

HR FORUM

S E P T E M B E R 7 , 2 0 2 2

Agenda

September 7, 2022

- ▶ Office of Strategic Initiatives
- ▶ Training & Organizational Development
- ▶ Talent Acquisition & Onboarding
- ▶ Employment Operations & Records
- ▶ Benefits
- ▶ Classification & Compensation

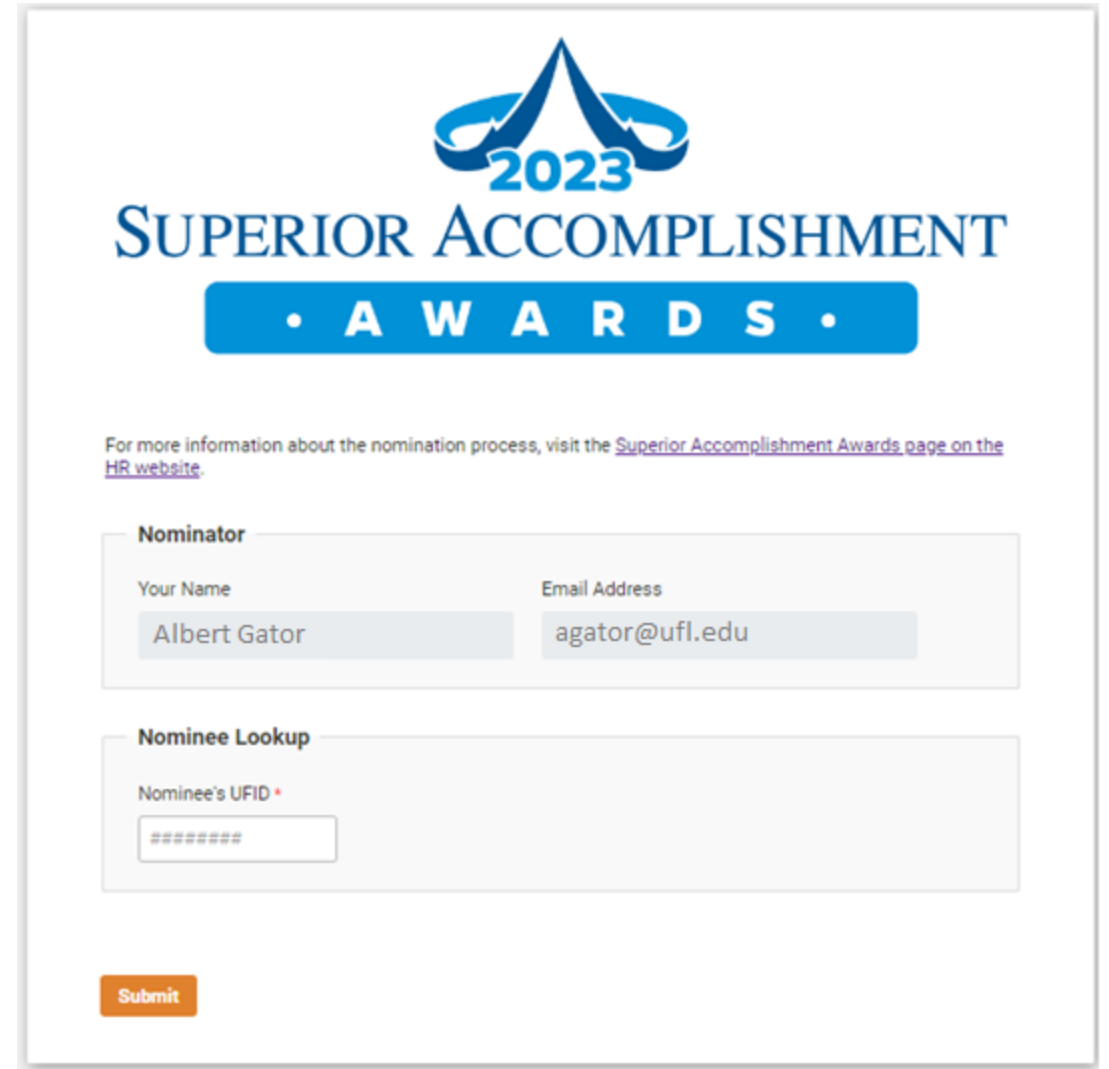


Superior Accomplishment Awards



SUPERIOR ACCOMPLISHMENT AWARDS

- ▶ Nomination Period:
September 14 – October 14
- ▶ Introducing new **online nomination form**
 - ▶ GatorLink Authentication
 - ▶ Uploading files directly
 - ▶ No late submissions!
- ▶ Expanding eligibility to now include **Post-Doctoral Associates** and **Director-Level**



