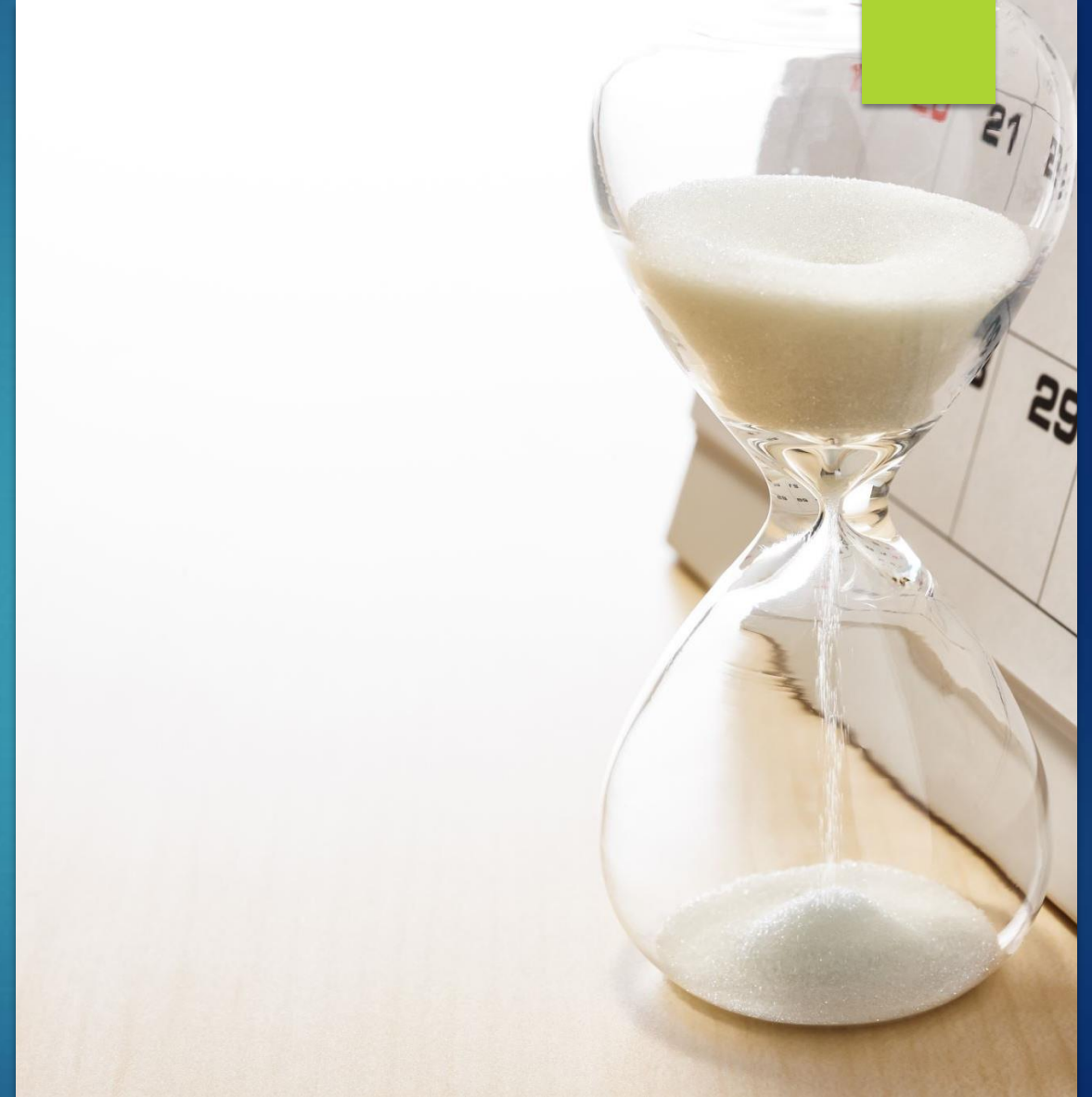# HR FORUM

November 2, 2022

UF 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_____

UFID _____

Title/Rank_____

Department or Unit _____

Phone number _____

College or Division _____

Email _____

University Contract Period

% FTE _____

____ 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 required 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."

