

HR Forum

August 5, 2020



Today's Agenda Items

- Training and Professional Development to Address Racism, Inclusion, and Bias – Jodi Gentry
- GBAS event announcement – Barb Mitola
- Hiring During COVID-19 – Audrey Gainey
- Interfolio Home Page Updates – Christina Salva
- Supervisor ID Updates – Brent Goodman
- COVID-19 Screening Questionnaire – Amber Wuertz
- Important Dates



Training & Organizational Development

Addressing Racism, Inclusion, and Bias

President Fuchs' June Message:

UF will require training of all current and new students, faculty, and staff on racism, inclusion and bias



Racism, Inclusion, Bias

- This fall: Online training will be required of all faculty, staff, and students
 - Diversity: Inclusion in the Modern Workplace
 - Diversity, Equity, and Inclusion for Students
 - Managing Bias
- August 10—100 UF voices will begin efforts to identify a competency model and training/professional development for racial justice to cultivate ongoing and more robust learning



Training & Organizational Development

Gator Business Administrator Services (GBAS)

GAME ON! Networking Event



August 13

3:30pm – 4:30pm

Inside GBAS Virtual
Training Team in
Microsoft Teams

NO Registration, just
show up for some
learning and networking.

Questions? Contact:
gcadwallader@ufl.edu

GAME ON!

GBAS Escape Room

Networking Event to Explore and Learn in MS Teams



Talent Acquisition & Onboarding

Hiring During COVID-19

Interfolio Home Page Updates



Hiring During COVID-19

UFHR has established a process and best practices for initiating COVID-19 screening for new hires.

- **Origination of Hire ePAF:**
 - The Hire ePAF should be originated as soon as possible to provide the new employee sufficient time to create their Gatorlink and be contacted to complete the questionnaire.
 - If the Hire ePAF is entered for the purpose of generating the Gatorlink invitation and it is not complete, add the following comment: “ePAF generated to trigger COVID-19 screening, please recycle”.

Hiring During COVID-19

- **Timelines:**
 - Reports capturing pending ePAFs are generated **every Monday** (excluding holidays).
 - Allow **5 business days** after the Hire ePAF is originated for the screening questionnaire to be emailed to the new employee.
 - Hires with effective dates of **7 days or less** will be prioritized.
 - Once the new employee receives the screening questionnaire, they are instructed to complete it within **48 hours** of the request.
 - If the new employee should opt to test, they will have a **three-day** testing block to select from. Once tested, **48 hours** should be allowed for results.



Hiring During COVID-19

- **Clearance Notification:**

- UF Health provides clearance notification to UFHR
- Level I Approvers view clearance in the Remote Work File
- UF Health provides results to new employee
- Hiring Department confirms with new employee start date on campus

- **ePAF Approval:**

- New hires must complete the COVID-19 screening and be cleared to return to campus prior to physically being on UF premises
- ePAF can still be approved while waiting for COVID-19 screening clearance, but new employee would only be able to work remotely until the COVID-19 clearance is available



