance,
 Levin College of Law
Email: kfields@law.ufl.edu
[LinkedIn](#)



**Megan Kimmel, Past–
President**
 Communications Manager,
 Advancement
 Communications, UF Health
[Communications
LinkedIn](#)



**Corina Velasquez,
President–elect**
 Assistant Director, Talent
 Management, College of
 Medicine
[Get to know Corina](#)



**Tammy Bleeker,
Outreach/Engagement
Chair**
 Assistant Director, Education
 & Training Programs, College
 of Medicine, Department of
 Pediatrics
[Get to know Tammy](#)



**Jacob McAbee, Program
Co–Chair**
 Area Coordinator – Lakeside
 and Springs, Housing and
 Residence Education,
 Division of Student Affairs
[Get to know Jacob](#)



**Benjamin Markus,
Communications Chair**
 Project Manager, UF IT



Anika Nathan, Treasurer
 Assistant Director of Finance,
 College of the Arts



Christine Hadad
 Sponsored Programs
 Administrator, Office of
 Research, Division of
 Sponsored Programs

APA Leadership Team

**Interested in a
leadership role or
committee?**

If you are interested in getting involved
 in a leadership capacity, serving on a
 committee or project, or as a
 college/department representative,
 please [submit our online interest form.](#)



Office of Youth Compliance Services (OYCS)

Year-Round Office for Youth Activities



SCOPE

- Education
- Registration / Tracking
- Compliance





Youth Activity Requirements

- Central Registration
- Youth Protection Training
- Background Checks





Registration



Central Registration

- Prior to events
 - 3 Months
- Youth Activities
 - Short & Long Term

Registration Survey

1. Will minors (under the age of 18) be present at this/these youth program(s), camp(s), or conference service activities?

Yes

No

If you answered Yes to this question, please continue to the next set of questions.

If you answered No to this question, your program/event does not need to be registered with UF's Office of Youth Compliance Services.

2. Is the University of Florida or any of its Direct Support Organizations or controlled affiliates sponsoring, overseeing, supervising, or managing the program or event?

Yes

No

3. Is the program or event funded in whole or in part from any UF/Affiliate account?

Yes

No

4. Is the program or event related to any academic credit-bearing, certificate-earning, or other activity within the scope of the official UF/Affiliate duties of a UF/Affiliate employee, student, appointee, volunteer or other agent?

Yes

No

5. Does the program or event require approval by any UF/Affiliate to be conducted?

Yes

No

If you answered Yes to **ANY** of these questions, you are required to register your program/event with UF's Office of Youth Compliance Services.

If you answered No to **ALL** of these questions, your program/event does not need to be registered with UF's Office of Youth Compliance Services.

If you have any questions, please do not hesitate to contact the Office of Youth Compliance Services.









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Next >

UFHR preeminence through people

Supervision

- Limit 1:1 Interactions

DAY GUESTS		
AGE	STAFF	NUMBER OF CAMPERS
4-5	 to	 6
6-8	 to	 8
9-14	 to	 10
15-17	 to	 12

OVERNIGHT GUESTS		
AGE	STAFF	NUMBER OF CAMPERS
4-5	 to	 5
6-8	 to	 6
9-14	 to	 8
15-17	 to	 10








Education




Youth Protection Training

- Employees
- Non- Employees
 - Volunteers
 - Students
 - Third Party





 / Search


LEARNING ▾



SHOWING 1 OF 1 RESULTS FOR "YCS800" Sort By



RELEVANCE ▾


 



Youth Protection Training

The University of Florida places the utmost importance on creating a safe and secure environment for minors engaged in

 Online Course  UF_YCS800_OLT



SELECT ▾

BACKGROUND CHECKS



Compliance



Reporting

Florida Mandatory
Reporting Requirements

\$1 Million

Third Degree Felony

UF UNIVERSITY of FLORIDA for Students Faculty & Staff Alumni & Friends Parents, Visitors & Fans eLearning ONE.UF myufl MAP

UF Office of Youth Compliance Services

Search UF Web

Register Here

Home About Us Reporting Guest and Families Youth Protection Requirements Resources

