



# HR Forum

May 6, 2020



# Today's Agenda Items

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- COVID-19 Current State – Jodi Gentry
- UFHR Area Updates
  - Training & Organizational Development – Bob Parks, Barb Mitola
  - Classification & Compensation – Matt Glicco, Brent Goodman
  - Benefits & Leave – Shannon Edwards
- Important Dates



# Training & Organizational Development

Leadership Programs

Training Courses – Keep Growing

GBAS Virtual Training



# Leadership Programs

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- Leadership program 2020-2021 cohorts
  - Advanced Leadership for Academics and Professionals
  - UF Academy
  - Managers Cohort
- Programs will have a later application period (**August/September**) and later start than normal
- Will announce details through this Forum and UF at Work later this summer

## Training Courses

- Summer calendar of courses all offered remotely—spaces still available for most
- **Keep Growing:** Offerings designed with a particular focus on needs of this moment—webinars, strategy sharing sessions, online articles, job aids, etc.



**KEEP GROWING**

<https://learn-and-grow.hr.ufl.edu/keep-growing/>



# The Power of MS Planner

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**May 21, 2020, from 1:30 to 4:30pm**

**Level:** beginners, intermediate, and advanced. Attend with your coworkers if possible.

- Overview of Microsoft Planner
- Integration with Teams
- Sample Planners for HR and Fiscal tasks
- Build a Planner for your area

Register in myTraining: UF\_GBS600

Contact: [gcadwallader@ufl.edu](mailto:gcadwallader@ufl.edu)



# Classification & Compensation

TEAMS Titles Website Update  
Organizational Chart Instruction Guide

Perquisite Renewals

Alternate Work Location Agreement Renewals

HR-600 Renewals



# TEAMS Titles Website Update

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- What is it? Where to find it <https://teams-titles.hr.ufl.edu/>
- Overview of recent Class & Comp projects and connection to UFHR Strategic Commitment
- Preeminence through people → On Target Project → Compensation Project (Sibson Consulting) → Competency Project (Success @ Work)
- Share screen updated TEAMS Titles page





## TEAMS Titles website update

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- New format, Pay Grades easily accessible, links to UFHR Career Maps and other UFHR core offices.
- Staff Competencies with Behavior Statements & Interview Questions. Included T&OD Leadership, Libraries, and Advancement\*.
- Valuable resource in many business processes
  - Career development for employees
  - Management, employee development, and recruitment tool for supervisors



# Organizational Charts

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- Using supervisor information from myUFL, departments can generate organizational charts automatically using various tools such as Visio.
- Class & Comp has published an instruction guide that provides step by step instructions using Visio and the Staff List with Supervisor Report that is available in Enterprise Reporting.
- The instruction guide is found at [http://training.hr.ufl.edu/instructionguides/job\\_position\\_actions/creating\\_org\\_chart\\_with\\_visio.pdf](http://training.hr.ufl.edu/instructionguides/job_position_actions/creating_org_chart_with_visio.pdf)



# Organizational Charts

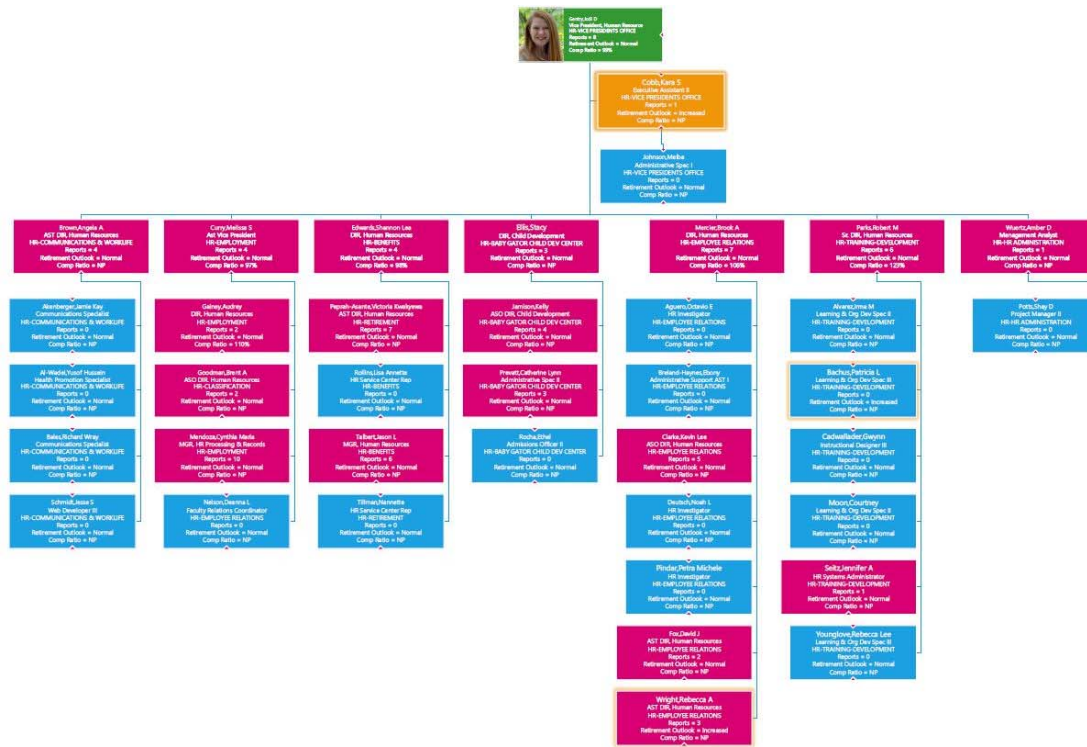
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## Tips

