



UF

Human Resources

UFHR Forum

July 12, 2023

903 W University Ave. Gainesville, FL 32601-5117
HR.UFL.EDU | (352) 392-2477



The background of the slide is a photograph of a calm lake. In the foreground, the bows of two kayakers are visible: one in a red kayak on the left and one in a blue kayak on the right. A black paddle is positioned between them. The water is still, reflecting the surrounding green trees and the clear blue sky. The overall scene is peaceful and scenic.

Agenda

Vice Presidents Office

- **Brook Mercier**

Strategic Initiatives

- **Amber Wuertz**

Talent Acquisition & Onboarding

- **John Sun**

Employment Operations & Records

- **Johannes Traster**

Benefits

- **Shannon Edwards**

Important Dates

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Office of the Vice President

Brook Mercier

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ESSENTIAL EMPLOYEES

Essential employees provide vital support to the University of Florida in the event of an emergency or disaster that results in the official suspension of classes and/or closing of offices.




ESSENTIAL EMPLOYEES

- Essential employees play an important role in maintaining the safety and well-being of students, faculty, and staff who may be remaining on site throughout emergency events.
- During a campus closing, only employees designated as On-Campus Essential may be present on campus.



ESSENTIAL EMPLOYEES

- Colleges and Departments are responsible for designating and notifying essential employees.
 - Essential employees may be required to report to work, be “on call” to report to work, and/or work remotely if required in order to maintain the critical functions of the University during a closure.
 - In the event of an emergency closing, supervisors notify essential employees if and when they are required to report to work.
 - Essential employees have a responsibility to monitor official University of Florida communications related to an emergency, including UFAAlert and UFL.edu, as well as maintain up to date contact information in myUFL.
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ESSENTIAL EMPLOYEES

On-Campus Essential – Working on campus

- Continuation of critical and/or essential services that must be completed on-site
- Maintaining integrity of infrastructure, property or systems on-site
- Necessary on-campus work to maintain the safety and wellbeing of students, faculty and staff

Remote Essential – Working from a remote location, may need periodic access to campus

- Work is required to maintain operations and business continuity of the University and can be completed remotely
- Supervisor approved access to campus may be needed periodically to complete required work

Remote Non-essential – Working from a remote location, does not need access to campus

- Work is important to the University and can be completed remotely, but is not essential to maintain operations and business continuity




ESSENTIAL EMPLOYEES



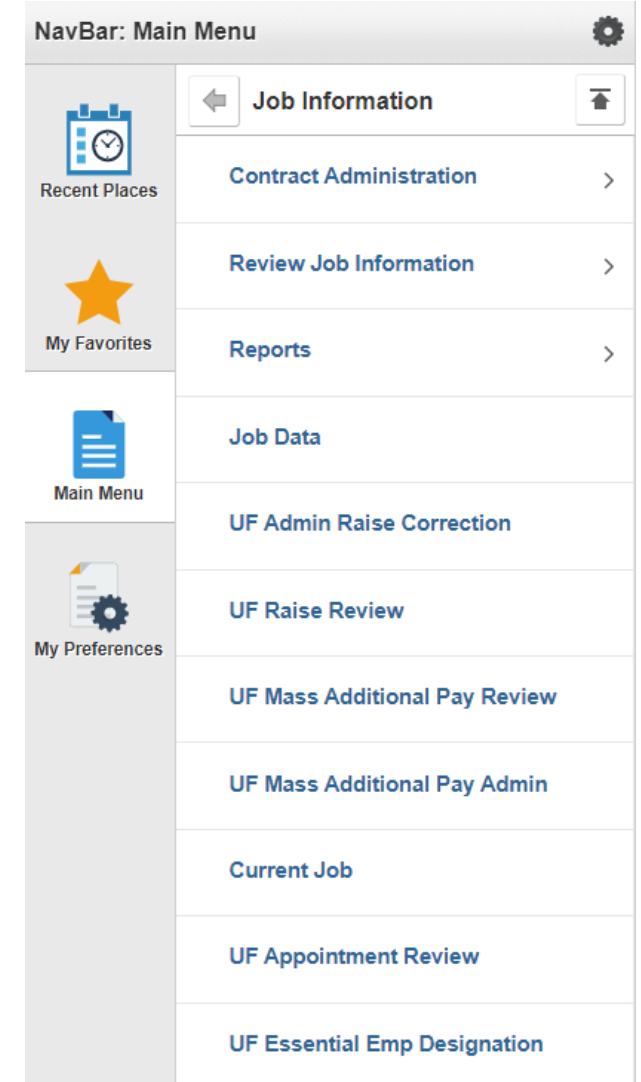
- Essential employees should receive and acknowledge written designation from their supervisor
- A standardized designation letter template is available to departments

