



UFHR Forum

March 6, 2024

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

UF

Human Resources

Agenda

Employment Operations & Records

- **Johannes Traster**

Communications & Worklife

- **Dan Ypsilanti | Rick Bales**

Training & Organizational Development

- **Shannon Powell**

Compliance & Ethics

- **Loren Israel**

Strategic Initiatives

- **Amber Wuertz**

Important Dates



A person wearing a white sweater and blue jeans is sitting on a wooden floor, watering a small potted plant with a brown watering can. The plant is in a terracotta pot and has several green leaves. The background is slightly blurred, showing a window and other plants.

Employment Operations & Records

Johannes Traster

UF

Human Resources

Courtesy Faculty Review File Now Open!

File Specifics

- ☐ Open: March 1, 2024
- ☐ Close: March 21, 2024
- ☐ Termination rows will load March 22, 2024, with an effective date of March 29, 2024
- ☐ 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

Courtesy Faculty Review File

File Specifics Cont.

- ☐ All courtesy appointments older than 5 years will be set to term in the file.
If appointment is needed beyond 5yrs then it must be renewed w/letter
 - ☐ Reappointments **must be** entered via Hire ePAF effective 3/29/24 since current appointment will be set to term in file
 - ☐ March 29th 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: 2024
- ☐ Department ID: Your unit(s)
- ☐ Termination Date: 03/29/2024
- ☐ Salary Plan: CTSY

Navigation: Main Menu > Human Resources > Workforce Administration > Job Information > UF Appointment Review



Courtesy Faculty Review File

Additional Info & Resources

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



Courtesy Faculty Review File

Additional Info & Resources Cont.

- Courtesy Faculty Policy
 - <https://policy.ufl.edu/policy/courtesy-faculty/>
- Offer Letter Templates
 - <https://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/preparing-an-offer/appointment-letter-library/>
- Frequently Asked Questions
 - <https://hr.ufl.edu/wp-content/uploads/2023/01/Courtesy-Faculty-FAQs.pdf>
- Courtesy Faculty Webpage
 - <https://hr.ufl.edu/manager-resources/employment-hub/non-employee-appointments/>



Communications & Worklife

Dan Ypsilanti

UF

Human Resources



Human Resources

UFHR Website

PROJECT UPDATE - MARCH 2024

An employee-focused experience.

The main focus of this project is to bring the vast array of resources, programs and services available into better focus for our unique employee populations.

In addition to general ease-of-access, this architecture aims to address:

- ADA Compliance
- Main Navigation Issues
- Overall Site Searchability
- Hidden or Outdated Content
- Procedural Bottlenecks
- Information Overload
- Management/Employee Hierarchy
- Inter-site navigation
- Enhanced analytics
- Updated visual style

Project Timeline

This project has followed a three-phased structure:

- **PHASE I: Analysis & Strategy - Jan - Sept 2023**

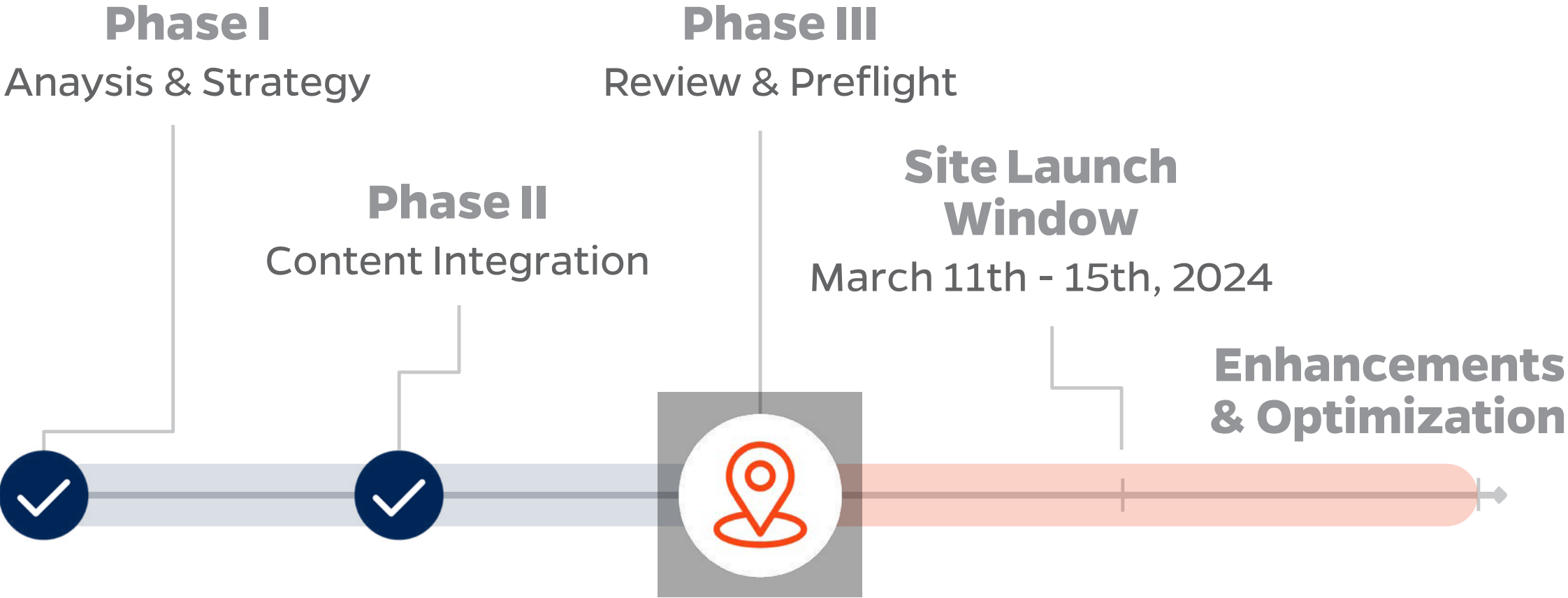
Work with Parisleaf to develop sitemaps for each core audience and wrap work packages.