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 <u>do not have access to disclose in UFOLIO</u> 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 (<u>list of job codes/titles</u> 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 GATOR*ONE* CARD

PURPOSE

- Modernize **GATOR***ONE* - 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
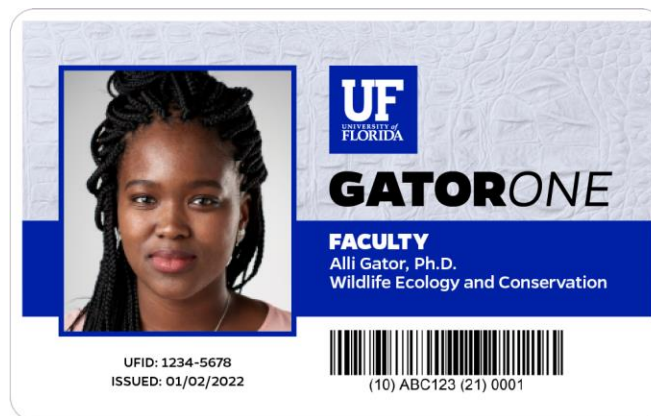
REBRANDED VENDOR CARD
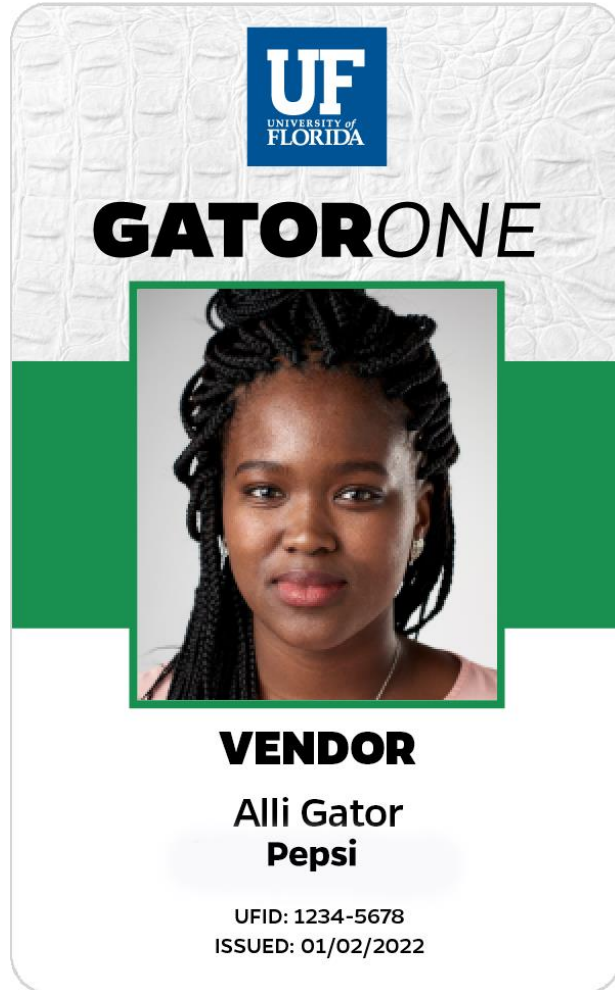
Distinctive Visualization to Separate Vendor/Affiliate from Standard **GATOR**ONE

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 **GATOR**ONE 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

THE NEW AUTHORIZATION PORTAL - GROUP CARD REQUESTS

THE NEW AUTHORIZATION PORTAL – DEPARTMENT NAMES

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 **GATOR**ONE 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 eep@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)

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.

