

UF



# HR Forum

November 4, 2020



# Today's Agenda Items

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- GBAS Update – Gwynn Cadwallader
- Employee Assistance Program & Additional Resources – Angie Brown
- Florida Minimum Wage Increase – Brent Goodman
- Foreign National Hire Process Reminder – Cynthia Mendoza
- Upload Documents in ePAF Changes – Cynthia Mendoza
- Termination File – Cynthia Mendoza
- I-9 COVID Flexibility Update – Cynthia Mendoza
- Upcoming Changes for E-Verify – Cynthia Mendoza
- Benefits Open Enrollment – Shannon Edwards
- December Leave Cashout – Shannon Edwards
- 403(b) Voluntary Deductions – Shannon Edwards
- Important Dates



# Training and Organizational Development

GBAS Update





# Strategic Budgeting

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**November 10, 2020 from 1:00 to 3:00pm**

A transparent conversation about aligning resources  
to UF's strategic vision priorities.

Register in myTraining: UF\_GBS600

Registration Closes on November 6<sup>th</sup> at 5:00pm

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



# At UF, By UF, For UF.

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**May 11-12, 2021**

Connect, Learn, and Share in Real Time.

Professional Development for financial, human resources,  
research, and academic professionals.



# GBAS Update

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- Looking Ahead to Spring Semester – Watch for the Video
- November 10<sup>th</sup> from 1:00-3:00pm – Strategic Budgeting
- December 15<sup>th</sup> from 2:30-4:00pm – Mindfulness
- Mid November – Call for presenters
- December 11<sup>th</sup> and 16<sup>th</sup> – Presenter Support Session
- May 11<sup>th</sup> and 12<sup>th</sup> – Conference



# Communications & Worklife

Employee Assistance Program  
Additional Resources



# Employee Assistance Program

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## **Support when you and your loved ones need it most**

- 24/7 access to a licensed counselor
- Telehealth services available
- 6 free visits per person, per household, per event, per calendar year
- Available to faculty, staff, grad assistants, non-student OPS, house staff/residents, postdocs as well as their household members
- Call 833.306.0103 and visit <https://eap.ufl.edu> for more information





# Additional Resources

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## In-person or on-demand

- **Introduction to Mindfulness:** 1- hour session for interested faculty and staff
- **[UF Mindfulness](#):** Weekly sessions on Monday evenings at 5:30
- **Guided meditation:** 10-minute recordings available on our [Wellness Toolkits](#)
- **[The Resilient Gator](#):** Available for departments in-person or individually on demand
- **[Wellness Library](#):** includes recordings of previously held “Wellness Wednesday” sessions featuring UF faculty experts as well as recorded EAP webinars.
  - Sort by “Emotional” to discover sessions related to stress relief



# We're here to help

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## **Request a program or reach out to let us know your needs**

- Bring an EAP introductory session to your department or faculty meeting
- Request Introduction to Mindfulness or Resilient Gators for 8 or more faculty and staff
- Watch for more information and resources later this month
- Contact us at [hrs-wellness@ufl.edu](mailto:hrs-wellness@ufl.edu)





# Classification and Compensation

Florida Minimum Wage Increase  
OPS Update



# Florida Minimum Wage

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- On January 1, 2021, the state minimum wage will increase from \$8.56 to \$8.65 per hour and applies to all employees including FWSP, STAS, and OPS.
- UFHR will process pay increases for all employees currently below \$8.65 with an effective date of January 1, 2021.

# OPS Update

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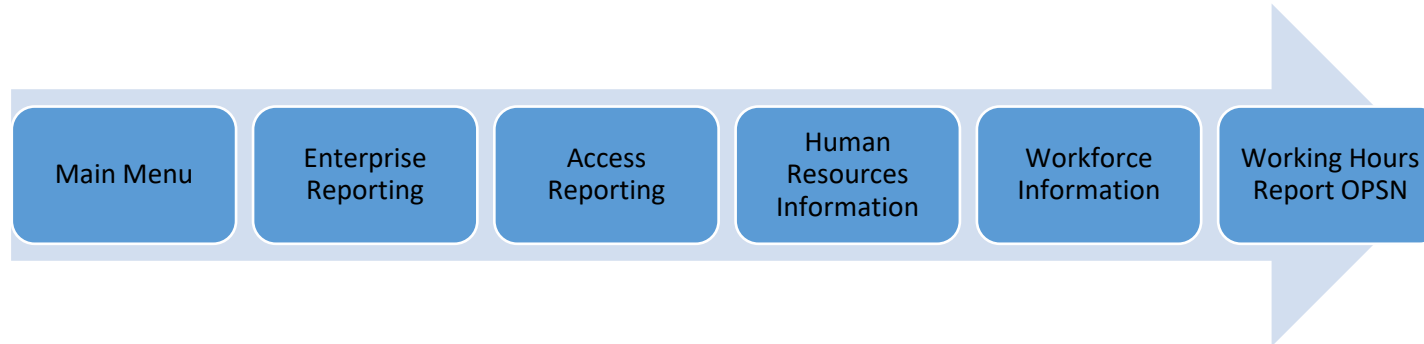
- Earlier this year, the non-student hourly OPS hours threshold was paused due to the pandemic and the implementation of a hiring pause.
- While the pandemic and hiring pause will continue to present challenges, we feel it's important that we reimplement the hours threshold in order to ensure compliance with the policy.
- Employees in the OPS Sponsored Project Non-Clerical, Clerical, Time-limited, and Special Risk classifications are subject to the 4,176 hour threshold.
- Units with employees in these classifications who are at or approaching the threshold should begin working with their college/unit human resources team to develop a plan in order to achieve compliance.
- Non-Student Hourly OPS Policy can be found at, <https://hr.ufl.edu/wp-content/uploads/2018/08/Non-student-hourly-OPS-policy.pdf>.



