

UF



# HR Forum

December 1, 2021



# Today's Agenda Items

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- GBAS Updates – Nicole Harris
- Talent Acquisition & Onboarding Updates – John Sun
- Employment Operations & Records Updates – Johannes Traster
- Benefits Updates – Nadja Schimmel-Cruz
- Important Dates



# Training & Organizational Development

GBAS Updates





# Inclusive Hiring

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

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

Register in myTraining: UF\_GBS600. Registration closes on December 6<sup>th</sup> at 5:00pm

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





# Talent Acquisition and Onboarding

Faculty Posting Migration to PageUp

Foreign Influence

Holiday Schedule



# Faculty Posting Migration

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- Florida Statute HB7017 and HB1523 on foreign influence went into effect July 1.
- UF Research Integrity, Security and Compliance (RISC) will oversee UF's effort in complying with the foreign influence statute.
- Screening process for personnel will go into effect January 3, 2022.
- PageUp will be the UF applicant system to support the personnel screening process.
- Ongoing faculty postings will need to be posted in PageUp by December 23.



# Faculty Posting Migration

Date	Event
November 15	Units can begin posting faculty searches in PageUp
December 9	Last day to post a faculty posting in Interfolio for two week posting
December 23	All faculty postings that are still accepting applications must be posted in PageUp.
December 23	Job board for Interfolio will be sunsetted. Applicants must apply through PageUp
December 24 – March 30	Departments will have access to faculty applicant materials for review and download.
March 30, 2022	Interfolio will no longer be accessible by UF.

# Faculty Posting Migration

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- Informational Sessions
  - Two sessions on November 18 and November 23



December 14 from 1 p.m. to 2 p.m.

<https://ufl.zoom.us/j/92001253308?pwd=L1NCdzN1c3MyTjBKa2gvWlRibUYvQT09>

- Posting procedures will be the same as TEAMS except it will have all faculty categories/types as found in Interfolio.
  - Include the statement ***“This position was originally posted under requisition# \_\_\_\_ . All previous applicants do not need to reapply.”***
  - For all Interfolio postings that are closed and added to PageUp, add the notation ***“@Interfolio<requisition number in Interfolio>”*** under the Note tab in PageUp.





# Best Practices

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- Be sure all faculty applicants are dispensed appropriately in Interfolio
- Position status “**Posted in PageUp**” should be used for faculty postings that have migrated to PageUp - for reporting purposes
- Confidential letters can continue to be initiated and collected in Interfolio until March 30
- Faculty candidates hired out of Interfolio – indicate the requisition number in the hire ePAF
- Faculty searches that will go beyond March 30:
  - Download applicant materials from Interfolio well in advance



# Researcher and Research Support Screening



# Screening/Review Process

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- Additional review will be conducted by UF Research Integrity, Security and Compliance (RISC) and Talent Acquisition and Onboarding (TA&O) on candidates for all “**researcher and research support**” faculty and staff positions.
- Two prong process to comply with the Florida Statute:
  - Nightly comparison of applicants against Visual Compliance
  - Additional review of the finalist and their research activities prior to department making an offer
- UF RISC will contact hiring department directly if additional review is required.
- Migrating faculty postings from Interfolio to PageUp supports the required screening process to ensure compliance with the Florida Statute on foreign influence.



# Covered Positions

Researcher and research support positions are based on job duties. This is a sampling of titles that generally have those duties. UF RISC & HR will work with HR professionals to determine if there are additional titles that will be covered.

ACADEMIC PERSONNEL	STAFF
Assistant Professor	Biological Scientist I - IV
Associate Professor	Chemist I - IV
Professor	Engineer I - III
Assistant Clinical Professor	Laboratory Technician I - III
Associate Clinical Professor	Materials Scientist I - IV
Clinical Professor	Medical Scientist I - IV
Assistant Research Professor	Research & Development Manager
Associate Research Professor	Scientific Laboratory Manager
Research Professor	Associate Director, Clinical Research
Assistant Research Scientist	Associate Director, Research Administration
Associate Research Scientist	Associate Director, Technology Licensing
Research Scientist	Clinical Research Assistant
Assistant Scholar	Clinical Research Coordinator I - III
Associate Scholar	Core Research Facility Assistant
Scholar	Core Research Facility Manager
Postdoctoral Assistant	Core Research Facility Specialist I - III
Postdoctoral Fellow	Core Research Facility Technician I - III
	Director, Clinical Research
	Director, Research Administration