Florida Department of Children and Families Abuse Hotline

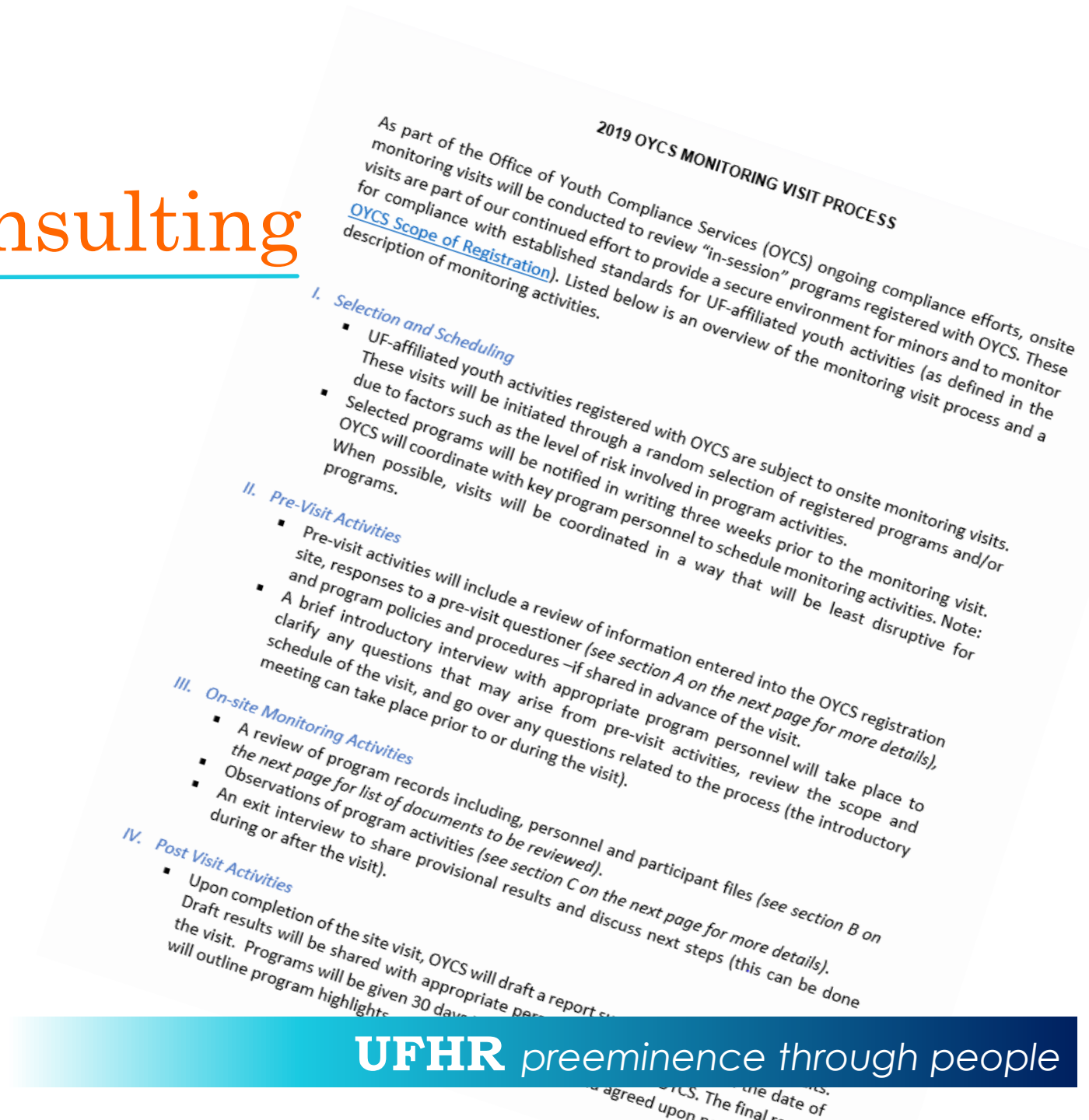
Legislation, signed by Gov. Rick Scott, requires any individual who suspects that a child has been abused by any person to report that to the Florida Abuse Hotline.

Florida Child Abuse Hotline
1.800.962.2873
Dial. **Save a Child**

UFHR preeminence through people

On-Site Visits & Consulting

- Pre-Activity
- On-Site
- Post-Activity



We're Here to Help

<https://oycs.ufsa.ufl.edu/>

352-846-4698

Ckomanski@ufl.edu



Training & Organizational Development

Gator Business Administrator Services (GBAS)
Team Competency Model



April 21

8:30am – 4:30pm

Emerson Alumni Hall
President's Ballroom

Registration opens March
16th and closes
April 2nd in myTraining
UF_GBS250

Questions? Contact:
gcadwallader@ufl.edu

Gator Byte!