# OPS Update

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- Supervisors and administrators can track OPS hours using the OPS Hours Report found in PeopleSoft.







# Questions

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



# Employment Operations and Records

Foreign National Hire Process Important Reminder

Upload Documents in ePAF Changes

Termination File

I-9 COVID Flexibility Update

Upcoming Changes for E-Verify



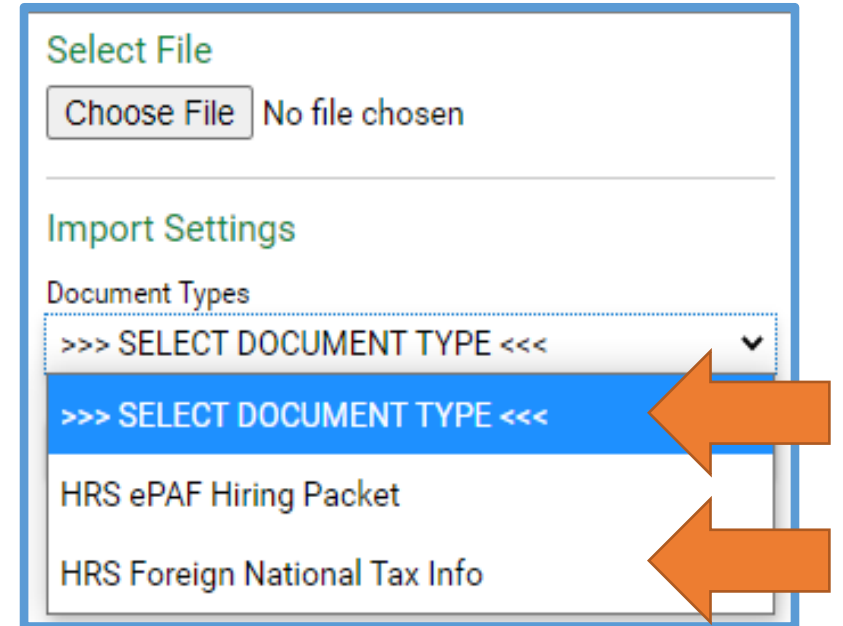
# Foreign National Hire Process Important Reminder!

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- Social Security Number Field
  - **Must contain an actual social security number or the UF TempID**
    - Submitting an ePAF with an already created UFID that does not have this data will require the ePAF to be denied as it can't go to Equifax without the SSN or the UF TempID

# Upload Documents in ePAF Changes

- For the past 10 years or so, when uploading documents to ePAF there has been only one option:
  - **HRS ePAF Hiring Packet**
- With recent changes to the foreign national hiring process, we added 2 other options in the drop-down:
  - >>>>Select Document Type<<<<<
  - HRS Foreign National Tax Info



