

UF



# HR Forum

March 2, 2022



# Today's Agenda Items

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- HR Liaison Support Team – Barb Mitola
- Youth Compliance – Sophia Andrews
- Wage Overpayment – Kim Alderson
- Manager Onboarding – Becky Younglove
- UF GO – Gwynn Cadwallader
- Inclusive Hiring Hub – Audrey Gainey
- Employment Operations and Records Updates – Johannes Traster/Nerea Anaya-Dominguez
- Important Dates



# HR Liaison Support Team





# HR Liaison Support Team

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Launching a new Microsoft Team (MS Team) called “HR Liaison Support”

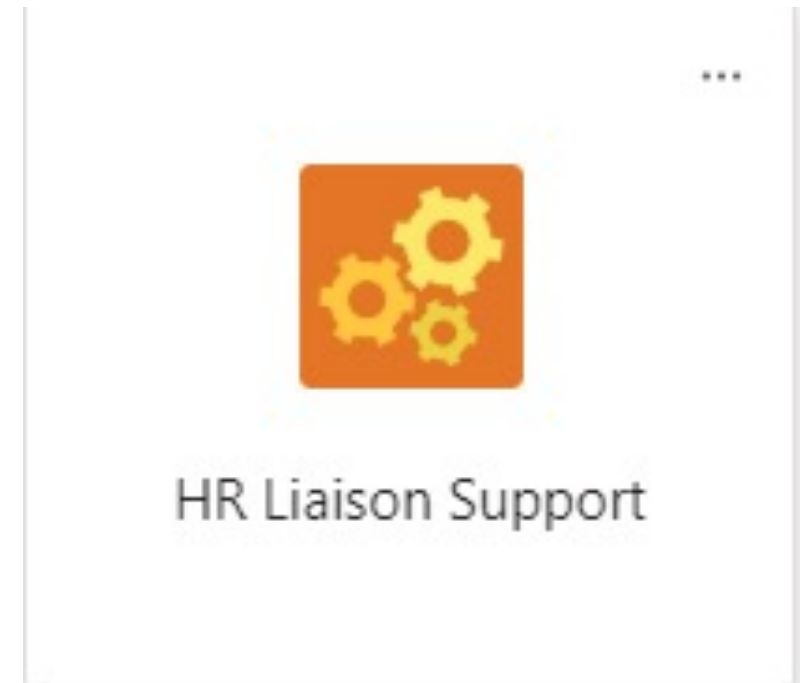
- A collaboration between HR Liaisons and UFHR

Why/Used for What:

- A space for all HR professionals at UF to share ideas, knowledges, practices and ask each other questions

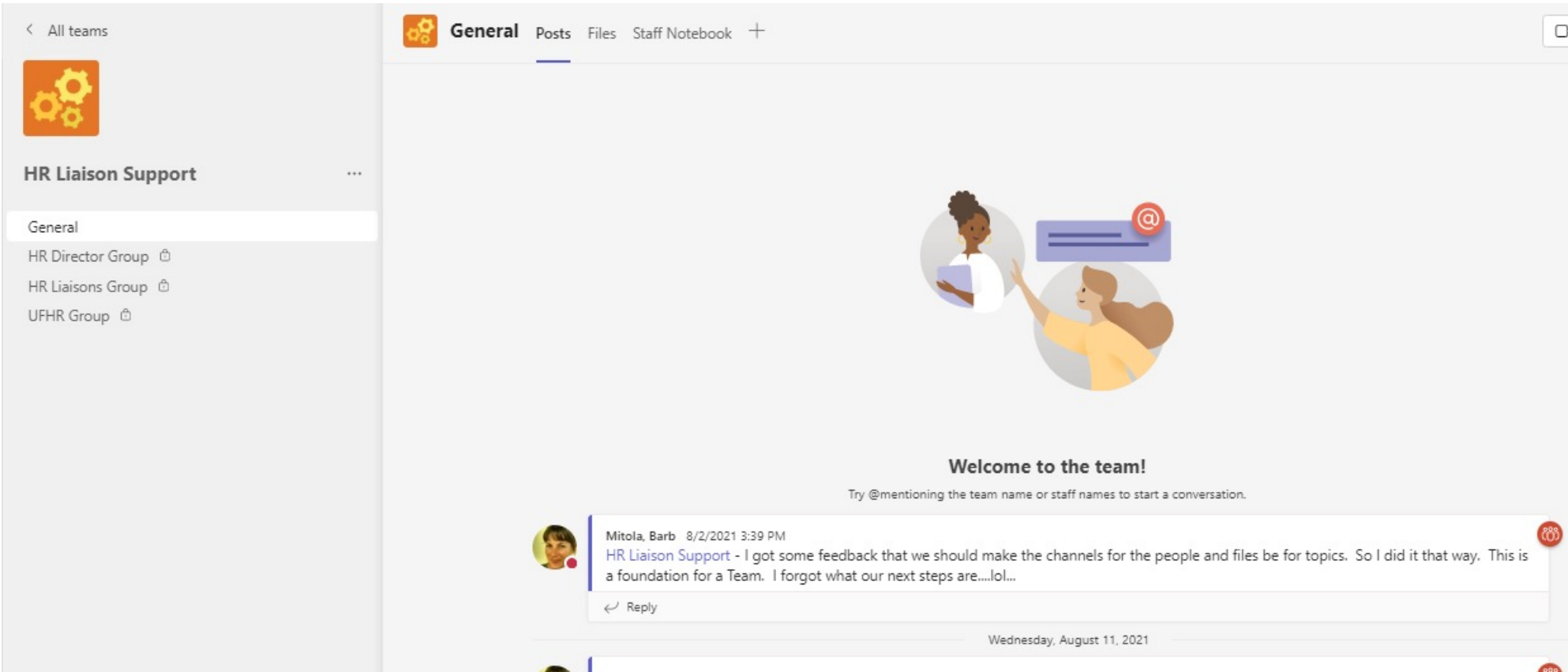
What it is not used for:

