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/](http://www.ufl.edu/health-updates/)
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

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

…and more!

Stay tuned for a “Warm Welcome” event coming soon
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
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.
Supervision

- Limit 1:1 Interactions
preeminence through people
Youth Protection Training

- Employees
- Non-Employees
  - Volunteers
  - Students
  - Third Party
BACKGROUND CHECKS
Compliance
Florida Mandatory Reporting Requirements

$1 Million

Third Degree Felony
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.

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.

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.
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.
Thank you for attending the HR Forum