The screenshot displays the online nomination form for the 2023 Superior Accomplishment Awards. At the top, the logo features a stylized blue 'A' with '2023' in the center, followed by the text 'SUPERIOR ACCOMPLISHMENT' and a blue bar containing '• A W A R D S •'. Below this, a link provides more information about the nomination process. The form is divided into two main sections: 'Nominator' and 'Nominee Lookup'. The 'Nominator' section includes fields for 'Your Name' (filled with 'Albert Gator') and 'Email Address' (filled with 'agator@ufl.edu'). The 'Nominee Lookup' section includes a field for 'Nominee's UFID' (filled with '#####'). A 'Submit' button is located at the bottom left of the form.

2023
SUPERIOR ACCOMPLISHMENT
• A W A R D S •

For more information about the nomination process, visit the [Superior Accomplishment Awards page on the HR website](#).

Nominator

Your Name Email Address
Albert Gator agator@ufl.edu

Nominee Lookup

Nominee's UFID *
#####

Submit

SUPERIOR ACCOMPLISHMENT AWARDS



SUPERIOR ACCOMPLISHMENT • A W A R D S •

For more information about the nomination process, visit the [Superior Accomplishment Awards page on the HR website](#).

Nominator

Your Name

Albert Gator

Email Address

agator@ufl.edu

Nominee Lookup

Nominee's UFID

15091770

Nominee's Name

Betsy Gator

If this is not the person you would like nominate, please click [here](#) to search again.

[Continue to Nomination](#)

Nominee

Nominee's UFID

15091770

Nominee's Name

Betsy Gator

If this is not the person you would like nominate, please click [here](#) to search again.

☐ Please check to confirm the following nomination is based upon outstanding contributions to the university community during the past academic year (August 1, 2021 – July 31, 2022)

Nomination

Category *

- ☐ Employee Performance
- ☐ Community Service
- ☐ Diversity & Inclusion

Why does this person deserve recognition? *

Please include detailed examples that highlight specific actions, professionalism and good character, creative and innovative thinking, etc.

Is this work above and beyond his/her job description? If yes, how? *

Please include specific examples and how it has made a positive impact on the overall goals and objectives of the department, University, etc.

OPTIONAL - Do you have any figures or statistics to illustrate the context of his/her work?

For example, "Due to his/her efforts, we have been able to help a greater number of patients daily. We now see 5 more patients each day." Or, "Since he/she implemented a new system, our team has accomplished 20% more work with the same amount of resources."

Supporting Documentation

Please upload the nomination packet below, including letters of support and other supporting material. We encourage you to combine all files into one PDF. However, you may upload up to 5 files to support this nomination.

Supporting Files *

[Choose File](#) No file chosen

[Add another file](#)

[Submit](#)

Thank you for submitting a nomination form to recognize the amazing work of your colleague! Once the nomination period closes, divisions will begin reviewing and selecting winners.

If you have any questions, please contact SAA@hr.ufl.edu.

A copy of the information you submitted is available below.

SUPERIOR ACCOMPLISHMENT AWARDS

- ▶ Division-level winners of the Superior Accomplishment Awards receive \$200 along with a certificate of appreciation and University memento. Each division winner is then eligible for one of eight university-level awards of \$2,000 or one of eight Special Recognition Awards of \$1,000.
- ▶ Additional information on nomination process, criteria, categories, SAA divisions, and helpful hints available at <https://learn-and-grow.hr.ufl.edu/awards-recognition/superior-accomplishment-awards/>.
- ▶ Questions? Contact us at SAA@hr.ufl.edu



Training & Organizational Development

GBAS & MAINSPRING JOINT FALL WORKSHOP

Become Data Curious! Building Capacity for a Data Literate UF

- **WHERE:** Zoom (Location change)
- **WHEN:** Tuesday, September 27, 2022
- **WHAT:** Data is one of the most essential functions at the University. However, with UF being so large, it can be a challenge to know the most efficient ways to use and locate the right data to meet needs, solve problems, and tell important stories. Join your colleagues in a discussion about building capacity and how becoming “data curious” forges the path towards data literacy.



