



HR Forum

March 3, 2021



Today's Agenda Items

- GBAS and MainSpring Updates – Gwynn Cadwallader/Ronda Mitchell
- Short Work Break – Cynthia Mendoza
- Summer File – Cynthia Mendoza
- Florida Minimum Wage – Brent Goodman
- AI Initiative – Audrey Gainey
- Interfolio Updates – Audrey Gainey
- Important Dates



Training and Organizational Development

GBAS & MainSpring Updates



Spring Institute

Critical Thinking through Data Analysis

April 2 from 9:00am to 12:00pm

Virtual via Zoom

Register by March 5th – myTraining UF_GBS250



Registration is Open



Keeping It Real

- Registration will close on March 16
- CxUF is offered at no cost and is sponsored by three UF communities of practice: GBAS, MainSpring, and UFLN
- **Conference Target Audience:** UF business and research administrations of all levels (foundational to advanced), people working in finance, human resources, sponsored programs, and academic professionals and leaders who participate in the UFLN
- Visit <https://learn-and-grow.hr.ufl.edu/connected-by-uf-conference/cxuf-agenda/> to register and for the conference agenda and session descriptions



MainSpring Launch



MainSpring Launch Event

March 10, 10:00 – 11:30 am

Virtual Teams

Designed for anyone in HR, Finance, or Sponsored Programs who supports research at UF

No registration required



Employment Operations & Records

Short Work Break

Summer File



Short Work Break 2021



Short Work Break for 9/10-Month Employees

- Short Work Break file will take place on **April 23, 2021**
- 9- and 10-month employees (faculty, graduate assistants and TEAMS) will be placed on Short Work Break in the myUFL system for the summer semester
 - Individual is still an active employee
 - Time Reporting is inactivated and salary is not paid on this record during the short work break period
- Effective dates for Short Work Break
 - 9-month: 5/16/2021
 - 10-month: 6/1/2021



Short Work Break for 9/10- Month Employees

- Action Needed by Departments
 - Verify all 9- and 10-month employees who will not return after Spring 2021 are terminated in myUFL
 - If necessary, enter end-of-semester terminations PRIOR to **April 22, 2021**
- To review employees on Short Work Break after **April 23**
 - Main Menu > Enterprise Analytics > Access Enterprise Analytics > Team Content > Human Resources Information > Workforce Information > Short Work Break – Return From Break Report
 - Instruction Guide
http://training.hr.ufl.edu/instructionguides/job_position_actions/s hortworkbreak.pdf



Summer Appointment File 2021



Faculty and GA Summer Appointments

- Summer appointments for 9-month faculty and graduate assistants may be processed via the summer job file
 - **Summer appointments can also be entered as a Hire ePAF**
- The file will be **available** April 23, 2021
- The file will **close** on May 13, 2021
- Summer appointments will be **reflected** in Job Data on May 17, 2021



Faculty and GA Summer Appointments

- The file will be available via myUFL system
 - Main Menu > Human Resources > Workforce Administration > Job Information > UF Summer Job Review
 - Enter the current **Calendar Year**. For example: 2021
 - Enter your **Department ID**. For example: 62%
 - Click the **Search** button
- Instruction Guide
 - http://training.hr.ufl.edu/instructionguides/job_position_actions/summerjobreview.pdf
- You will be contacted by EOR if there are employees who do not load and may need additional action on your part



Summer Appointment Terminations

- A termination row will be applied at the same time the summer appointment is applied in job data
 - If a job edit is completed during the summer, it might mean you will need to enter a termination ePAF for that employee
- **Reminder:** Enter distributions for summer appointments
- Questions?
 - Ufhr-employment@ufl.edu
 - 352-273-1079



Classification and Compensation

Florida Minimum Wage



Florida Minimum Wage

- Florida voters approved amendment 2 in November 2020 which increases the minimum wage and amends Florida's Constitution.
- Under the new mandate, Florida's minimum wage, currently \$8.65, will increase to \$10 an hour on September 30, 2021.
- After which the minimum wage will increase \$1 each year until it reaches \$15 an hour in 2026.
- The minimum wage applies to all public and private sector employers, regardless of size or number of employees.