- Make sure to remove duplicate employees from the file.
- In some cases, you may have two employees with the same name but different UFIDs. You can address these instances by adding a “.” to the employee’s name.
- Organizational charts generated using this approach will not include vacant positions, but they can be manually added.
- Charts can be saved as PDF documents and saved with users who do not have Visio.



# Organizational Charts





# Organizational Charts

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- Organizational charts are useful when evaluating the organizational structure of a unit.
- Class and Comp plans to begin using organizational charts as a tool when evaluating reclassification requests and new position actions for leadership roles.



# Organizational Charts

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- In reviewing UF's current span of control, we found that 26% of staff supervisors have one direct report and 57% have less than three or less direct reports.
- Having too few employees per supervisor, a narrow span of control, often indicates that there are too many staff with supervisory responsibilities which can adversely affect the efficiency and productivity of an organization.
  - For example: narrow spans of control can result in too much focus on internal reporting through the supervisor chain rather than high-value work.



# Organizational Charts

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Appropriate spans of control vary based on a number of factors including:

- Complexity of tasks
- Geographic distribution of direct reports
- Workload
- Qualifications of the supervisor

Benchmarks adopted by other higher education institutions range from 6 – 7 direct reports per supervisor for complex functions (e.g. human resources, information technology, etc.) and 11 – 13 direct reports per supervisor for task-based functions (e.g. maintenance, grounds keeping, custodial services).

- Source: Joint Legislative Audit and Review – Addressing the Cost of Public Higher Education in Virginia, November 2014 <http://jlarc.virginia.gov/pdfs/reports/Rpt461.pdf>



# Perquisite Renewals

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- As part of this year's prerequisite process, we are implementing a new prerequisite form and transitioning prerequisite records to OnBase.
- The new form is found at form location: <https://hr.ufl.edu/wp-content/uploads/2018/04/perquisites.pdf>
- As part of the transition, we will be asking units to redocument existing prerequisites.
- To ease the approval process, we have setup a DocuSign template and are currently working with the OnBase team to develop an online tool that will allow units to submit approved prerequisites through a web application.





# Alternate Work Location Agreements

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- Alternate work location (AWL) agreements that will continue into the 2020-2021 fiscal year should be submitted to UFHR by July 1.
  - All employees working from an AWL, including those approved as part of our response to COVID-19, will require approval using the traditional AWL agreement.
  - Faculty who will be working out-of-state during the summer should submit an AWL agreement
  - Faculty working internationally may require additional approval from UF Research and UF Human Resources
- The renewal process is an opportunity to evaluate the success of the work arrangement and make modifications as appropriate.
- Form location: <https://hr.ufl.edu/wp-content/uploads/2020/01/Alternate-Work-Location-Agreement-Form.pdf>
- Dean/Director and VP Approval and Signature



## HR-600 Renewals

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- Departments must renew extra state compensation commitments that extend into the new fiscal or academic year.
- An updated HR-600 form and DocuSign template is available
- The updated form clarifies that a Dean's approval is required for faculty appointments.
- UF Research, Grants Accounting, has been added as an additional approver for requests funded from 201 and 209 funds.
  - Requests can be sent to [BA-CFO-CG-Mgmt@mail.ufl.edu](mailto:BA-CFO-CG-Mgmt@mail.ufl.edu)



## HR-600 Renewals

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- Form location: <https://hr.ufl.edu/wp-content/uploads/2018/04/requestaddcomp.pdf>
- For new or existing commitments for Additional University Employment, complete a Request for Approval of Additional University Employment (HR-600) form and submit it to: [HR600Request@ad.ufl.edu](mailto:HR600Request@ad.ufl.edu)



# Questions

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- Please contact Classification & Compensation at [compensation@ufl.edu](mailto:compensation@ufl.edu) or by phone at (352)273-2842.