GBAS & MAINSPRING JOINT FALL WORKSHOP



Become Data Curious! Building Capacity for a Data Literate UF

WHO (Target Audience):

- Foundational and Beginning users of data that would benefit from learning where to locate the right data and way to answer common data questions for their unit's needs.
- High level GBAS business administrators wanting to build capacity within their team by expanding delegation of basic data duties.

GBAS SAVE THE DATES!

Fall Institute – Emerson Alumni Hall

Friday, November 18, 2022 at 8:30am

➤ Topic: The Future of Work

**EVENT WILL
BE HYBRID!**





Talent Acquisition & Onboarding

TAO UPDATES

Researcher and Research Support Screening - Review

In compliance with Florida Statute 1010.35, all candidates for researcher and research support positions are required to undergo additional screening. This screening will be conducted in collaboration between UF Human Resources and UF Research Integrity, Security and Compliance (RISC).

Researcher and Research Support Screening Website:

<https://hr.ufl.edu/manager-resources/recruitment-staffing/researcher-screening/>

- ▶ List of current titles identified as Researcher or Research support
- ▶ Screening procedures
- ▶ FAQs

PageUp Job Requisition Setup

▶ **Recruitment Process** selection

Recruitment process:*

Research Position Recruitment Process



▶ **Headcount Management** – Yes/No question

Is this posting for a position that is for a
researcher or research support?:*

☒ Yes ☐ No

TAO UPDATES

Researcher and Research Support Screening – Requisition Setup

****TEST** Researcher and Research Support Positions** [View applications](#) ***

[Position info](#) [Notes](#) [Sourcing](#) [Documents](#) [Reports](#)

Once you are ready to submit your requisition for approval, Click "Save" or "Save and Exit" below

Classification Title:* ****TEST** Direct Hire for Researcher and Research Support**

Posting Title:* ****TEST** Researcher and Research Support Positions**

Requisition #: **523106**
Leave blank to automatically create a reference No.

Division:* **HUMAN RESOURCES**

Department:* **62010301 - HR-TALENT ACQSTN & ONBOARDING**

Recruitment process:* **Research Position Recruitment Process**

A listing of researcher or research support positions can be found by [clicking here](#).

HEADCOUNT MANAGEMENT

Positions:*

	Position no	Type:*	Applicant	Application status	
1	<input type="text"/>	New	-	-	Cancel

New: Replacement: [Add more](#)

Name of person being replaced:

Date opened: **Jul 29, 2022**

Funding Source:* **Other (Description Needed)**

If "Other" is selected, please provide details:

Supervisor Name:* **n/a**

Is this part of the AI initiative?:* ☐ Yes ☒ No

Is this posting for a position that is for a researcher or research support?:* ☒ Yes ☐ No

TAO UPDATES

Researcher and Research Support - Related Applicant Statuses

Request Clearance for Researcher Hire

► This status is used for your final candidate. The status change to **Request Clearance for Researcher Hire** automatically triggers an email to the candidate with instructions on how to complete the research screening form.

Researcher Hire Under Core HR Review

► When the candidate submits the research screening form, their status automatically updates to **Researcher Hire Under Core HR Review**. This sends a notification to Core HR that the form has been completed and needs review.

Under RISC Review

► The screening form has been reviewed by Core HR, and has been sent to the RISC office for further review.

Offer Made – Research/Research Support > ***NEW* Clear for offer – Research/Research Support – UFHR use only**

► The screening form has been reviewed by Core HR (and the RISC office, if appropriate). You may move forward with your hiring process. **NOTE:** This applicant status is not used for TEAMS or CARE positions that require an additional clearance for offer.

TAO UPDATES

Applicant status updates

Offer Made > ***NEW* Clear for offer – UFHR use only**

- ▶ Required for TEAMS titles
- ▶ Used to clear final candidate for offer

***NEW* Offer Extended to Candidate**

- ▶ New status for department use
- ▶ Optional – may be used for any work type. For department tracking purposes.

Offer Made – Research/Research Support > ***NEW* Clear for offer – Research/Research Support – UFHR use only**

- ▶ Used for candidates in Faculty or OPS requisitions that went through the research screening process
- ▶ Not used for TEAMS or CARE hires (see Clear for offer – UFHR use only)

Changes will go into effect Monday, September 12th

TAO UPDATES

If you are a current UF employee in a TEAMS or USPS salary plan, have you completed at least six months of satisfactory service in your current position?

Yes, I have completed at least six months of satisfactory service in my current position as a UF employee in a TEAMS or USPS salary plan.


No, I have not completed at least six months of satisfactory service in my current position as a UF employee in a TEAMS or USPS salary plan.