- **PHASE II: Content Integration - Oct - Dec 2023**

Work individually with UFHR units and leadership to map existing content onto new structure.

- **PHASE III: Review & Preflight - Jan - March 2024**

Finalize all content, HR Stakeholder review and prep for go-live.



Phase I

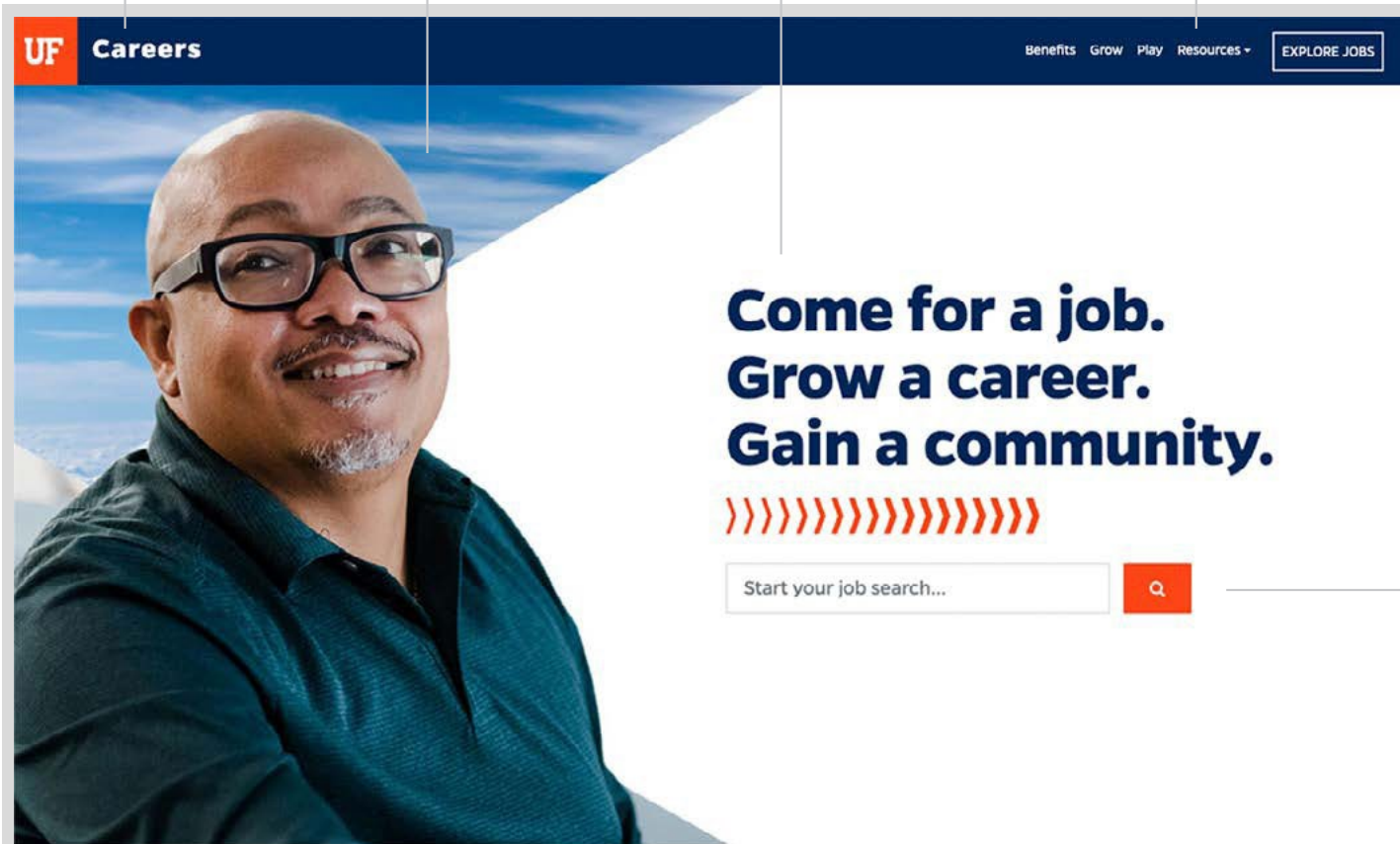
Analysis & Strategy

Consistent
Branding

Employee-Focused
Imagery

ADA
Enhancements

Simplified
Navigation



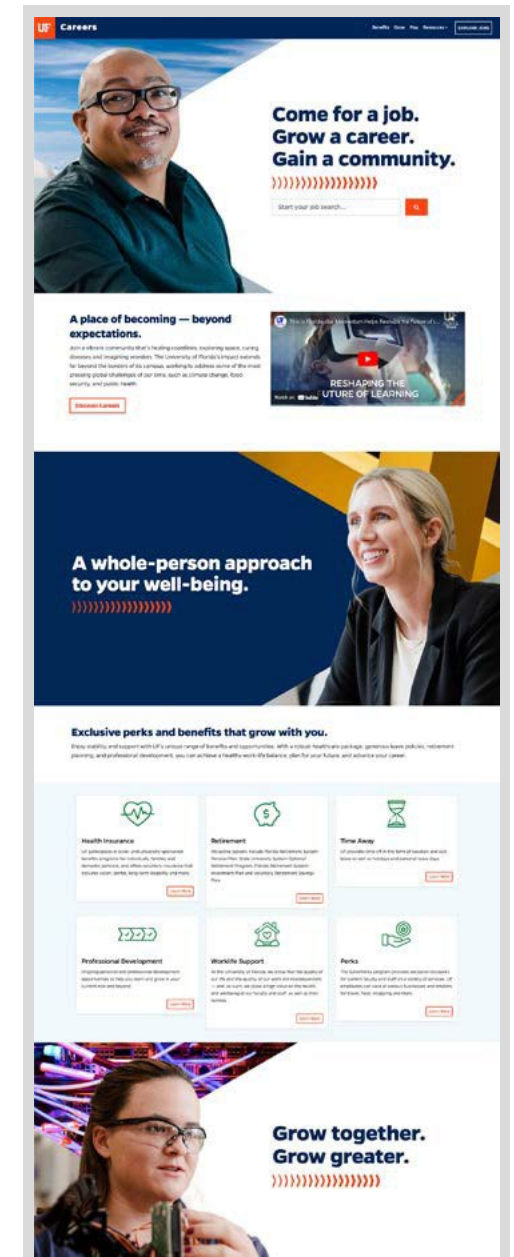
A place of becoming — beyond expectations.

