



HR FORUM

November 2, 2022



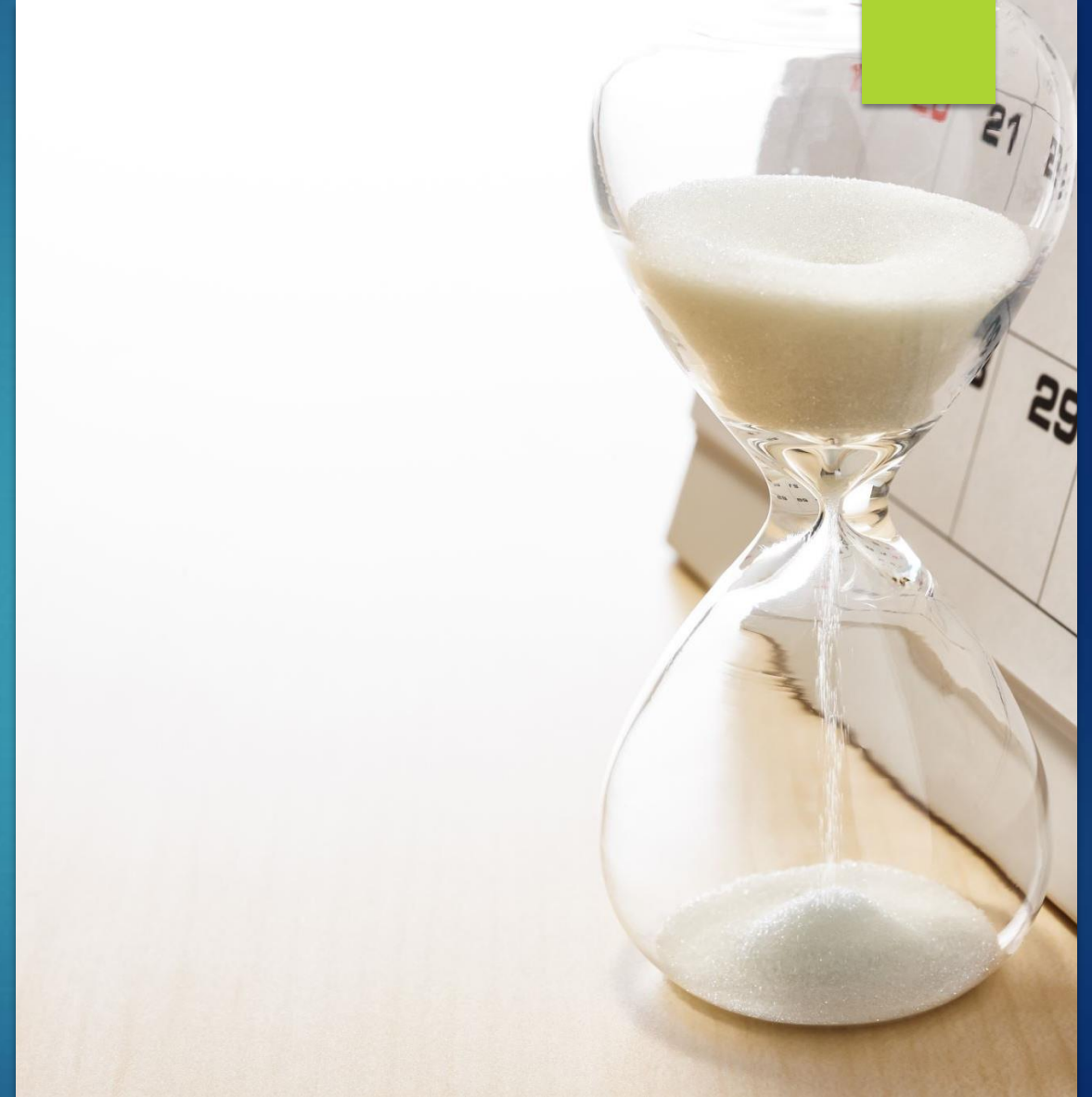
Human Resources



Agenda

November 2, 2022

- ▶ Conflicts of Interest
- ▶ Business Services
- ▶ Employee Education Program
- ▶ GBAS
- ▶ Talent Acquisition & Onboarding
- ▶ Employment Operations
- ▶ myUFL Upgrade
- ▶ Benefits
- ▶ Important Dates





Conflicts of Interest Program

Update – Elizabeth Lynch
New PDF Form

OLD FORM DISCONTINUED

University of Florida
Disclosure of Outside Activities and Financial Interests
Disclosure Period: July 1, _____ to June 30, _____

Name _____
Title/Rank _____
Phone number _____
Email _____
% FTE _____

UFID _____
Department or Unit _____
College or Division _____
University Contract Period
_____ 9 month _____ 12 month

1. In accordance with University of Florida regulations, I report the following activity or financial interest. Please check the category or categories of the activity or financial interest as described in the Instructions to this form:

a. ☐ b. ☐ c. ☐ d. ☐ e. ☐ f. ☐ g. ☐ h. ☐ i. ☐ j. ☐ k. ☐ l. ☐ m. ☐ n. ☐

2. Please provide the requested information on the activity or financial interest performed/proposed during the University contract period as identified above. Please use additional pages if necessary. All activities and financial interests for one entity should be disclosed on one form. Additional activities and financial interests should each be reported on separate forms.