Hiring During COVID-19

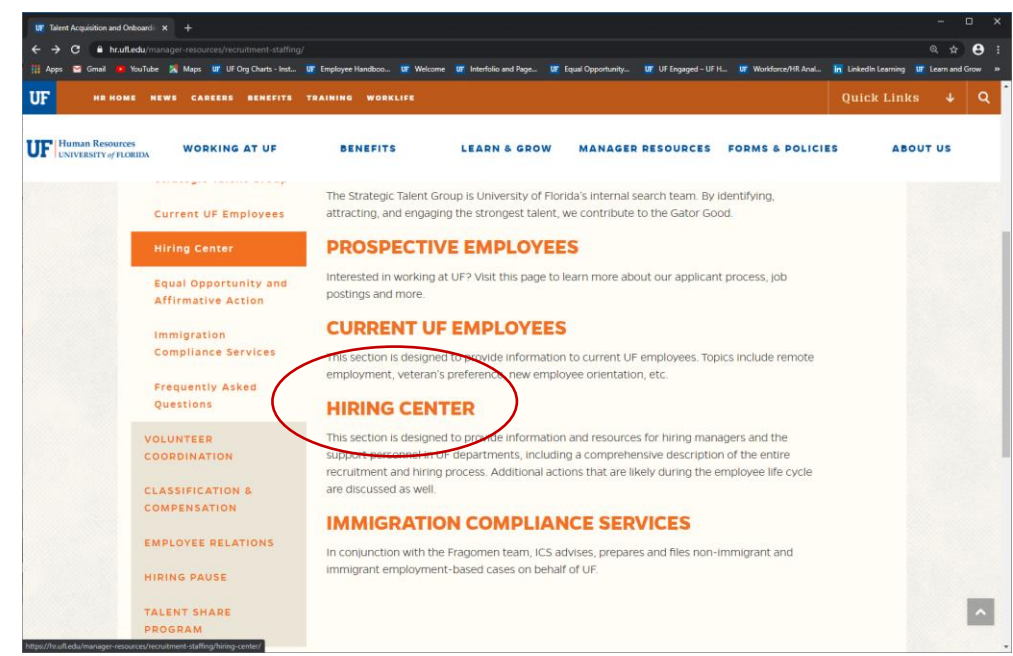
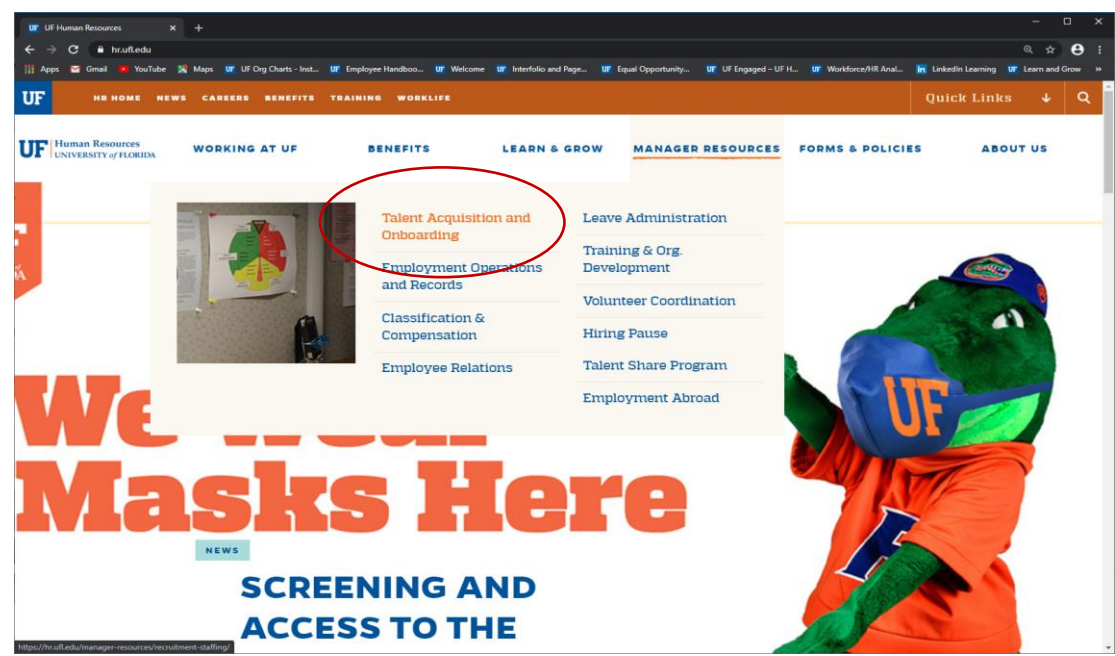
- **Notes:**

- If they have issues receiving their Gatorlink email invitation, visit: <http://identity.it.ufl.edu/process/gatorlink/create-account/> to resend the invitation
- Required Security to access the file in myUFL: UF_EPAF_Department Admin –OR UF_EPAF_Level 1 Approver
- To review a new hire's clearance to return to campus, visit the UF Remote Work file. my.ufl.edu navigation: [Main Menu](#) > [Human Resources](#) > [Workforce Administration](#) > [Job Information](#) > [UF Remote Work](#)
- Academic letters (Faculty and graduate assistants) will not change start effective dates.