Join a vibrant community that's healing coastlines, exploring space, curing diseases and imagining wonders. The University of Florida's impact extends far beyond the borders of its campus, working to address some of the most pressing global challenges of our time, such as climate change, food security, and public health.

[Discover Careers](#)

Overall
Searchability

Elevated
Tone



Website architecture built for UF Employees, by UF Employees.

UFHR has partnered with Parisleaf and industry expert Paul Boag to analyze the variety of interactions our employee audiences have with our websites and create a UX framework focused on employee experience.

During this phase of the process, we are reviewed the overall network of these sites, the resources contained within, and the unique network of relationships between their core functions.

Parisleaf []
+
boagworks



Architecture built by real-world behaviors.



Top Task

	Who to contact for each dept Contact information for College of Medicine, College of Dentistry, etc.
	Organizational chart for UF
	Employee education programs
	Core Office Collaboration Present common connection resources where core offices cross connect systems (HR/Payroll/Student/disbursements).
	vacation leave Benefit description and total hours look up.
	MY UFL Have the ability to access my ufl from the main UF HR page

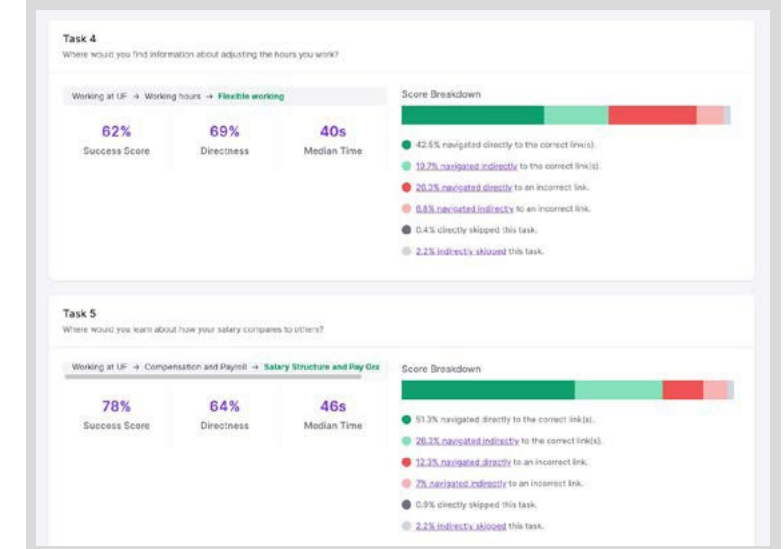


Card Sorting

Group Name	Save	Name this group...	Name this group...
Employee Handbook Information	Salary Structure and Pay Grades	Sick Leave	
Dental Cover			
Part time staff			
Children	Available Benefits	Family leave	