WELCOME TO THE 21ST CENTURY!
8:30 - 9:45 A.M.

Select 1
Breakout
Session

Smile! You're on Camera

Running an effective virtual meeting
UFIT Instructors
10:00 a.m. — 11:30 a.m.

or

Two is Better than One

Using UF's collaboration tools
UFIT Instructors
10:00 a.m. — 11:30 a.m.

or

Work on Cloud Nine

Is it Orange & Blue?
UFIT Instructors
10:00 a.m. — 11:30 a.m.

Lunch and Networking 11:30 a.m. — 12:15 p.m.

Select 1
Session

Virtual Teamwork Makes the Dream Work!

Joe Gasper and DeWayne Hyatt

12:15 p.m. — 3:15 p.m.

Take a deep dive into the power of Microsoft Teams! Join our campus experts for an interactive session to explore the Microsoft Teams platform and learn how tools such as Planner, Forms, and Stream, integrate to provide a seamless flow of information within that platform. Unlock the power of these collaborative tools for your team and get started with the help of experts. Use the session to begin building your Microsoft Team to bring your collaborative projects to life!

3:15 - 3:25 p.m. Survey & Stretch Break

CLOSING SESSION 3:25 - 4:00 P.M.

Core Office Updates

T&OD Team Competency Model, Reporting Services, GBAS Updates



Teamwork & Collaboration Toolkit

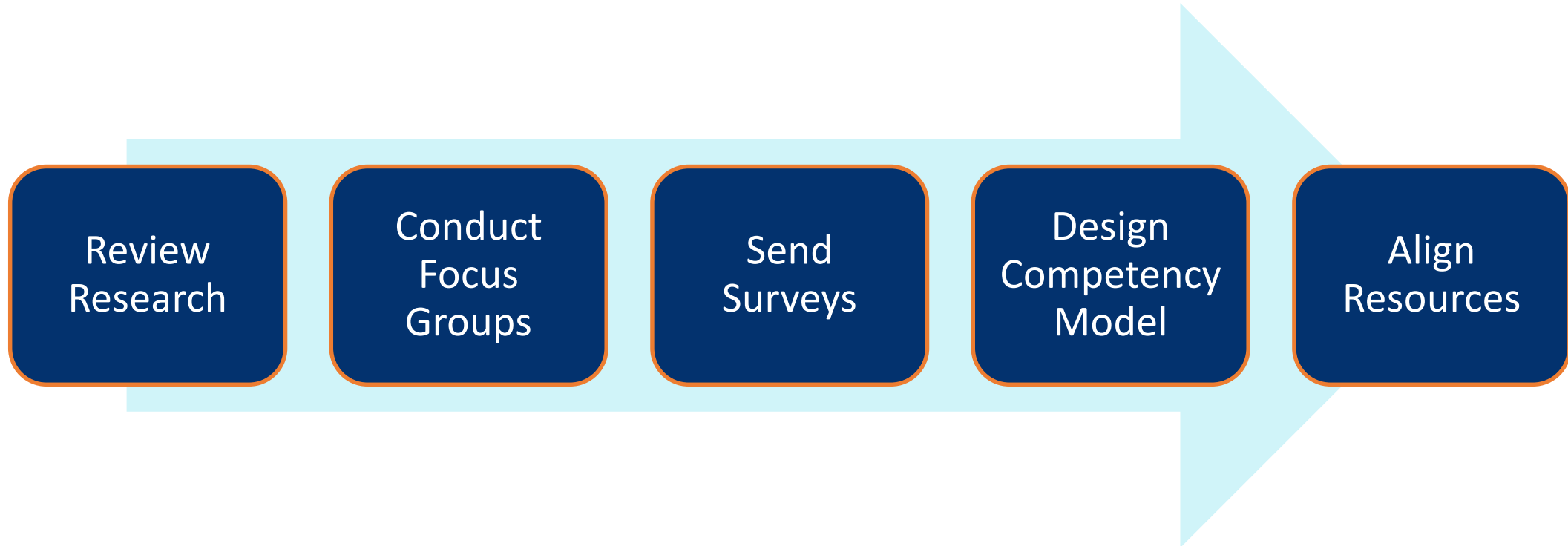


Released 2.28.20 | <https://learn-and-grow.hr.ufl.edu>



Design and Development

Project Team: *Bob Parks, Tricia Bachus, Sarah Hanson, Courtney Moon, Jenny Seitz, Becky Younglove*



Toolkit Highlights!

