

UF



HR Forum

October 6, 2021

Today's Agenda Items

- Employee Relations & Engagement Update – Brook Mercier
- Payroll Form Updates – Linda Smith, Payroll Manager
- GBAS Fall Institute – Michelle Romeo, GBAS Community Member
- Superior Accomplishment Awards – Verlissa Ford
- Foreign National Hire Process – Johannes Traster
- Updated Hiring Resources – Johannes Traster
- Offer Letter Updates– Johannes Traster
- Open Enrollment – Shannon Edwards
- December Vacation Leave Cashout – Shannon Edwards
- Vaccination Buttons – Jodi Gentry
- Important Dates



Employee Relations & Engagement

New Director



Employee Relations and Engagement



Robert Cancellieri

Director, Employee Relations & Engagement



University Payroll Services

Electronic On-Cycle &
Check-Advice Cancellation Forms

Electronic On-Cycle & Check/Advice Cancellation Forms

- Collaborative effort continues with Payroll & Tax Services and UF IT OnBase Team
- Part of continuous improvement process to review all forms for potential to transition to an Electronic Format



On-Cycle Form - OnBase

Location: **Payroll Forms & Resources Page**

Form #	Status	On-Cycle Adjustment					
<input type="text" value="1138"/>	<input type="text" value="NEW"/>						
<p>For assistance completing this form, please contact payroll-services@ufl.edu.</p> <p>This form can be used to make adjustments to an employee's time that cannot be updated through Time & Labor.</p>							
Employee's Information							
UFID *	First Name	Last Name	Email	Dept ID	Dept Name		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		



Auto populates: Simply type in the UFID and the remaining fields in this section will auto-fill



On-Cycle Form - OnBase

What's new?

- Dropdown box to signify if the request is for an Additional Pay (APAY)
- Dropdown box to select from seven adjustment reasons – simply add a row if more than one reason applies
- “Other” is an available option and there is a box for you to type in additional information

Is this APAY? *

Please provide more information

Adjustment Reason *

Payable time status is Rejected by Payroll and/or closed

Remove

Adjustment Reason *

Employee is terminated on the Employee Record Number

Remove

Adjustment Reason *

Other:

Remove

Please explain "Other" reason: *



On-Cycle Form - OnBase

The fields with asterisks are required to be completed.

PAY Information (click the Add button at right to add more rows)

Add

Empl ID # *	Empl Rcd #	Pay Group	FTE	Hours Worked *	Pay Period Start *	Pay Period End *	Time Reporting Code *	Hourly Rate	Line Total	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<div>Remove</div>
									Total All Lines	<input type="text" value="0.00"/>



On-Cycle Form - OnBase

Multiple employee records: select which employee record you are processing

Empl ID #

Empl Rcd #

Select Keyset

Empl ID #	Empl Rcd #	Pay Group	Employee Type	Hourly Rate	FTE	
11111111	0	E12	E	12.638889	1.000000	Select
11111111	1	E12	E	147.988506	1.000000	Select
11111111	2	NON	E	0.000000	0.000000	Select
11111111	3	E12	E	0.000000	0.000000	Select
11111111	4	NON	E	0.000000	0.000000	Select
11111111	5	E12	E	0.000000	0.000000	Select
11111111	6	E12	E	12.452107	1.000000	Select



On-Cycle Form - OnBase

Multiple Employee Records: Select “add” button and select the next record from the keyset list.

PAY Information (click the **Add** button at right to add more rows)

Empl ID #*	Empl Rcd #	Pay Group	FTE	Hours Worked*
<input type="text" value="11111111"/>	<input type="text" value="3"/>	<input type="text" value="E09"/>	<input type="text" value="0.250000"/>	<input type="text" value="8.00"/>
<input type="text" value="11111111"/>	<input type="text" value="3"/>	<input type="text" value="E09"/>	<input type="text" value="0.250000"/>	<input type="text" value="20.00"/>

Add

Pay Period Start*	Pay Period End*	Time Reporting Code*	Hourly Rate	Line Total	
<input type="text" value="8/6/2021"/>	<input type="text" value="8/19/2021"/>	<input type="text"/>	<input type="text" value="40.839976"/>	<input type="text" value="816.80"/>	<div><div>Remove</div></div>
Total All Lines					<input type="text" value="816.80"/>



On-Cycle Form - OnBase

Required UFID: **Originator** and **Alternate Departmental Contact**

Form Originator					
Your UFID *	First Name	Last Name	Job Title	Phone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Alternate Departmental Contact					
UFID *	First Name	Last Name	JobTitle	Phone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Auto populates: Simply type in the UFID and the remaining fields in this section will auto-fill



On-Cycle Form - OnBase



I confirm that the employee listed above has performed the duties as required by their position(s) and should be paid as indicated above. I will notify Payroll Services immediately by emailing payroll-services@ufl.edu of any pay discrepancy so that appropriate adjustments can be made in a timely manner before payments are delivered to the banks or departments. I also confirm that appropriate time and attendance records are being maintained for the employee listed.