Hiring During COVID-19

- Additional information can be found at: <https://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/new-hire-and-covid-19-screening/>
- For clearance information, contact: Talent@hr.ufl.edu





Interfolio Home Page Updates

- Effective **Wednesday, August 5th**
- New dashboard feel that makes better use of screen space.
- Highlights:
 - **Your Action Items** has been renamed **Your Tasks**. **Your Tasks** displays a count of all current tasks.
 - Above the table, two panels display a count of **Read Tasks** and **Unread Tasks**. These provide counts of the tasks that users have clicked on and tasks users have not clicked on.
 - Instead of showing all tasks on the Home page, seven are shown. You may click **View All** to see all tasks on the new expanded tasks page.
 - A **Search** bar above the table allows keyword searching of all tasks. Search terms are highlighted in the results.



Current Interfolio Home Page

Home Welcome back, Christina Salva

- Faculty Search
- Positions
- Templates
- Administration
- Reports
- Users & Groups

Your Action Items

- [Assistant Research Scientist](#) ➔
 60754300 - AG-GCREC-PLANT PATHOLOGY | Non-Tenure-Track Faculty | Faculty Search
- [Postdoctoral Associate \(55062\)](#) ➔
 33030000 - PPHP-OCCUPATIONAL THERAPY | Postdoctoral Associate | Faculty Search
- [Your Files Are Ready to Download](#) ➔



Updated Interfolio Home Page

The screenshot shows the Interfolio home page for Elizabeth Nguyen. The interface includes a top navigation bar with the Interfolio logo and a user profile dropdown. A left sidebar contains navigation links: Home, Faculty Search, Positions, Templates, Administration, Reports, and Users & Groups. The main content area features a 'My Tasks' summary with a count of 14, a search bar, and two task counts: 11 Unread Tasks and 3 Read Tasks. Below these is a table of tasks with columns for Title and Due Date. The table lists several tasks, including those for Clifford Geertz, Eve Kosofsky Sedgwick, W.E.B. Du Bois, Elinor Ostrom, and Warren Elliot Henry. Two tasks are marked as 'Past Due'. A 'Response Requested' section is also visible, along with a 'Files have been shared with you' notification. A 'View all' button is located at the bottom of the task list.

interfolio Elizabeth Nguyen

Home
Faculty Search
Positions
Templates
Administration
Reports
Users & Groups

My Tasks 14

11 Unread Tasks

3 Read Tasks

Title	Due Date
Clifford Geertz College of Humanities Promotion College of Humanities: Full Professor to Distinguished Professor	
Eve Kosofsky Sedgwick College of Humanities Tenure College of Humanities Tenure	
W.E.B. Du Bois College of Humanities Tenure College of Humanities Tenure	
Elinor Ostrom College of Humanities Tenure College of Humanities Tenure	Past Due
Warren Elliot Henry College of Science Tenure College of Science Tenure	Past Due

Response Requested

Files have been shared with you
RPT | # requested responses: 1 | Last updated: March 16, 2020

View all

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Program Policies



Interfolio Home Page Updates

- Effective **Wednesday, August 5th**
- Only impacts the home page
- Questions? Contact your assigned Talent Specialist or talent@hr.ufl.edu.



Class and Comp

Supervisor ID Updates



Supervisor ID Updates

- As of Monday, UFHR reviewed supervisor ID information in myUFL and found that 427 employees (1.2%) are missing supervisor information.
- Several processes including UF Engaged, UFOLIO, and the Screen, Test, & Protect Program utilize supervisor ID information.
- Incorrect supervisory information in myUFL can cause supervisors to not receive important communication regarding their employees.
- Please take a moment to review supervisory information and update as appropriate.