- Interactive Competency Model
- Team Member/Leader Behaviors
- Self-Assessment
- Courses
- Resources
- Team Building Activities





Interested in what great teamwork looks like at UF?

Want to complete an anonymous self-assessment to rate yourself in the 5 main team competency areas?

Visit the Teamwork & Collaboration Toolkit at <http://learn-and-grow.hr.ufl.edu/> for an overview of the team competencies and behaviors as well as courses, resources, and a self-assessment to help cultivate these competencies.

**TEAMWORK &
COLLABORATION TOOLKIT**

UNIVERSITY of FLORIDA





Benefits and Leave

IRS Form 1095-C

OPS Benefits Eligibility

New Hire Benefits Enrollment & Effective Dates

FY19-20 Comp Leave Cash-Out Changes



IRS Reporting Form 1095-C

- Reports employees' group health insurance information for prior calendar year
- **State** 1095's already sent by mail & are also available online through PeopleFirst
- **GatorCare** plan participants will receive forms by postal mail within the next several weeks (no online option)
- Employees do not need 1095-C to file income tax returns
- Employees enrolled in **ACA Marketplace plans** must report UF's offer of employer-sponsored health coverage to IRS

OPS Benefits Eligibility Reminder

- OPS employees eligible for state benefits when expected to work 30+ hours on average (.75 FTE)
- Applicable to:
 - New hires
 - Internal promotions
 - Movement to/from other state agencies
 - Increase in hours without position change
- Note: *Increases/changes in FTE must be entered in PeopleSoft. This is reported to PeopleFirst as there may be an impact to benefits eligibility.*



New Hire Benefits Enrollment

Departmental considerations for new hires:

- Job appt./actions must be active in all systems before the employee can complete enrollment online (this takes about 2-3 days)
- If possible, choose early to mid-month hire dates—allows time to process in system

Did you know? If new hire jobs are not in the UF and People First systems by the end of month, it can delay the employee's insurance coverage effective date by **at least one month** for state plans!



New Hire Benefits Enrollment

Other departmental considerations for new hires:

- Encourage new hires to complete benefits enrollment early
- Inform new hires about when coverage may reasonably begin (more on next slide) or refer them to Benefits staff for assistance
- Health insurance ID cards are mailed once coverage is processed by the company
- Employees have **60 calendar days*** from hire date to enroll in benefits



Benefits Effective Dates for New Hires

State health* & supplemental coverage can begin:

- The 1st of the month after enrollment, provided 2 consecutive payroll deductions occur in the same month
- No earlier than hire date (if job processed BEFORE date of hire)

**Early effective date available upon request for health plan coverage only. Health insurance premiums must be posted before coverage can be used.*

UFSelect & GatorCare plan coverage is effective:

- On date of hire, once enrolled (coverage is retroactive to hire)
- Premiums owed for period coverage in effect & missed deductions are collected on future paychecks

Have questions about benefits eligibility, enrollment, or effective dates?

Contact the UF HR Benefits Office: benefits@ufl.edu or (352) 392-2477



FY 19-20 Comp Leave Cash-Out Changes

- Overtime, regular, and compensatory leave will be cashed out on the final paycheck of FY 19-20 (06/19/2020).
- Accrued balances (less use) as of the end of PPE 5/28/20 will be paid out.
- To prevent negative balances and payroll corrections, TRCs pertaining to comp leave will be unavailable during PP 05/29/20-06/11/20.
- Employees will enter PP 06/12/20-06/25/20 with comp leave balances accrued during the previous payroll period.



FY 19-20 Comp Leave Cash-Out Departmental Preparation

- In most cases, units can adjust work schedules to prevent compensatory leave from accruing.
- Accrued comp leave can be taken in place of other leave types.
- Review accruals anytime (recommended on at least a per-pay basis):
Enterprise Reporting > Access Reporting > Human Resources
Information > Benefit Information > Leave > Leave Accruals, Usage,
and Balances By Pay Period, Department - COMP ONLY.
- Correct negative balances as quickly as possible.



Important Dates

- GBAS Spring Institute – April 21, 2020; Emerson Hall-President's Ballroom; Contact gcadwallader@ufl.edu
- Next HR Forum – April 1, 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 'Thank you for attending the HR Forum'.

UF

Thank you
for attending the
HR Forum