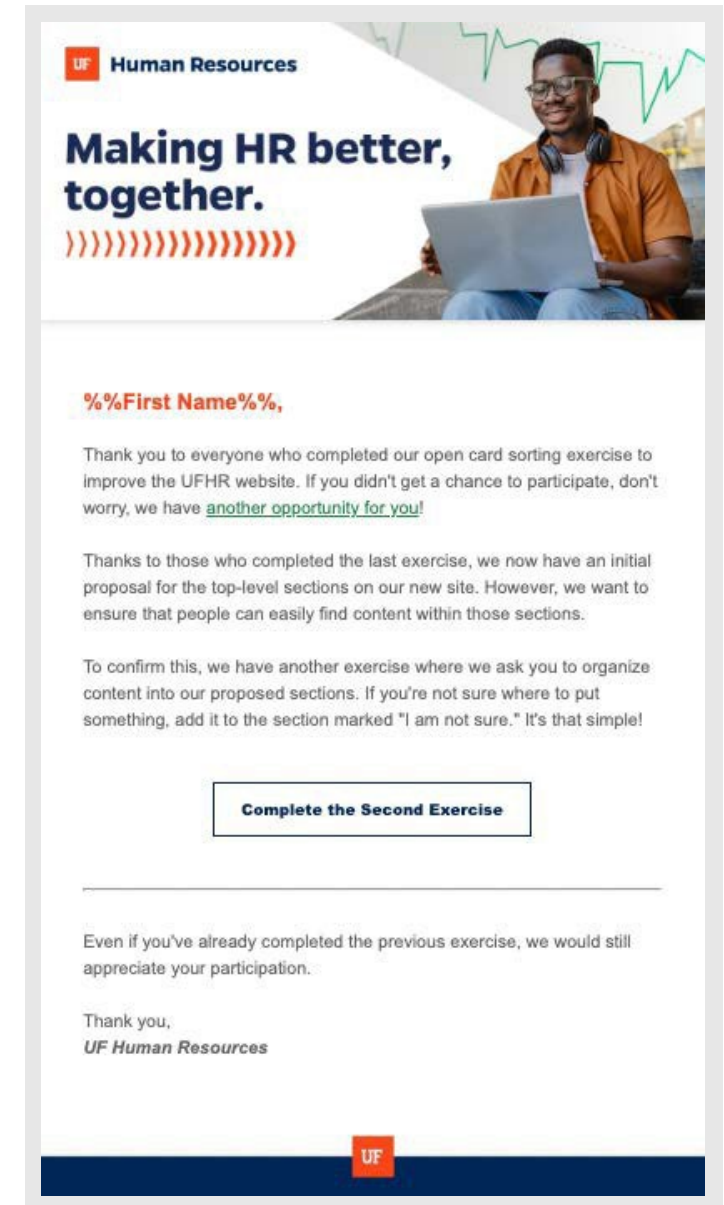
Tree Testing



Thoroughly tested by our employees.

With a base of more than 700 employees from across campus, we've engaged our Website Improvement Group on a range of exercises.

These data-driven exercises are used to create a cohesive sitemap based on the specific needs of our employees.

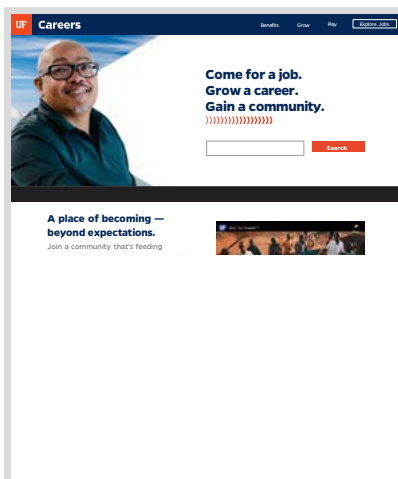


A sitemap that reflects the needs of our workforce.

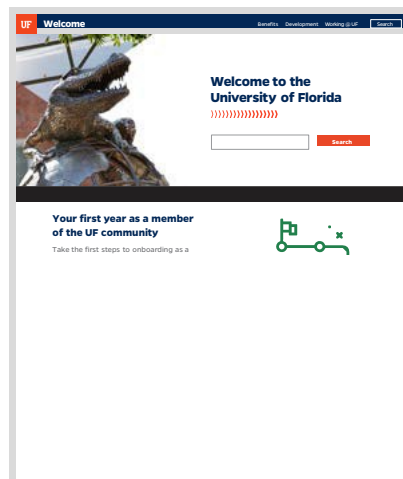
This project consisted of specific work packages that are focused on developing platforms specific to each of our unique audiences.

DESIGNS NOT FINAL - FOR STAKEHOLDER REFERENCE ONLY

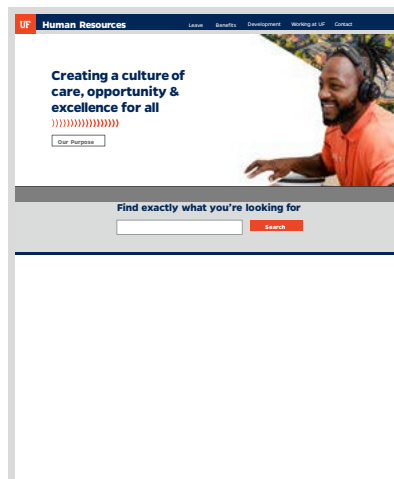
UF CAREERS (Prospective Employees)



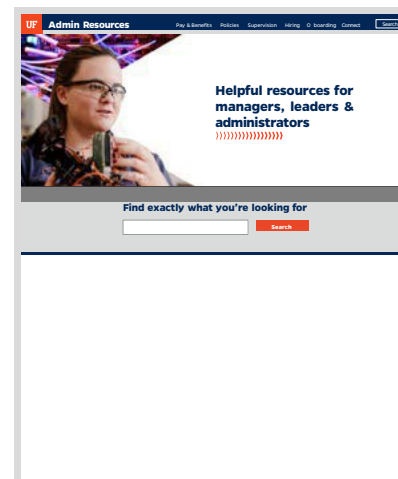
UF WELCOME (Onboarding Employees)



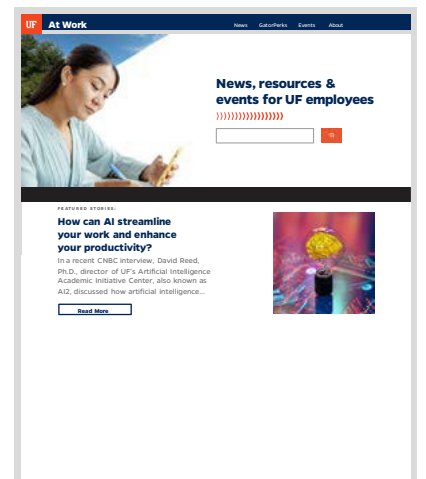
UF HUMAN RESOURCES (Existing Employees)



UF ADMIN RESOURCES (Administrative Employees)



UF AT WORK (Employee News, Wellbeing & Culture)



Phase II

Content Integration

Content Integration

As we import the existing site content into the new theme, we will utilize a combination of manual re-writes and AI-assisted content creation to streamline our copywriting process.

EXISTING CONTENT



UFHR Communications to map existing content into the new site infrastructure.

REWRITE & SORTING



Using a combination of manual content updates and AI-assisted tools, we will update content to be more relevant, informative, legible and tonally appropriate for each unique audience.

AI Prompt



Existing Content:



AI Prompt:



New Content:

“

Act as an experienced online copywriter.

Take the following text and edit it to be as clear and concise as possible.