No, I am not in a TEAMS or USPS position.

► Current TEAMS and USPS employees close to completing six months of satisfactory service have been disqualified.

Application Updates

► An answer of, "No, I have not completed..." Will not be disqualifying.

► Instead, this answer will automatically add an application flag: 

► Individuals who have not yet completed six months of satisfactory service in their current position may apply but may not start in the new role until six months of satisfactory service has been completed.

Changes will go into effect Monday, September 12th

TAO UPDATES

Level 2 Background Screening

Level 2 screening is a comprehensive criminal background screening that includes fingerprint-based check for statewide criminal history records through the Florida Department of Law Enforcement (FDLE) and national criminal history records through the Federal Bureau of Investigation (FBI).

Selection Options:

- **Level 2** (formerly FBI Livescan)
 - Position of trust or responsibility
 - Sensitive location
 - Non-summer youth activities*
- **Level 2 – DCF** (Formerly 435 Livescan)
 - DCF funded positions
 - Childcare facilities
 - Summer camps/activities*

* Consult with UF Youth Compliance for additional information and requirements, including training.

Employment Operations & Records



PUBLIC SERVICE LOAN FORGIVENESS

What is the PSLF Program?

- The Public Service Loan Forgiveness (PSLF) program forgives the remaining balance on your federal student loans after 120 payments working full-time for federal, state, Tribal, or local government; military; or a qualifying non-profit.
- The University of Florida is a state government institution and public university that meets the federal requirement of “public service organization”. UF employees may qualify for this program.

PUBLIC SERVICE LOAN FORGIVENESS

Unchanged Requirements

- Making 120 qualifying payments or the equivalent
- Being employed by government, 501(c)(3) not-for-profit, or other not-for-profit organization that provides a qualifying service*
- Working full time (for PSLF, you're generally considered to work full time if you meet your employer's definition of full time or work at least 30 hours per week, whichever is greater)
- Having Direct Loans or consolidating into Direct Consolidation Loans
- Certifying qualifying employment for the periods you seek credit toward PSLF

Note: Employment at a for-profit organization does not qualify

PSLF PROGRAM

New Time-limited Rules for Qualifying Payments

Temporary changes, ending 10/31/22, provide flexibility that makes it easier than ever to receive forgiveness by allowing borrowers to receive credit for past periods of repayment that would otherwise not qualify for PSLF.

Sources:

<https://studentaid.gov/announcements-events/pslf-limited-waiver#new-payment-rules>

<https://studentaid.gov/debt-relief-announcement/>

Which PSLF Requirements Are Waived

Here's what's changed and what's unchanged as of Oct. 6, 2021.

Normal PSLF Requirements

- Receive credit only on Direct Loans
- Repay under the 10-year Standard Plan or an income-driven repayment plan
- Make on-time payments
- Work full time for a qualifying employer in order to receive credit
- Must work for a qualifying employer at the time of application and forgiveness
- If you got Teacher Loan Forgiveness, the period of service that led to your eligibility cannot also count toward PSLF

Changes Until Oct. 31, 2022

- Receive credit for periods of repayment on Direct, FFEL, or Perkins Loans
- Periods of repayment under any plan count
- Periods of repayment on loans before consolidation count, even if on the wrong repayment plan
- Periods of repayment where payments were late or for less than the amount due also count
- Periods of repayment on loans before consolidation count, even if paid late or for less than the amount due
- Can get forgiveness even if not employed or not employed by a qualifying employer at the time of application and forgiveness
- If you got Teacher Loan Forgiveness, the period of service that led to your eligibility can count toward PSLF if you certify PSLF employment for that period

E-VERIFY CASE STATUSES

Section 2 Completion in I-9 Management

Once new hire submits GatorStart packet and the department completes Section 2, the E-Verify case will update to the following statuses. **No action is needed** by the department after submitting E-Verify case regardless of status unless Employment Operations & Records reaches out.

- Photo Matching
- Pending Referral
- Unconfirmed Data
- Error – Request Help
- Queued/Manual Review
- Employment Authorized

E-VERIFY CASE STATUSES

Error – Request Help Cases

Most Common Issue: International employees using the UF TempID instead of the Social Security Number and case is submitted with the temporary number instead of removing SSN and selecting “SSN Applied For” directly underneath.

Steps to Prevent:

1. Click on Review/Change Section 1 Information link in I-9 Management
2. Delete UF TempID in the SSN Field
3. Select “SSN Applied For” box directly underneath
4. Proceed to complete Section 2

Note: Remember to update and submit E-Verify case once the employee provides their social security number after receiving their card from the Social Security Administration.