Submit

University Payroll Services

2046 NE Waldo Road

Suite 1250 East Campus Office Building

PO Box 113201

Gainesville, FL 32611-3201

Phone: (352) 392-1231

Fax: (352) 846-0166



On-Cycle Form - OnBase

Status emails

- **Denial** – detailed reason for denial
- **Custom email** – questions or request for more information
- **Complete** – sent after form is processed



Check-Advice Cancellation Form - OnBase

Location: **Payroll Forms & Resources Page**

Form #	Status	Check/ Advice (EFT) Cancellation Request			
<input type="text" value="1110"/>	<input type="text" value="NEW"/>				
For assistance with this form, please contact payroll-services@ufl.edu.					
Employee's Information					
UFID *	First Name	Last Name	Email	Dept ID	Dept Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Auto populates: Simply type in the UFID and the remaining fields in this section will auto-fill



Check-Advice Cancellation Form - OnBase

What's new?

- Dropdown box to select a cancellation reason
- Keyset to select Check/Advice to be cancelled

The screenshot shows a web form titled "Pay Information" with a blue header. Below the header is a row of ten input fields, each with a label and a red asterisk indicating a required field. The labels are: "Pay Group", "Pay Period End Date", "Off Cycle?", "Empl Rcd", "Check or Advice (EFT)?", "Check/Advice Number", "PAY Check Date", "Check/Advice Amount (NET)", and "Termination Date (if Terminating)". Each field has a small orange keyset icon to its right. Below this row is a field labeled "Reason for Cancellation?" with a red asterisk. This field is a dropdown menu, and its content area is circled in red. The form is set against a light gray background.

Pay Group *	Pay Period End Date *	Off Cycle? *	Empl Rcd *	Check or Advice (EFT)? *	Check/Advice Number *	PAY Check Date *	Check/Advice Amount (NET) *	Termination Date (if Terminating)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reason for Cancellation? *								
<input type="text"/>								



Check-Advice Cancellation Form - OnBase

Select from the Keyset which Check/Advice you are requesting to be cancelled.

Select Keyset

	Pay Group	Pay Period End Date	Off Cycle?	Empl Rcd	PAY Check Date	Check/Advice Number	Check/Advice Amount (NET)	
11111111	E12	9/2/2021	N	0	A 9/10/2021	12345678	\$1,470.65	Select
11111111	E12	8/19/2021	N	0	A 8/27/2021	12345677	\$1,477.88	Select
11111111	E12	8/5/2021	N	0	A 8/13/2021	12345676	\$1,477.87	Select
11111111	E12	7/22/2021	N	0	A 7/30/2021	12345675	\$1,625.86	Select

Cancel



Check-Advice Cancellation Form - OnBase

Pay Information								
Pay Group *	Pay Period End Date *	Off Cycle? *	Empl Rcd *	Check or Advice (EFT)? *	Check/Advice Number *	PAY Check Date *	Check/Advice Amount (NET) *	Termination Date (if Terminating)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reason for Cancellaton? *								
<input type="text"/>								



Auto populates: Most of the fields in this section will auto-fill



Check-Advice Cancellation Form - OnBase

Required UFID: **Originator**

Form Originator

Enter your UFID and hit TAB to auto-populate the remaining fields.

UFID *	First Name	Last Name	Job Title	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Phone

Clear Originator



Auto populates: Simply type in the UFID and the remaining fields in this section will auto-fill



Check-Advice Cancellation Form - OnBase

Confirmation

- ☐ • I confirm the above information is correct and that Payroll Services has been authorized to cancel the above employee's Check/Advice.
- ☐ • I am aware that any request received after the Monday on the week of the pay day, may be a reversal of the Advice, which may be subject to rejection by the bank, rather than a cancellation.

University Payroll Services
2046 NE Waldo Road Suite 1250
East Campus Office Building
PO Box 113201 Gainesville, FL 32611-3201
Phone: (352) 392-1231 Fax: (352) 846-0166



Check-Advice Cancellation Form - OnBase

Status emails

- **Request Denied** – detailed reason for denial
- **Request Rejected** – detailed reason for rejection
- **Complete** – sent after form is processed



Questions?