# Posting Research/Research Support Jobs



Effective on  
January 3

- Be sure to Set the **Recruitment Process** to “Research Recruitment Process”
- Provide the name of the supervisor in the **Name of Supervisor** field
- Mark “Yes” to the question **Is this posting for a position that is for a researcher or research support?**
- Provide position number(s) in the **Position Number** field





# Job Card

- Must assign the **Recruitment Process** with “Research Recruitment Process”.
- Must provide **Supervisor Name** (required field)
- Must answer “Yes” to the question **Is this posting for a position that is for a research or research support?**

Posting Title:*	AST/ASO/FULL PROF
Requisition #:	515920
	Leave blank to automatically create a reference No
Division:*	COLLEGE-MEDICINE
Department:*	29000000 - COLLEGE-MEDICINE
Recruitment process:*	Research Recruitment Process

Name of person being replaced:	
Name of the Supervisor:*	Melissa Curry

Is this part of the AI initiative?:*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Is this posting for a position that is for a researcher or research support?:*	<input checked="" type="radio"/> Yes <input type="radio"/> No



# Initiate Supplemental Questionnaire

PageUp

BETA

JobsPeopleReports

New applicant | Search by answers to questions | Merge applicants | Select a bulk action

i

AST/ASO/FULL PROF (515920)

Search

Results

☒ All

Submitted

Status

Pref Name

First name

Last name

Oct 28, 2021

New

Alli

Alli

Gator

Oct 28, 2021

New

Spider

Man

Nov 2, 2021

New

Winnie

Pooh

Nov 2, 2021

*Requesting Clearance for Researcher Hire*

Christopher

Robin

Oct 20, 2021

New

DylanTEST

RognessTEST

UFHR preeminence through people



# Applicant Experience

**CAREERS AT UF**

Welcome Christopher

[Home](#) [Update profile](#) [Update resumé](#) [Account](#)

You have been requested to complete a form for your **AST/ASO/FULL PROF** application.  
[Complete the form](#)

Thank you for your interest in the University of Florida! From this page, you can update your profile, resume, and check the status of your applications. If you have any questions about UF's recruitment process, including application deadlines, please visit <https://jobs.ufl.edu/applicant-resources>. Please note, any updates made to your profile or resume will not reflect on any applications that have already been submitted.



# Applicant Experience

Save and jump to: [Home](#) > [Supplemental Questionnaire](#) > [Professional Affiliations](#) > [Agreement](#) > [Submit](#)

## Supplemental Questionnaire

### Supplemental Form

*Your prompt response in completing and submitting this form is very important to our selection process. Please be sure to answer all questions, especially ones with an asterisk, and upload all requested documents.*

Does your CV or resume (submitted here or at the time of application) include all education and employment since high school?\*

Select ▼

Has your CV or resume changed since submission of your application?\*

Select ▼

Does your CV or resume include all of your professionally published materials on which you are credited or otherwise contributed significant support?\*

Select ▼

### Current Research Funding and Support

Do you currently have research funding and support? \*

Select ▼

Research funding includes all resources made available to you in support of and/or related to all of their research endeavors, regardless of whether or not they have monetary value and regardless of whether they are based at the institution the researcher identifies for the current grant.

[Continue](#) [Save and exit](#)



# Applicant Experience

Save and jump to: [Home](#) > [Supplemental Questionnaire](#) > Professional Affiliations > [Agreement](#) > [Submit](#)

**Professional Affiliations**

**Professional International Activities and/or Affiliations**

Will you remain engaged in any international professional affiliations and/or activities after your are employed by UF?\*

☐ Yes

☐ No

☐ No international affiliation/activity engagement

Do you have an additional international professional affiliations and/or activities to disclose? (Disclosure #2)

☐ Yes

☐ No

Do you have an additional international professional affiliations and/or activities to disclose? (Disclosure #3)

☐ Yes

☐ No

Do you have more international affiliations and/or activities to disclose?

[Continue](#) [Save and exit](#)





# Posting, Clearance, & Background Screening

Holiday Schedule



# Posting and Background Check

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Service	Date
Job Posting/Careers at UF	Tuesday, December 21
Clearance for Hire	Friday, December 17
FBI Livescan	Fingerprinted by Thursday, December 16
435 Livescan	Fingerprinted by Thursday, December 9