ESSENTIAL EMPLOYEES

- TEAMS, USPS, and Law Enforcement non-exempt employees who are required to work during an emergency closing will earn one hour of special compensatory leave for each hour worked during the emergency closing, in addition to their normal pay.
 - If the special compensatory leave is not used by the end of the fiscal year, the employee will be paid for the leave.
 - TEAMS exempt employees who are required to work during an emergency closing are eligible for compensatory leave at the discretion of the supervisor — although this compensatory leave is handled informally at the department level and not accrued in myUFL.
 - Faculty and graduate assistants are not eligible for compensatory leave under this policy.
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ESSENTIAL EMPLOYEES

- HR Liaisons record the designation in the UF Essential Employee Designation file in myUFL.
- Navigation-
myUFL Main menu > Human Resources > Workforce Administration > Job Information > UF Essential Emp Designation



ESSENTIAL EMPLOYEES

UF Essential Emp Designation

Department 62010100 HR-VICE PRESIDENTS OFFICE

<div><div><div></div><div></div></div><div></div></div> <div>1-4 of 4</div> <div>View All</div>				
	Empl ID	Empl Record	Name	Essential
1	86879900	0	Curry,Melissa S	Yes

Navigation

myUFL Main menu > Human Resources > Workforce Administration >
Job Information > UF Essential Emp Designation

ESSENTIAL EMPLOYEES

myUFL Enterprise reporting

Team Content > Human Resources Information > Workforce Information > UF Essential Employee Designation Tracking

myufl		UF Essential Employee Designation Tracking																Run Date: 08/01/2022	
Dept ID	Dept Name	Emplid	Name	Empl Rcd	Email	Home Phone	Cell Phone	Campus Address Line 1	Campus Address Line 2	Campus Address Line 3	Campus Address City	Campus Address State	Campus Address Zip	Supervisor ID	Supervisor Name	Supervisor Email	Supervisor Work Phone	Supervisor Home Phone	Essential Employee Flag
62010100	HR-VICE PRESIDENTS OFFICE			0				903 W UNIVERSITY AVE			GAINESVILLE	FL	32601-5117						Y

ESSENTIAL EMPLOYEES

Available Resources

<https://hub.policy.ufl.edu/s/article/Essential-Employees>



Human Resources



Strategic Initiatives

Amber Wuertz




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Superior Accomplishment Awards

- UFHR will be hosting a series of creativity labs to thoughtfully and creatively discuss how we can enhance and revitalize SAA in both the short-term and long-term.
- Three separate labs, each with a specific focus. The goal is to elevate the program and enhance the employee experience.

Here is the schedule for the labs, along with Eventbrite links to register, space is limited so **enroll now:**

- Lab I: Charting the Course – [Wednesday, July 26 from 10am-12pm](#) in UFHR Building (Room 120)
 - Lab II: Foundational Components – [Monday, July 31 from 10am-12pm](#) in UFHR Building (Room 120)
 - Lab III: The Experience (in-person) – [Thursday, August 10 from 2pm-4pm](#) in UFHR Building (Room 120)
 - Lab III: The Experience (virtual) – [Tuesday, August 15 from 2pm-4pm](#) via Zoom
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Superior Accomplishment Awards

Intentional focus on enhancing UF's long-standing employee recognition program.

- Goal is to refresh and improve the program through Creativity Labs this summer.

Share your thoughts with us:

- **What do you like? What do you think could be better?**
 - Submit your feedback through our [anonymous feedback form](#).

Questions? Email SAA@hr.ufl.edu.



