

UF



HR Forum

April 7, 2021



Today's Agenda Items

- GBAS Update – Barb Mitola
- Training Updates – Bob Parks
- Employment Operations and Records Updates –
Cynthia Mendoza/Johannes Traster
- Classification and Compensation Updates – Brent Goodman
- Benefits Updates – Shannon Edwards
- Important Dates



Training and Organizational Development

GBAS Update



GBAS Director

Welcome Terry Moore

Starting January 2022



Are You Ready?



Keeping It Real

- Mark the time on your calendar on May 11 & 12
- Encourage participation to all who registered
- Your Conference Group (YCG)
 - YCG Facilitator opportunity

We encourage you to visit <https://learn-and-grow.hr.ufl.edu/connected-by-uf-conference/cxuf-agenda/> for the conference agenda and session descriptions



Training & Organizational Development

UF Leadership Program Applications Open

Summer Calendar

Stronger Together

Leadership Program Applications

- “Leadership and learning are indispensable to each other.” —John F. Kennedy
- Now through **April 30** we are accepting applications for
 - **UF Academy**
 - **Advanced Leadership for Academics and Professionals (ALAP)**
 - **Managers Cohort**



Leadership Program Applications

- UF Academy
 - Entering its 17th year
 - Designed for faculty and professional staff who are “emerging leaders”



Leadership Program Applications

- Advanced Leadership for Academics and Professionals (ALAP)
 - Entering its 12th year
 - Designed for established UF professional and academic leaders looking to further develop leadership skills



Leadership Program Applications

- Managers Cohort
 - Entering its 11th year
 - Managers can participate in the Managing at UF curriculum as a cohort





Leadership Program Applications

- For more information or to access the application, visit the Leadership @ UF program page on the UFHR site
<http://hr.ufl.edu/leadership@uf/programs/>





Summer Calendar

- Summer calendar of courses available for registration starting Monday, April 5
- Several certification tracks for different roles
- Register in myTraining
- View HR calendar for course dates (<https://calendar.hr.ufl.edu/events/category/training-organizational-development/>)



GATORS*Together*

Combining our *UNIQUENESS* to achieve greatness.



University of Florida
PRO 3 SERIES
The skills you need to know, so you can grow



Managing at UF:
The Supervisory Challenge

Stronger together sessions:

- Managing Biases in Hiring with Audrey Gainey
 - *April 13th from 1:30-3pm*
- Understanding Your Racial Identity with Dr. Rivera-Ramos
 - *April 29th from 10:30am-12pm*
- Understanding and Taking Action Against Anti-Black Racism with Dr. Della Mosley
 - *May 25th from 12-1:30pm*

www.learn-and-grow.hr.ufl.edu/courses-registration/stronger-together/



Employment Operations & Records

Short Work Break

Summer File

OnBase Forms

Website Renovations



Short Work Break Reminders!

- Short Work Break file will take place on **April 23, 2021**
- Action Needed by Departments
 - Verify all 9- and 10-month employees (faculty, graduate assistants, and TEAMS) who will not return after Spring 2021 are terminated in myUFL
 - If necessary, enter end-of-semester terminations PRIOR to **April 22, 2021**



Short Work Break Reminders!

- To review employees on Short Work Break after **April 23rd**
 - 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/shortworkbreak.pdf



Faculty and GA Summer Appointment Reminders!

- Summer appointments for 9-month faculty and graduate assistants may be processed via the summer job file
 - **Summer appointments may also be entered as a Hire ePAF**
- The file will **open** on 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 Appointment Reminders!

- The file will be available via myUFL system
 - Main Menu > Human Resources > Workforce Administration > Job Information > UF Summer Job Review
- 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



OnBase Self-Service Forms

- Foreign National SSN Updates
 - Employees using a UF TempID that need their SSN updated in myUFL
 - Simple eForm to upload SS card
 - Available to use now; previous process will retire by April 16th
- Name and/or Gender Changes
 - Previous paper version of the form is no longer in use
 - No changes to requirements; SS card is still required for name changes

The screenshot shows the 'Foreign National Social Security Number Update' form. At the top is the UF Human Resources logo. The form title is 'Foreign National Social Security Number Update'. Below this is an 'Instructions' section stating that hiring departments are responsible for monitoring foreign nationals and that their SSN must be updated in myUFL upon receiving a new Social Security card. It also provides links for 'Additional Resources' such as 'Obtaining a Social Security Card' and 'UF TempID Use Expectations'. The 'Employee Information' section prompts the user to enter their UFID to autopopulate other fields. It includes input boxes for UFID, First Name, Middle Name, Last Name, Gatorlink, Primary Affiliation, Phone, and Email. Below this is an 'Optional Additional Departmental Contact Email Address' field. The 'Social Security Card (0)' section has a note to attach the card and an 'Attach Social Security Card' button. At the bottom is a 'Submit' button.



