

HR Forum

August 4, 2021



Today's Agenda Items

- HB 7017 Visitors – Cassandra Farley
- GBAS Updates – Nicole Harris
- 2021-22 Pay Program – Brent Goodman
- HR-600 Reminder – Brent Goodman
- Florida Minimum Wage– Brent Goodman
- Florida Bonus Statute and Proposed BOG Regulation – Brent Goodman
- First Advantage – Christina Salva
- AI Tracking Updates and Upgrades – Audrey Gainey
- Benefits Reminders – Shannon Edwards
- Important Dates

HB 7017--Visitors

Cassandra Farley

Director, UF Research Integrity, Security & Compliance (RISC)

1010.35--Screening foreign researchers

- UF RISC required to review and approve all applications for research and research support positions, including
 - Applicants seeking employment in research or research-related support positions
 - Graduate and undergraduate students applying for research or research-related support positions;
 - Applicants for positions of visiting researcher (international visitors)
- Review must be completed before interviewing or offering position
- An applicant may not be employed by the university if he or she fails to disclose material information in their application

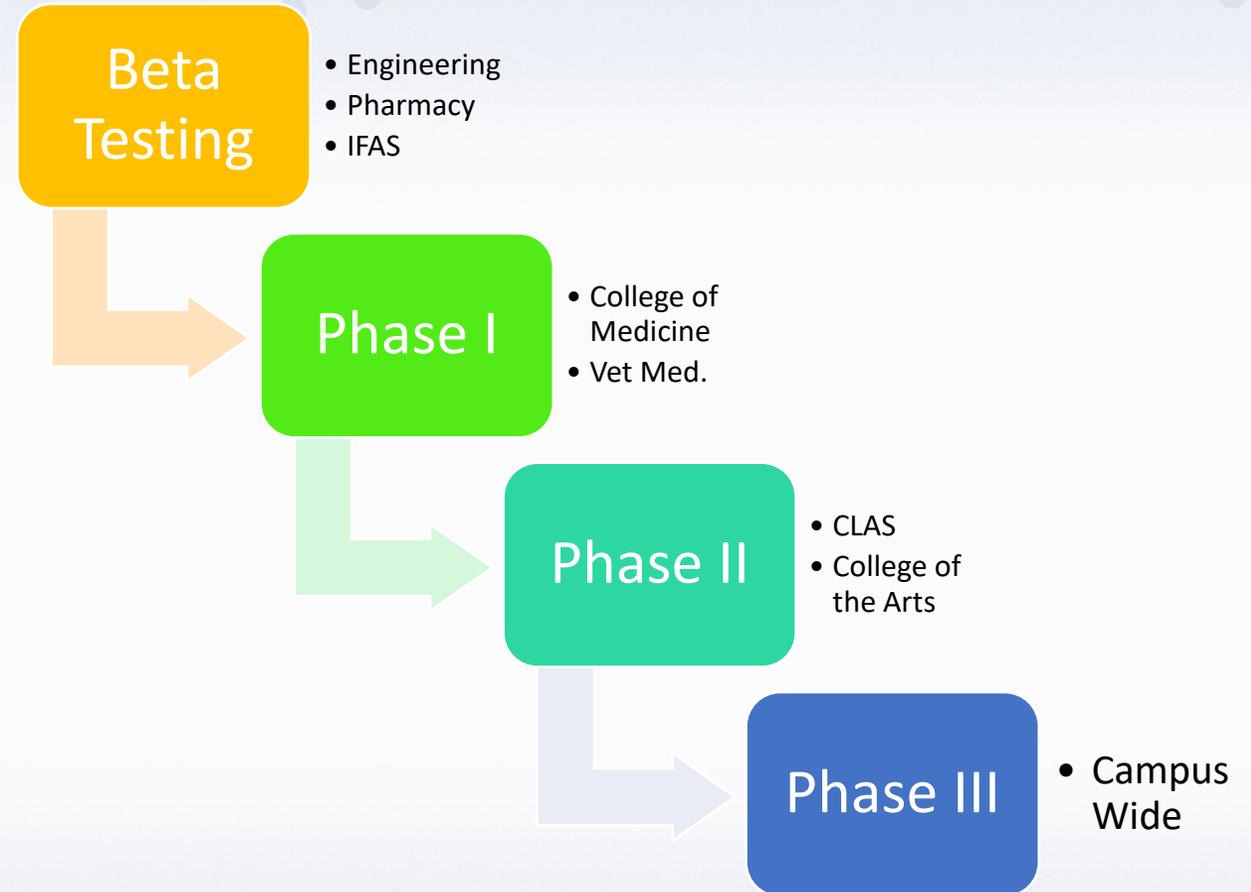
1010.35--Screening foreign researchers

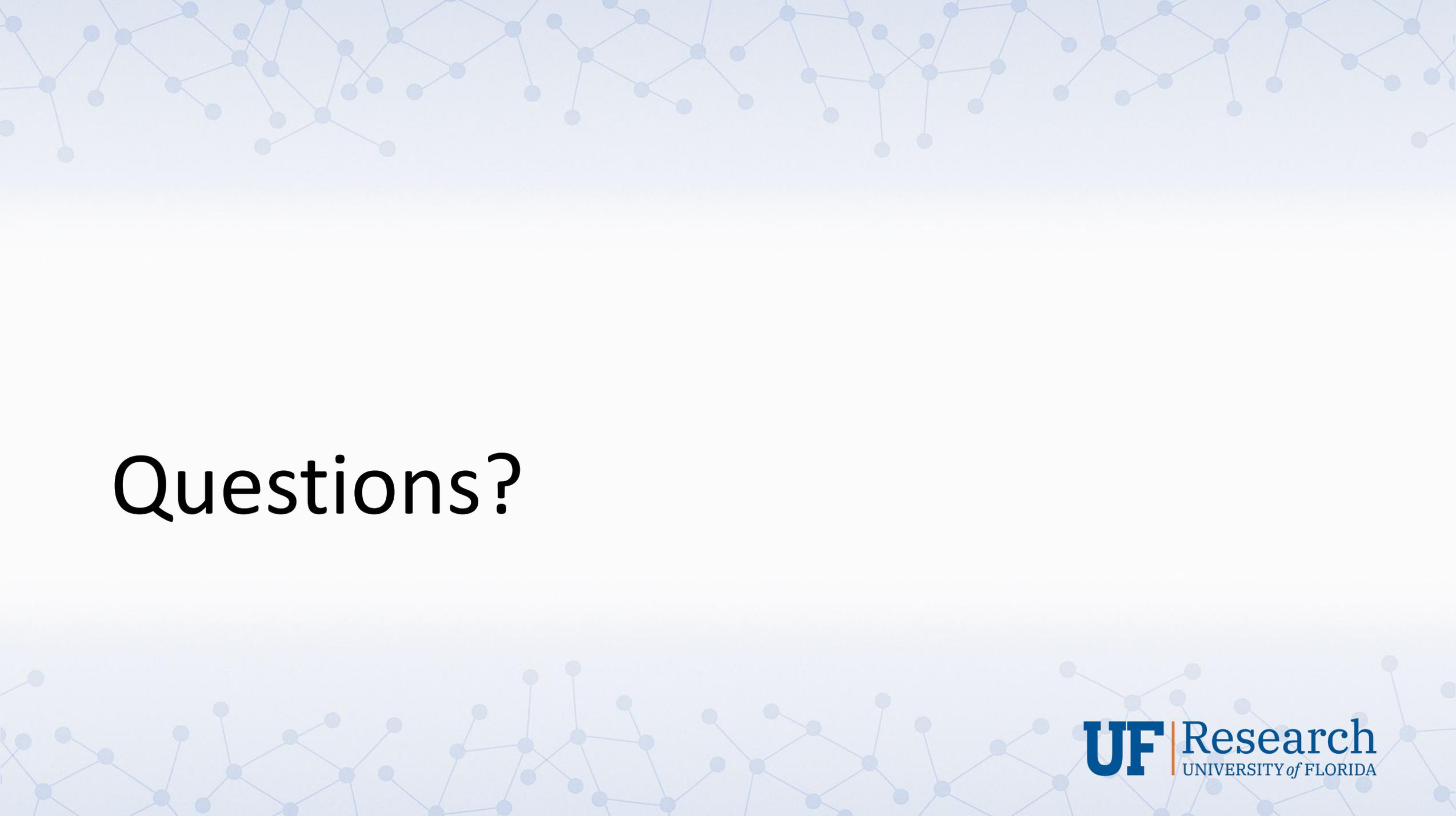
- UF RISC must review and take reasonable steps to verify applicant materials, which include
 - Academic attendance and employment since 18th birthday
 - Publications
 - Ongoing professional affiliations and outside activities
 - Current and pending funding
- UF RISC may also approve applicants for hire using a risk-based system that considers the nature of their research and the background and ongoing affiliations of the applicant