(a) Name of entity (or person) with which the activity is to be conducted, or name of entity in which the financial interest is held, and nature of its business:

NEW FORM

- ▶ Fillable PDF allowing for electronic signatures; no need to print
- ▶ Must be filled out by the disclosing employee (no delegation to others)
- ▶ New approval routing
 - ▶ Always: Immediate supervisor
 - ▶ Always: Higher-level supervisor/authority designated by each college/unit
 - ▶ If the form is for medical legal consulting: Self-Insurance Program review is required.
 - ▶ If responses to certain questions are “yes,” or if the disclosure is disapproved by a reviewer: COI Program review is required.
- ▶ Hover over the buttons/fields to see informative “tooltips”

Clear All Form Fields

Clear Non-Employee Fields

University of Florida Disclosure of Outside Activities and Interests Form

This form is used to disclose outside activities and financial interests of UF employees who are not part of the UFOLIO system population. Visit the Conflicts of Interest Program website for more details and resources: <https://coi.ufl.edu>.

Employee Name and UFID:

Job Title and FTE:

Department and College/Unit:

Phone Number and Email:

Name of External Entity:

Entity EIN Tax Number or Web URL (optional):

Estimated Start/End Dates: Start Date: End Date:

Please check one and estimate your time commitment in hours: ☐ One-Time Event Total Time Commitment:

☐ Ongoing/Continuing Weekly Time Commitment:

End Date:

Time Commitment:

y Time Commitment:

REQUIRED: Please estimate the end date of the relationship/activity/interest. If this is a long-term relationship with no foreseeable end date, you may enter "Indefinite."

Disclosure of Outside Activities and Financial Interests Upload Form

Employee Information

Please enter the UFID in the field and hit enter to autopopulate the remaining fields.

UFID *

First Name *

Last Name *

Email

Dept ID

Dept Name

Disclosure of Outside Activities Form (0)

Please attach Disclosure of Outside Activities Form here ▾

Attach Form

Submit

NEW ELECTRONIC SUBMISSION

UF HR Outside Activity/Financial Interest Disclosure Portal

- ▶ The link to the disclosure portal is found on the new disclosure form and will also be available on the COI Program website
- ▶ Departmental HR representative should upload the completed, reviewed form with all required signatures via this portal
- ▶ The form will automatically be added to the employee's electronic personnel file

WHO SHOULD USE THE NEW FORM?

- ▶ Only employees who do not have access to disclose in UFOLIO may disclose using the PDF form. Employees with access to disclose in UFOLIO must submit their disclosures in UFOLIO.

- ▶ Current UFOLIO Discloser Population as of November 2022:
 1. Faculty, adjuncts, and postdoctoral associates holding a 0.26 FTE or higher appointment,
 2. Managerial staff in Job Structure Categories 10, 11, 12, and 13 ([list of job codes/titles](#) can be found on the COI Program website),
 3. College of Medicine TEAMS Physicians, and
 4. Anyone with an active UF job record who is listed in UFIRST as Key Personnel, regardless of job type (can include courtesy faculty, graduate assistants, OPS employees, etc.).

OTHER RELEVANT INFORMATION

- ▶ If you have a copy of the old disclosure form on your website, please update it so your link goes directly to the form hosted on the COI Program website. If updates are made to the form, your link will always have the most updated version. <https://uf-coi.sites.medinfo.ufl.edu/wordpress/files/2022/10/UF-Non-UFOLIO-Disclosure-of-Outside-Activities-and-Interests-Form.pdf>
- ▶ Our long-term goal is to have all employees disclosing in UFOLIO, but that will be a lengthy process.
- ▶ All UF employees are required to disclose reportable outside activities and interests and receive approval prior to engaging in them.
- ▶ Outside activities must be performed in your capacity as a private citizen and on your personal time.

ADDITIONAL INFORMATION/CONTACT

- ▶ COI Program Website with resources, FAQs, and helpful information: <https://coi.ufl.edu>
- ▶ UF Policy on Conflicts of Commitment and Conflicts of Interest (recently updated): <https://hub.policy.ufl.edu/s/article/Conflicts-of-Commitment-and-Conflicts-of-Interest>
- ▶ Link to new form (please use this link on your websites so all links always point to the most recently updated version of the form): <https://uf-coi.sites.medinfo.ufl.edu/wordpress/files/2022/10/UF-Non-UFOLIO-Disclosure-of-Outside-Activities-and-Interests-Form.pdf>
- ▶ The COI Program is available to provide guidance or answer questions, and we are also interested in helpful feedback! We want to make this process better and easier for campus. Please reach out to us at UF-COI@ufl.edu.
- ▶ Questions?



