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/](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.
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.
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.
Thank you for attending the HR Forum