Break the copy into scannable sections with a descriptive heading for each section.

Ensure that the reading level of any text does not exceed 9th Grade.

Format in html, ignore css, convert tables to unordered lists.

”

TRAVEL INFORMATION

EMPLOYMENT HUB
HR DATA SERVICES & PEOPLE ANALYTICS
REMOTE WORK LOCATION
EMPLOYMENT ABROAD
TALENT ACQUISITION AND ONBOARDING
Researcher and Research Support Screening

This is general information on travel and travel requirements. Please contact your department with specific travel dates and questions.

For more information about immigration related to COVID-19 and other travel restrictions, see the updates provided by Fragomen.

A new visa stamp will be required only in the following scenarios:

- Employees who are currently abroad and looking to enter the US for the first time in non-immigrant status
- Employees who received amendment or extension approvals, are now planning to travel abroad, and whose non-immigrant visas in their passports had already expired OR will be expiring before the planned return date to the US OR who had never traveled abroad since the initial non-immigrant approval.
- You do not have to apply for the non-immigrant visa at the US Embassy/Consulate abroad unless you wish to travel and re-enter the US.
- You cannot obtain a non-immigrant visa stamp inside the US.

Benefits
Leave
Professional Development
Working at UF
Employment Status
Compensation and Payroll
Policies and Guidelines

- Freedom of Information
- Employee Handbook
- Policies and Procedures

Immigration Compliance - Travel Information
Employee Rights

Immigration Compliance – Travel Information
COVID-19 and Travel Restrictions
For information about immigration related to COVID-19 and other travel restrictions, see the updates provided by Fragomen.
New Visa Stamp Requirements

- Employees currently abroad entering the US for the first time in non-immigrant status.
- Employees with amendment or extension approvals, planning to travel abroad, and whose non-immigrant visas in their passports have expired or will expire before the planned return date to the US, or have never traveled abroad since the initial non-immigrant approval.
- Applying for a non-immigrant visa at the US Embassy/Consulate abroad is not required unless you wish to travel and re-enter the US.
- Non-immigrant visa stamps cannot be obtained inside the US.

Process to Apply for Non-Immigrant Visa
Each US Consulate/Embassy has its own requirements for processing a non-immigrant visa application. Please visit the respective U.S. Consulate/Embassy's website for information and follow the instructions. All non-immigrant visa applicants need to complete the online application Form DS-160 at <https://ceac.state.gov/geniv/>.
Documents Required for Reentering the US

Phase III

Pre-flight & Review

Editorial Process

Subject matter experts from each unit will have the opportunity to review, revise and approve these new pages on the new site infrastructure

UNIT REVIEW & APPROVAL



UFHR units, subject matter experts & stakeholders will then have the opportunity to review and revise this new content for accuracy prior to launch.

FINALIZE & LAUNCH



Once all content has been updated and approved, UFHR Communications will then begin the process of preflighting and launching these sites in our new theme.

Website Improvement Group Responses

“You are doing amazing work. **I wish everyone had the chance to work in a place with such an involved human resources team.**”

“This was really helpful, hopefully, the feedback we gave will produce a better website that is more user-friendly.”

“It was interesting exercise and make me realize that it is hard to build a perfect list for the HR website.”

“I really enjoyed being part of this exercise. While giving my input, I learned a lot myself.”

“I am not sure what this final product will look like, but **the act of knowing you want to progress and to ask for input on the progression is great as an Institution**”

“I love that you all took the time to methodically gather input from the UF community and test the user journey changes throughout the process!

“I appreciate UFHR accepting our input as an employee here. That means a lot from an employee perspective, and implementing some of our feedback is a great feeling. Thank you!”

I am grateful for this opportunity, and glad that UF solicited feedback to make targeted improvements to our web interface.”

“Happy to participate and offer my feedback. Love any opportunity to make this great Gator Nation better! Thank you!”

Thank You



Welcome Email Campaign

Rick Bales




Human Resources


Employee Welcome Email Campaign

Providing new employees with crucial benefits, retirement & work-life
resources
for their first 90 days.

Employee Welcome Email Campaign

- This campaign provides new employees with crucial information over their **first 90 days**
 - Information is largely focused on benefits and retirement deadlines, but also includes myUFL information, New Employee Orientation, and other work-life programs
 - Campaign consists of **5 separate “drip” messages** scheduled based on the employee’s time of hire
 - Employees receive **customized resources** based on 12 broad benefits categories depending on their eligibility
- 

Benefits information tailored to employees

- **Staff (TEAMS)**
 - **Staff (OPS)**
 - **Faculty (Clinical)**
 - **Faculty (Non-Clinical)**
 - **Faculty (HSC)**
 - **Adjunct Faculty**
 - **College of Medicine**
 - **College of Dentistry**
 - **College of Veterinary Medicine**
 - **Post-Doctoral Associates**
 - **Graduate Assistants**
 - **USPS & Law Enforcement**
- 

Personalized resources by employee type

Personalized
Imagery

Chosen
Name

UF

Human Resources

An introduction to benefits for

College of Medicine Clinical Faculty

))))))))))))))

%%First Name%%, don't miss your chance to sign up for benefits!

We know this period can be hectic as you adjust to a new position. With this in mind, we want to remind you of the deadline to sign up for health care (60 days) and retirement benefits (90 days.)

FIRST DAY

START DATE

30 DAYS

YOU ARE HERE

45 DAYS

BENEFITS DEADLINE REMINDER

60 DAYS

BENEFITS DEADLINE

75 DAYS

RETIREMENT DEADLINE REMINDER

90 DAYS

RETIREMENT DEADLINE

Please keep in mind that if you miss the enrollment deadline, you will go without health care benefits until the next open enrollment period.