Florida Minimum Wage

- In January, a bill was introduced to the Florida Senate that would limit who is eligible for the minimum wage.
- If the bill is approved, it would allow individuals, including youth under the age of 21, convicted felons, and prison inmates to be paid less than minimum wage.



Florida Minimum Wage

- As of February 22nd, there are 2,166 appointments below the new minimum wage. The cost-plus fringe of bringing the population to the new minimum wage is approximately \$2.063M.
- Some of the top units are Student Affairs, Housing & Residence Education, O'Connell Center, Reitz Union, IFAS, and UFIT.
- This estimate is very conservative as our student employee headcount is down dramatically due to COVID-19. This time last year, there were 38% more appointments with hourly rates less than \$10 per hour.



Questions

Please contact Classification & Compensation via email at compensation@ufl.edu.



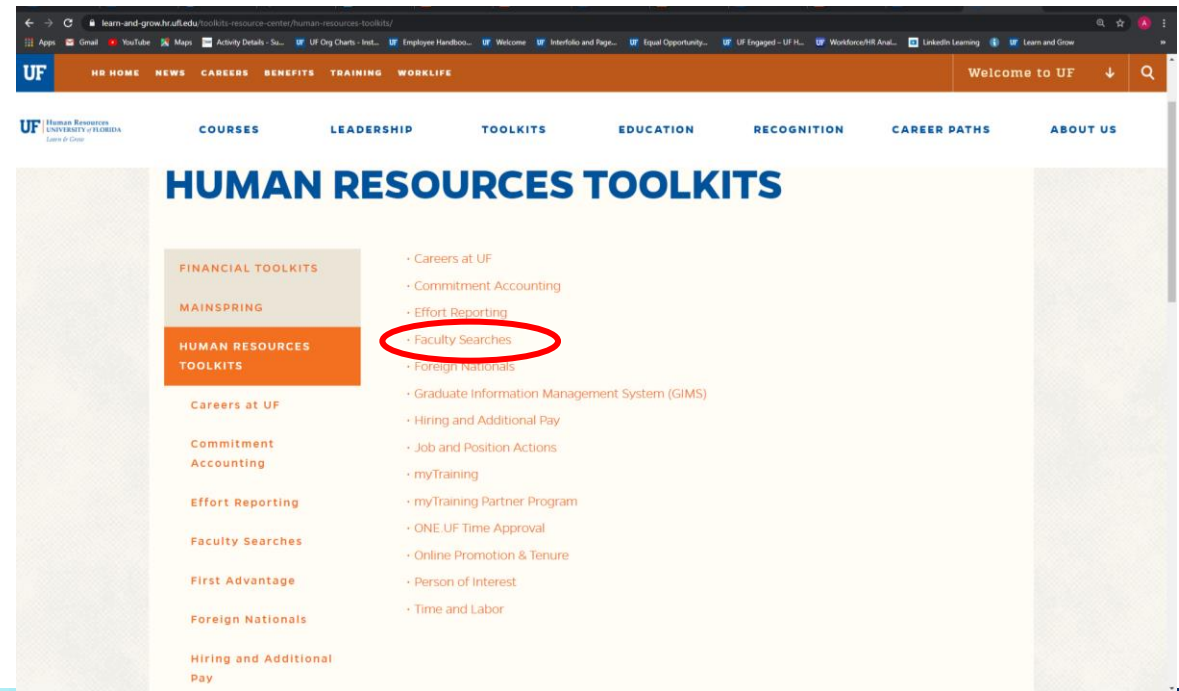
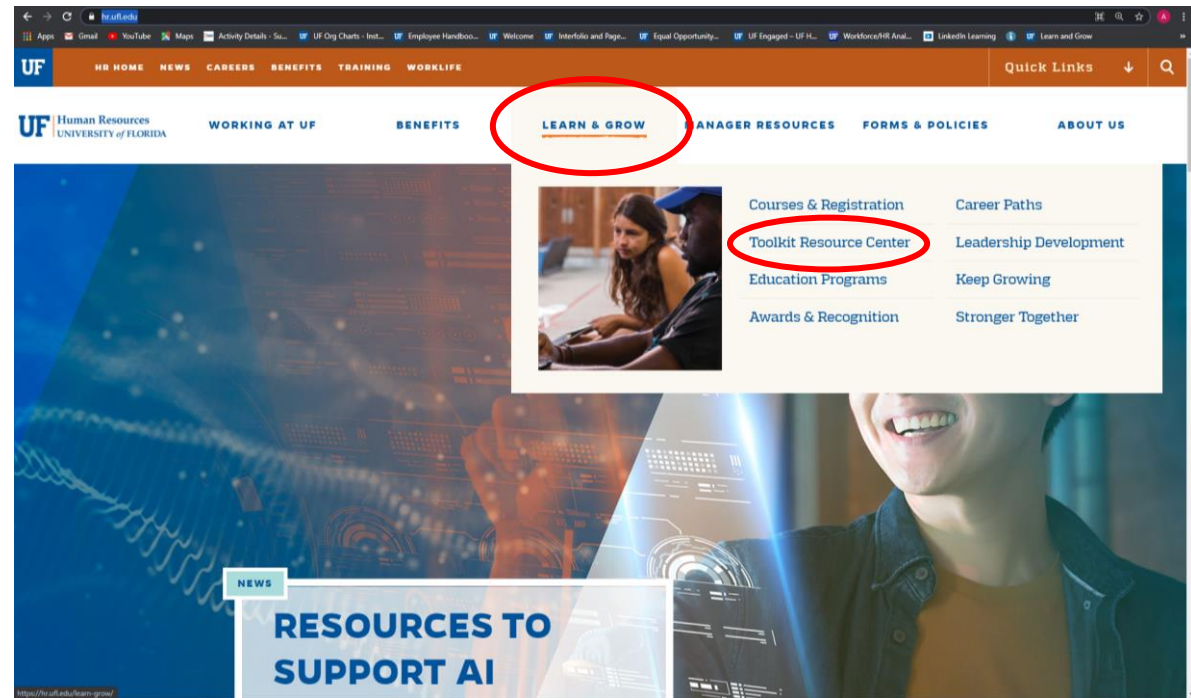
Talent Acquisition & Onboarding