Business Services

Update – Robin Stewart

THE NEW GATORONE CARD

PURPOSE

- Modernize **GATORONE** - enhance the security of the card, upgrade the infrastructure to provide the innovation students desire, provide a pathway to mobile credentials*

*this information is confidential



Jody Franklin
Operations Manager for GATORONE Card Office



Hana Prudilova McNeal
Associate Director for Financial Services



Robin Stewart
Director of Administration & Finance

MEET THE TEAM at BUSINESS SERVICES



Jenn Banfield
Marketing & Communications Specialist



Business Affairs Technical Services

ACTIONS

- Redesigned ID Card
 - Modern look
 - Consistent with new UF brand standards
- Selected 3rd Party Provider (Transact) to Replace “Homegrown” Card System
- Chose New Card Technology – NFC
 - Contactless, secure, faster transactions
 - Vending, dining, bookstore (more to come!)



NO CHANGES TO...

- Chosen Name/Legal Name
- “Library Number” Barcode
- Cost of Faculty & Staff Cards
- Overlay Badges

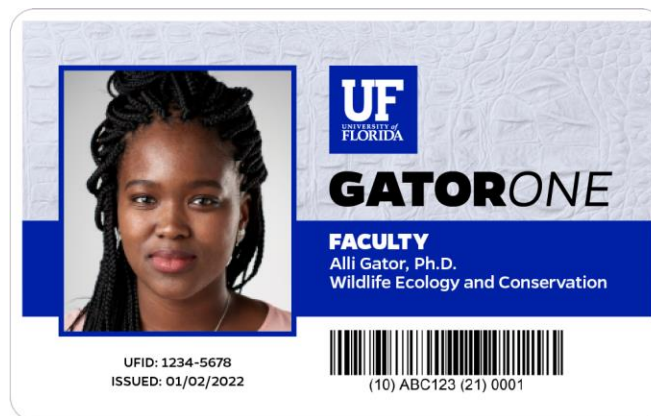
REBRANDED GATORONE

New Design – Faculty & Staff

Current Design



No Change in 20+ Years



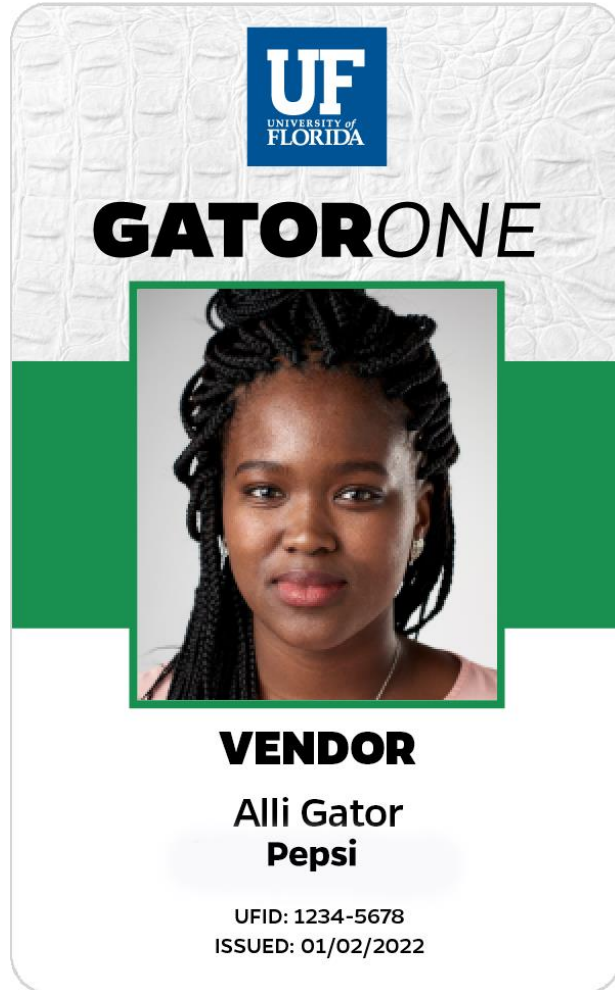
Removed Job Title

New Design - Student



Removed College Name

REBRANDED VENDOR CARD



Distinctive Visualization to Separate
Vendor/Affiliate from Standard **GATORONE**

DO I NEED A NEW CARD?

No...

