HR Forum

April 21, 2020

Today's Agenda Items

- COVID-19 Current State – Jodi Gentry
- UFHR Area Updates
  - Classification & Compensation – Brent Goodman
  - Talent Acquisition & Onboarding – Audrey Gainey
  - Benefits & Leave – Shannon Edwards
  - Employee Relations – Brook Mercier
- Important Dates

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Classification & Compensation

DocuSign Update

DocuSign Update

- Prior to COVID-19, the DocuSign project team received multiple inquiries from campus stakeholders regarding restricted data and protected health information (PHI).

- With a significant population of the university working remotely, the ability to include restricted data and PHI has become a significant need.

- In order to allow restricted data and PHI to be transmitted within DocuSign, effective April 24th, users will no longer receive a PDF attachment of the final document.

DocuSign Update

- Users will continue to receive notifications from DocuSign, which will include an embedded link that will allow users to retrieve the documents for storage.

- As a reminder, DocuSign will only retain approved documents for 90 days.

- Users are encouraged to limit restricted data and PHI to information required for approval of the requested document.

- Additional information regarding the types of data that can be included can be found at https://it.ufl.edu/ufdocusign

DocuSign Update

- Questions

Talent Acquisition & Onboarding

Talent Share Program

Talent Share Program

What is Talent Share?

- Talent Share is a program designed to assist the UF community in connecting Faculty and Staff affected by the reduction in work with UF colleges and units who have temporary projects or assignments without change in job title or job structure.

How Does it Work?

- Supervisors and managers are able to look within their colleges and units to determine if there are employees there that can address short-term needs.
- Supervisors and managers are encouraged to complete a [Talent Share Request Form](#) to gain support with locating employees from other colleges and units from the Talent Acquisition and Onboarding's Strategic Talent Group.

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Talent Share Program

How are Employees Referred?

- Supervisors and Managers may refer employees who are experiencing a reduction in work to complete a [Talent Share Interest Form](#) (Gatorlink Authentication Required) via PageUp.
- Once completed, a member of the Strategic Talent Group will assess that employee's skills and match them with a work assignment throughout campus.
- Supervisors and Managers will have the opportunity to review referrals and make a selection.
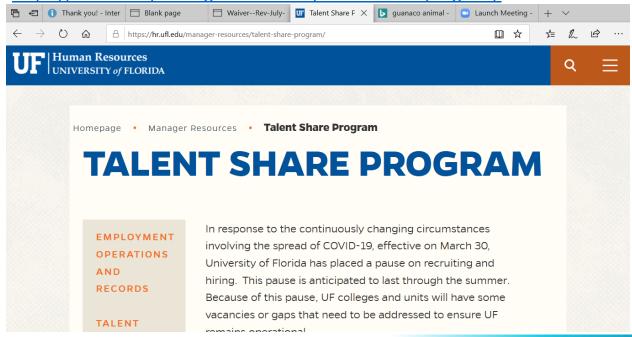
Who do You Contact With Questions?

- Talent Acquisition and Onboarding @ talent@hr.ufl.edu

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Talent Share Program Resources

https://hr.ufl.edu/manager-resources/talent-share-program/

Benefits and Leave

Leave Donations

Aid-A-Gator

Leave Donations

Thank you to all who generously donated vacation and/or sick leave!

- Over **271,000** hours donated.

- Donated hours available to assist UF employees unable to work due to COVID-19.

- As of 4/17, over 70 requests received and nearly 3,000 hours awarded.

Questions? Email covid19leavedonation@hr.ufl.edu or call (352) 392-2477

UF

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Employees experiencing an unforeseen, temporary financial hardship may apply for a grant through Aid-a-Gator at any time.

- As of 4/17/20:
    - 147 applications for aid received
    - 22 applications approved and $9,000 in aid provided
- Separate Aid-a-Gator program is available for students.
- ***This is another great opportunity to help your fellow Gator employees****—please consider making a donation to Aid-a-Gator now or anytime!*

More information is available on the Aid-a-Gator website

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Employee Relations

UFHR Guidance on COVID-19 Matrix

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UFHR Guidance on COVID-19 Matrix

- Guidance for addressing employees directly impacted by COVID-19 is found at https://hr.ufl.edu/ufhr-guidance-to-hr-liaisons-on-covid-19-response-for-employees/.

- Please use the guidance matrix when communicating with employees and departments about potential impacts from COVID-19.
  - Contains information about quarantine requirements
  - Outlines the Return to Work process

- Inform Employee Relations if employees test positive or are not positive but should be designated according to the guidance matrix.

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Important Dates

- **Next HR Forum** **– May 6, 2020 - Zoom information will be provided.**

Thank you
for attending the
HR Forum