1010.35--Screening foreign researchers

- Phased rollout of screening requirements
- Phase 1: International Visitors
 - New International Visitor policy and procedure starting in August
 - All applications for international visitors on a J-1, J-2 or B visa must be reviewed and approved by UF RISC prior to visa processing and arrival
 - In the coming weeks UF will launch policy release, application portal and department trainings
- Screening of other populations in future phases; continue to follow current UF policies & processes for faculty, staff and student applications for now

Implementation Timeline





Questions?



Training & Organizational Development

GBAS Updates



Root Cause Analysis

GBAS Fall Workshop 2021

Learn how to determine what is ***really causing*** the problem you are encountering so that you can solve the real issue.

We are designing a scenario to analyze, which will apply to every business administrator at UF either directly or indirectly.

You will have an opportunity to discuss and apply Root Cause Analysis tools to the scenario with UF experts.

Mark the time on your calendar for **September 23 from 9am to 12 noon.**

The workshop will be a Virtual Training in Zoom.

Registration will open on August 31.



Classification & Compensation

2021-2022 Pay Program

HR-600 Reminder

Florida Minimum Wage

Florida Bonus Statute and Proposed BOG Regulation



2021-2022 Pay Program

- In May, UF communicated to Deans and Vice Presidents a salary increase program that will provide a 3% salary increase pool for merit increases effective July 1st for 12-month; July 30th for 10-month; and August 16th for 9-month employees.
- Salary increases for employees in a bargaining unit are subject to union negotiation.
 - UF has reached a tentative agreement with AFSCME for a 3% salary increase for covered USPS employees.
 - UF has reached a tentative agreement with UFF that will provide a 1.5% across-the-board and 1.5% merit pool for in-unit faculty.
 - Both agreements are pending ratification by the union membership and Board of Trustees.



2021-2022 Pay Program

Eligibility Criteria

- To be eligible for a salary increase, employees must be hired on or before March 1, 2021.
- Employees who have received notification of non-renewal or layoff are not eligible for a merit increase.
- Employees who have received discipline in the form of a written reprimand or who have been suspended since January 1, 2021, are also not eligible for a merit increase.
- Faculty who are currently on a performance improvement plan are not eligible for a merit increase.
- OPS employees are not considered eligible for the salary increase program.



2021-2022 Pay Program

Implementation Considerations

- Actions that modify an employee's job data record and have an effective date after July 1, 2021, can cause an error to occur when the raise file is executed. As a result, departments should minimize job and position actions that impact employee job data records.
- In order to ensure units have an opportunity to review individual salary increases, salary increases will be viewable in myUFL on August 30th.
- Adjustments or corrections should be submitted to salaryincrease@ufl.edu by August 20th.