Explore Your Options

UF

Human Resources

An introduction to benefits for

College of Medicine Clinical Faculty

))))))))))))))

UF

Human Resources

An introduction to benefits for

UF Staff (TEAMS)

))))))))))))))

UF

Human Resources

An introduction to benefits for

Adjunct Faculty

))))))))))))))

UF

Human Resources

An introduction to benefits for

College of Dentistry

))))))))))))))

UF

Human Resources

An introduction to benefits for

Temporary Staff & Adjunct Faculty

))))))))))))))

UF

Human Resources

An introduction to benefits for

Graduate Assistants

))))))))))))))

UF

Human Resources

An introduction to benefits for

College of Veterinary Medicine

))))))))))))))

UF

Human Resources

An introduction to benefits for

Non-Clinical Faculty

))))))))))))))

UF

Human Resources

An introduction to benefits for

Post-Doctoral Associates

))))))))))))))

UF

Human Resources

An introduction to benefits for

UF Faculty

))))))))))))))

UF

Human Resources

An introduction to benefits for

Health Science Center (HSC) Faculty

))))))))))))))

UF

Human Resources

An introduction to benefits for

USPS & Law Enforcement

))))))))))))))

The right information, right away.

Employee Email



%%First Name%%, don't miss your chance to sign up for benefits!

We know this period can be hectic as you adjust to a new position. With this in mind, we want to remind you of the deadline to sign up for health care (60 days) and retirement benefits (90 days.)



Please keep in mind that if you miss the enrollment deadline, you will go without health care benefits until the next open enrollment period.

[Explore Your Options](#)

Eligible Benefits Page

Homepage • My Benefits • Explore My Options • My Eligibility • Faculty • College of Medicine Clinical Faculty

COLLEGE OF MEDICINE CLINICAL FACULTY

ELIGIBLE DEPENDENTS

OPEN ENROLLMENT

EXPLORE MY OPTIONS

My Eligibility

- USPS & Law Enforcement
- Post-Doctoral Associates
- Graduate Assistants
- Temporary Staff & Adjunct Faculty (OPS)
- College of Veterinary Medicine
- College of Dentistry
- College of Medicine
- Staff (TEAMS)
- Faculty
- Adjunct Faculty
- Non-Clinical Faculty
- Health Science Center (HSC) Faculty
- College of Medicine Clinical Faculty**

ENROLLMENT

The email header features a yellow background on the left with the 'UF Human Resources' logo and the text 'An introduction to benefits for College of Medicine Clinical Faculty'. On the right is a photo of a woman in a white lab coat with a 'JF' badge.

For additional information on benefits, contact UF College of Medicine at 352-273-9900 or HR@comfs.ufl.edu.

RETIREMENT

EMPLOYEES ARE AUTOMATICALLY ENROLLED IN THE FOLLOWING PLANS:


- **State University System Optional Retirement Program (ORP):** A defined contribution plan where the benefit depends on the amount of money contributed to employee's account and its growth over time.
- **Health Center 403(b) Plan:** A 403(b) plan allows eligible employees to save on a tax-deferred basis through salary deduction. Designated Clinical Faculty are automatically enrolled with Fidelity Investments.

ADDITIONAL PLANS YOU MAY ADD TO YOUR RETIREMENT:

- **Voluntary 457 Deferred Compensation Plan:** Retirement savings plan that allows employees to defer receiving a portion of earnings until retirement.
- **403(B) Plans:** Intended to supplement retirement income from a state plan or act as a stand-alone plan.
- **UF Tax-Deferred 403(B) Plan:** Contributions and earnings are allowed to grow tax-deferred until the money is taxed as income when withdrawn from the plan.

Drip Campaign Schedule:

Drip 1: First Day* Welcome & Resources




Welcome to the University of Florida

))))))))))

Welcome %%First Name%%,

We know you may be receiving a lot of new and exciting information about UF, so we'll keep this message short and sweet.



Explore your benefits options

1 While you have some time to explore your options and make decisions, please keep in mind that you have 60 days to choose your health benefits and 90 days to make decisions about your retirement plan.

[Discover](#)

Get acquainted with myUFL

myUFL is the university's portal to a variety of online services and enterprise-wide applications. Some prominent features include:


1. Update your contact information
2. View your paycheck
3. View and report time off
4. Access your W-2
5. Register for training

[Explore](#)

Get to know UF a little better with New Employee Orientation

As you find time in the days ahead, be sure to check

Drip 2: 30 Days Benefits & Retirement Info




An introduction to benefits for College of Medicine Clinical Faculty

))))))))))


%%First Name%%, don't miss your chance to sign up for benefits!

We know this period can be hectic as you adjust to a new position. With this in mind, we want to remind you of the deadline to sign up for health care (60 days) and retirement benefits (90 days.)



Please keep in mind that if you miss the enrollment deadline, you will go without health care benefits until the next open enrollment period.

[Explore Your Options](#)



Enroll in a retirement plan

You have 90 days from your hire date to enroll in a retirement plan. Visit the Benefits website to learn more about the different retirement plans offered by UF. If you need help choosing a retirement plan, please contact the Benefits team at benefits@ufl.edu.

[Discover](#)


Complete the New Employee Orientation

Want to learn more about our retirement plans? Not sure what resources are available to you as a UF employee? The New Employee Orientation (NEO) has you covered!

Part 1 (NEO100):
Must be completed within 30 days from hire. It covers UF's mission, parking and transportation options, paycheck information, employee benefits, retirement and more.

Part 2 (NEO200):
Must be completed within 90 days from hire. It covers UF policies and

Drip 3: 45 Days Benefits Reminder




Time is running out to select your benefits

))))))))))


%%First Name%%, don't miss your chance to select the benefits that best fit you and your family.