E-VERIFY CASE STATUSES

Pending Referral Cases

- Occasionally cases will go into a pending referral/tentative non-confirmation which may require the employee to contact the appropriate agency: DHS or SSA
- If E-Verify case is in this status, Employment Operations & Records (EOR) will review and make contact to both the employee and department if action is needed
- Employee should abstain from contacting any outside agencies until speaking with EOR
- During this time employee may continue to work until their case has been resolved

EMPLOYMENT OF RELATIVES PETITION

Contact Update

- Petitions submitted for the Employment of Relatives Petition process were recently transitioned to Talent Acquisition & Onboarding (TAO)
- No changes to current process for submitting packet
- For any questions related to nepotism, please contact talent@hr.ufl.edu

A dark blue stethoscope is positioned over a heart shape on a teal background. The heart is a darker shade of blue. In the top right corner, there is a small, solid yellow rectangle.

Benefits

- ✓ Open Enrollment
- ✓ Sick Leave Pool Enrollment
- ✓ Vacation Leave Conversion
- ✓ GA Leave of Absence Process
- ✓ Vacation Leave Cashout

BENEFITS OPEN ENROLLMENT

- Open Enrollment will be held October 10 – 28
- Elections must be made by 6:00 pm on October 28
- Elections during OE are effective 1/1/2023
- Carefully read all materials sent to you from UFHR Benefits and other vendors
- Outside OE, you may only make changes if you have a qualifying status change (marriage, birth, adoption, etc.)
- Benefits Specialists will schedule OE presentations with colleges & departments to discuss updates

UF EMPLOYEE BENEFITS AND WELLNESS FAIR

- In-person UF Employee Benefits & Wellness Fair returns on Monday, October 24
 - Evans Champions Club located in Ben Hill Griffin Stadium
 - Various UF and state vendors
- Wellness vendors, free screenings, and more!
- Flu shots will be available—must have Gator 1 ID and insurance ID card

IMPORTANT BENEFITS DATES

- | | |
|----------|--|
| 10/10/22 | Annual Open Enrollment begins |
| 10/24/22 | UF Employee Benefits & Wellness Fair |
| 10/28/22 | Annual Open Enrollment ends at 6:00 pm |

SICK LEAVE POOL (SLP) OPEN ENROLLMENT

- Open enrollment for SLP - 10/1/22 – 10/31/22
- SLP enables participating employees to combine a portion of their individually accrued sick leave for collective use
- Members donate 8 hours (or pro-rated amount based on FTE), and may draw upon the pool when individual leave is depleted due to personal catastrophic injury or illness
- More information and the Sick Leave Pool Membership Application can be found on the UF HR Benefits website here: <https://benefits.hr.ufl.edu/time-away/sick-leave/sick-leave-pool/>

ANNUAL VACATION LEAVE CONVERSION

- Historically, vacation leave hours over the maximum are converted to sick leave in January.
 - TEAMS and out-of-unit faculty - 352 hours
 - In-unit faculty - 480 hours
 - USPS – 240 hours
- Due to the pandemic, the vacation leave conversion was paused in 2020 and 2021.
- For 2022, there will be a partial conversion, and we will communicate in the October HR Forum when a final decision has been reached.

LEAVES OF ABSENCE FOR GRADUATE ASSISTANTS

- Graduate assistants are entitled to six (6) weeks of unpaid leave during any 12-month period if they meet the eligibility criteria per the GAU bargaining agreement in Article 8.3 and 8.4.
- This leave may be extended up to a year if approved by the department.
- Per the Bargaining Agreement Article 8.3, the graduate assistant must be in his/her second semester of employment as a graduate assistant to be eligible for the leave provision for medical or research reasons.

LEAVES OF ABSENCE FOR GRADUATE ASSISTANTS

- When a graduate assistant requests a leave of absence for any reason, please complete the following steps:
 - The graduate assistant, work supervisor, graduate coordinator and chair must discuss the leave of absence. Based on the conversation all parties must come to an agreement as to the length of the leave.
 - The department will complete the template letter including all required signatures prior to submission.
- Submit letter via email to UFHR Leave Administration and Judy Traveis from the Graduate School.
- UFHR Leave Administration will provide a confirmation email once the leave of absence is entered in the system.

