HR Forum

March 1, 2023
Agenda:

- Talent Acquisition & Onboarding
- Communications & Worklife
- Strategic Initiatives
- Employment Operations & Records
- Classification & Compensation
- Benefits
- UF GO
- Important Dates
Talent Acquisition & Onboarding
Christina Salva
PageUp - Applicant Progress Board

• An updated view(s) of the applicant pool
• List view and Card view options
• Card view – aggregate view of the progress of all the applications for a job sorted by application status
• Quick and easy way to identify the best talent and move them through the hiring process
• Easier access to key links and applicant documents
• Anonymized profiles
List View Option

Note: Users can easily switch between the two views by clicking either the List view or Card view buttons.
Card View Option

Note: Users can easily switch between the two views by clicking either the List view or Card view buttons.

Users can click and drag applicant “cards” from one column to another to update the status.
PageUp - Applicant Progress Board

Users can switch between the two views by clicking either the List view or Card view buttons.
Key Features

Anonymized profiles
- If enabled, names and contact details will be hidden with a 'click to reveal' icon.
- Available in both List and Card view
PageUp - Applicant Progress Board

• Feature available Monday, March 6th
• Hiring managers, Originators, and Level 1 Approvers

Questions?
Talent@hr.ufl.edu
352-273-2841
Communications & Worklife

Angie Brown
Resilience & Mindfulness at Work

New full-day workshop (it’s free!)

• Tuesday, March 28, lunch provided
• A holistic approach to physical, cognitive and emotional aspects of resilience at work
• Find greater alignment with individual purpose and values
• Develop self-awareness and strengthen resilience through reflection and mindfulness practices
• One hour of pre-work includes self-assessment
• Register today via myTraining; limited to 30 participants
Limited app subscriptions still available

Try an app for added support

• Available to all faculty and staff (non-student)
• Designed to support wellness and personal goals:
  • Noom for weight management (2,500 licenses)
  • Calm for stress reduction and sleep (5,000 licenses—also includes 5 for dependents)
  • SPOTLYFE for making micro-changes (1,500 licenses)
• Choose either a Noom or Calm subscription at: https://worklife.hr.ufl.edu/get-support/noom-and-calm-for-2023/
• Faculty and staff may also subscribe to SPOTLYFE: https://worklife.hr.ufl.edu/get-support/spotlyfe-for-2023/
Strategic Initiatives

Amber Wuertz
Let’s Try This Again!

**Process Improvement**

- In the past, once a UFID was created, department admins would send a separate email to the new employee/affiliate providing them with their UFID.
- Moving forward, the system will generate an email to these new employees/affiliates. Except for students.
- This enhancement will go live on Monday, March 6th.

**Email**

From: IT-ES No-Reply IAM <ES-NoReplyIAM@ad.ufl.edu>
Sent: Monday, January 30, 2023 10:51 AM
To: 
Subject: Welcome to UF! Here is your UFID

Welcome to the University of Florida!

You have been assigned a UFID. Your UFID is [XXXXXX].

Next, you will receive an email invitation for you to create a GatorLink. A GatorLink account is an individual's computer network identity at the University of Florida. Your GatorLink username will also serve as your email address with @ufl.edu. Once you receive the email, please follow the instructions closely. You will need your UFID to complete the GatorLink registration.

If you need assistance, please contact the UF Computing Help Desk at 352-392-4357.

Go Gators!
Employment Operations & Records

Johannes Traster
Courtesy Faculty Review File
Now Open!

File Specifics

- Opens: March 1, 2023
- Closes: March 31, 2023
- Termination rows will load on April 3, 2023, with an effective date of March 31, 2023
- File will include courtesy appointments from year 2 (day 366 and greater) to year 5 and will have the box checked for termination
  - The appointments that the college/unit does not want to termination will need to be unchecked
- Appointments 1 year or less will not be included in the file
File Specifics Cont.

- All courtesy appointments older than 5 years will be set to term in the file. If appointment is needed beyond 5 yrs then it must be renewed w/letter
  - Reappointments **must be** entered via Hire ePAF effective 3/31/23 since current appointment will be set to term in file
  - March 31st reappointments can be entered as early as now and highly encouraged once approved offer letter is obtained
Courtesy Faculty Review File

File Specifics Cont.