Employment Operations & Records Website Renovations

■ Previous Navigation Menu

- Hiring a Foreign National
- Hiring Center
- Employment Verification
- I-9 Verification
- Employment Data
- Retention
- Scanning
- Records Request
- Employment of Relatives Petition

■ New Navigation Menu

- Hiring Center
- Hiring a Foreign National
- Employment Data Updates **New!**
- Employment of Relatives Petition
- Employment Verifications & Records **New!**

[Employment Operations & Records Website](#)



Employment Data Updates

- Newly renovated website for your department and employee needs

[Employment Data Updates](#)

- hr.ufl.edu
 - Manager Resources
 - Employment Operations & Records
 - Employment Data Updates
- Previous reverification website and portal now lives on this page
 - Reverification email has been migrated over to our main EOR listserv: ufhr-employment@ufl.edu

DEPARTMENT UPDATES

I-9 REVERIFICATIONS

FOREIGN NATIONAL SSN UPDATES

JOB DATA CORRECTIONS

EMPLOYEE UPDATES

EMERGENCY CONTACT UPDATES

EDUCATION UPDATES

NAME & GENDER CHANGES

ADDRESS CHANGES



Employment Verifications & Records

- Employment Verifications
 - Public Service Loan Forgiveness
 - The Work Number
 - UF Related Entities
 - Self-Service Verifications
- Records Management
 - Public Records
 - Personnel Records
 - Retention Schedules

[Employment Verifications & Records](#)





Classification and Compensation



Class & Comp Updates

UFHR's is implementing a market pricing tool in support of the strategic commitment to design and implement a fair and competitive compensation strategy to help attract, retain, and reward high-performing faculty and staff.

This tool will provide leaders across campus in data-driven decision making by providing comprehensive market data.

Class & Comp Updates

Why is this important?

UF's month salary expenditure, including fringe, is approximately \$89M each pay period.

While monetary rewards is only one aspect of the total value an employee receives, it is often the largest expense.

As a leader, maximizing the return on this resource is critical to the success of your unit and the university.





Class & Comp Updates

- In 2019, the University of Florida engaged Segal Consulting (formally Sibson Consulting) to conduct a competitive assessment of base salaries and develop a new staff salary structure.
- Following a comprehensive market assessment that covered approximately 80-85% of incumbents, UFHR and Segal developed a salary structure for staff positions.
- We found that UF's aggregate compensation spend was 96% of the market median and that 73% of incumbent salaries were within a competitive range or leading the market.