Select File

Choose File No file chosen

Import Settings

Document Types

>>> SELECT DOCUMENT TYPE <<<

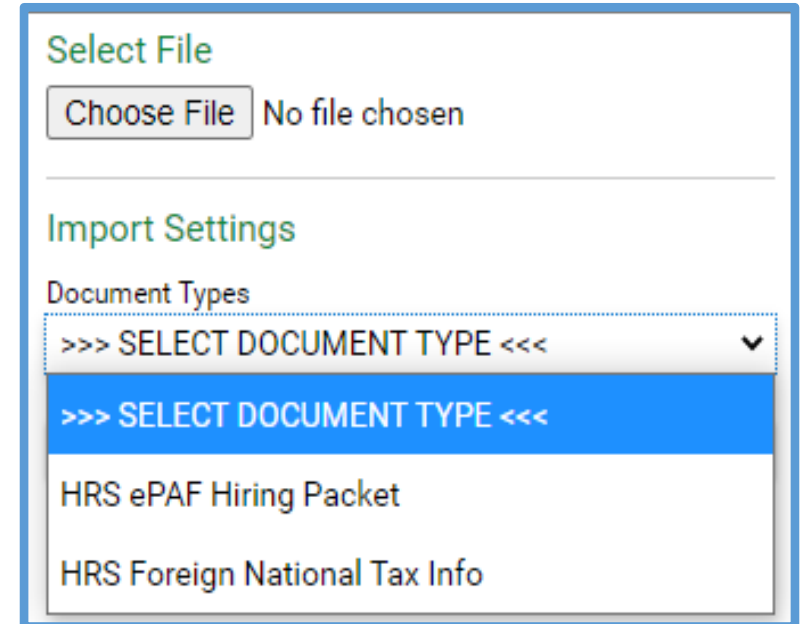
>>> SELECT DOCUMENT TYPE <<<

HRS ePAF Hiring Packet

HRS Foreign National Tax Info

# Upload Documents in ePAF Changes

- You must upload the documents to the correct document type
  - If the **Select Document Type** is left as default, the documents are not visible to ePAF approvers and will result in a recycled ePAF
- HRS ePAF Hiring Packet
  - Should be used for all documents outside of tax documents for foreign national hires
- HRS Foreign National Tax Info
  - Example: I-94, SDN List, Visa, DS-2019, I-20, etc.



Select File

Choose File No file chosen

Import Settings

Document Types

>>> SELECT DOCUMENT TYPE <<<

>>> SELECT DOCUMENT TYPE <<<

HRS ePAF Hiring Packet

HRS Foreign National Tax Info



# Termination File

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- Currently, there are about 2400 employment records that have not received a payment in 6 months or more
- A termination file is now open through **November 20, 2020**
- Effective date in Job Data: November 27, 2020
- Why do we do a termination file?
  - Help mitigate unnecessary risks
  - Have an accurate count of our employment population
  - Assist departments in making good decisions for unit/college





# Termination File

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- Departmental HR professionals will need to review the termination file and “**uncheck**” those individuals who should remain active in the system
  - As we review the file, we may contact you for justification for requesting to leave certain employees active
- The file may contain records of all the salary plans. For example, OPSN, FWS, STAS, OF12, etc.
  - \* This is not an all-inclusive list



# Termination File

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The termination file is located:

- Main Menu > Human Resources > Workforce Administration > Job Information > UF Appointment Review
  - Enter the Year: **2020**
  - Enter your unit's **Department ID**
  - Enter Termination Date: **11/27/2020**
- Questions?



# I-9 COVID Flexibility Update

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- In March 2020, the U.S. Department of Homeland Security (DHS) announced the flexibility to review I-9 supporting documents for COVID-19 reasons
- It is possible that this flexibility ends on **November 19, 2020**
  - Begin planning on an in-person process to verify those individuals who were reviewed remotely
  - A remote representative continues to be a viable option for those individuals working remotely
  - We will keep you up-to-date on the latest developments



# E-Verify and Tentative NonConfirmations (TNC)

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- E-Verify
  - E-Verify is the electronic process that verifies an employee's eligibility to work in the U.S.
  - UF participates in E-Verify to maintain our federal contractor status
    - UF Policy is that all new employees participate!
  - Federal grants (NIH and NSF) awarded to UF departments are audited on E-Verify compliance regularly
- A “Tentative Nonconfirmation” means the information entered by UF in E-Verify from a new employee's Form I-9 does not match records available to the Department of Homeland Security (DHS) and the Social Security Administration (SSA)



# TNCs: Immediate Action Needed

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- Tentative nonconfirmations (TNC) occur regardless of the immigration status of a new employee and it is essential a corrective action is taken right away
- As an employer, UF is required to notify the employee as soon as possible within 10 federal government working days
  - Currently, EOR handles these notifications and works with the new employee and the department to resolve these issues

# TNCs: The Process



## TNC Referral Process - 10 days



1

Employer and employee must take action as soon as possible within 10 federal government working days after E-Verify issued the TNC result



2

Employer notifies employee of TNC



3

Employee notifies employer whether he/she will take action to begin resolving the TNC

## TNC Referred Process - 8 days



4

If employee contests TNC, employer refers case to SSA and/or DHS



5

Employee visits SSA and/or calls DHS within 8 federal government working days



6

Employer receives updated results



7

Employer closes the case

E-Verify issued the TNC Result







# TNCs: The Change

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- Starting November 5, 2020, E-Verify will begin notifying employers not in compliance with this legal requirement
- This 10-day requirement is a step-up from the previous timeframe of “a reasonable amount of time” to contest a TNC
- EOR is currently testing an electronic process to inform the employees while maintaining departments as part of the communication loop
  - Previously, we met the employee in person



