Agenda

**Provost Search**
- Brook Mercier

**Training & Organizational Development**
- Shannon Powell

**Employment Operations & Records**
- Johannes Traster

**Talent Acquisition & Onboarding**
- John Sun

**Benefits**
- Crystal Roncek

**Important Dates**
Provost Search Listening Session

Staff Listening Session
Friday, May 5, 2023  |  10-11 a.m.  |  Zoom

Did you miss last week’s listening sessions for the Provost search? The APA is hosting a staff-centric listening session to compile and present feedback directly to the search committee.

Please join us for this hour-long session to share your ideas and voice your concerns. The APA will organize this feedback quickly in order to comprehensively present it to the committee as the search begins.

Register:
https://www.eventbrite.com/e/apa-staff-listening-session-provost-search-tickets-624547306807
Training & Organizational Development

Shannon Powell
ANNOUNCING CxUF 2023
“Investing in Our Tomorrow”
At UF, for UF, by UF on November 15 & 16, 2023
Call for Proposals is OPEN now!

• **Best practices in HR, finance, and research.** Attendees will be eager to learn about the latest HR trends and practices, financial management strategies, and research methodologies that can help organizations achieve their goals.

• **Career Development** – provide insights into the latest trends, techniques, and strategies for career advancement.

• **Management Best Practices** – effective communication, team development, performance management, and leadership.

• **Artificial Intelligence** – provide insights into the latest AI technology including trends, application, and ethical considerations.

**DEADLINE: June 1, 2023**
Session Formats

Full format descriptions and the application link are on the CxUF website. https://learn-and-grow.hr.ufl.edu/cxuf/

- **Poster Presentation** (15 minutes): Using artistic/graphical representation, design an informal poster to share your work and ideas related to the conference theme.

- **Workshop Session** (60 minutes): Presenters share topics of interest related to the conference themes. The presenters can share process improvements, lessons learned, or evidence of impact.

- **Case Study** (60 minutes): Presenters share their experience with a real-life business issue describing the strategy, planning, development, solution delivery, and outcomes.

- **Foundation** (90 minutes): Workshop style session designed for beginners or those who want to learn the "foundation basics" of a specific discipline, process, or tool.

- **Advanced Deep Dive** (90 minutes): Workshop style session designed for attendees with intermediate to advanced experience and knowledge of the topic area.
Proposal Support Sessions

Looking for assistance in writing a compelling proposal?

Join one of the following sessions for more information.

• Monday, May 15 from 4-5pm
• Tuesday, May 16 from 1-2pm
• Friday, May 19 from 10-11am
• Tuesday, May 23 from 12-1pm
• Friday, May 26 from 11-12pm

Zoom link for all sessions will be posted on the website.
https://ufl.zoom.us/j/98116084070?pwd=VzFGSQRwenh4NXhXSDFTQzNDNVNIQT09
Call to ACTION. We need you!

Save the Date: November 15 & 16, 2023

Grow your presentation skills: Apply to present. We provide support and coaching throughout the entire experience.

Stay tuned for more ways to join your peers at this learning and networking event. [https://learn-and-grow.hr.ufl.edu/cxuf/](https://learn-and-grow.hr.ufl.edu/cxuf/)
Biannual Termination File

Opening Late May

- A termination file will be open from May 26, 2023 – June 16, 2023
- The file lists active employees who have not received payment in 6 months or more
- Effective date in Job Data: June 23, 2023

Why do we do a termination file?
- Help mitigate unnecessary risks
- Have an accurate count of our employment population
- Assist departments in making good decisions for unit/college
- It is NOT an alternative to timely terminations in the system
Biannual Termination File

Action Items

- Review the termination file and “uncheck” those individuals who should remain active in the system
  - As EOR reviews the file, we may contact you for additional justification on leaving certain employees active
- The file may contain records of all the salary plans. For example, OPSN, FWS, STAS, OF12, etc. (This is not an all-inclusive list)
Biannual Termination File

File Location

Main Menu › Human Resources › Workforce Administration › Job Information › UF Appointment Review

- Enter the Year: 2023
- Enter your unit’s Department ID
- Enter Termination Date: 06/23/2023
Talent Acquisition & Onboarding

John Sun
Screening and Selection Process

July 2023
Overview

Goal

Improve the candidate and campus partner experience by creating a streamlined approach to the screening and selection process.

Advantages

• System Integration
• Streamlined End-User Experience
• Easy to Use
• Reduced Time to Offer
• Eliminated Duplication of Work
Integrating HireRight with PageUp

Advantages:

• Bridging Requests with Applicant Tracking System
• Service Level Enhancement
• Transfer of Applicant Data – Reducing Multiple Entry
Mr Scott Blue

Change application status - PageUp - Google Chrome

Change application status

Withdrawn
Ineligible
New
Reference check invite
Background check invite
Background check request
Background / reference check complete
Blind entry from Talent Pool
Compliance Review
Hold yes
Incomplete
Ineligible (removed to test creation)
Interview 1
Interview 2
Interview 1 Accepted
Interview 1 Declined
LM Review
Maybe
Medical Completed
Medical Required
Extension 1
Offer accepted
Reference check
Offer approval commenced
Offer declined

Save  Next  Cancel
In Progress:
Creating Training Resources for Campus

- Introduces Uniformity & Clarity via Best Practices
- Builds Confidence & Literacy Among Campus Users
- Eliminates Duplication
- Aligns packet options with campus needs
Next Steps