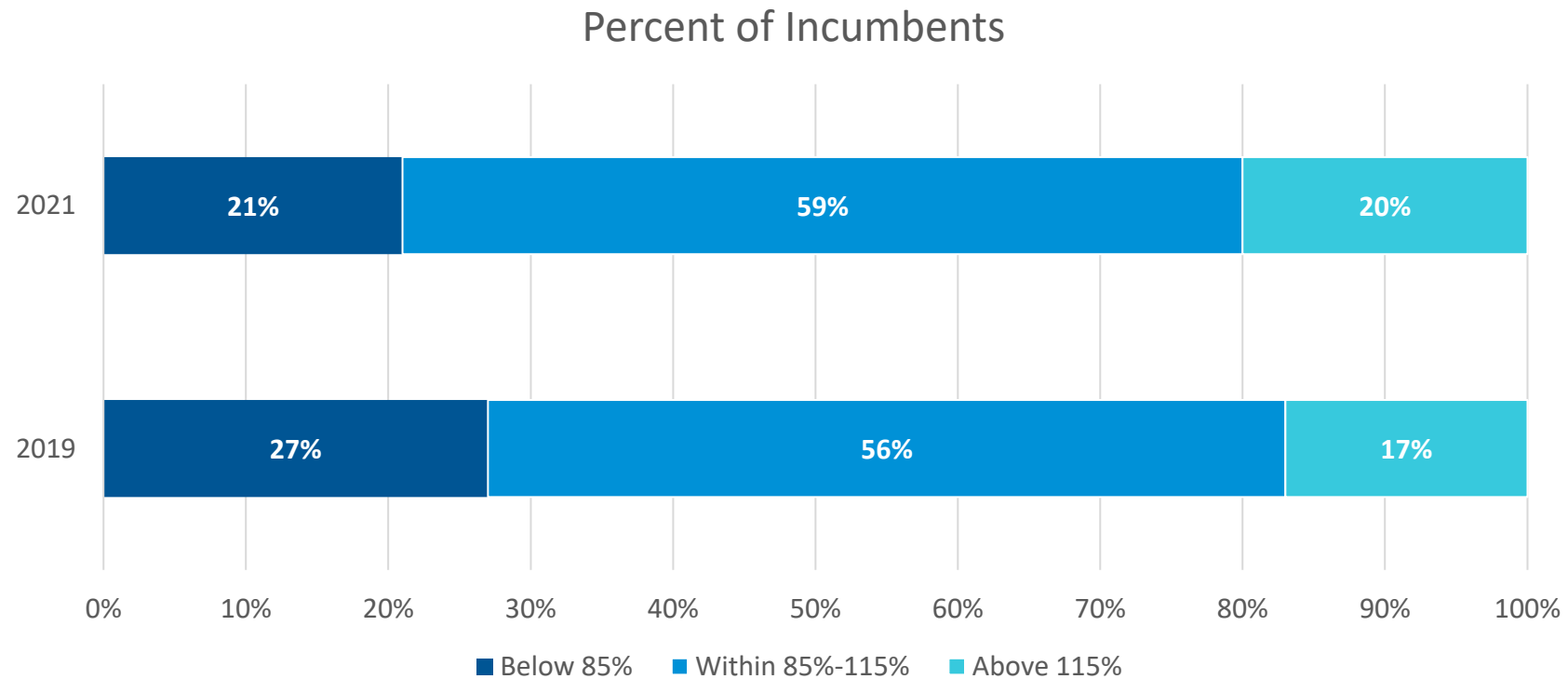


Class & Comp Updates

- Earlier this year, UFHR implemented a market pricing tool called Payfactors in order to support our ongoing efforts in the compensation space.
- As part of the implementation, UFHR priced 54% of staff jobs which covers 82% of current incumbents.
- As of February 1st, UF's aggregate spend is 98% of the market median and 79% of incumbent salaries are within a competitive range or leading the market.



Class & Comp Updates





Class & Comp Updates

Market Competitiveness by Job Family

Accounting & Finance	Admin & Mgmt.	Ag & IFAS Operations	Animal & Vet Care	Comm, Sales & Marketing	Development & Alumni Aff	Education & Training	Facilities Operations	Healthcare	Human Resources
101.6%	104.4%	92.6%	102.9%	90.6%	97.5%	95.9%	105.4%	98.2%	97%

Information Technology	Legal & Audit Services	Libraries & Museums	Life, Physical & Social Sciences	Office & Business Adm	Public & Env Safety	Research & Grants	Student & Academic Svc
91.4%	107.0%	89.3%	85.0%	101.2%	102.5%	102.8%	109.7%



Class & Comp Updates

Market Competitiveness by College/Administrative Unit

UF Advancement	Busines Services	Office of the CFO	COTA	IFAS	Business	Dentistry	DCP	Education	Engineering	HHP
99.4%	100.6%	99.6%	94.4%	92.3%	106.5%	98.5%	101.8%	106.2%	100.5%	106.2%
Journalism	Law	CLAS	Medicine	Medicine – JAX	Nursing	Pharmacy	PHHP	Veterinary Medicine	Housing	Emergency Management
110.3%	106.4%	92.9%	99.8%	99.4%	105.8%	100.3%	105.2%	94.4%	100.3%	101.7%
EH&S	Facilities	Facilities Planning & Construction	Accounting & Finance	FLNHM	Graduate School	UF Human Resources	UFIT	International Center	Reitz Union	Military Units
101.9%	107.3%	112.6%	98.5%	95.4%	95.7%	91.2%	91.6%	93.9%	105.6%	90.2%
Enrollment Management	Health Affairs	Office of the President	Office of the Provost	Student Affairs	PHHP-COM	COO's Office	Student Health Care Center	Business/Vendor Diversity	O'Connell Center	Student Government
95.7%	96.8%	116.6%	98.4%	98.2%	107.5%	99.7%	92.0%	90.7%	98.0%	99.7%
Office of Teaching & Technology	Type One Centers	UF Research	Libraries	UPD	Florida Press	Strategic Comm & Marketing	VP, Business Affairs	General Counsel	Government Relations	
94.0%	101.5%	105.3%	88.2%	103.0%	86.8%	104.8%	94.5%	121.4%	128.3%	