AI Initiative
Interfolio Updates



AI Faculty Hiring Resources

- AI Jobs Website ai.jobs.ufl.edu/
- UF Faculty Searches Toolkit hr.ufl.edu/





AI Faculty Hiring Resources

To help you attract top candidates, it is essential that you have a recruitment plan that works for your unit's needs, including inviting job announcements that provide essential information about the position. These resources can help you get started in conceptualizing your recruitment.

Getting Started

RESOURCES

[AI Jobs Website](#) **AI**

[UF AI Initiative Website](#) **AI**

[AI at UF — A Guide to Inclusive Hiring](#) **AI**

[Faculty Recruiting Plan Example](#)

[Elements of a Job Announcement](#)

RECRUITMENT MATERIALS

[Position Announcement Templates - Example 1 | Example 2](#)

[Inclusive Statements for Job Advertisements](#)

[AI at UF - 1 Page Infosheet](#) **AI**

[AI at UF - Customizable Infosheet](#) **AI**

[AI at UF - Social Media Assets \(zip\)](#) **AI**

[AI at UF - Email Header](#) **AI**

[AI at UF - Email Signature](#) **AI**





Interfolio

System Advantages

- Interfolio dossier allows for shared stored materials between candidates and committee members without uploading documents
- Interfolio dossier provides letter of recommendation solicitation and delivery through confidential links

System Opportunities

- Access to candidate contact data limited
- Minimal Reporting Capability
- Narrow datasets can be downloaded at one time
- User and applicant support is limited
- Restricted customization and systems configuration



Interfolio

Service Option

- Engaging in a one-year extension with the option to renew
- Optimization of support and on-going training
- Quarterly assessment of value and utilization

Contact Information

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





Important Dates

- **Upcoming HR Forum** – April 7 @ 10 a.m. (Zoom details TBA)

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