LEAVES OF ABSENCE FOR GRADUATE ASSISTANTS

Contact Information

UFHR Leave Administration

Phone: (352) 392-2477

Email: benefits@ufl.edu

Judy Traveis, Ph.D

Assistant Dean for Administration

Graduate School

Email: judiusb@ufl.edu

Classification & Compensation



MINIMUM WAGE INCREASES

- ▶ Florida voters passed an amendment that will gradually increase the state minimum wage to \$15 per hour in 2026.
- ▶ Effective September 30, 2022, the state minimum wage will increase from \$10 to \$11 per hour.
- ▶ This increase predominately impacts non-exempt OPS, student assistants, and federal work-study positions.
- ▶ On Monday, October 22nd, UF had approximately 1,900 appointments with hourly rates below the new minimum wage.
- ▶ The cost-plus fringe to provide increases to the new minimum wage is approximately \$1.6M.
- ▶ UF Human Resources will implement salary increases in September. No action is required from departments or colleges. The raises will be reflected in employee paychecks on Friday, October 21.
- ▶ Please feel free to contact a member of the Classification & Compensation team at atsalaryincrease@ufl.edu or by phone at (352) 273-2842 with questions.

MERCER-GARTNER SALARY SURVEY

- ▶ Mercer-Gartner recently published updated market data.
- ▶ The Mercer/Gartner Information Technology survey is for IT industry as the name implies. It is recognized by compensation professionals as a leading survey to determine salary levels for employees. This survey covers over 1,000 IT positions, covering all career levels, representing over 2,300 companies across industries.
- ▶ This year, UFIT generously purchased Mercer Gartner's Corporate Services and Human Resources salary survey.
- ▶ Over the coming weeks, the Classification & Compensation team will work to map UF's titles to the new salary survey.

2022-2023 PAY PROGRAM

In July, UFHR communicated to Deans and Vice Presidents a salary increase program that will provide a 3% salary increase pool for merit, and market-based salary increases effective October 1, 2022.

To provide managers with the flexibility to allocate rewards based on individual contributions or market factors, UFHR's communication and instruction guides will state that funds are being made available to offer salary increases rather than sharing the size of the salary increase pool as a percentage of employee salaries. We hope that this change will support manager flexibility by limiting the possibility that employees establish expectations regarding individual salary increases.

Salary increases for employees in a bargaining unit are subject to union negotiation.

A tentative agreement was reached with AFSCME regarding salary increases for USPS employees.

2022-2023 PAY PROGRAM

Eligibility Criteria

- ▶ To be eligible for a salary increase, employees must be hired on or before June 30, 2022
- ▶ Employees who have received notification of non-renewal or layoff are not eligible for a salary increase.
- ▶ Employees who have received discipline in the form of a written reprimand or who have been suspended since January 1, 2022, are also not eligible for a merit increase.
- ▶ Faculty who are currently on a performance improvement plan are not eligible for a salary increase.
- ▶ OPS employees are not considered eligible for the salary increase program.

2022-2023 PAY PROGRAM TIMELINE

Implementation Timeline

- ▶ Monday, September 12, 2022 – Raise file opens to departments
- ▶ Friday, September 23, 2022, 5:00 PM– Raise file closes to departments
- ▶ Tuesday, October 4, 2022 – Raises viewable in myUFL
- ▶ Friday, October 21, 2022– Salary increases included in employee paychecks

2022-2023 PAY PROGRAM

Additional Materials

We have published several supporting documents on Classification & Compensation's website. These include:

- ▶ Raise File Instruction guide – will provide additional guidance on how to access and enter raises in myUFL
- ▶ Manager Guide - Provides recommendations on determining individual merit increases

GA SALARY INCREASES

- ▶ Earlier this year, UF retroactively implemented salary increases for continuing graduate assistants effective January 1, 2022.
- ▶ Units should review the distribution source for employees assigned to sponsored programs in order to ensure the charges accurately reflect employee effort.
- ▶ Please contact your assigned Grants Accountant or the Office of Research with questions.

Important Dates

Raise File → 9/12/2022 – 9/23/2022

SAA Nomination Period → 9/14/2022 – 10/14/2022

GBAS & Mainspring Fall Workshop → 9/27/2022

Next HR Forum → 10/5/2022

Open Enrollment → 10/10/2022 – 10/28/2022

Employee Benefits & Wellness Fair → 10/24/2022



The background of the slide is a blue-tinted photograph of a modern university building with a complex, geometric structure of intersecting beams. Several people are visible walking through the building's interior spaces.

THANK YOU