- Calendar Year: 2023
- Department ID: Your unit(s)
- Termination Date: 03/31/2023
- Salary Plan: CTSY

Navigation: Main Menu > Human Resources > Workforce Administration > Job Information > UF Appointment Review
To review your current population and to identify those who may have an active courtesy faculty appointment greater than 5 years, please navigate to the report below:

- Main Menu > Enterprise Analytics > Access Enterprise Analytics > Team Content > Human Resources Information > Workforce Information > Job Information for UF

- The review file will assess the rehire date of this report if there was a break in service on that Empl Rec.
Reminder—Sabbaticals

Sabbatical Rows

- Use caution when approving job transactions for those faculty on sabbatical.
  - For time to auto-populate, the sabbatical row must always remain as the top row during their time on leave.
  - Approving transactions such as supervisor ID changes or other updates during one’s sabbatical will cause their time to not auto-populate.
  - If the transaction(s) cannot wait until they return from sabbatical, then EOR will need to be contacted in order to readd the sabbatical row on top.
Additional Pay Code Updates

In December, the Board of Trustees (BOT) approved UF regulation 1.202 University Bonus Plans.

• The bonus regulation includes three bonus plans.
  • Work Performance Bonus Plan
  • Recruitment Bonus Plans
  • Retention Bonus Plans

• To ensure we can accurately report bonuses to the BOT, several existing codes are being repurposed. Moving forward, these payments should be coded using the bonus earnings code using the following reason codes.
  • Work Performance
  • Recruitment
  • Retention
University Benefits

Crystal Roncek
Services Following Retirement

• As we mentioned in the February HR Forum, the State of Florida Division of Retirement (DOR) has been informing retirees about restrictions on services that can be provided by retired employees and emeritus faculty.

• An employee cannot prearrange or accept a role (paid or unpaid) that provides services in any capacity for 12 months after receiving a retirement distribution or benefit.

• A notice of restrictions for services after retirement will be shared with HR Liaisons.

• UFHR is working with UF Government and Community Relations to lobby the legislature on services following retirement.
UF GO

What is UF GO?

- Overview

How does UF GO impact HR?

- Security Roles
- Name
- Supervisor
- Guest Process
WHAT IS UF GO?

An integrated cloud-based Travel and PCard system that will enable faculty and staff to upload, review and report Travel and PCard expenses on the go.
Project Goals

- **Redefine** the campus travel and reimbursement experience
- Seamless **PCard integration**
- **Streamline** and **simplify** processes
- **Elevate** **compliance**
- **Increase** transparency and **spend visibility**
- **Identify** cost savings opportunities
UF GO: How Does it Work?
UF GO: How Does it Work?
Primary User Modules

UF GO supports all Travel, PCard, and General Reimbursement transactions

REQUEST
Submit a Travel Request

TRAVEL
Book travel on Concur platform, supported by World Travel Services

SUBMIT EXPENSES
Submit Travel, PCard Employee Reimbursement expense report

APPROVALS
Review and approve Requests and Expense Reports
HOW DOES UF GO IMPACT HR?
SECURITY ROLES
Access to UF GO

• Login via myUFL and One.UF
• All users must complete training to access the system
  • Standard User Training (20 minutes)
    • Staff and Faculty
    • System will auto-provision access
  • Approver Training (60 minutes)
    • Financial Approvers
    • DSA will need to request security role for access
• Training available in March
Integrated Booking Tool

TRIP SEARCH

ALERTS

COMPANY NOTES

NOW BEFORE YOU GO

WORLD TRAVEL SERVICE welcomes UNIVERSITY OF FLORIDA to Concur Travel

For reservations or ticket changes, please call (865) 288-1901 or email bluesteam@worldtrav.com during our normal business hours. (Monday – Friday, 8:00am to 6:00pm ET)
Personal Information: Legal Name

**Important Note**
Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket. Please confirm that the name on your frequent traveler accounts match your legal ID as well as the name listed in your Concur profile. This will ensure that your accounts are credited properly and that TSA information is entered properly in your record.