- This team would not replace the current means of official communication between core UFHR and other HR professionals at UF



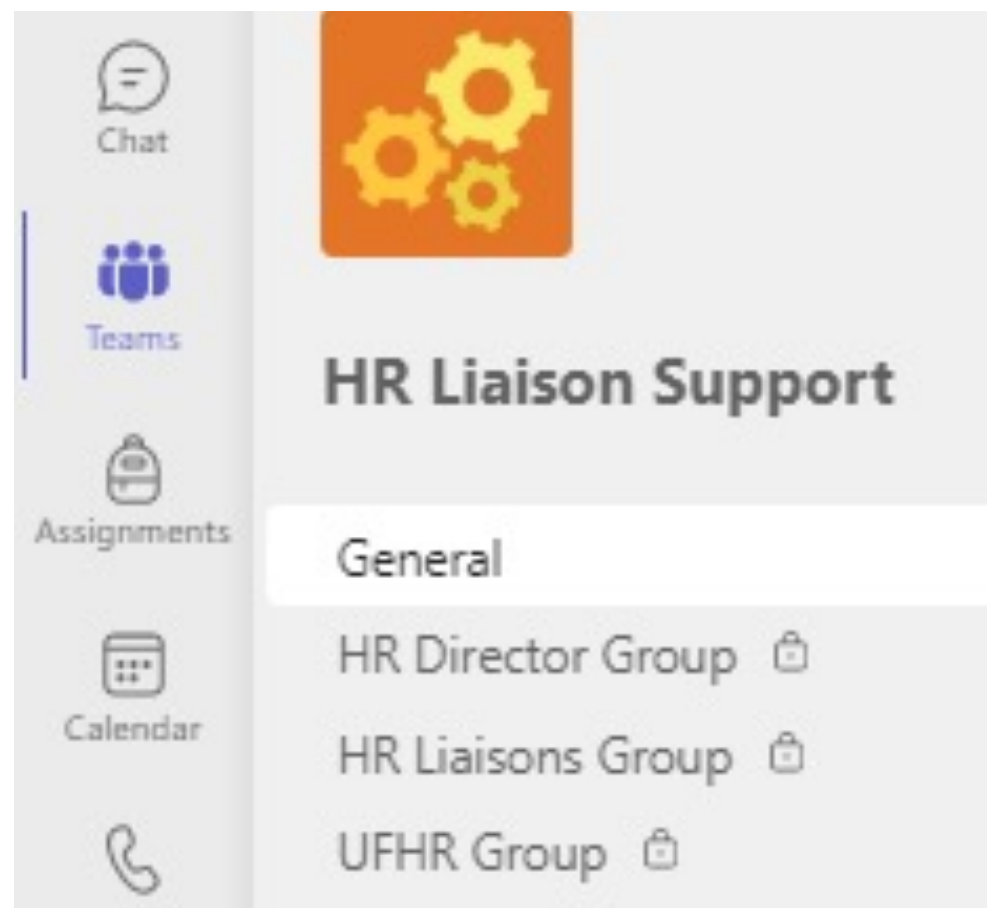


# HR Liaison Support Team





# HR Liaison Support Team



**General Channel:** Open to anyone who does HR functions at UF. Content viewable by all people who are on the team.

**HR Director Group:** Open to anyone with an HR Ast Director or HR Director title. Content viewable only by people on that channel.


**UFHR Group:** Open to anyone working in the UFHR office (core office). Content viewable only by people on that channel.

**HR Liaisons Group:** Open to anyone designated by UFHR as an HR Liaison and anyone in the UFHR Group. Content viewable only by people on that channel.



# HR Liaison Support Team

< All teams




HR Liaison Support

General

HR Director Group

HR Liaisons Group

UFHR Group

 **General** Posts Files Staff Notebook

+ New

↑ Upload







↻ Sync

🔗 Copy link

↓ Download

+ Add cloud storage

Documents > General

|    | Name                                     | Modified       | Modified By  |
|---|--|----------------|--------------|
|    | Classifications                          | July 22, 2021  | Mitola, Barb |
|    | Compensation                             | July 22, 2021  | Mitola, Barb |
|  | Inclusion Diversity Equity Access (IDEA) | August 2, 2021 | Mitola, Barb |
|  | Retention                                | July 22, 2021  | Mitola, Barb |
|  | Talent Acquisition                       | July 22, 2021  | Mitola, Barb |

# HR Liaison Support Team

**When can  
I start  
SHARING?**

When UFHR adds you,  
you'll get an automated  
email with a link to the  
team – then use it!







# Youth Compliance

For HR Forum

March 2, 2022

Sophia Andrews  
Compliance and Ethics  
Assistant Director





# Youth Compliance: Registration

- All university affiliated programs or events engaging minors must register with Youth Compliance Services prior to commencing program operations.
- Programs are required to register if the activities:
  - Are sponsored, overseen, supervised, operated, or managed by the University of Florida or any of its Direct Support Organizations or controlled affiliates