# TNCs: Your Role

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- If you and a new employee receive a TNC notification, prompt the employee to respond as soon as possible
  - Not responding within the 10-day window is considered choosing not to address the issue and **will result in termination of employment**
- Remain calm so the employee can remain calm
- Reassure the employee that usually these issues can be resolved quickly if action is taken right away
- The employee will continue to work and get paid until a final response regarding an employee's case is received



# Help Prevent TNCs!

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- Enter the name of the employee as it appears on their supporting documentation (social security card, passport, driver's license, etc.)
- If the employee has two first names and/or two last names, include both
- Include other last names used when applicable
- Verify all documents used to support the Form I-9 are not expired
- Verify the numbers entered for ss card, passport, I-94, EAD card, etc.
- Verify the dates entered match the U.S. format of month/date/year
- Verify the state for documents such as the driver's license is selected correctly



# Questions?

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- Contact Information
  - Employment Operations & Records – [ufhr-employment@ufl.edu](mailto:ufhr-employment@ufl.edu)



# University Benefits

Open Enrollment

December Leave Cashout

403(b) Voluntary Deductions



# Open Enrollment (OE) for 2021 Benefits

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- **Last day of OE is 11/6**
- Make elections by 6 p.m. EST
- Helpful information and links to recorded webinars available on the OE website: <https://benefits.hr.ufl.edu/my-benefits/open-enrollment/>
- **Thanks to our HR liaisons for your support during this year's OE!**

Questions about benefits? Email [benefits@ufl.edu](mailto:benefits@ufl.edu) or call (352) 392-2477





# Payroll Deductions for 2021 Benefits

December & January payroll deductions reflect 2021 benefits elections:

## State / People First Deductions

- Most plans paid a month in advance
- **December 4 & December 18** paychecks **pre-pay** for January 2021 coverage
- OE changes to *reimbursement accounts* reflected beginning on the **January 15** paycheck (i.e. Medical Reimbursement, Dependent Care, Limited Purpose, and Health Savings Accounts)

## UFSelect and GatorCare Deductions

- Paid month of coverage, not paid in advance
- Changes made during OE reflected in paycheck beginning **January 15**



# December Vacation Leave Cashout

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TEAMS employees may cash out up to **16 hours of vacation leave October 30-November 12.**

- Minimum balance of 40 hours of vacation leave required after end of pay period
- No late entries or exceptions permitted:
  - *Employees must enter in system by midnight on 11/12*
  - *Supervisor approvals must be completed before 10:00 a.m. on 11/13*
- Cashout payment included on November 20 paycheck
- *Instruction Guide:*  
[http://training.hr.ufl.edu/instructionguides/time&labor/reporting\\_december\\_cashout20.pdf](http://training.hr.ufl.edu/instructionguides/time&labor/reporting_december_cashout20.pdf)

**Questions? Call (352) 392-2477 or email [central-leave@ufl.edu](mailto:central-leave@ufl.edu)**



## 403(b) Voluntary Deductions

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Beginning January 2021, all UF 403(b) contributions will be managed by Fidelity Investments.

- Final contributions sent to current record-keepers on 12/18/20.
- Contributions to Fidelity begin on 12/31/20 paycheck (due to blackout period for the transition)
- If you do not want to make future UF 403(b) contributions due to the move to Fidelity:
  - Complete a Salary Reduction Form (SRA) and
  - Email SRA to [benefits@ufl.edu](mailto:benefits@ufl.edu) by 12/7/20

**Questions? Call (352) 392-2477 or email [benefits@ufl.edu](mailto:benefits@ufl.edu)**



# Important Dates

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- **December Leave Cashout**

- TEAMS Employees may enter from October 30-November 12

- **Upcoming Holidays**

- Veterans Day Holiday – November 11
- Thanksgiving Holidays – November 26 & 27
- Homecoming Holiday observed – December 24
- Christmas Holiday – December 25
- New Year's Day Holiday – January 1

- **Upcoming HR Forum** – December 2 @ 10 a.m. (Zoom details TBA)



The background of the slide is a photograph of a university campus. It shows a wide, paved walkway lined with trees and flowering bushes. Several people are walking along the path. In the background, there are large, multi-story brick buildings with many windows. The scene is captured in a warm, golden-hour light, suggesting late afternoon or early morning. A semi-transparent dark blue rectangle is overlaid in the center of the image, containing the main text.

UF

Thank you  
for attending the  
HR Forum