- Cards replaced as needed for door access
 - Group re-carding per building as door readers are upgraded
- Free **GATORONE** cards for students, employees when they turn in their current Gator 1 Card

THE NEW AUTHORIZATION PORTAL

- Employees can request own card with approval from authorizers
- Billing to chartfields only, not P-cards
- View billing information, invoices
- Authorizers can manage department names
- College name not printed on student cards unless authorized by department

THE NEW AUTHORIZATION PORTAL

University of Florida

Welcome JEFFREY CUTAIO! | FAQ | Log Out

GATOR CENTRAL

CHOOSE AN OPTION:

- Gator 1 Central & ID Card Services
 - F.A.Q. [^](#), Location & Hours [^](#), Contact, Deactivate Lost Card [^](#), Close Gator 1 Accounts, Apply for a Card [^](#)
- Campus Vending Services
 - Open an Account [^](#), Report a Problem [^](#)
- Dining
 - Meal Plans [^](#), Locations & Hours [^](#)
- UF Bookstore
 - Hours, All Access [^](#), Cap & Gown [^](#)
- Wells Fargo
 - Campus Card [^](#), On-Campus Locations [^](#)

Faculty/Staff Gator 1 Card Authorization

Please enter the UFID for the individual you want to authorize to receive a Gator 1 Card.

Enter Information

Enter Information
Upload Image
Crop Image
Preview

UFID:

Chosen Name: Jodi L Jodi Chase

Legal Name: Jodi L Jodi Chase

Credentials:

Title:

Dept/College:

Payment Type:

If you have issues processing a payment or you do not see the correct chartfield information, please send an email to iscardbilling@bsd.ufl.edu with any relevant details.

Badge Holder? ☐

NOTE: Photos are being taken in the Gator 1 Card Office. Please continue to upload faculty and staff member photos along with Gator 1 Card request or if preferred, photos can be taken on site in the Gator 1 Card Office. Acceptable photos for the Gator 1 Card images should be close-up/cropped, have good lighting, be clear, have a solid background, and no hats, caps, or shades are permitted.

Upload photo? ☐ Yes ☒ No

Business Services Home [^](#) | Gator 1 Central Home [^](#) | ID Card Services [^](#)
Campus Vending [^](#) | Gator Dining [^](#) | UF Bookstore [^](#) | Wells Fargo [^](#)
© UF Business Services, Gainesville, FL 32611; (352) 392-8343.
[Privacy Policy](#) | [Search](#)

UF UNIVERSITY of FLORIDA

myBSD | ID Cards | Dining | Finance | Admin | Search

Gator

New Gator 1 Card Request NEW

Cardholder

GATOR, GRAD

Chosen Name (front): **Grad Gator** Legal Name (back): **Gator, Grad** [More Info](#)

☒ **GATOR ONE** ☐ **Overlay Badge** ☒ **Badge Holder**

Print a new Gator One card. Add an Overlay Badge for \$15.00 extra. Add a Badge Holder for \$5.00 extra.

Department

Business Affairs Technical Services

Delivery Method **Payment Method** **Chartfield**

Campus Mail Charge my Department 61040000-101-2200

PO Box

PO BOX 114165


Cardholder Photo

Please upload a photo for your Gator 1 Card.

Order Summary

GATOR ONE	\$15.00
BADGE HOLDER	\$5.00
Total:	\$20.00

THE NEW AUTHORIZATION PORTAL - GROUP CARD REQUESTS

 myBSD

ID Cards

Dining

Finance

Admin

Search

Gator

Cardholders


Role: TEAMS Employee (24)

+ New Authorization

Type to filter...

	UFID	LAST NAME	FIRST NAME	TITLE	AFFILIATION	VERSION NUMBER
<input type="checkbox"/>		Adkins	Arthur	IT Professional II	T	
<input type="checkbox"/>		Barone	Frank	Applic Developer Analyst III	T	
<input type="checkbox"/>		Beasley	Michael	Application Programmer I	T	
<input type="checkbox"/>		Bell	Steven	Application Database Admin II	T	
<input type="checkbox"/>		Bixler	Jeffrey	Application Database Admin II	T	
<input type="checkbox"/>		Bogatescu	Charlie	Applic Developer Analyst II	T	
<input type="checkbox"/>		Chase	Jodi	MGR, IT	T	1
<input type="checkbox"/>		Cutaio	Jeff	Applic Developer Analyst II	T	
<input type="checkbox"/>		Gardner	David	IT Project Manager II	T	
<input type="checkbox"/>		Grassano	Ashley	Space/GIS Manager	T	
<input type="checkbox"/>		Harris	Winston	Application Database Admin III	T	
<input type="checkbox"/>		Hennon	Angelique	GIS / CAD Technician	T	
<input type="checkbox"/>		Koviack	Jeff	IT Analyst I	T	
<input type="checkbox"/>		Loria	Carlos	IT Analyst III	T	
<input type="checkbox"/>		Marquez	Maria	Facilities Info Mgmt Coordr	T	
<input type="checkbox"/>		Miles	Troy	Facilities Info Mgmt Coordr	T	

THE NEW AUTHORIZATION PORTAL – DEPARTMENT NAMES

 myBSD

ID Cards

Dining

Finance

Admin

Search

Gator

Departments			
<div><div></div>Type to filter Departments...</div>			
OWNER	DEPTID	NAME	
BATS	61040000	BATS	Columns Filters
BATS	61040000	Business Affairs Tech Svcs	
BATS	61040000	Business Affairs Technical Services	

WHAT'S NEXT?