Class & Comp Updates

To support the effective use of UF's salary expenditure, UFHR will be adding several new services that will occur throughout the year.

- May – UFHR will provide Deans and Vice Presidents with aggregate market data for their units to support salary planning.
- July – UFHR will update the University's salary structure, if appropriate, based on market information.
- September – UFHR will provide Deans and Vice Presidents with market data, with incumbent level detail, to support merit-based salary increases as part of university wide pay programs.
- Ad-hoc – UFHR's compensation team will provide ad-hoc market information upon request.



Class & Comp Updates

The market data includes the Mercer/Gartner IT, Compdata, CUPA-HR, Oklahoma State Faculty Salary Survey, and Wamser University Foundation/Development survey.

- CUPA-HR survey data includes administrators, professionals, staff and faculty salary data by 2-, 4-, and 6-digit discipline.
- UFHR selected multiple peer groups that include the following:
 - All Institutions
 - Association of American Universities (AAU)
 - Land-grant Institutions
 - Very High & High Research Institutions
 - Institutions in the 4th quartile for operating expenditures, faculty FTE, student FTE, and staff FTE

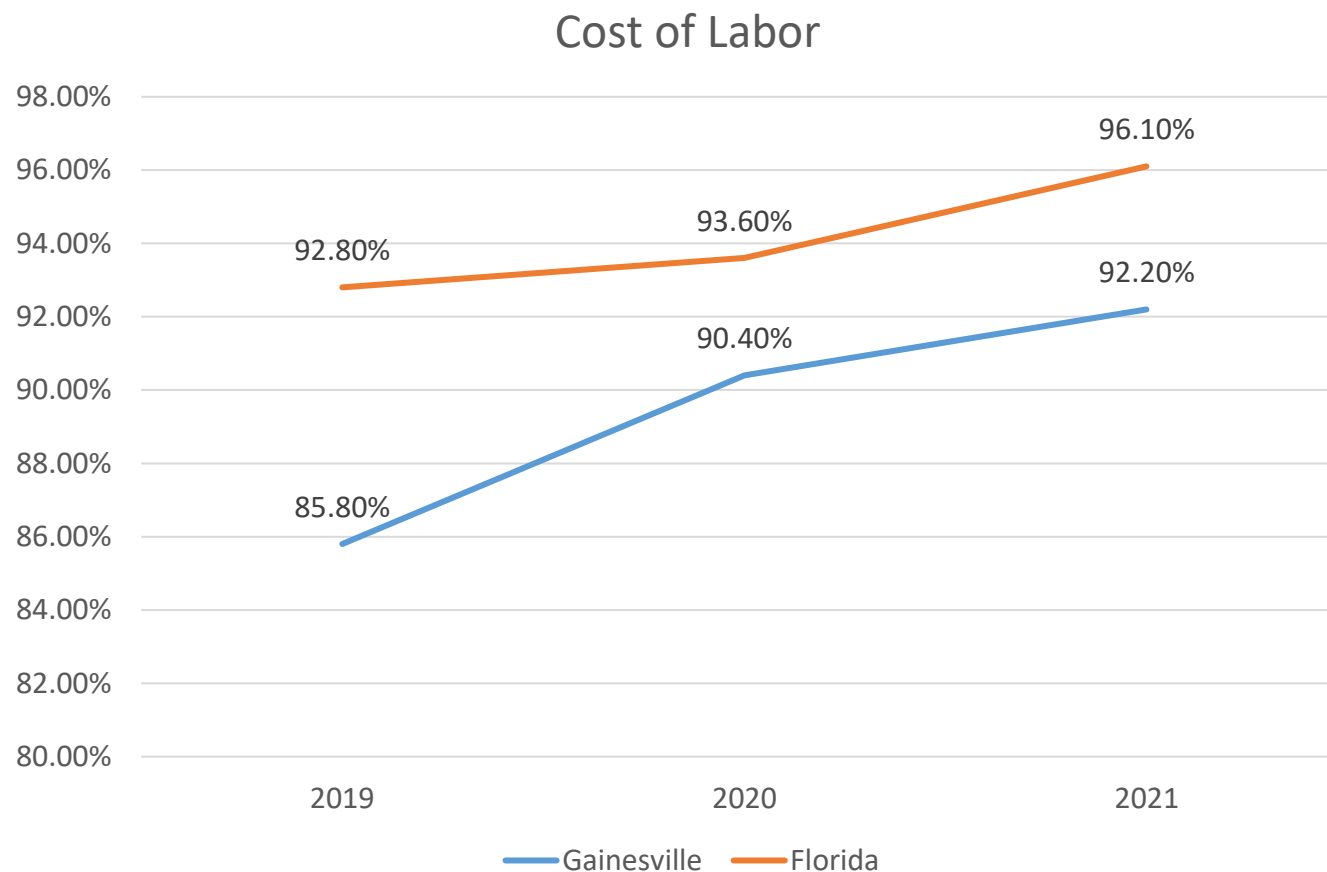


Class & Comp Updates

- Compdata survey data includes their College & University, Benchmark Pro (general industry), and Healthcare salary surveys.
- Data slices include the southeast region and national markets

Class & Comp Updates

- The Payfactors systems also provides useful information regarding the cost of labor and cost of living throughout the country.
- This will allow UFHR to identify trends such as changes in the cost of labor over time.
- In this example, Gainesville's cost of labor is 7.8% lower than the national average, an increase of 1.8% from the previous year.





Class & Comp Updates

Next Steps

- UFHR will be identifying ways to integrate market information into daily operations. For example, compensation and talent acquisition teams are working to identify ways to leverage market data.
- UFHR will be partnering with HRLs to provide market pricing training and access to the Payfactors system.
- UFHR is working with key campus stakeholders to refine the data architecture in order to leverage Payfactors reporting features including internal pay equity