- **Configuration**: May 2023
- **Testing**: June 2023
- **Training Sessions**: June 2023
- **Go-Live**: July 2023

Questions or Comments
Email: talent@hr.ufl.edu
University Benefits

Crystal Roncek
Short Work Break (SWB)
9/10 Month Employees

• **SWB preserves benefits eligibility during the summer months for active 9/10-month employees**

  • No benefit deductions taken over the summer months, even if additional compensation is provided (such as OPS employment)
  • Benefit coverage extends through September for employees on short work break
  • Normal deductions resume in September
Summer New Hire Reminders

• Hiring prior to August 15, 2023
  • Due to double deductions, any new 9- and 10-month hires effective prior 8/15/2023 must be coordinated with our office to ensure proper enrollment and summer coverage
    • Please send your new hire notification to us immediately at benefits@ufl.edu
  • All new OPS hires with combined FTEs ≥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
Accrued balances (less use) as of the end of PPE 5/25/23 will be paid out.

To prevent negative balances and payroll corrections, Time reporting codes pertaining to compensatory leave will be **unavailable** during PPE 05/26/23 - 06/26/23

- Any approved use of compensatory time for these pay periods must be submitted to central-leave@ufl.edu and entered directly by UF Payroll Services

- Regular, overtime, and special compensatory leave will be cashed out to impacted employees with paycheck 6/16/2023
FY ‘22-23 Comp Leave Cashout

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, except Paid Family Leave (PFL)
- 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 emailing central-leave@ufl.edu, or by calling (352) 392-2477
FY ‘22-23 Year-end Leave Processes

- Personal Holidays (USPS) and December Personal Leave Days (TEAMS & Eligible Faculty)
  - USPS Personal Holidays must be used in full day increments
  - December Personal Leave Days can be used in less than full-day increments
  - “Use it or lose it” -- use by June 30, 2023, or will expire
UF COVID-19 Leave Donation
Expires 5/11/23
UF COVID-19 Leave Donation Program

• President Biden terminated the national emergency concerning COVID-19 on 4/11/23

• However, the COVID-19 Public Health Emergency (PHE) expiration remains in effect until 5/11/23

• After 5/11/23, the UF COVID-19 Leave Donation Program will cease/conclude

• All requests submitted to University Benefits prior to and leading up to 5/11/23 will be reviewed based on need and remaining leave donations
Enhanced Communications

• To enhance employee communications and benefit awareness concerning medical, vision, dental, life, and other supplement insurance benefits, the State of Florida will be sending notifications via email, U.S. mail, and social media to UF benefit-eligible employees to encourage them to review their contact information in People First.

• If contact information updates are needed to an employee’s benefit profile, please direct the employee to contact People First directly at 1-866-663-4735.

• Contact information updates can only be made by the employee directly with People First; the University Benefits, Retirement, & Leave Administration Department is not permitted to make these changes on behalf of employees.
Connecting with University Benefits
Contact University Benefits

The University Benefits, Retirement & Leave Administration Department can be reached in various ways:

- Online appointment scheduler – employees may schedule an appt. with our office by visiting our [Online Appointment Scheduler](#).
  - In-Person
  - Zoom
  - Phone
- Benefit Contact Form – employees and departments can complete our contact form by visiting [Contact University Benefits](#)
- Call: 352-392-2477
- Visiting our office at 903 W. University Avenue, Gainesville, FL 32601
Benefits Appointment Scheduler

https://booknow.appointment-plus.com/9z0ctl4q/appointments

30-Minute Appointments Available:

- Benefits
- Leave
- Retirement
Services Following UF Separation

Online Notice
Services Following UF Separation

- The Employee Notice on services after separation of employment, or retirement with UF has been posted online at [https://benefits.hr.ufl.edu/retirement/ready/](https://benefits.hr.ufl.edu/retirement/ready/).

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**Notice of Restrictions for Providing Services after Retirement**

The State of Florida restricts services that employees may provide to their institution following retirement. UF Human Resources has prepared this notice of restrictions for providing services after retirement to inform employees of their obligations to comply with those restrictions, which are specific to the employee’s retirement plan, and may include financial penalties.

Retirement with the State of Florida occurs when:

- An FRS Pension Plan (FRS PP) participant (1) separates employment from all FRS state agencies (2) establishes a retirement date through the application process with the State, AND (3) cashes or deposits their defined benefit payment. (If DROP participant, retirement is defined by when the UF employee separates from service.)
- An FRS Investment Plan (FRS IP) participant (1) separates employment from all FRS state agencies, AND (2) files a request to receive a distribution or withdrawal from their defined contribution account.
All non-essential operations at UF’s Gainesville campus to close at 3 p.m. this Friday

- Essential employees are determined by their departments. As a result, please refer to your Department leads.

- Non-essential **non-exempt employees** (hourly employees) must report admin leave. You will use the “900-Administrative Leave-EMC” time reporting code.

- Non-essential exempt employees (salary employees) do not need to do anything to their timecards.

- If you are scheduled to be off on Friday, you must use your accrued leave.
Important Dates

**May 5** – Provost Search Listening Session
**May 5** - Leadership Program Applications Due
**June 1** – Proposals for CxUF Due
**June 7** – Next HR Forum