- Contact Information
 - Payroll Services – payroll-services@ufl.edu
 - Phone: 352-392-1231





Training & Organizational Development

GBAS Fall Institute



GBAS Fall Institute 2021

Decoding Program Codes: The Myths, The Clean Up, The Truths

October 27th from 10:00 a.m. to 12:00 p.m.

The workshop will be a Virtual Training in Zoom.

Registration is open and closes on October 20th at 5:00 p.m.

In myTraining, go to [UF GBS250 Program Codes](#)

Save the Date: November 16th from 9:00 a.m. to 12:00 p.m.



SUPERIOR ACCOMPLISHMENT

• A W A R D S •



Superior Accomplishment Awards

Nomination Period: September 15, 2021 – October 29, 2021

Submit [nomination forms](#) and support letters to Divisional Chairs for outstanding performance and contributions of staff and faculty to the university community during the previous academic year, August 1, 2020 – July 31, 2021

Nomination Awards

- Employment Performance (six category awards)
- Diversity & Inclusion (one category)
- Community Service (one category)

Cash Awards

- Division-level awards
- University-level awards

Division-level Award Winners receive cash awards of \$200 each then compete for one of eight \$2,000 **University-level Winner** cash awards, or one of eight \$1,000 cash awards for University-level Special Recognition

Divisional Chairs

- Division 1 – Pres Office, COO Office, CFO Office, CIO Office, Research and Grad Prog, VP for Govt & Comm Relations, VP for Strategic Comm & Marketing, Gen. Counsel, HR, Office of Chief Diversity Officer, and Advancement – **Melissa Orth**
- Division 2 – UF Health Shands, UF Health Jacksonville, UF Jacksonville Physicians, Inc. – **Kristi Gaver**
- Division 3 – Academic Affairs – **Jonathan Peine**
- Division 4 – IFAS – **Ann Hartman and Sam Murray**
- Division 5 – Health Affairs – **Shannon Pettit and Lavina Gramig**
- Division 6 – Student Affairs – **Karley Counts**
- Division 7 – Business Affairs – **Dwan Courtney**
- Community Service Award – **Jack Causseaux**
- Diversity & Inclusion Award – **Florida Bridgewater-Alford**



Superior Accomplishment Awards

Visit the [Superior Accomplishment Award](#) website:

- Nomination Period and Deadlines
- Nomination Form and Process
- Award Categories and Selection Criteria
- Contact Information for Division Chairs and University Committee Administrators



Contact Us!

University Committee Administrators

- Verlissa Ford, (352) 273-0149, v.ford@ufl.edu
- Jennifer Munroe, (352) 273-1780, jennajs@ufl.edu
- Leticia V. Forster, (352) 273-3437, lvforster@ufl.edu





Employment Operations & Records

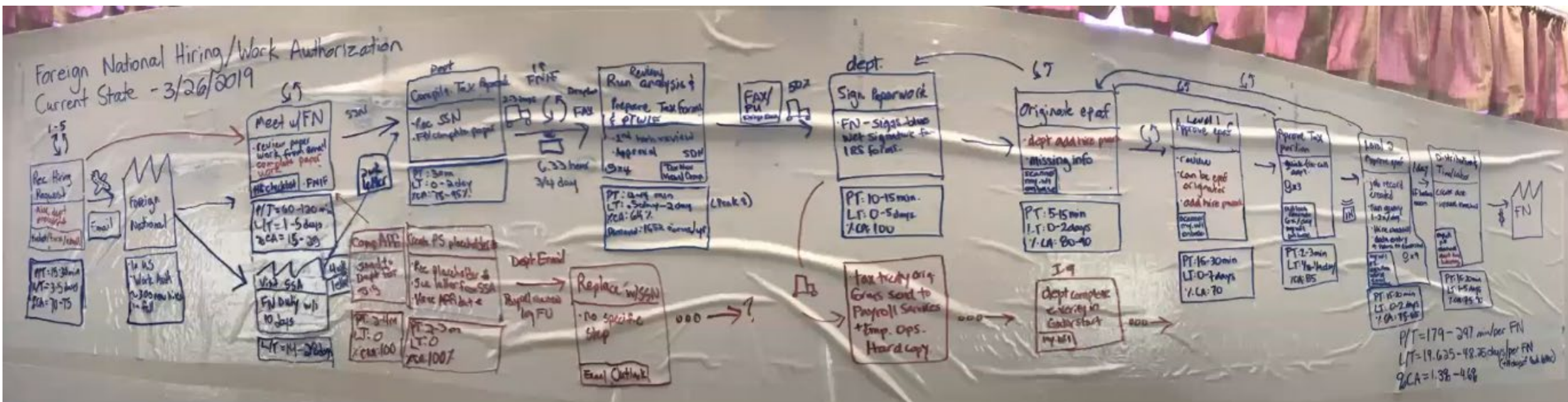
Foreign National Hire Process

Updated Hiring Resources

Offer Letter Updates

Foreign National Hire Process

- October marks one year since foreign nationals entered our GatorStart electronic onboarding system