Remember, if you miss your 60 day enrollment deadline, you will not be able to enroll in health care benefits until the next Open Enrollment period.



Please review the below information and make your decision today.


[Explore Your Options](#)



Enroll in a retirement plan

You have 90 days from your hire date to enroll in a retirement plan. If you miss your deadline, you will be automatically enrolled in the Florida Retirement System Investment Plan. Visit the Benefits website to learn more about the different retirement plans offered by UF. Need assistance? Contact the Benefits team at benefits@ufl.edu.

[Discover](#)




Need some help?

If you need assistance making your selection, or would like to talk to a specialist, contact the Benefits team at benefits@ufl.edu.

Follow UF At Work

[Facebook](#) [Twitter](#) [Instagram](#)

Drip 4: 75 Days Retirement Reminder




Last chance to select your retirement plan

))))))))))

%%First Name%%, time is running out!


You have until 90 days from hire to enroll in a retirement plan.

If you do not select your plan by this deadline, you will be automatically enrolled in the Florida Retirement System Investment Plan.



We encourage you to review the retirement options available to you and make your selection prior to the deadline. If you need assistance making your selection, or would like to talk to a specialist, contact the Benefits team at benefits@ufl.edu.

[Make Your Selection](#)




Need some help?

If you need assistance making your selection, or would like to talk to a specialist, contact the Benefits team at benefits@ufl.edu.

Follow UF At Work

[Facebook](#) [Twitter](#) [Instagram](#)

Drip 5: 90 Days Worklife Resources




Worklife resources for you and your family

))))))))))

A whole-person approach to your well-being


At the University of Florida, we place a high value on the health and well-being of our faculty and staff as well as their families. We invite you to explore our Worklife website to discover resources designed to support and sustain you at work and beyond.

[Get Started](#)




Get Support

)))))))))) for personal, workplace and family matters including more challenging times - [Learn More](#)




Get Healthy

)))))))))) with fitness, nutrition, mental health and other resources to enhance well-being - [Learn More](#)




Get Connected

)))))))))) through networking, volunteering and affinity group opportunities - [Learn More](#)




Get Inspired

)))))))))) by personal and professional development, hobby and leisure offerings - [Learn More](#)



Get Perks

)))))))))) like discounts, freebies and educational opportunities - [Learn More](#)





Get Out There

)))))))))) with travel discounts, outdoor tips and sights to check out in our area - [Learn More](#)

Drip 1: First Day

Welcome & Featured Resources

 **Human Resources**





Welcome to the University of Florida

))))))))))

Welcome %%First Name%%,

We know you may be receiving a lot of new and exciting information about UF, so we'll keep this message short and sweet.

**The New Gator**
CHECKLIST


**1**

Explore your benefits options

While you have some time to explore your options and make decisions, please keep in mind that you have **60 days to choose your health benefits** and **90 days to make decisions about your retirement plan**.


For more information, consider enrolling in our [New Employee Orientation for Benefits](#)

Discover

**2**

Get acquainted with myUFL

[myUFL](#) is the university's portal to a variety of online services and enterprise-wide applications. Some


**1**

Explore your benefits options

While you have some time to explore your options and make decisions, please keep in mind that you have **60 days to choose your health benefits** and **90 days to make decisions about your retirement plan**.

For more information, consider enrolling in our [New Employee Orientation for Benefits](#)

Discover


**2**

Get acquainted with myUFL

[myUFL](#) is the university's portal to a variety of online services and enterprise-wide applications. Some prominent features include:

1. Update your contact information
2. View your paycheck
3. View and report time off
4. Access your W-2
5. Register for training


Explore

**3**

Get to know UF a little better with New Employee Orientation

As you find time in the days ahead, be sure to check out our online orientations, which provide more info about the many benefits of being a UF employee.

Register Today

**4**

Bookmark this website

Our [UF Welcome Center](#) provides you with a comprehensive guide you can begin to explore now when you have the time and return to again in the weeks to come.

Learn More

**5**

Discover UF Wellness programs


UF Wellness empowers UF faculty and staff to adopt healthy behaviors through education, programming and support. Browse our extensive list of [programs](#), [events](#) and [toolkits](#) available to you.

As a new employee, you're entitled to a **60 day free trial** at [UF RecSports](#)


Explore

Drip 2: 30 Days

Benefits & Retirement Information




Human Resources



An introduction to benefits for
**College of Medicine
Clinical Faculty**
))))))))))


%%First Name%%, don't miss your chance to sign up for benefits!

We know this period can be hectic as you adjust to a new position. With this in mind, we want to remind you of the deadline to sign up for health care (60 days) and retirement benefits (90 days.)



Please keep in mind that if you miss the enrollment deadline, you will go without health care benefits until the next open enrollment period.

Explore Your Options



Enroll in a retirement plan

You have **90 days** from your hire date to enroll in a retirement plan. Visit the Benefits [website](#) to learn more about the different retirement plans offered by UF. If you need help choosing a retirement plan, please contact the Benefits team at benefits@ufl.edu.

Discover

%%First Name%%, don't miss your chance to sign up for benefits!

We know this period can be hectic as you adjust to a new position. With this in mind, we want to remind you of the deadline to sign up for health care (60 days) and retirement benefits (90 days.)



Please keep in mind that if you miss the enrollment deadline, you will go without health care benefits until the next open enrollment period.

Explore Your Options




Enroll in a retirement plan

You have **90 days** from your hire date to enroll in a retirement plan. Visit the Benefits [website](#) to learn more about the different retirement plans offered by UF. If you need help choosing a retirement plan, please contact the Benefits team at benefits@ufl.edu.

Discover

Drip 3: 45 Days

Benefits Reminder



Time is running out to select your benefits

))))))))))))))

%%First Name%%, don't miss your chance to select the benefits that best fit you and your family.