# Additional Questions?

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



# Employment Operations & Records

December Termination File

Accelerated HR Deadlines

myUFL Upgrades

Form I-9 Deferrals

Foreign National TempID Updates



# Termination File

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- A termination file will be open from **November 29<sup>th</sup> – December 17<sup>th</sup>, 2021**
- The file lists active employees who have not received payment in 6 months or more
- Effective date in Job Data: December 24, 2021
- Why do we do a termination file?
  - Help mitigate unnecessary risks
  - Have an accurate count of our employment population
  - Assist departments in making good decisions for unit/college
- It is **NOT** an alternative to timely terminations in the system





# Termination File

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- Review the termination file and “**uncheck**” those individuals who should remain active in the system
  - As Employment Operations & Records reviews the file, we may contact you for additional justification on leaving certain employees active
- The file may contain records of all the salary plans. For example, OPSN, FELL, FWS, STAS, OF12, etc. (This is not an all-inclusive list)



# Termination File

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The termination file is located:

- Main Menu > Human Resources > Workforce Administration > Job Information > UF Appointment Review
  - Enter the Calendar Year: **2021**
  - Enter your unit's **Department ID**
  - Enter Termination Date: **12/24/2021**
- Questions?



# Accelerated HR Deadlines

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With the holidays fast approaching, please be aware of the accelerated HR deadlines UF will be experiencing in the month of December.

- **December 10, 2021**, is the accelerated HR deadline for ePAF transactions to be paid out on the December 31, 2021, paycheck
  - Time & Labor closes on **December 16, 2021**
- **December 23, 2021**, is the accelerated HR deadline for ePAF transactions to be paid out on the January 14, 2022, paycheck

To review all Payroll and HR deadlines visit the Payroll Schedules webpage located at: <http://www.fu.ufl.edu/directives/payroll-schedules/>.



# myUFL Upgrades –Coming Soon!

- UFIT has installed upgrades in myUFL that will go live on **12/12/2021**
- No major impacts to system as upgrades are only cosmetic

**Add/Update Position Info**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Position Number

Description

Status as of Effective Date

Position Status

Business Unit

Department

Job Code

Reports To Position Number

☐ Include History ☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

**Search Results**

View All 1-1 of 1

Position Number	Description	Status as of Effective Date	Position Status	Business Unit	Department	Job Code	Reports To Position Number
		Active	Approved	UFLOR	62010300	002202	(blank)



# myUFL Upgrades –Job Data View

Work Location

Job Information

Job Labor

Payroll

Salary Plan

Compensation

Alligator,Albert  
Employee

Empl ID  
Empl Record 0

Work Location Details

Effective Date06/28/2021

Effective Sequence0

HR StatusActive

Payroll StatusActive

ActionPromotion

ReasonPromotion With Pay Change

Job IndicatorPrimary Job

Go To Row

Current

Position Number

Override Position Data

Position Entry Date06/28/2021

Position Management Record

Regulatory RegionUSA

United States

CompanyUFL

University of Florida

Business UnitUFLOR

University of Florida

Department62010300

HR-EMPLOYMENT

Department Entry Date10/13/2017

LocationS900000001

MAIN CAMPUS

Establishment IDUFL

University of Florida

Date Created06/28/2021

Last Start Date10/13/2017

End Job Automatically

Expected Job End Date

Work CountyALACHUA

Job Data

Employment Data

Earnings Distribution

Benefits Program Participation

Save

Return to Search

Notify

Refresh

Update/Display

Include History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Work Location

Job Information

Job Labor

Payroll

Salary Plan

Compensation

Alligator,Albert  
Employee

Empl ID 56614178  
Empl Record 0

Job Information Details

Effective Date06/28/2021

Effective Sequence0

HR StatusActive

Payroll StatusActive

ActionPromotion

ReasonPromotion With Pay Change

Job IndicatorPrimary Job

Go To Row

Current

Job Code002202

MGR, Employment Oper & Records

Entry Date06/28/2021

Supervisor Level

Supervisor ID

Reports To

Regular/TemporaryRegular

Full/PartFull-Time

Empl ClassRegular

Officer CodeNone

Regular ShiftNot Applicable

Shift Rate

Classified IndClassified

Shift Factor

Standard Hours

40.00

Work PeriodW12

Weekly 12

FTE1.000000

Adds to FTE Actual Count?

Encumbrance Override

Standard Hours

40.00

Work PeriodW12

Weekly 12

FTE1.000000

Adds to FTE Actual Count?

Encumbrance Override





# Form I-9 Deferrals

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- U.S. Immigration and Customs Enforcement (USCIS) extension of its remote I-9 document inspection policy is set to expire on **12/31/2021**
- Departments who used this feature in I-9 Management must physically inspect an employee's I-9 documentation within three business days of an employee returning to work
- Failure to adhere to federal requirement may result in costly penalties



# Form I-9 Deferrals - Report

- Departments may run their unit's report in I-9 Management
  - GatorStart > I-9 Management > Search for Employees > Type of I-9: COVID-19 Virtual Update > Uncheck Terminated Employees and select Current Location Only > Search

Search For Employees

Select one or more search criteria below to search for employees.