2021-2022 Pay Program

Implementation Timeline

- Monday, August 2nd – Raise file opens to departments
- Friday, August 20th 5:00 PM – Raise file closes to departments
- Monday, August 30, 2021 – Raises viewable in myUFL
- Friday, September 10, 2021 – Salary increases in employee paychecks



2021-2022 Pay Program

Additional Materials

- *This week, we will publish several supporting documents on Classification & Compensation's website. These include:*
 - Raise File Instruction guide – Provides additional guidance on how to access and enter raises in myUFL
 - Manager Guide – Provides recommendations on determining individual merit increases
 - FAQs – Answers to frequently asked questions



2021-2022 Pay Program

Recommendations for Managers and Departments

- As a manager, providing fair and competitive compensation is vital to attracting, retaining, and rewarding your employees. While there are a variety of approaches, including monetary and non-monetary rewards, it's important that salary increases recognize each employee's contribution to university.
- While colleges and units have the flexibility to establish salary increase criteria for their units, UF Human Resources (UFHR) recommends that managers differentiate rewards based on individual contributions/performance and that units calibrate rewards in order to ensure fair and consistent implementation. Please contact your college or department HR representative for unit specific salary increase guidelines.



2021-2022 Pay Program

Differentiate Rewards based on Individual Performance and Contribution

- Performance is a combination of the outcomes and behaviors which can be assessed using the following four quadrants:
 - ***High Outcomes – High Behaviors***
 - ***High Outcomes – Low Behaviors***
 - ***Low Outcomes – High Behaviors***
 - ***Low Outcomes – Low Behaviors***



2021-2022 Pay Program

Questions?

- If you have questions, please contact Classification and Compensation at (352) 273-2842 or by email at salaryincrease@ufl.edu.



HR-600 Reminder

Additional University Employment

- If an employee's primary position is non- exempt, the secondary department is often required to pay overtime for the secondary position.
- Whenever the employee's primary rate of pay increases, you must increase the rate of pay on the secondary appointment.



HR-600 Reminder

Additional University Employment

- You do not need to send an updated HR-600 form; however, you must complete an ePAF to adjust the rate of pay.
- If you would like to request a list of employees with dual compensation appointments in your area, please email your request to compensation@ufl.edu.



Questions

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



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

- 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.
- The top 5 units are Student Affairs, Housing & Residence Education, O'Connell Center, Reitz Union, and the College of Law.
- 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

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Florida Bonus Statute and Proposed Board of Governors Regulation

- During this year's legislative session, a bill was passed that addresses bonuses for state university system employees.

1012.978 Bonuses for state university system employees. - Notwithstanding s. 215.425(3), a university board of trustees may implement a bonus scheme based on awards for work performance or employee recruitment and retention. The board of trustees must submit to the Board of Governors the bonus scheme, including the evaluation criteria by which a bonus will be awarded. The Board of Governors must approve any bonus scheme created under this section before its implementation.

Florida Bonus Statute and Proposed Board of Governors Regulation

- The Board of Governors has proposed regulation 9.015 University Bonus Plans which delegates approval of university bonus plans to each institution's Board of Trustees.
- UFHR is currently working with the General Council's Office to revise UF's compensation regulation and implement policies that meet the new requirements.
- While this regulation provides UF the ability to provide a variety of one-time payments, some payments will be delayed until the appropriate policies are approved by the BOT.



Questions

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



Talent Acquisition & Onboarding

First Advantage

AI Tracking Updates & Upgrades



Screening/Verification Packet Status

- Effective August 6th, after three attempts First Advantage will begin notifying requestors via email when a verification is deemed “unable to verify.”
- Effective August 16th, status of “Decisional” will be replaced with the following statuses:
 - **Criminal Pending:** Packet contains criminal records that require review by UFHR.
 - **Dept Verification Review:** Criminal screening is clear, if requested, and requestor/requesting department needs to review the findings for both education and employment verifications.



AI Tracking - Updates

Options for tracking new hires for AI positions have been expanded.