The Improvement Process –Recap

- In March 2019, a group composed of representatives from Payroll Services, UFHR, PHHP, IFAS, and CLAS met for 3 days to discuss and re-imagine what the foreign national process could be
- We had one objective:
 - Reduce the length of time it takes for a foreign national to receive their first paycheck
- Two essential goals:
 - Reduce process and wait time by 50%
 - Move foreign national hiring online



Issues Identified –Recap

- A lot of paper forms
- A lot of wait time due to how the paperwork is transmitted
- Duplication of documents
- Not a consistent process when working on a foreign national hire
- Lack of resources/guide to help departments navigate the process

Outcome –Improvement Made?

- During the Fall 2021 rush, we saw more foreign nationals submitted to our level during the pay period they started in than ever before
 - Many units have improved by 50% (10-day average) or more*
 - The colleges with the largest foreign national volume (amounts for 64% of the hires) improved by an average of 29%*
- In summary, the pay period in which foreign national hires started in, was the same pay period the majority were approved in.

*Percentages are based on when the hire was approved compared to the effective date of an ePAF. Time frame compares FY '18-19 to FY '20-21.

UF TempID: Why Must We Update?

- Temporary ID numbers can only be used for hiring purposes at UF
 - It is meant to be a placeholder while the foreign national employee obtains a social security number
- Temporary IDs do not mean anything to the IRS
- If we do not update, the earnings for this employee cannot be reported correctly
 - Can create a liability for the university
- Being out of compliance with federal, state and university employment laws and guidelines could result in fines or other penalties



UF TempID Data Cleanup

- Hiring departments are responsible for following-up with the foreign national employee to obtain a copy of the issued social security card.
- Once presented, a copy should be uploaded to the SSN Update Portal on the HR website to update their Social Security number.
 - SSN Update Portal located on:
<https://hr.ufl.edu/managerresources/employment-operations-and-records/employment-data/>
- A current list of anyone who still has a UF TempID in myUFL will be emailed this afternoon to HR liaisons.



Updated Hiring Resources

- New Hires Checklist – updated links and language
 - https://hr.ufl.edu/wp-content/uploads/2021/10/UFHR_NewHireChecklist_10-4.xlsx
- Letter of transmittals are no longer required for Adjuncts and Post-Doctoral Associates
- Pay Rate Justification Form will be revised to reflect the new state minimum wage of \$10/hr. for student employment
 - Current forms on file do not need to be updated
 - Form is now only required for more than \$20/hr. (double minimum wage)



Offer Letter Updates

- Graduate Assistant letters
 - Now includes outside activities section with COI information
 - Must be used starting 10/29/21
- All templates now include the following updates:
 - University of Florida's Employer Identification Number (EIN)
 - Instructions section with "Last Updated" date for easier tracking
 - An added reminder that letters must be printed on official UF letterhead

Last Updated: October 5, 2021

Instructions:

1. Use this template for Post-Doctoral Associates only.
2. For appointment requirements visit: [Overview of Appointments](#)
3. Letter must be printed on official UF letterhead.
4. Remove language from header and footer.

Employment Paperwork Requirements

As a federal contractor, the University of Florida (EIN 59-6002052) is required to verify the identity and work authorization of all new employees. To help us comply with federal requirements we ask you,

- complete Section 1 of Form I-9 on or prior to your first day of employment.
- present documents that verify your identity and work authorization within the first three business days of your start date.



Questions

- Contact Employment Operations and Records at ufhr-employment@ufl.edu or by phone at (352) 273-1079.



University Benefits

Open Enrollment

December Vacation Leave Cashout



OPEN ENROLLMENT

UNIVERSITY *of* FLORIDA

UF | Human Resources
UNIVERSITY *of* FLORIDA

OPEN ENROLLMENT

UNIVERSITY *of* FLORIDA



Open Enrollment is your opportunity to make benefits enrollment changes for the upcoming 2022 calendar year.