  - Are funded in whole or in part from any UF/Affiliate account
  - Are related to any academic credit-bearing, certificate-earning, or other activity within the scope of the official UF/Affiliate duties of a UF/Affiliate employee, student, appointee, volunteer or other agents
  - Require approval by any UF/Affiliate to be conducted
- Access
  - Registration database can be located on the Youth Compliance webpage



# Youth Compliance: Training

## Youth Protection Training (Annual)

- University affiliated youth programs are responsible for ensuring that all program employees, volunteers, and other individuals directly in contact with minors under the age of 18 successfully complete the training.

### Training Topics

- Safe environment for youth
  - Recognize the different types and signs of child abuse
  - Properly respond to suspected child abuse
  - Supervision and ratios for adults and youth
  - Overnight accommodations for adults and youth
  - Youth Privacy in-person, digital devices, and information
  - Appropriate communication between adults and youth
- Access
    - Via myTraining
    - Guests accounts available for volunteers and non-UF employees
    - Successful completion of quiz 90% (90/100)



# Youth Compliance: Background Checks

- Background checks are required for individuals who engage with university affiliated youth activities
- Summer camps require a 435 Livescan screening
- Background screening records must be maintained for a minimum of 5 years
- Background checks must be completed prior to beginning work with minors



# Youth Compliance: Supervision

- Appropriate supervision
- One-on-one interactions should be eliminated
  - A minimum of two approved adults should always be present with youth (Two-Deep Leadership)
- Programs should establish procedures:
  - For youth enrollment
  - For the pick-up and drop-off of youth participants
  - Waiting rooms for virtual platforms along with passcodes for sign-in
- Situations that require personal communication, should be conducted in view of other adults and youth