Anticipated Start Date
Aug 16, 2022

Salary Range or Pay Grade
e.g, \$80,000 – \$100,000; GS-8
Salary is competitive and base on experience and academic credentials

Funding Source
e.g, Vice-President's Office; Grant Foundation
AI Initiative

Position Description *
applications in marketing, machine learning methods for solving marketing problems, statistical learning implementations, marketing models, and related tools for data analysis, decision-making and scientific inquiry involving marketing problems. Our applicants should specifically have an interest in teaching marketing analytics, artificial intelligence in marketing, marketing research using big data, and related areas. The position is tenure accruing with a start date of Fall 2022. We encourage potential candidates to access the department web site at <https://warrington.ufl.edu/> to obtain more information about the department.
This position will start in August 2022. Salary is competitive, commensurate with education and experience.
AI@UF

Current Efforts:

- Designating the funding source on the requisition as “AI Initiative”.
- Notating the Job posting for AI positions with the “AI@UF” tagline.
- Partnering with college representatives to verify Provost allocations and confirm new hire information.



AI Tracking – ePAF Upgrades

Hire an Employee

Step 2 of 5: Non-Positioned Information

▼ Personal Info

Name:	Alligator, Alberta	Empl ID:	
Cit Status:	Citizen	Personal Data	UF Ethnicity
Email Address:		Job Data	UF Veteran Status
		Additional Pay	
		Documents	

Hire Form Data

eForm ID: 1390882

*Job Code: GRADUATE AST-R

*Department:

FTE: *Std Hrs/Wk:

*Supervisor ID:

UF AI:

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Hire and Employee/Position Updates

- AI flag will be added for **Hire** and **Position Update** ePAFs; this flag will be a required field
- In addition to the AI flag on Hire ePAFs, an optional text box will be added for job requisition numbers
- This change will take effect on **September 1, 2021**



AI Tracking – ePAF Upgrades

Hire an Employee

Step 4 of 5: Finalize Form

Personal Info

Name: Alligator, Alberta

Empl ID:

Cit Status: Citizen

[Personal Data](#) UF Ethnicity
[Job Data](#) UF Veteran Status
[Additional Pay](#)

Email Address:

[Documents](#)

Requisition Number



Comments

Your Comment:

[<< Previous](#) [Submit](#)

Comment History:

Update Position

Step 2 of 7: Enter Health Assessment Details

Position:

[Position Info](#)

OCCMED Information

eForm ID:

Check all job duties requiring Health Assessment

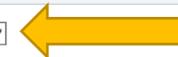
- | | |
|--|--|
| <input type="checkbox"/> Animal Contact | <input type="checkbox"/> Operation of Special Purpose Vehicle |
| <input type="checkbox"/> Asbestos Abatement | <input type="checkbox"/> Patient Contact |
| <input type="checkbox"/> Commercial Drivers License | <input type="checkbox"/> Pesticide Use |
| <input type="checkbox"/> Climbing | <input type="checkbox"/> Repeated Bending |
| <input type="checkbox"/> Contact with Human Blood | <input type="checkbox"/> Repetitive Pulling & Pushing |
| <input type="checkbox"/> Freq. Reaching above shoulder | <input type="checkbox"/> Respirator Use |
| <input type="checkbox"/> Heavy Lifting | <input type="checkbox"/> Scientific Diving |
| <input type="checkbox"/> BioPath | <input type="checkbox"/> Works in Areas of Excessive Noise |
| <input type="checkbox"/> Kneeling | <input checked="" type="checkbox"/> No Requirements for Position |
| <input type="checkbox"/> Law Enforcement | |

Criminal Background Check Requirements

- Section 435 Background Check Required Criminal Background Check

UF Initiative

UF AI



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Additional Questions?

Talent Acquisition and Onboarding
talent@hr.ufl.edu



University Benefits



Benefits Reminders

- Update Mailing Address in ONE.UF
- Update Beneficiaries
- Open Enrollment
- People First Dependent Eligibility Audit
- Collective Bargaining Agreement Ratification
- COVID Leave Donation Program Extended
- Benefit Deductions for 9/10 Month Employees



Important Dates

- **Upcoming HR Forum – September 1st @ 10 a.m.**



Thank you
for attending the
HR Forum