UFHR Data Services & People Analytics

UF Human Resources Data Services & People Analytics team works to connect campus administrators and supervisors with robust HR data and analytics to assist campus partners in making data-driven decisions.

Current Initiatives

- Develop baseline dashboard metrics and workforce analytics.
- Engage campus partners and UFIT Enterprise Reporting to leverage existing reporting systems in order to maximize and streamline supervisor access and utilization.
- Streamline internal HR data requests from campus administrators and supervisors.



UFHR Data Services & People Analytics

The UFHR team is not a substitute or replacement to the existing public records request process.

- UFHR's data team will assist leaders and supervisors with a direct job-related need for such data such as university administrators, managers, and supervisors. Typically, data requests will be limited to those areas for which the requestor supervises or has departmental access privileges in myUFL.



UFHR Data Services & People Analytics

HR Data Services & People Analytics Website

<https://hr.ufl.edu/manager-resources/hr-data-services-people-analytics/>

UF HR HOME NEWS CAREERS BENEFITS TRAINING WORKLIFE Quick

UF Human Resources UNIVERSITY of FLORIDA WORKING AT UF BENEFITS LEARN & GROW MANAGER RESOURCES FORMS & POLICIES AB

Homepage • Manager Resources • **HR Data Services & People Analytics**

HR DATA SERVICES & PEOPLE ANALYTICS

ALTERNATE WORK LOCATION

EMPLOYMENT OPERATIONS AND RECORDS

HR DATA SERVICES & PEOPLE ANALYTICS

Data Reports

EMPLOYMENT ABROAD

TALENT ACQUISITION AND ONBOARDING

VOLUNTEER COORDINATION

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- Engage campus partners and UFIT Enterprise Reporting to leverage existing reporting systems in order to maximize and streamline supervisor access and utilization.
- Streamline internal HR data requests from campus administrators and supervisors.

Note: Public records requests should be submitted at <https://publicrecords.ufl.edu/>.

For more information or to request a consultation regarding human resource data at the University of Florida, please email HR-SE-DataServices@ad.ufl.edu.

To submit a HR Data Request, please submit a [HR Data Request Form](#).

For other types of data requests (e.g., time & labor, finance, student data) visit <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/enterprise-analytics/>.