## In-Person: Staff-to-Participant Ratios

| DAY GUESTS |       |                   | OVERNIGHT GUESTS |       |                   |
|------------|-------|-------------------|------------------|-------|-------------------|
| AGE        | STAFF | NUMBER OF CAMPERs | AGE              | STAFF | NUMBER OF CAMPERs |
| 4-5        | 1 to  | 6                 | 4-5              | 1 to  | 5                 |
| 6-8        | 1 to  | 8                 | 6-8              | 1 to  | 6                 |
| 9-14       | 1 to  | 10                | 9-14             | 1 to  | 8                 |
| 15-17      | 1 to  | 12                | 15-17            | 1 to  | 10                |

\*Supervision guidelines must include a minimum of two approved adults



# Youth Compliance: Mandated Reporting

- Any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare is a mandatory reporter. § 39.201(1)(a), Florida Statutes.
- State of Florida law requires a state university administrator (as defined in the UF policy Vulnerable Persons) upon receiving information from another institution employee, to report known or suspected child abuse, neglect or abandonment (including physical, sexual and/or emotional abuse) that occurred on university property or at a university-sponsored event directly to the Department for Children and Families (DCF).
- How to Report Abuse
  1. Telephone: 1-800-962-2873 (24-Hour Hotline)
  2. Fax: 1-800-914-0004
    - Fax Reporting Form
    - Tips for Successful Fax Reporting
  3. TDD: 1-800-453-5145
  4. Online: <https://www.myflfamilies.com/service-programs/abuse-hotline/report-online.shtml>

\*[UF policy on Vulnerable Persons](#)



# Contact

UF Compliance and Ethics  
Youth Compliance Services

352-294-9162

[henriq21@ufl.edu](mailto:henriq21@ufl.edu)

<https://youth.compliance.ufl.edu/>



# Payroll Services

Wage Overpayment





UF'S  
ELECTRONIC  
REPAYMENT  
OF OVERPAID  
WAGES

# ELECTRONIC REPAYMENT OF OVERPAID WAGES

## Electronic Repayment Portal

This button will direct you to the Wells Fargo electronic payment website.

[PAY HERE](#)

## Attachments

 [UF\\_E-Bill\\_QuickRefGuide\\_EndUser](#)

## Related Articles

-  [Wage Overpayments](#)
-  [Emergency Payroll Checks](#)
-  [Beneficiary Payments](#)

## REPAYMENT METHODS



### Guide to making Electronic Repayments





WELLS  
FARGO  
EBILL  
EXPRESS  
PORTAL



LOGIN

PAY NOW

Invoice Number

Confirm Invoice Number

☐

I'm not a robot



reCAPTCHA  
Privacy - Terms

Pay Now

## ePayment Benefits

### To Payroll

- ✓ Streamlines Process
- ✓ Improves turnaround time
- ✓ Improved Internal Controls

### To Campus

- ✓ Reduces administrative burden

### To Payor

- ✓ Convenience
- ✓ Those making regular payments can save their information

### To Everyone

- ✓ Would simplify the process for all parties when we work remotely



# Training and Organizational Development

New Manager Onboarding Supports  
GBAS – UF GO





# New Manager Onboarding Supports

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Provide all new managers with resources, tools, and support as part of their supervisory onboarding process to ensure success in this role immediately and into the future.



# Purpose

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- 1.) Best practices for managing and leading
- 2.) Easily accessible resources and tools



# Email

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Welcome message within first month:

- New Manager Toolkit
- New Manager Course
- Additional Resources



**%%First Name%%, congratulations on your new management role at UF!**

We know that the start of a leadership and supervisory role can bring with it many opportunities to learn and grow. UF recognizes the importance of inspiring leadership and effective management and is here to support your success. Below are a few resources to help you as you transition into your new role:

1. [The New Manager](#) course provides you with a framework of best practices to apply immediately as you manage relationships, expectations and job responsibilities. You'll also learn about your role as a manager when you complete UF Engaged performance conversations



# Toolkit



## Administrative Resources

Information is vital to managing your team effectively. These resources provide quick access to the most critical administrative functions for new managers.

- [Time Reporting](#)
- [Leave Administration](#)
- [UF Engaged](#)
- [Disciplinary Processes](#)
- [Fiscal Administration](#)

## Welcome to New Manager Toolkit

From the very first day on the job, UFHR wants every new manager to establish a solid foundation for success at managing and leading a team at UF. This New Manager Toolkit provides managers who have newly accepted this role at our institution with key resources to get to know themselves, learn how to set up their teams for success and find support to effectively launch their journey into managing and leading, for the Gator Good.

