



# HR Forum

November 3, 2021



# Today's Agenda Items

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- Benefits Updates – Shannon Edwards
- December Vacation Leave Cashout – Shannon Edwards
- Foreign Influence – Audrey Gainey
- Guide to Greater Gainesville – Audrey Gainey
- GBAS Updates – Melissa Long and Gwynn Cadwallader
- Important Dates



# University Benefits

Benefits Updates

December Vacation Leave Cashout



# Benefits Updates

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- Welcome Kenya Williams – Assistant Director of Benefits
- Open Enrollment Correction Period: November 1-12
- Benefit Deduction Reminders:
  - State of Florida changes: December 3 paycheck
  - FSA or HSA changes: January 14 paycheck
  - UF Select changes: January 14 paycheck



# December Vacation Leave Cashout

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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](mailto:central-leave@ufl.edu)**



# Talent Acquisition and Onboarding

Foreign Influence

Guide to Greater Gainesville



# Screening Foreign Researchers

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- UF RISC (Research Integrity, Security & Compliance) is required to review and approve all applications for research and research support positions.
- Administratively, Interfolio does not support the process required for research applicant screening, vetting and required compliance review.
- UF will be transitioning all Faculty recruitment from Interfolio to PageUp.
- All Faculty Postings should be transitioned to PageUp by December 23, 2021.



# Screening Foreign Researchers

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- College/Unit Administrators and Originators will be able to transition requisitions as early as Mid-November.
- Application data may be retrieved from Interfolio throughout the Interfolio contract period of March 31, 2022.
- TA&O and Communications will begin reviewing and updating toolkits, career websites, and user resources as early as next week.





# Guide to Greater Gainesville

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2021 Guide to Greater Gainesville Magazines may be picked up from the lobby at UFHR or you may contact Talent Acquisition and Onboarding at [talent@hr.ufl.edu](mailto:talent@hr.ufl.edu) and we can arrange drop off.



# Additional Questions?

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Talent Acquisition and Onboarding  
[talent@hr.ufl.edu](mailto:talent@hr.ufl.edu)



# Training & Organizational Development

GBAS Updates



# Getting Real about Retention *in an ever-changing workforce.*

**November 16, 2021 from 10:00am to 12:00pm**

Learn best practices to solve retention issues and discuss an engagement tool that may be useful in your unit.

Register in myTraining: UF\_GBS600. Registration closes on November 12<sup>th</sup> at 5:00pm

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



# Save the Date

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## Inclusive Hiring

**December 8, 2021 from 10:30am to 12:00pm**

If you are a manager, supervisor, or serve on hiring committees, this session is a must.

Registration will open in mid-November.  
Watch the GBAS list serv for the announcement.



# Important Dates

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- **UF Holidays**
  - November 11, Veteran's Day
  - November 25-26, Thanksgiving Holidays
- **Upcoming HR Forum – December 1 @ 10 a.m.**
- **Jodi's Retirement – December 17**

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 framed by trees and a brick building with large windows. A semi-transparent blue rectangle is overlaid on the center of the image, containing the text.

Thank you  
for attending the  
HR Forum