- Let us know how you currently use the card in your department, info@bsd.ufl.edu
- Provide training materials for new authorization portal
- Issue new **GATORONE** cards within the next few months



Employee Education Program

UPDATE – VERLISSA FORD

Employee Education Program Deadline

- For UF attendance, the Spring 2023 EEP application deadline is **before 5:00 p.m. on December 16**
- We recommend submitting your application as early as possible to allow ample time for your supervising approver(s) to meet the spring EEP deadline.
- No late entries or exceptions permitted:
 - *Employees must submit their online EEP application before 5:00 p.m. 12/16*
 - *Supervisor online approval of EEP applications must be completed before 5:00 p.m. 12/16*

More information about EEP deadlines, registration, and application submission can be found on the EEP website:

<https://learn-and-grow.hr.ufl.edu/education-programs/employee-education-program/uf-checklist/>

Questions? Email eeep@admin.ufl.edu or call (352) 273-0149

Join us for our Spring EEP Information Session via Zoom December 2, 230-430 p.m.

Higher Education Opportunity Drawing

The 2023 HEO drawing application **deadline has been extended to 11:59 p.m. November 7**

- We recommend submitting your application now if you are planning to participate in the 2023 HEO drawing.
- No late entries or exceptions permitted:
 - ***TEAMS employees must submit their online HEO drawing application before 11:59 p.m. 11/07***
 - ***TEAMS dependent child must apply to UF Admissions before 11:59 p.m. 11/07***

More information about the HEO Drawing can be found on the HEO website:

<https://learn-and-grow.hr.ufl.edu/education-programs/higher-education-opportunity-for-children-of-teams-employees/>

Questions? Email heo@admin.ufl.edu or call (352) 273-0149



GBAS

FALL INSTITUTE – NICOLE HARRIS

GBAS FALL INSTITUTE 2022: THE FUTURE IS NOW!

Format: Hybrid event with both in-person and online offerings

Where: Emerson Alumni Hall OR Virtually on Zoom

When: Friday, November 18, 2022

8:30 am – 3:30 pm (Lunch provided for in-person)

Who: Mid- to high-level managers, supervisors, and business administrators in a SUPERVISORY ROLE in the areas of HR, Finance, and Sponsored Programs

But all Mid- to high level business administrators are welcomed.



General Session: The Future of Work

- ▶ Join your peers and explore the “Future Factors” and how these factors will shape our work as we know it.
- ▶ Learn strategies for creating flexibility, connecting to purpose, and building engagement.
- ▶ In the true GBAS fashion, there will be time to share ideas and best practices with your colleagues.

Afternoon Breakout Sessions – Select 1

**Workplace Wellness:
Engaging Wellness to Help
Your Team Thrive**

**Managing for a Remote &
Hybrid Workforce:
A Panel Discussion**

**Attract Great Talent:
An Employee Value Proposition
to Recruit the Best Employees**

REGISTRATION

**IN-PERSON
TRACK**

OR

**VIRTUAL
TRACK**

**[In-Person] REGISTER FOR
MORNING GENERAL SESSION**

**[Virtual] REGISTER FOR
MORNING GENERAL SESSION**

**[In-Person] AFTERNOON CONCURRENT SESSIONS
(CHOOSE ONE)**

**[Virtual] AFTERNOON CONCURRENT SESSIONS
(CHOOSE ONE)**



Talent Acquisition & Onboarding

Update – John Sun

TAO UPDATES



- University of Florida is partnering with JobElephant to simplify and expedite recruitment and advertising by placing our ads with speed, exceptional customer service and maximum return on investment.
- JobElephant's technology will automate a large portion of ad placement and track every ad placed, critically informing them which media outlets offer the best return on University of Florida's investment.
- JobElephant advertises with 20,000+ media sources, online and in print, anywhere you want to place an ad.

A sweep, a scrape: How It Works

JobElephant will pull or "Wrap" jobs that are posted on your site daily.



You post your job on your job board, on your website as you normally would.

That's all you need to do.

JobElephant applied an apptrkr link to each of your jobs it pulls or "Wraps".



JobElephant®

Current Unlimited Postings
Subscriptions

THE CHRONICLE
of Higher Education



Chronicle.com Insidehighered.com

Steps to placing ads in publications:

1) After a job is live on the UF careers site/ATS, you may request additional publications in support of your recruitment strategy by emailing your JobElephant account manager. The account manager will then provide a quote for approval in order to move forward.