Sign-up for ["The New Manager"](#) course to learn more about what it takes to successfully manage and lead at UF.



## Build Trust

Trust is at the core of leadership. Leaders who work on knowing themselves and who intentionally invest in building relationships and modeling integrity, transparency, and humility, reinforce experiences of trust that allow for authenticity and belonging in the workplace.

### PODCAST

**10 Common Mistakes of Managers** - [Download Transcript](#)

▶ 0:00 / 6:56 🔊 ⋮

### COURSE

- [Inspiring Trust](#)

### ADDITIONAL RESOURCES

- [Social Competency & Relationship Management](#)
- [Creating a Culture of Transparency](#)



## Create & Communicate Vision

Employees will follow a leader who has a well-defined vision and can communicate it clearly. When leaders chart and navigate the strategic direction for the team, through listening and regular interaction, team members follow willingly and enthusiastically.

### PODCAST

**Improving Communication Using Relationship Strategies** -

[Download Transcript](#)

▶ 0:00 / 9:07 🔊 ⋮

### COURSE

- [Communication for Managers](#)

### ADDITIONAL RESOURCES

- [Strategic Thinking](#)
- [Changing Culture](#)



# New Manager Course

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- In-person course
- 3.5 hours
- Best practices for managing and leading
- Introduction to UF Engaged for managers
- Counts as an elective for Supervisory Challenge





# Ways to Support

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- Encourage course sign-up
- Refer to resources and tools
- Provide us with ways we can improve







# Next Steps

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- Email process will begin in April
- HR Liaisons will be provided additional details





# QUESTIONS?

**Contact Human Resources  
Training & Organizational Development**

**Becky Younglove**  
**[rebeccayounglove@ufl.edu](mailto:rebeccayounglove@ufl.edu)**



# UF GO

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**March 29, 2022, from 1:00pm to 4:00pm**

- Introduction to UF GO for Travel & PCard
- Sneak peek at the system
- Discuss with your GBAS colleagues potential adjustments to the workflows in your unit.

Register in myTraining: UF\_GBS600. Registration closes on March 24<sup>th</sup> at 5:00pm

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





# Talent Acquisition & Onboarding with Training & Organizational Development

Inclusive Hiring Hub

# Inclusive Hiring Hub



## Inclusive Hiring Course

The course covers how to implement inclusive hiring strategies that help to minimize bias, how to prepare a job description or position profile that's inclusive, how to advertise the position to attract a diverse group of applicants, and how to establish behavioral based interview questions and anchor answers that support inclusive hiring.

[LEARN MORE](#)

## Inclusive Hiring Toolkit

This toolkit provides the resources needed when engaging best practices for attracting, selecting, and hiring diverse talent and mitigating biases found in the recruiting, selection and hiring process.

[LEARN MORE](#)

## Inclusive Hiring Badge

The University of Florida's Inclusive Hiring Badge is designed to provide faculty and staff with the level of knowledge, skill and abilities needed to demonstrate inclusive practices during the hiring process, identify and mitigate biases that can affect hiring decisions and support the University's advancement toward a more equitable workforce and candidate experience.

[LEARN MORE](#)



# Inclusive Hiring Toolkit



Everything you need for your search committees including:


- Video and other resources on common hidden biases
- Sample position profile and job descriptions
- Gender decoder & sample inclusive language
- Screening rubric and Interview Rubric
- Behavior based Interview Guide

<https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/inclusive-hiring-toolkit/>

# Inclusive Hiring at UF Course

The Inclusive Hiring at UF course outlines the hiring process and reviews biases and stereotypes that can impact decisions at each stage.

## Help Gina Identify Possible Biases...



Gina noticed when she was hiring for her last position, one of the committee members became very attached to the prestige of the school listed on one of the candidate's resumes. She had a hard time seeing past this.

*What type of bias is this?*

Affinity Bias

Anchoring Bias

Pedigree Bias



# Inclusive Hiring Advisor Badge



The ***Inclusive Hiring Advisor*** badge serves as a means of motivating employees, recognizing learning and achievement, and communicating success. Completion of the badge requires:

- Supervisor approval
- Completion of 14 IDEA milestones consisting of any combination of trainings, activities, and/or webinars
- Submission of verification of completion

# Inclusive Hiring Advisor Badge



Driving a More  
Inclusive  
Workforce



Effective  
Communication



Decision Making  
& Critical  
Thinking



Conflict  
Management



Self Awareness



Relationship  
Dynamics



Inclusive Hiring

Each IDEA Milestone supports seven core competency areas and must be completed within 12 months of participation approval.