JobWrap

A sweep, a scrape: How It Works

My Job Board
Employment Oppotunites:
Counselor Assistant II

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

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

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

INSIDE
HIGHER ED

Chronicle.com   Insidehighered.com

2

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

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
NAAAHR.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

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:

UF 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.
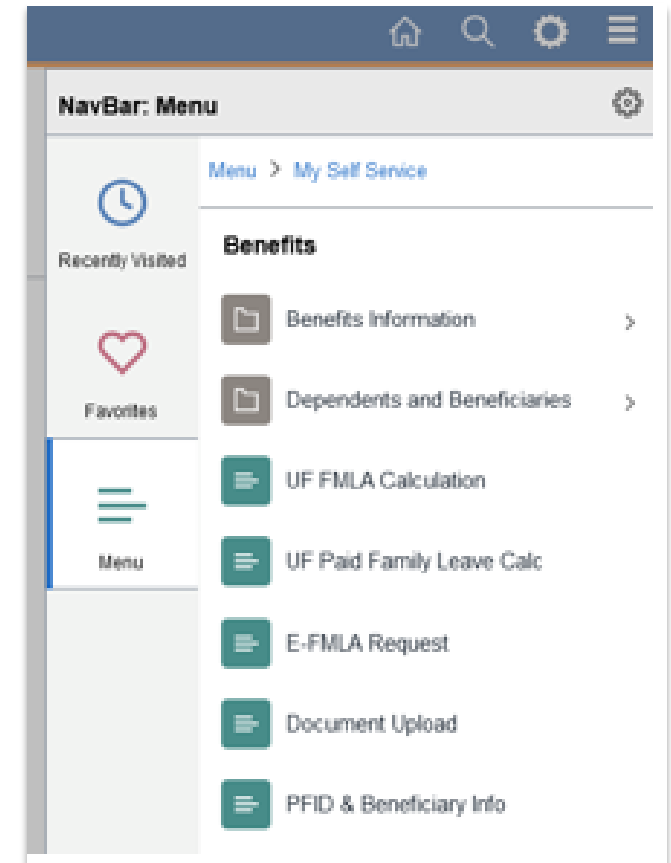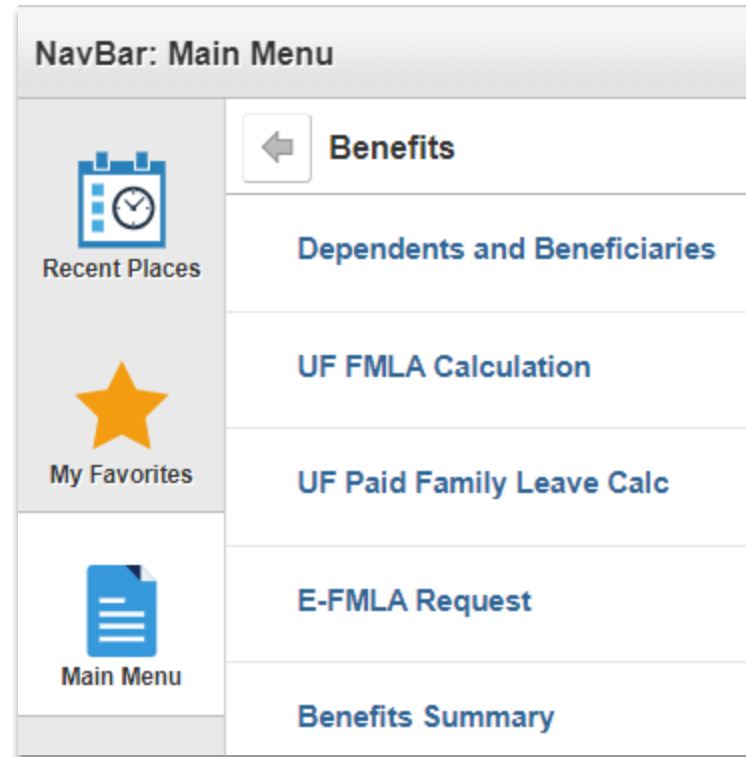
Thank you

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 <u>midnight on 11/09</u>*

  - *Supervisor approvals must be completed <u>before 10:00 a.m. on 11/10</u>*

- Cashout payment included on **November 18** paycheck

- Instruction Guide: https://training.hr.ufl.edu/instructionguides/time&labor/reporting_december_cashout21.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!

UF **Human Resources**