Today’s Agenda Items

- 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

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 6th at 5:00pm
Contact: gcadwallader@ufl.edu or harrisin@ufl.edu
Talent Acquisition and Onboarding

Faculty Posting Migration to PageUp
Foreign Influence
Holiday Schedule
Faculty Posting Migration

- 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

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

- 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

- 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

- 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.
Posting Researcher/Research Support Jobs

- 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

Effective on January 3
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?**
Initiate Supplemental Questionnaire
Applicant Experience

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

Supplemental Questionnaire

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? *
- Has your CV or resume changed since submission of your application? *
- Does your CV or resume include all of your professionally published materials on which you are credited or otherwise contributed significant support? *

Current Research Funding and Support

- Do you currently have research funding and support? *

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.
Applicant Experience

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?
  - Select

[Buttons: Continue, Save and exit]
Posting, Clearance, & Background Screening

Holiday Schedule
# Posting and Background Check

<table>
<thead>
<tr>
<th>Service</th>
<th>Date</th>
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<tbody>
<tr>
<td>Job Posting/Careers at UF</td>
<td>Tuesday, December 21</td>
</tr>
<tr>
<td>Clearance for Hire</td>
<td>Friday, December 17</td>
</tr>
<tr>
<td>FBI Livescan</td>
<td>Fingerprinted by Thursday, December 16</td>
</tr>
<tr>
<td>435 Livescan</td>
<td>Fingerprinted by Thursday, December 9</td>
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Additional Questions?

Talent Acquisition and Onboarding
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

- A termination file will be open from **November 29th – December 17th, 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

- 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

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

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.fa.ufl.edu/directives/payroll-schedules/](http://www.fa.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.
myUFL Upgrades – Job Data View
Form I-9 Deferrals

- 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
Form I-9 Deferrals – Navigation
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

- Contact Employment Operations and Records at 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 or call (352) 392-2477
December Personal Leave

- 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 24th must [contact Leave Administration](#) to manually load DPL hours
- Instruction guide “Personal Leave Days” – Coming Soon
Important Dates

- **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.
Thank you for attending the HR Forum