

UF



# HR Forum

April 6, 2022



# Today's Agenda Items

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- Leadership Program Applications – Bob Parks
- Summer Calendar – Bob Parks
- Florida Minimum Wage Reminder – Brent Goodman
- New Job Classifications – Brent Goodman
- ePAF Approval Changes – Brent Goodman
- Short Work Break – Johannes Traster
- Summer Job File – Johannes Traster
- Comp Leave Cash-Out – Nadja Schimmel-Cruz
- Spring/Summer New Hire Reminders – Nadja Schimmel-Cruz
- Important Dates



# Training & Organizational Development

Leadership Program Applications  
Summer Calendar



# Leadership Program Applications

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- “Leadership and learning are indispensable to each other.” —John F. Kennedy
- Now through May 2
  - We are accepting applications for
    - UF Academy
    - Advanced Leadership for Academics and Professionals (ALAP)
    - Managers Cohort



# Leadership Program Applications

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- UF Academy
  - Entering its 19<sup>th</sup> year
  - Designed for faculty and professional staff who are “emerging leaders”



# Leadership Program Applications

- Advanced Leadership for Academics and Professionals (ALAP)
  - Entering its 14<sup>th</sup> year
  - Designed for established UF professional and academic leaders looking to further develop leadership skills





# Leadership Program Applications

- Managers Cohort
  - Entering its 12<sup>th</sup> year
  - Managers can participate in the Managing at UF curriculum as a cohort





# Leadership Program Applications

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- For more information or to access the application, visit the Leadership@UF program page on the UFHR site  
<https://leadership.hr.ufl.edu/programs/>





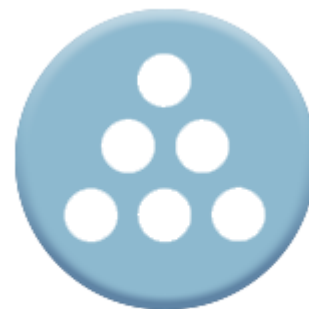
# Summer Calendar

- Summer calendar of courses available for registration started Monday, April 4
- Courses offered in both virtual and in-person formats
- Register in myTraining
- View HR calendar for course dates (<https://calendar.hr.ufl.edu/events/category/training-organizational-development/>)



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Combining our *UNIQUENESS* to achieve greatness.



Managing at UF:  
The Supervisory Challenge



University of Florida  
**PRO 3 SERIES**

*The skills you need to know, so you can grow*



# Classification & Compensation

Florida Minimum Wage Reminder

New Job Classifications

ePAF Approval Changes



# Florida Minimum Wage Reminder

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- Florida voters approved an amendment in November 2020 that increases the minimum wage each year until it reaches \$15 per hour in 2026.
- Effective September 30, 2022, the minimum wage will increase to \$11 per hour.
- As of April 4th, 2,339 appointments are below the new minimum wage.
- The cost-plus fringe of increasing the population to the new minimum wage is approximate \$1.84M.





# New Job Classifications

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- Over the past few months, We have added several job classifications to the TEAMS titles website. They include the following:
  - Bioinformatics Analyst Series
  - Flow Cytometry Operator Series
  - HTS Robotics Engineer Series
  - Research Technician Series
  - Research Assistant Series
  - Security Manager
  - Licensed Mental Health Counselor
  - Data Scientist (finalizing now)
- For more information, please visit <https://teams-titles.hr.ufl.edu/>



# ePAF Approval Changes

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- The Employment Operations & Records (EOR) team identified a variety of ePAFs that could be approved by the college or administrative unit level 1 approvers to increase efficiency.
- As a result of their work, core office approval is no longer required for approximately 20% of EOR's current ePAF volume.
  - Terminations using select reason codes for ISCR, CTSY, graduate assistants including summer appointments.
  - Job Edits using select reason codes for OPS, adjunct faculty, graduate, and student assistants.



# ePAF Approval Changes

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- Level 1 approvers are expected to review each transaction to ensure accuracy.
- For example, it's essential to confirm that effective dates, compensation rates, and other data elements are consistent with the supporting documentation.





# ePAF Approval Changes

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By submitting or approving a transaction, the Level I approver is certifying the following:

- The request has been approved by the appropriate college/administrative unit leadership
- Request is consistent with UF regulations and applicable policies
- The information is accurate to the best of their knowledge



# ePAF Approval Changes

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To minimize the potential risks and ensure accuracy, UFHR will periodically audit these transactions. If the audit reveals consistent errors or inconsistencies, ePAF approvers may be required to complete additional training.