- Employee name information feeds directly from HR system
- If first or last name change is needed, it must be completed through the process developed by UF HR
- Nightly system update

Want to learn more? View Timely Topics **Session 4** at [https://cfo.ufl.edu/initiatives/uf-go/outreach/](https://cfo.ufl.edu/initiatives/uf-go/outreach/)
<table>
<thead>
<tr>
<th>User Type</th>
<th>Responsibilities</th>
<th>myUFL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delegate</td>
<td>Prepare (optional)</td>
<td>Admin, Originator, Proxy, Reconciler</td>
</tr>
<tr>
<td>User</td>
<td>Prepare/Submit</td>
<td>Traveler, PCard holder</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Approve</td>
<td>Supervisor listed in HR data</td>
</tr>
<tr>
<td>Financial Approver</td>
<td>Approve</td>
<td>Approver for Travel, Approver for PCard</td>
</tr>
</tbody>
</table>
Travel Request Approval Workflow

Delegate prepares (optional) the Travel Request

User can prepare and must submit Travel Request

Supervisor approves

Financial Approver reviews and approves

RISC office reviews international Travel Request

If Cash Advance requested on research funds, C&G reviews
UF GO User Types

• Supervisor is part of the standard process for pre-trip approval
• Pulling from HR Job Data
  • Supervisor ID listed in primary appointment
  • Ad-hoc approvers can be added
• Support in UF GO
  • Approver Delegate: Delegation to someone who can make the decision (ex. Director, manager, vice-chair)
  • Temporary or permanent assignment

Want to learn more? View Timely Topics Session 1 at https://cfo.ufl.edu/initiatives/uf-go/outreach/
UF GO System Populations

**Profiled Users**

Individuals with an employment-related or like affiliation

- Faculty
- Staff (USPS, TEAMS, OPS)
- Graduate Assistants (*not Grad Students*)
- Student assistants (STAS/FWS)
- Post Docs
- Courtesy and Emeritus
- Fellows

**Guests**

- Job Candidates
- Speakers
- Consultants
- Students on study abroad programs
- *Non-employed students (grad and undergrad)*

Alert! Study abroad programs will continue using the processes established by UFIC
Guest Process is used when...

**Travel**
Individual is sponsored by a UF employee to travel on UF official business **AND** is **not** part of UF GO’s profiled user population

**Example:** Job interviews, speaking engagements, conferences, etc.

**General Reimbursement**
Individual is receiving reimbursement for expenses incurred while on official UF business **AND** is **not** part of UF GO’s profiled user population

**Example:** last-minute purchase for an event, services, licenses, etc.
UF GO Guest Process

1. **In myUFL: Create POI**
   - Step must be completed even if the individual has a UF ID
   - New Travel POI Type: **00016**
   - Overnight process for information to be available in UF GO

2. **In UF GO: Enter Transaction**
   - Travel Request
   - Book Travel
   - Expense Reports: Travel & General Reimbursement
myUFL: POI Process

- Leverage current system
- Does not require SSN
- POI is active for a year. It will expire after 365 days
- Must select new POI type: 00016
  - If the individual has a POI that is not for POI type: 00016, a new POI must be entered
myUFL: POI Process

- Optional feature: **Gather ACH information** for direct deposit payment for guests
- Guest information is available in UF GO after an overnight process
- POI information will feed to **Guest Traveler** list in UF GO to reduce duplicative work
Project Website

UNIVERSITY of FLORIDA

TRAVEL & PCARD SYSTEM

COMING SOON: A UNIFIED TRAVEL & PCARD SYSTEM
In 2023, the university will introduce UF GO, a new travel and PCard system that will enable faculty and staff to upload, review and report travel and PCard expenses on the go.

https://cfo.ufl.edu/initiatives/uf-go/
QUESTIONS?

Victoria Peprah-Asante
Associate Controller – Disbursements
vpa@ufl.edu

Cynthia Mendoza
Project Manager
cmmendoza@ufl.edu
Important Dates

March 6 – Applicant Progress Board
March 31 – Courtesy File Closes
April 5 – Next HR Forum
April 25 – GBAS Spring Institute