# Questions?

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For more information or contact UFHR  
Talent Acquisition and Onboarding  
at (352)-273-2841 or [talent@hr.ufl.edu](mailto:talent@hr.ufl.edu)



# Employment Operations & Records

Core ePAF Approvers  
OPS Application Update  
Appointment Letter Templates  
Form I-9 Deferrals  
EOR Website Renovation



# Core ePAF Approvers

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- Updates to Employment Operation & Records core ePAF approvers for Hires, Job Edits, Terminations, and Additional Pays have been updated
- Two separate tabs in the spreadsheet that highlight your ePAF approver for both Staff and Academic appointments
- Assigned ePAF approver can assist with all specific actions related to their area of expertise (ePAFs, system assistance, HR consulting, etc.)
  - [https://hr.ufl.edu/wp-content/uploads/2022/03/EOR\\_DEPT\\_Distribution\\_Feb-2022.xlsx](https://hr.ufl.edu/wp-content/uploads/2022/03/EOR_DEPT_Distribution_Feb-2022.xlsx)





# OPS Application - Revised

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New OPS application is now available

- Employment of Relatives (p.1)
  - Revised the original question; an additional question was added
- Employee Agreement (p.3)
  - Conflicts of Interest and Social Security statements

Application revised by Talent Acquisition & OnBoarding

<https://hr.ufl.edu/wp-content/uploads/2018/04/opsapplication.pdf>



# Appointment Letter Templates

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In the coming months, new templates will be available for use

- OPSN and OPSE letters
- Adjunct templates for both the summer term and 9-and 12-month appointments
- Graduate Assistant addendums
  - Useful for compensation and FTE changes during term of appt.



# 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 **04/30/2022**
  - <https://www.ice.gov/news/releases/ice-announces-extension-i-9-compliance-flexibility-3>
- 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:<br><input type="text"/>                              | Last Name:<br><input type="text"/>            | SSN:<br><input type="text"/>                              | Type of I-9:<br><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:<br>(All) ▼  | Location:<br>(All) ▼                          | Converted Paper I9 ID:<br><input type="text"/>            |  |
| Date Range: (mm/dd/yyyy)<br>Start Date<br>2/24/2012              | End Date<br><input type="text"/>              |   |  |
| Include:<br><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:<br><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:<br>None   | Location:<br><a href="#">Change Location</a> |
| Visa Type:<br><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](#)



# EOR Website Renovations

Back in 2020, our team launched a website improvement project that included one goal:

*To provide a centralized location for all appointment types that creates easier access to employment practices, processes, and resources.*

Many resources are scattered across multiple departments and campus stakeholder webpages.

Current state of EOR website has limited resources on our site with the bulk located under the TAO's **Hiring Center**.

## EMPLOYMENT OPERATIONS AND RECORDS

ALTERNATE WORK  
LOCATION

EMPLOYMENT HUB

EMPLOYMENT  
OPERATIONS AND  
RECORDS

Hiring Center

Hiring a Foreign  
National

Employment Data  
Updates

Employment of  
Relatives Petition

*"Our goal is to partner with UF departments to efficiently and effectively manage change in an employee's life cycle"*

The Employment Operations & Records unit of UF Human Resources is responsible for all electronic transactions that support the hiring of new employees, employment changes during the life cycle of UF employees, and the records produced and maintained as a result of these transactions.