# Questions

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Please contact Classification & Compensation at [compensation@ufl.edu](mailto:compensation@ufl.edu) or by phone at (352)273-2842.





# Employment Operations & Records

Short Work Break

Summer Job File



# Short Work Break Reminders!

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- Short Work Break file will take place on **April 21<sup>st</sup>, 2022**
- Action Needed by Departments
  - Verify all 9- and 10-month employees (faculty, graduate assistants, and TEAMS) who will not return after Spring 2022 are terminated in myUFL
  - If necessary, enter end-of-semester terminations PRIOR to **April 20<sup>th</sup>, 2022**



# Short Work Break Reminders!

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- To review employees on Short Work Break after **April 21st**
  - Main Menu > Enterprise Analytics > Access Enterprise Analytics > Team Content > Human Resources Information > Workforce Information > Short Work Break – Return From Break Report
- Instruction Guide
  - [http://training.hr.ufl.edu/instructionguides/job\\_position\\_actions/shortworkbreak.pdf](http://training.hr.ufl.edu/instructionguides/job_position_actions/shortworkbreak.pdf)





# Faculty and GA Summer Appointment Reminders!

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- Summer appointments for 9-month faculty and graduate assistants may be processed via the summer job file
  - **Summer appointments may also be entered as a Hire ePAF**
- The file will **open** on April 25, 2022
- The file will **close** on May 12, 2022

Summer appointments will be **reflected** in Job Data on the afternoon of May 16<sup>th</sup>, 2022



# Faculty and GA Summer Appointment Reminders!

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- The file will be available via myUFL system
  - Main Menu > Human Resources > Workforce Administration > Job Information > UF Summer Job Review
- Instruction Guide
  - [http://training.hr.ufl.edu/instructionguides/job\\_position\\_actions/summerjobreview.pdf](http://training.hr.ufl.edu/instructionguides/job_position_actions/summerjobreview.pdf)
- You will be contacted by EOR if there are employees who do not load and may need additional action on your part



# University Benefits

Comp Leave Cash-Out

Spring/Summer New Hire Reminders



# FY 21-22 Comp Leave Cash-Out

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- Overtime, regular, and compensatory leave will be cashed out on the final paycheck of FY 21-22 (06/17/2022).
- Accrued balances (less use) as of the end of PPE 5/26/22 will be paid out.
- To prevent negative balances and payroll corrections, TRCs pertaining to comp leave will be unavailable during PP 05/27/22 - 06/23/22.
- Any approved use of comp time for PP 06/10/22 - 06/23/22 must be submitted to Central Leave and entered directly by Payroll.



# FY 21-22 Comp Leave Cash-Out

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## Department Preparation

- In most cases, units can adjust work schedules to prevent compensatory leave from accruing.
- Accrued comp leave can be taken in place of other leave types.
- Review accruals anytime (recommended on at least a per-pay basis):  
Enterprise Reporting > Access Reporting > Human Resources Information > Benefit Information > Leave > Leave Accruals, Usage, and Balances By Pay Period, Department - COMP ONLY.
- Correct negative balances as quickly as possible by working with Central Leave.

**For assistance with Leave Cash-Outs:**

Contact the UFHR Central Leave: [central-leave@ufl.edu](mailto:central-leave@ufl.edu) or (352) 392-2477



# Spring/Summer New Hire Reminders

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- Due to double deductions, any new 9- and 10-month hires effective prior 8/15/2022 must be coordinated with Benefits to ensure proper enrollment and summer coverage.
- All new OPS hires with combined FTEs  $\geq 0.75$  are eligible for State benefits.
- The State does not consider salary plan changes (i.e., OPS to TEAMS or Faculty) for benefits-eligible employees as a Qualifying Status Change. Employees may have to wait until Open Enrollment to enroll in State benefits.
- Questions? Contact us at [benefits@ufl.edu](mailto:benefits@ufl.edu), 352-392-2477, or reach out to your dedicated Benefits Specialist.



# Important Dates

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- **Upcoming HR Forum – May 4 @ 10 a.m.**

The background of the slide is a photograph of a university campus. It shows a wide, paved walkway lined with large, mature trees and vibrant pink azalea bushes. In the distance, a large, multi-story brick building with many windows is visible. Several people are walking along the path, and the scene is bathed in the warm, golden light of late afternoon or early morning. In the top left corner, there is a small orange square containing the white letters 'UF'.

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Thank you  
for attending the  
HR Forum