UFHR preeminence through people



UFHR Data Services & People Analytics

Standard Reports Library

- UFHR's data team has created a catalog of existing Enterprise Analytics reports that provides data regarding a variety of HR related information including leave and workforce information.

WORKFORCE INFORMATION

Employees Assigned to a Department ×

Provides current employee information for active employees in a department or college.

This report would be helpful in answering questions like:

- How many people have active records in my department?
- What are the current salaries of the employees in my department?

[LEARN MORE](#)[EMPLOYEES ASSIGNED TO A DEPARTMENT →](#)



UFHR Data Services & People Analytics

People Analytics

- UFHR's data team is working to develop a set of HR metrics to help leaders make data-driven decisions about their workforce.
- These metrics include:
 - Retention Metrics – such as turnover
 - Total Rewards Metrics – such as market competitiveness
 - Workforce Engagement Metrics – UF Engaged completion rates
 - Workforce Data – Headcount and demographic trends
 - Operational Effectiveness – HR actions



UFHR Data Services & People Analytics

If there are specific metrics or reports that you would like to see included, visit https://ufl.qualtrics.com/jfe/form/SV_7WpsP6wvi4kzRLE.





University Benefits

FY20-21 Comp Leave Cash-Out

Paid Family Leave

Paid Time Off

New Hire Reminders



FY 20-21 Comp Leave Cash-Out

- Overtime, regular, and compensatory leave will be cashed out on the final paycheck of FY 20-21 (06/18/2021).
- Accrued balances (less use) as of the end of PPE 5/27/21 will be paid out.
- To prevent negative balances and payroll corrections, TRCs pertaining to comp leave will be unavailable during PP 05/28/21 - 06/10/21.
- Any approved use of comp time for PP 06/11/21 - 06/24/21 must be submitted to Central Leave and entered directly by Payroll.



FY 20-21 Comp Leave Cash-Out Departmental Preparation

- In most cases, units can adjust work schedules to prevent compensatory leave from accruing.
- Accrued comp leave can be taken in place of other leave types.
- Review accruals anytime (recommended on at least a per-pay basis):
Enterprise Reporting > Access Reporting > Human Resources Information > Benefit Information > Leave > Leave Accruals, Usage, and Balances By Pay Period, Department - COMP ONLY.
- Correct negative balances as quickly as possible by working with Central Leave.

For assistance with Leave Cash-Outs:

Contact the UFHR Central Leave: central-leave@ufl.edu or (352) 392-2477



Paid Family Leave

- Paid Family Leave was successfully introduced to eligible TEAMS and Faculty on January 8, 2021.
- Paid Family Leave provides up to 8 weeks of paid leave every 24 months for parental or medical reasons – the best and worst of times
- More than 200 employees have qualified for and are benefitting from UF's Paid Family Leave program
- Not funded through Fringe Benefits Pool
- For more information regarding this new leave benefit, please visit <https://benefits.hr.ufl.edu/time-away/paid-family-leave/>.



Paid Time Off

- As we continue to navigate through the pandemic's challenges together, we have listened to your feedback and have decided to pause our efforts to transition to a Paid Time Off (PTO) model of leave until a later date.
- UFHR wants to make sure the transition goes smoothly and is implemented during a more stable period for everyone.
- During this time, we plan to assess the various parts of PTO (i.e. PTO cap, sick leave savings account, etc.) to ensure that they function as intended
- Please reach out to UFHR Central Leave with any questions or concerns central-leave@ufl.edu.



Spring/Summer New Hire Reminders

- Due to double deductions, any new 9- and 10-month hires effective prior 8/16/2021 must be coordinated with Benefits to ensure proper enrollment and summer coverage.
- All new OPS hires with combined FTEs ≥ 0.75 are eligible for State benefits.
- The State does not consider salary plan changes (i.e., OPS to TEAMS or Faculty) for benefits-eligible employees as a Qualifying Status Change. Employees may have to wait until Open Enrollment to enroll in State benefits.
- Questions? Contact us at benefits@ufl.edu, 352-392-2477, or reach out to your dedicated Benefits Specialist.



Important Dates

- **Upcoming HR Forum** – May 5 @ 10 a.m. (Zoom details TBA)

A scenic view of a University of Florida campus path lined with trees and brick buildings, with a semi-transparent blue box in the center containing the text.

UF

Thank you
for attending the
HR Forum