Example

UF

CAREERS AT UF

Assistant, Associate, Full Professor

JOB NO:
523336

WORK TYPE:
Multi-Track Faculty

LOCATION:
Main Campus (Gainesville, FL)

 **APPLY NOW**

CLASSIFICATION TITLE:	AST/ASO/FULL PROF
----------------------------------	-------------------

**JOB
DESCRIPTION:**

The Division of Pulmonary, Critical Care & Sleep Medicine is seeking applicants for a full-time faculty position. Rank and Tenure status will be commensurate with qualifications. This position includes clinical duties in the Medical Intensive Care Unit, Pulmonary Consult Service and doctor's office setting. The division is growing rapidly, therefore these faculty positions may be based at our immediately adjacent VA Hospital, which serves a designated shortage area and medically underserved area.

We enjoy a collaborative relationship with Shands Hospital and pride ourselves in professional and cooperative interdisciplinary care. The UF Department of Medicine is a national leader in cancer, cardiology, gastroenterology, kidney disorders, and pulmonology. UF Health was 12th on the Forbes list of best places to work, one of only a few university health systems with med schools to be on the list. In addition, Shands Hospital is ranked among the top-50 in eight specialties in the 2010 edition of America's Best Hospitals, published by U.S. News & World Report. Resources available for professional development at the University of Florida Health Sciences Center include leadership, education, and research tracks within a Clinical Translational Science Institute (CTSI), formal mentorship programs, and supported opportunities for teaching and research. Requisite attributes include a commitment to service, a strong sense of teamwork and a desire to train tomorrow's doctors.

2) JobElephant will reply the same day with a summary email that will include data driven recommendations.

I.

Horton Advertising Recommendation Engine

<https://www.jobelephant.com/analytics/>

Based on our [AppTrkr.com](#) data for this position, consider adding one or more of the following to your campaign. These are listed in order of best potential value for this specific job.

[Talent.com](#) = \$50 / 30 Days

[HRinHigherEd.com](#) = \$175 / 60 Days

[NonProfitTalent.com](#) = \$100 / 30 Days

[ZipRecruiter.com](#) = \$299 / 30 Days

[GovernmentJobs.com](#) = \$199 / 60 Days

Diversity

For additional Diversity outreach we also recommend one or more of the following to your campaign. These are also listed in order of best potential value for this specific job.

[MilitaryJob.com](#) = \$125 / 120 Days

[AbilityJobs.com](#) = \$125 / 30 Days

[MPNDiversityJobs.com](#) = \$125 / 30 Days

[NAAHR.org](#) = \$249 / 30 Days

Online Proof:

HTML: <https://jobelephant.com/display.php?ad=3195392>

Plain Text: <https://www.jobelephant.com/ads/3195390.html>

Please let me know if you want to add any additional advertising to this campaign. Also confirm that the invoice contact listed on your Campaign Summary is correct or provide an alternative invoice contact.

2) They will also provide an ad proof along with a quote sheet with prices, run times and any additional information regarding the order. They never price any publication above the price you currently receive.

Example



Campaign Summary

University of Florida

Ad Number	Start Date Duration	Publication	Job Title	Department PO# (if any)	Ad Price
3195390	7/1/2022 30 Days	BWA.org	Director for Basket Weaving	555555	\$195.00
Invoice to: UFL Invoices					
3195392	7/1/2022 30 Days	AWBW.org	Director for Basket Weaving	555555	\$674.00
Invoice to: UFL Invoices					
Total:					\$869.00

3) Upon your emailed approval, JobElephant will submit all the ads to the publication vendors for posting.

4) They will email an invoice to you unless you specify a different billing contact. Every person will automatically receive a login and password to access JobElephant's cPortal for tear sheets (proof of publication) online. Terms to pay are net 30.

Account Manager
Andy Boom
andy@jobelephant.com
(619) 614-4024

JobElephant is based in San Diego, CA. with office hours of M-F 6:00am - 6:00pm PST



Current Issue



Questions?

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



Employment Operations

Update – Peggy Laguerre

ePAF APPROVAL CHANGES

Overview of Changes

- In an effort to streamline efficiencies, certain ePAF types were identified and began executing at the Level 1 stage back in April 2022
 - Resulted in at least 20% of overall volume executing earlier which allowed for quicker turnaround on hire and job edits
- Core-HR (Level 2) has been periodically auditing transactions and reaching out to campus partners when inconsistencies are noticed, and additional action is needed in order to correct mistakes
- New changes were made to select ePAF types based on salary plans and job actions that went live last Wednesday evening, **October 26th**.

ePAF APPROVAL CHANGES

Level 1 Responsibility

- 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
- 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
- If consistent errors are found, then additional training may be required

ePAF APPROVAL CHANGES

ePAF Specifics

The following are the **new job actions** that no longer route to Core-HR after Level 1 approval:

- Additional Payments – Self-Funded Payments **(SFPs)**
 - Salary Plans: FA09, FA10, FA12, OF09, OF12, TA12, TU2N
 - SFPs will route to Barbara Bennett and execute after approval or after approval from Tax Services (apays for International employees)
- Terminations – End-of-Temporary Job **(ETJ)**
 - Salary Plans: OF09, OF12; FA09 & FA12 (ETJ for FA09/FA12 should only be used for Visiting Research Scholar appointments)

ePAF APPROVAL CHANGES

ePAF Specifics (cont.)