# Benefits and Leave

COVID-19 Retirement Incentive for Staff

EFMLEA Updates

Dependent Care FSA – Making Mid-Year Changes

FY19-20 Comp Leave Cash-Out Changes

Preparing for 2020 Fiscal Year End Leave

Short Work Break



## COVID-19 Retirement Incentive for Staff

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- Eligible employees will receive payment for at least  $\frac{1}{4}$  of their accrued sick leave balance, up to 480 hours.
- Colleges and units may create additional sick leave incentive (i.e. payment of additional hours) if consistently applied. Notify UFHR-Benefits by COB May 11<sup>th</sup> if you plan to do so.
- Retirees must provide notice by June 30<sup>th</sup> and retire/exit DROP from UF and the State between May 4<sup>th</sup> and September 30<sup>th</sup>.



## COVID-19 Retirement Incentive for Staff

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- TEAMS employees with 10 years of creditable service with UF and/or the State (which need not be consecutive) are eligible.
- Payment for unused sick leave will be made, after mandatory and statutory deductions, to the bank account of record. Vacation funds in excess of \$5,000 will route to the Special Pay Plan.
- If approved by the department, an employee may use up to 160 vacation hours upon notice of termination. Retirees wishing to do so may not use these hours to extend employment past September 30<sup>th</sup>.



# COVID-19 Retirement Incentive for Staff

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- UFHR-Benefits staff are available to assist employees and departments through the retirement process.
- Individual virtual and tele-conferences may be booked directly at <https://benefits.hr.ufl.edu/contact/>. We are also available at [benefits@ufl.edu](mailto:benefits@ufl.edu) and at 352-392-2477.
- Overview available online at <https://hr.ufl.edu/covid-19/covid-19-retirement-incentive-for-staff/>.
- Contact Benefits immediately if an employee on GatorCare expresses interest in participation.





## EFMLEA Updates

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- As of the beginning of the week, UFHR has received over 230 requests for EMFLEA leave.
- Prior, departments were advised to use the Reason Code 'Medical' when entering the Change of Employment Status ePAF.
- A new code 'EFMLEA' has been created to more accurately track these leaves of absence.
- UFHR-Central Leave will update those already submitted, but please use the new code for all new qualifying leaves.



# Dependent Care FSA—Making Mid-Year Changes

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- **Employees may make changes to their Dependent Care FSA outside open enrollment ONLY if they have experienced a qualifying status change (QSC) event:**
  - Reductions in a childcare provider’s availability
  - Change in employment status (increase or decrease of hours) for enrollee or spouse
  - Begin Family and Medical Leave Act (FMLA) leave of absence
  - Change of cost from the provider
  - Change of provider resulting in change of cost
- May decrease the amount of their annual contribution to no less than the amount they have contributed as of the date of the request
- Documentation of QSC event may be required
- UFHR-Benefits contacted enrollees by UF email April 29, 2020
- *QSC and request to update contributions must be reported to PeopleFirst (866-663-4735) within 60 days of event*

# FY 19-20 Comp Leave Cash-Out Changes

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- 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.



# Preparing for 2020 Fiscal Year End Leave Processes

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## Personal Holidays (USPS) and December Personal Leave Days (Teams & Eligible Faculty)

- USPS Personal Holidays must be used in full day increments
- December Personal Leave Days can be used in less than full-day increments
- “Use it or lose it”--use by **June 30, 2020** or will expire



# Preparing for 2020 Fiscal Year End Leave Processes

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**myUFL Toolkit available** (<https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/>)

[Human Resources Toolkits > Time & Labor > Time and Labor Approvers/Processors > Preparing for Fiscal Year Leave Processes](#)

## **Questions or Concerns?**

Contact Central Leave at (352) 392-2477 or [central-leave@ufl.edu](mailto:central-leave@ufl.edu)



# Short Work Break for 9/10 Month Employees

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## **SWB preserves benefits eligibility during the summer months for active 9/10 month employees**

- No benefit deductions taken over the summer months, even if additional compensation is provided (such as OPS employment)
- Benefit coverage extends through September for those who have had all deductions taken
- Last benefits deductions for 9/10 month employees:
  - April 24 paycheck for UFSelect and/or GatorCare plans
  - May 8 paycheck for State plans and GatorGradCare (GA plan)
- Normal deductions resume in September.



# Important Dates

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- **GBAS Virtual Series – The Power of MS Planner, May 21, 2020; 1:30-3:30 pm via Zoom**
- **Next HR Forums – Zoom information provided prior to each.**
  - May 20, 2020 – 10 a.m.
  - June 3, 2020 – 10 a.m.
  - June 16, 2020 – 1 p.m.
  - **July 1, 2020 – CANCELLED**
  - July 9, 2020 – 1 p.m.
  - July 20, 2020 – 2 p.m.
  - August 5, 2020 – 10 a.m.

A photograph of a university campus scene. In the foreground, a man with a backpack walks away from the camera on a path covered with fallen leaves. In the background, several people are walking along a similar path. The scene is set against a backdrop of brick buildings and trees, with sunlight filtering through the trees, creating a warm, golden glow. A semi-transparent dark blue rectangle is overlaid on the center of the image, containing the text 'Thank you for attending the HR Forum' in white.

Thank you  
for attending the  
HR Forum