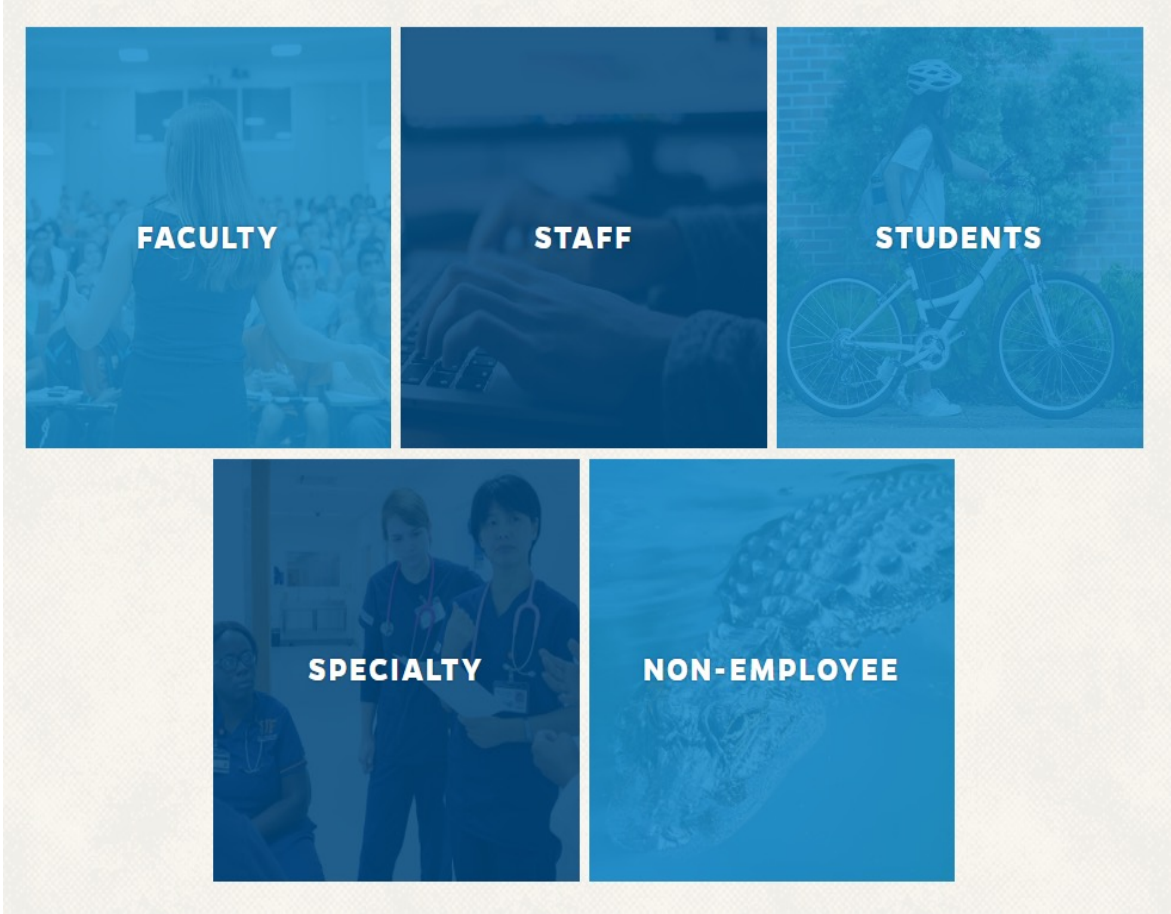
### HIRING CENTER

This section provides information and resources for hiring managers and HR professionals in UF departments. Resources include a comprehensive description of the entire recruitment and hiring process and additional actions that are likely during the employee life cycle.





# EOR Website Renovations



- GRADUATE ASSISTANTS
- STUDENT ASSISTANTS
- STUDENT BI-WEEKLY
- FEDERAL WORK STUDY

## GRADUATE ASSISTANTS

|                                 |   |
|---------------------------------|---|
| General Requirements            | + |
| Create Letter of Appointment    | + |
| Gather Required Documents       | + |
| Enter Appointment in the System | + |
| Employment Changes              | + |
| Terminations                    | + |
| Tuition Waiver                  | + |
| Re-appointments                 | + |
| Summer Appointments             | + |



# EOR Website Renovations

## LIFECYCLE RESOURCES

Resources and guidelines related to the employee lifecycle.


ADVERTISING THE JOB

MANAGING APPLICATIONS


SELECTING CANDIDATES


ONBOARDING/INDUCTION


APPOINTMENT LETTER LIBRARY




ADDITIONAL EOR SERVICES

 HIRING A FOREIGN NATIONAL TOOLKIT

 EMPLOYMENT VERIFICATION & RECORDS

 EMPLOYMENT DATA UPDATES

 EMPLOYMENT OF RELATIVES PETITION



# 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.





# Important Dates

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- **Upcoming HR Forum – April 6 @ 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.

UF

Thank you  
for attending the  
HR Forum