- Terminations – Resignations **(RES)**
 - Salary Plans: OPSE, OF09, OF12
 - OPSN already executes at Level 1 and will remain
 - Letter of resignation or email still needed for these terminations
- Check out our [ePAF Approver Checklist](#) for all inclusive checklist of job actions that now execute at Level 1 (including April and October's changes); in addition to common scenarios one should be aware of prior to approving at Level 1
- Questions? Contact us at ufhr-employment@ufl.edu or visit our [Employment Hub](#)

TIMELY TERMINATIONS

New System Notification

- New message will appear on retroactive terminations for OPS appointments such as OPSN, STAS, etc.
- OPS termination reason codes include but not limited to ETJ, RES, TAP, and ESA
- Department may still proceed with an effective date in the past if only necessary but should refrain from retroactive terminations if at all possible

Message

Effective date of a termination should not be in the past. (20002,100)

Would you like to correct the effective date of this termination?

Yes

No

ePAF IMPROVEMENTS

Improvements to ePAF User Experience

- End-of-Temporary Job (ETJ) selection now back for Post-Doc (FAPD) terminations
 - Option was temporarily removed from drop-down
- View Hire ePAF Page: Add Requisition Number
 - Requisition number field is now viewable for both positioned and non-positioned hires
- Reoccurring issue involving the Workgroup requirement for courtesy faculty job edits, and OPSE/OF12 lump sum job edits is now fixed
 - Users are now able to update records without requesting manual intervention from EOR due to the Workgroup requirement causing time and labor to populate

UF TEMPID UPDATES

Automatic Notifications & Reporting

- Starting last Monday, October 31st, automatic email notifications went out to anyone who still has a UF TempID that needs to be updated with a Social Security Number (SSN)
- System configuration is set up to send an automatic email notification on the following Monday after 45 days from effective date of hire
- Automatic notifications will continue every Monday until the UF TempID has been replaced with their new SSN; after which notifications will cease and they will fall off the report
- Departments can access their report by Dept ID of employees who currently have a UF TempID in myUFL
 - **Navigation:** Enterprise Analytics > Access Enterprise Analytics> Team Content > Human Resources Information > Workforce Information > Employees with Temporary SSNs

UF TEMPID UPDATES

Sample Email Notification:



Human Resources

Dear Rick Bales,

University of Florida Payroll Services has indicated that you **do not yet have a valid Social Security number on file**. To be employed in the U.S., you must provide a valid U.S. Social Security Number (SSN) for tax purposes.

- If you have received your Social Security card, please work with your department HR liaison to provide a copy as soon as possible.
- If you have NOT received your Social Security card or still need to apply for an SSN, please reach out to your local [Social Security office](#).

For any additional questions, please reach out to your department HR representative or to [Employment Operations & Records](#).