Supervisor ID Updates

Supervisor ID

- To aid in updating and maintaining supervisor information in myUFL a report has been made available in Enterprise Reporting
- myUFL / Main Menu / Enterprise Reporting / Access Reporting / Human Resources Information / Workforce Information / Staff List with Supervisor Info by Department
- Depending on the number of reports available to you, you may have to advance to the next page to find the report



Questions

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



COVID-19 Screening Questionnaire



New Questions Added

- Effective August 1, 2020
- New hires and any remaining employees that have not gone through the RTC process.
- Additional questions are only visible if a person selects the option to schedule a test.



UF Health COVID-19 Screening Form

Step 2 (of 2)

Your Information

Alberta Adaptor albertaj@ufl.edu

Preferred Phone*

Primary Personal Phone

Country Code* Primary Personal Phone*

1 (352) 555-1212

Yes, update the phone number above in my ONE.UF Directory Profile.

Screening Passed

Testing Appointment

On the basis of your response to the questionnaire, you are cleared to continue to work at your UF work location. However, UF strongly recommends that all employees be tested for COVID-19 through UF Health prior to returning to work. Thank you for helping in our efforts to make your colleagues, our campus and community safer. At this time, tests will be done through UF at no out of pocket charge to you. Physicians are also available to answer questions about testing.

Please select an appointment time block below.

TESTING SITE
Curtis M. Phillips Center for the Performing Arts
3201 Hull Road, Gainesville, FL 32611

Thursday, August 6, 2020
9 AM - 10 AM 10 AM - 11 AM 11 AM - 12 PM

Friday, August 7, 2020
9 AM - 10 AM 10 AM - 11 AM 11 AM - 12 PM

Monday, August 10, 2020
9 AM - 10 AM 10 AM - 11 AM 11 AM - 12 PM

Tuesday, August 11, 2020
9 AM - 10 AM 10 AM - 11 AM 11 AM - 12 PM

Wednesday, August 12, 2020
9 AM - 10 AM 10 AM - 11 AM 11 AM - 12 PM

Thursday, August 13, 2020
9 AM - 10 AM 10 AM - 11 AM 11 AM - 12 PM

Friday, August 14, 2020
9 AM - 10 AM 10 AM - 11 AM 11 AM - 12 PM

Questionnaire: Step 2 (Scheduling Test)

Is this the first test you have had for COVID-19? *

- Yes
- No

Are you someone who currently works in a healthcare setting with direct patient contact (such as a first responder, front-line clinician, environmental staff, etc.)? *

- Yes
- No

Do you currently reside in a dormitory? *

- Yes
- No

COVID-19 differs from many infections. Although most people develop symptoms, a large percentage may exhibit none at all yet may still be infected and contagious, capable of passing along the infection to co-workers and others in the community. More than 20% of people with COVID-19, especially those in younger age groups, are estimated to have no symptoms, and yet evidence shows they may spread COVID-19 just as easily than those with symptoms.

For these reasons, COVID-19 nasal swab tests are an important part of the UF Health COVID-19 screening process. We strongly encourage you to participate in this test.

- Having trouble scheduling online? Request a call from UF Health.
- I opt out of UF Health's COVID-19 test for personal reasons.

[Back to Step 1](#)

[Submit Form](#)

Is this the first test you have had for COVID-19?

Are you someone who currently works in a healthcare setting with direct patient contact (such as a first responder, front – line clinician, environmental staff, etc.)

Do you currently reside in a dormitory?



Important Dates

Upcoming HR Forums – Zoom information provided prior to each.

- September 2, 2020 – 10 a.m.
- October 7, 2020 – 10 a.m.

A photograph of a university campus scene. In the foreground, a student 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 foliage, creating a warm, golden glow. A semi-transparent blue rectangle is overlaid on the center of the image, containing the text.

Thank you
for attending the
HR Forum