First Name: <input type="text"/>	Last Name: <input type="text"/>	SSN: <input type="text"/>	Type of I-9: <div>(All) ▼<ul style="list-style-type: none"><li>(All)</li><li>E-Verify Issues</li><li>E-Verify w/o I-9 Completed</li><li>Pending</li><li>Reverification Due</li><li>Receipt Due</li><li>SSN Applied For</li><li>Partner Completion - Section2</li><li>Partner Completion - Section3</li><li><b>COVID-19 Virtual Update</b></li><li>COVID-19 EXT Update</li></ul></div>
Group: (All) ▼	Location: (All) ▼	Converted Paper I9 ID: <input type="text"/>	
Date Range: (mm/dd/yyyy) Start Date 2/24/2012	End Date <input type="text"/>		
Include: <input checked="" type="checkbox"/> Active Employees	<input type="checkbox"/> Terminated Employees	<input checked="" type="checkbox"/> Current Location Only	



# Form I-9 Deferrals – Navigation

## Employee Detail

Name:	Other Names Used:
Address:	City, State & Zip
Employment Date: <a href="#">Change Employment Date</a>	
Alien Registration Number/USCIS Number:	I-94 #:
Reverification Due Date:	Reverification Due Reason:
Obtained I-94 from USCIS:	
Group: None	Location: <a href="#">Change Location</a>
Visa Type: <a href="#">Change Visa Type</a>	Form I-129 Filing Date:

[Back](#) [Section 3](#) [New I-9](#) [Upload Paper I-9](#) [Send to E-Verify](#) [Receipt Update](#) [Covid19 Update](#)

## COVID19 Update

Confirm Physical Document Inspection.

Name:

The Employee's I-9 was completed under the COVID-19 workflow using the following document:

- Driver's License Issued by State or Possession with Photo
- Social Security Account Number Card Without Employment Restriction

Confirm document was physically inspected

[Cancel](#)

[Continue](#)

# Foreign National TempID Updates

- Employees who were hired with a temporary ID in lieu of a Social Security Number must have their temporary numbers updated prior to January's IRS filing deadline.
- 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 SSN.
  - SSN Update Portal located on: <https://hr.ufl.edu/managerresources/employment-operations-and-records/employment-data/>
- An **updated report** of anyone who still has a UF TempID in myUFL will be emailed this afternoon to HR liaisons.



# Questions

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



# University Benefits

Payroll Deductions for 2022 Benefits

December Personal Leave



# Reminder: Payroll Deductions for 2022 Benefits

December & January payroll deductions reflect 2022 benefits elections:

## State / People First Deductions

- Most plans paid a month in advance
- **December 3 & December 17** paychecks **pre-pay** for January 2022 coverage
- OE changes to *reimbursement accounts* reflected beginning on the **January 14** paycheck (i.e. Medical Reimbursement, Dependent Care, Limited Purpose, and Health Savings Accounts)

## UFSelect and GatorCare Deductions

- Paid month of coverage, not paid in advance
- Changes made during OE reflected in paycheck beginning **January 14**

Reminder: No deductions on 12/31/21 (3rd paycheck in December)

Questions about benefits or deductions? Email [benefits@ufl.edu](mailto:benefits@ufl.edu) or call (352) 392-2477



# December Personal Leave

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- Holiday closing period from 12/27 – 12/30
- Personal leave days auto-populated for eligible TEAMS and Faculty
- System does not require approval for personal leave days for *exempt* employees -- hours automatically populated
- Time reporting code (TRC) – DPL-270
- *NOTE: Departments with employees whose hire approvals are not fully executed by November 24<sup>th</sup> must contact Leave Administration to manually load DPL hours*
- Instruction guide “Personal Leave Days” – Coming Soon





# Important Dates

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- **UF Holidays**

- December 24 – Christmas (Observed)
- December 27-30 – Holiday Closing Period
- December 31 – New Year's Day Holiday (Observed)
- January 17 – MLK Jr. Birthday Holiday

- **Schedule opens for Spring training courses – December 6**

- **Jodi's Retirement – December 17**

- **Effective Date for 2022 Benefits Elections – January 1**

- **Upcoming HR Forum – January 5 @ 10 a.m.**

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