- Updates to **State** benefits elections → **People First**
- Updates to **UF Select** benefits elections → **Self-Service in myUFL**

The State of Florida and UFHR are offering webinars between **September 27th** and **October 22nd** in lieu of an in-person Benefits and Wellness Fair this year.

WHAT IS **NOT** CHANGING IN 2022

No increase to employee health insurance premiums for State or GatorCare plans.

SUBSCRIBER CATEGORY/CONTRIBUTION CYCLE		COVERAGE TYPES	PPO/HMO STANDARD			PPO/HMO HDHP		
Career Service/OPS	Monthly Full-Time Employees ⁽¹⁾		Employer	Enrollee	Total	Employer ⁽⁴⁾	Enrollee	Total
		Single	763.46	50.00	813.46	763.46	15.00	778.46
		Family	1,651.08	180.00	1,831.08	1,651.08	64.30	1,715.38
	Bi-Weekly Full-Time Employees ⁽¹⁾	Spouse	1,801.08	30.00	1,831.08	1,685.40	30.00	1,715.40
		Single	381.73	25.00	406.73	381.73	7.50	389.23
		Family	825.54	90.00	915.54	825.54	32.15	857.69
		Spouse	900.54	15.00	915.54	842.70	15.00	857.70

The Spouse Program is only available to those employees whose spouse is also a benefits eligible state employee.

WHAT IS NOT CHANGING IN 2022

No premium increases for vision and supplemental insurance plans

- This includes those offered by both the State and University

No premium increases for optional life and disability insurances, (other than those that are typically tied to age and/or salary)

WHAT IS CHANGING IN 2022

- Premiums for Ameritas and MetLife PPO Dental plans will increase.
- Additionally, Eagles Dental Reimbursement plan offered through UF will also increase.

WHAT IS CHANGING IN 2022

Employees who participate in the State's High Deductible Health Plans (HDHP) will be able to increase their Health Savings Account contributions:

- **\$3,650*** (**\$3,150 EE/ \$500 ER**) 2022 limit for individual coverage (an increase of \$50)
- **\$7,300*** (**\$6,300 EE / \$1,000 ER**) 2022 limit for family coverage (an increase of \$100)
- Catch Up contribution remains at \$1,000 for participants who turn 55 prior to 12/31/22.

** Includes ER portion*

WHAT IS CHANGING IN 2022

- The State Dependent Care Flexible Spending Account annual contribution maximum has been reduced from \$10,500 to \$5,000 for the 2022 calendar year.
- Over-the-counter drugs have been permanently reinstated as eligible for reimbursement under the FSA or HSA.

MAKE SURE YOU...

Review your current benefit elections to ensure they continue to meet your (and your family's) needs.

Review your mailing address in myUFL.

If incorrect, visit <https://benefits.hr.ufl.edu/life-events/updating-directory/> for instructions on how to update your contact information.

Review your beneficiaries.


A toolkit for UF products is available at <https://benefits.hr.ufl.edu/my-benefits/enrollment/>. Resources regarding State beneficiaries are available through the People First portal.

Contact UFHR Benefits with any questions – benefits@ufl.edu



REMINDERS:

- Any State of Florida benefit changes will be reflected in the December 10 paycheck
- Any changes to a flexible spending account or health savings account will be reflected in the January 7 paycheck
- Any UF Select benefit changes will be reflected in the January 7 paycheck
- Ensure your paycheck matches your benefit changes



**OCTOBER
11-29
6PM EST.**

December Vacation Leave Cashout

TEAMS employees may cash out up to **16 hours of vacation leave October 30-November 10.**

- 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 11/09*
 - *Supervisor approvals must be completed before 10:00 a.m. on 11/10*
- Cashout payment included on November 19 paycheck
- *Instruction Guide: <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/human-resources-toolkits/time-and-labor/>*

Questions? Call (352) 392-2477 or email central-leave@ufl.edu



Vice President's Office

Vaccination Buttons

COVID-19 Vaccination Buttons

- Vaccination buttons are available for pickup at the UFHR Building (903 W. University Ave.)
- Monday-Friday 8am-5pm
- Please send a departmental or college representative rather than having individuals pick up for themselves





Important Dates

- **UF Holidays** – October 8th, UF Homecoming
- **Upcoming HR Forum** – November 3rd @ 10 a.m.

A scenic view of a university campus with a brick building, trees, and a path. A semi-transparent blue rectangle is overlaid in the center, containing the text 'Thank you for attending the HR Forum'.

UF

Thank you
for attending the
HR Forum