Talent Acquisition & Onboarding

John Sun



Human Resources

HireRight & PageUp

Integration



Human Resources

HireRight & PageUp Integration

1

Go Live

July 3, 2023

2

Stabilization
Period

July 4th – 14th, 2023

3

Last Day for
FADV

July 14, 2023

4

Information
Sessions

July 12th – 12:30
July 12th – 3:30
July 13th – 1:00

5

Resources

Guides, FAQs &
Recording available
on the website,
**Pre-Employment
Screening Using
HireRight**

Questions??

Email: talent@hr.ufl.edu



A photograph of several triangular slices of watermelon with red flesh and black seeds, arranged on a light-colored wooden cutting board. The background is a solid dark blue.

Employment Operations & Records

Johannes Traster

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Human Resources

Return from Short Work Break—Now Back!

Short Work Break

- ☐ Appointments that were placed on short work break for both 9- and 10-month employees were returned in Job Data last Monday, July 3rd.
- ☐ Job actions that may have been placed on hold during the summer break may now be performed with an effective date of their return (or beyond).
 - ☐ 9-month effective date: 8/16/23
 - ☐ 10-month effective date: 8/1/23



Terminate Summer Appointments

End of Summer Assignments

- ☐ As the end of summer quickly approaches, be sure to enter terminations for summer appointments completed through individual ePAFs and not through the Summer File.
- ☐ Summer appointments created by the Summer Job File already have a termination row in myUFL (unless JDC was submitted to modify summer appointment).
 - ☐ Salary plans include FASU, OFSU, and GASU
 - ☐ Termination reason should be “End of Summer Assignment” (ESA)
 - ☐ ESA terminations will execute at Level 1
 - ☐ **Important!** Careful review is necessary by Level 1 approvers; i.e., GASU terminations will kick out tuition waiver if incorrect termination effective date is used.
 - ☐ Correct termination dates: Summer A: 7/1/23; Summer B/Summer C: 8/16/23



New Resource: Appointment Letter Clauses

Appointment Letter Library

- ☐ Specific template clauses with instructions are now available on our [Appointment Letter Library](#)
- ☐ Clauses include tenure upon hire, relocation allowances, administrative supplements, and much more!
- ☐ Resource:
 - ☐ https://hr.ufl.edu/wp-content/uploads/2023/06/appt-letter-clauses_6-22-23.pdf

New Resource: Appointment Letter Clauses



Human Resources

903 West University Ave. | PO Box 115000
Gainesville, FL 32611-5000
352-392-2477

Appointment Letter Clauses

The following clauses should be used in an appointment letter specific to the circumstances indicated below. The headings and instructions are only to provide additional context and should not be included with the specific clause. For questions, please contact Employment Operations & Records at ufhr-employment@ufl.edu.

Faculty Appointments

Tenure Upon Hire

Instructions: Tenure upon hire must be requested for approval to the UF President and Provost prior to offer; once approved, the clause may be used with the understanding that they will be recommended for tenure to the UF Board of Trustees.

Clause: The University of Florida President and Provost have approved a request that you be awarded tenure at the time of your appointment. Accordingly, upon your acceptance of this offer of employment, you will be recommended for tenure to the University of Florida Board of Trustees and, if approved by the Board of Trustees, you will be awarded tenure.

Courtesy Appointments

Researcher & Research Support Screening

New Job Requisition

- ☐ Courtesy faculty who are performing research or who are in research support positions must complete form in PageUp
 - ☐ [Job Req #527535](#)
- ☐ Review will be conducted by UFHR and UF Research Integrity, Security and Compliance (RISC)
- ☐ Researcher and research support screening information can be found at
 - ☐ <https://hr.ufl.edu/manager-resources/recruitment-staffing/researcher-screening/>

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CAREERS AT UF

Researcher and Research Support Positions - Courtesy Appointment

JOB NO:
527535

 APPLY NOW

WORK TYPE:
UFHR use ONLY Non-recruited Researcher and Research Support Hire

LOCATION:
In the State of Florida

CATEGORIES:
Grant or Research Administration

DEPARTMENT:
62010301 - HR-TALENT ACQSTN & ONBOARDING

Please Note:
Instructions will be forthcoming on the website.