Thank you

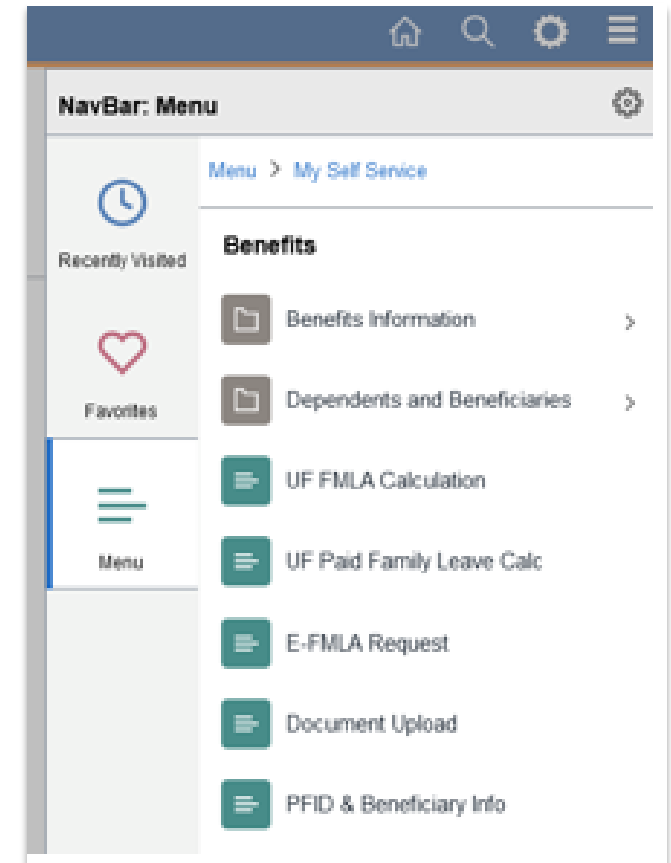
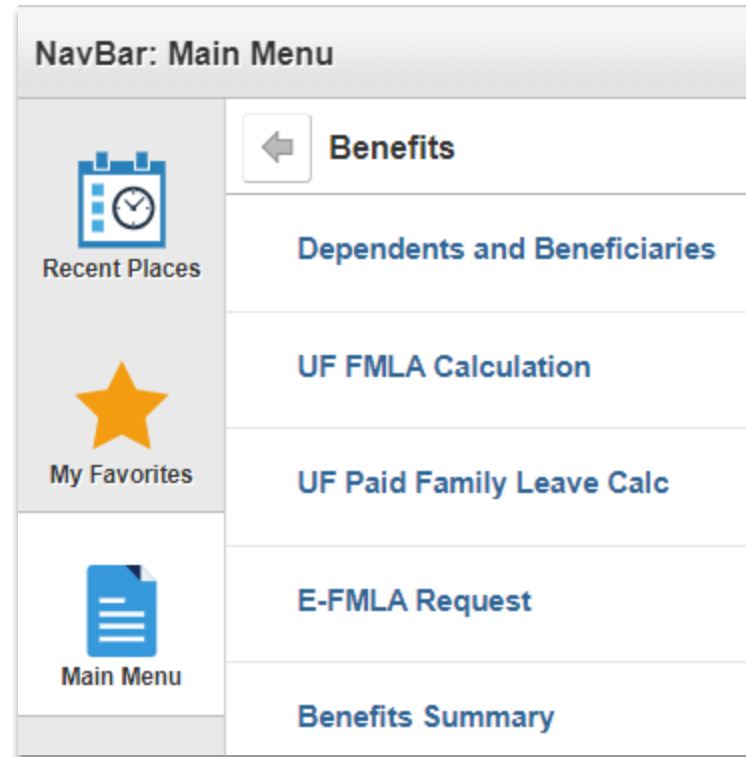


myUFL

Update – Amber Wuertz
Upgrade

MYUFL UPGRADE

- Effective December 4, 2022
 - Same Functionality
 - Slightly different “look & feel”





Benefits

Updates – Crystal Roncek

Open Enrollment | Holiday Leave Cashout | Annual Vacation Leave Conversion

BENEFITS UPDATES

- Annual Open Enrollment
 - October 10 – 28
 - Benefits & Wellness Fair attendees – 1,128
- Benefit Deduction Reminders:
 - State of Florida changes: December 2 paycheck
 - FSA or HSA changes: January 13 paycheck
 - UF Select changes: January 13 paycheck

DECEMBER VACATION LEAVE CASHOUT

- TEAMS employees may cash out up to **16 hours (per FTE)** of vacation leave October 28 - November 10
- Minimum balance of **40 hours (per FTE)** of vacation leave required after end of pay period
- No late entries or exceptions permitted:
 - *Employees must enter in system by midnight on 11/09*
 - *Supervisor approvals must be completed before 10:00 a.m. on 11/10*
- Cashout payment included on **November 18** paycheck
- Instruction Guide:
https://training.hr.ufl.edu/instructionguides/time&labor/reporting_december_cashout_21.pdf

Questions? Contact us at benefits.hr.ufl.edu/contact

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 for 2021 and 2022

ANNUAL VACATION LEAVE CONVERSION

- **For 2023 ONLY**, the accrued vacation leave maximum for purposes of conversion to sick leave will be increased by 120 hours. Therefore, hours over these temporary maximums will be converted to sick leave:
 - TEAMS and out-of-unit faculty – **472 hours**
 - In-unit faculty – **600 hours**
 - USPS – **360 hours**
- **NOTE:** Annual vacation leave conversion for January 2024 will return to regular maximums.
- To view leave balances before the conversion, please refer to the following PDF:
<https://hr.ufl.edu/wp-content/uploads/2021/06/understanding-your-paycheck.pdf>
- For questions regarding the leave conversion after January 2023, please reach out to <https://benefits.hr.ufl.edu/contact/>

Important Dates

- ▶ GBAS Institute at Emerson Alumni Hall → 11/18/2022
- ▶ Holiday Cashout Appears on 11/18/2022 Paycheck
- ▶ EEP Application Deadline → 5:00 p.m. 12/16/2022
- ▶ HEO Drawing Application Deadline → 11:59 p.m. 11/7/2022
- ▶ myUFL Will Look Slightly Different on 12/4/2022
- ▶ Next HR Forum 12/7/2022

Thank You For Attending!



Human Resources