Courtesy Appointments

Researcher & Research Support Screening

New Offer Letter Attestation

- ☐ New section for departmental use added at the bottom of the courtesy faculty offer letter template
- ☐ Updated templates must be in use by **Friday, July 28th**
 - ☐ If offer letter has already been presented prior to July 28th then there is no need to redo the letter
 - ☐ Courtesy faculty hires may be **delayed** if new letter is not in use beginning July 28th

SAMPLE LETTER:
COURTESY FACULTY
UNIVERSITY of FLORIDA

For Department Use Only

Will this appointment have access to, or engage in research at the University of Florida?

See researcher and research support screening information [here](#).

☐ Yes* ☐ No

*If "Yes," in compliance with Florida Statute 1010.35, all candidates for researcher and research support positions are required to undergo additional screening. Department will need to provide the following link and information to go through the screening process.

<https://explore.jobs.ufl.edu/cw/en-us/job/527535?ApplicationSubSourceID=>

Preparing for the Fall Rush

Enter Appointments Now

- ☐ Hire ePAFs may be submitted up to 60 days in advance
- ☐ Submitting hires far earlier with all required paperwork will assure they are in the system by first day with no paycheck delay

EOR Business Model Improvements Underway

- ☐ Cross training between staff and academic teams
- ☐ All team members will be knowledgeable and able to assist with all salary plans
 - ☐ Will allow for quicker point of contact solutions
 - ☐ Department assignments will be updated later this fall





University Benefits

Shannon Edwards



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Summer New Hire Reminders

- Due to double deductions, any new 9- and 10-month hires effective prior to 8/15/2023 must be coordinated with Benefits to ensure proper enrollment and summer coverage
 - Please send your new hire notification to UFHR at benefits@ufl.edu as soon as possible.
- 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
- If possible, hire employees closer to the beginning of the month to ensure ability to elect early effective date for health insurance.



Open Enrollment

During a recent call with the State University System (SUS), representatives from the Department of Management Services (DMS) provided several updates regarding this years' open enrollment.

- Open Enrollment Dates: October 9, 2023 – October 27, 2023
- UF's Benefits Fair: October 13, 2023
- While the DMS representatives were not able to provide details, they have indicated that there will be changes and that we should expect an “active” open enrollment.




Open Enrollment


- There will also be changes to how employees receive communication related to open enrollment.
 - Employees who have an email address in PeopleFirst will no longer receive printed enrollment materials. Rather, open enrollment information will be communicated by email.
 - Only employees who do not have an email address on file with PeopleFirst will receive printed open enrollment materials.



DROP Changes

- In the 2023 Regular Legislative Session, the Florida Legislature passed bills affecting members and employers of the Florida Retirement System (FRS) and other state-administered retirement plans.
 - Deferred Retirement Option Program (DROP) Participation – Eligible members can now elect to participate in DROP for no longer than **96** calendar months (8 years) versus **60** months (5 years) beginning any time after their normal retirement date.
 - Impacted members have received communication from the State regarding the change
 - Drop Extension Request form and a revised Drop Election form (DP-ELE) needs to be returned to UFHR Benefits
 - [DROP – HR Benefits and Rewards \(ufl.edu\)](https://ufl.edu/drop)
 - The Drop Extension Request form does require Supervisor and Dean/VP approval
- 

Services After Retirement

- The Florida legislature passed SB 1156: Florida Retirement System, which authorizes employers to establish volunteer programs for retirees
 - UFHR is preparing additional communication, but we anticipate that the law will allow retired and emeritus faculty to provide voluntary services to the university within specific parameters:
 - The services cannot be prearranged
 - Compensation and benefits cannot be provided
 - The number of volunteer hours per week, including training, is limited to no more than 20 percent of time per week before the date of retirement.
 - A clear distinction between the duties of a volunteer and the duties of an employee is required.
 - Volunteers must maintain control of their volunteer schedule, including the number of hours volunteered and assignments for which they agree to volunteer.
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Important Dates

August 2 • Next HR Forum

October 9-27 • Open Enrollment

October 13 • UF Benefits Fair



Human Resources