Remember, if you miss your **60 day** enrollment deadline, you will not be able to enroll in health care benefits until the next Open Enrollment period.

FIRST DAY

30 DAYS

45 DAYS

60 DAYS

75 DAYS

90 DAYS

START DATE

GENERAL INFORMATION

YOU ARE HERE


BENEFITS DEADLINE

RETIREMENT DEADLINE REMINDER

RETIREMENT DEADLINE

Please review the below information and make your decision today.

Explore Your Options



Enroll in a retirement plan

You have **90 days** from your hire date to enroll in a retirement plan. If you miss your deadline, you will be automatically enrolled in the [Florida Retirement System Investment Plan](#). Visit the [Benefits website](#) to learn more about the different retirement plans offered by UF. Need assistance? Contact the Benefits team at benefits@ufl.edu.

Discover

%%First Name%%, don't miss your chance to select the benefits that best fit you and your family.

Remember, if you miss your **60 day** enrollment deadline, you will not be able to enroll in health care benefits until the next Open Enrollment period.

FIRST DAY

30 DAYS

45 DAYS

60 DAYS

75 DAYS

90 DAYS

START DATE

GENERAL INFORMATION

YOU ARE HERE


BENEFITS DEADLINE

RETIREMENT DEADLINE REMINDER

RETIREMENT DEADLINE

Please review the below information and make your decision today.


Explore Your Options



Enroll in a retirement plan

You have **90 days** from your hire date to enroll in a retirement plan. If you miss your deadline, you will be automatically enrolled in the [Florida Retirement System Investment Plan](#). Visit the [Benefits website](#) to learn more about the different retirement plans offered by UF. Need assistance? Contact the Benefits team at benefits@ufl.edu.

Discover

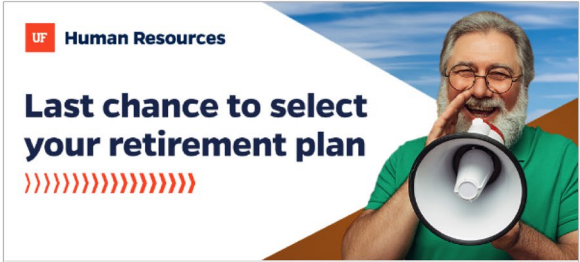


Need some help?

If you need assistance making your selection, or would like to talk to a specialist, contact the Benefits team at benefits@ufl.edu.

Drip 4: 75 Days

Retirement Reminder



%%First Name%%, time is running out!

You have until 90 days from hire to enroll in a retirement plan.

If you do not select your plan by this deadline, you will be automatically enrolled in the [Florida Retirement System Investment Plan](#).



We encourage you to review the [retirement options](#) available to you and make your selection prior to the deadline. If you need assistance making your selection, or would like to talk to a specialist, contact the Benefits team at benefits@ufl.edu.

Make Your Selection



Need some help?

If you need assistance making your selection, or would like to talk to a specialist, contact the Benefits team at benefits@ufl.edu.

Follow UF At Work

%%First Name%%, time is running out!

You have until 90 days from hire to enroll in a retirement plan.

If you do not select your plan by this deadline, you will be automatically enrolled in the [Florida Retirement System Investment Plan](#).



We encourage you to review the [retirement options](#) available to you and make your selection prior to the deadline. If you need assistance making your selection, or would like to talk to a specialist, contact the Benefits team at benefits@ufl.edu.

Make Your Selection




Need some help?

If you need assistance making your selection, or would like to talk to a specialist, contact the Benefits team at benefits@ufl.edu.


Drip 5: 90 Days

Worklife resources



Worklife resources for you and your family


))))))))))




A whole-person approach to your well-being

At the University of Florida, we place a high value on the health and well-being of our faculty and staff as well as their families. We invite you to explore our Worklife website to discover resources designed to support and sustain you at work and beyond.


Get Started




Get Support
))))))))))
for personal, workplace and family matters including more challenging times - [Learn More](#)




Get Healthy
))))))))))
with fitness, nutrition, mental health and other resources to enhance well-being - [Learn More](#)



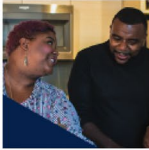
Get Connected
))))))))))
through networking, volunteering and affinity group opportunities - [Learn More](#)




Get Inspired
))))))))))




Get Support
))))))))))
for personal, workplace and family matters including more challenging times - [Learn More](#)




Get Healthy
))))))))))
with fitness, nutrition, mental health and other resources to enhance well-being - [Learn More](#)




Get Connected
))))))))))
through networking, volunteering and affinity group opportunities - [Learn More](#)



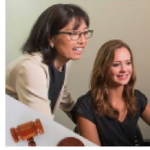
Get Inspired
))))))))))
by personal and professional development, hobby and leisure offerings - [Learn More](#)




Get Perks
))))))))))
like discounts, freebies and educational opportunities - [Learn More](#)




Get Out There
))))))))))
with travel discounts, outdoor tips and sights to check out in our area - [Learn More](#)



Get Prepared
))))))))))
for moving, legal matters, retirement, financial planning, home buying and more - [Learn More](#)



Get Access
))))))))))
to university resources, museums, galleries, performances, events and more - [Learn More](#)



Get Informed
))))))))))
with free subscriptions, library resources, podcasts and other UF media - [Learn More](#)

We want to hear from you!

Be on the look out for our employee
communications survey.



Training & Organizational Development



GET811 Supporting Students in Distress

The required course “**At-Risk for Faculty & Staff Kognito Training**” (KOG100 or Kognito) is being replaced. The UF Counseling and Wellness Center partnered with Training & Organizational Development to develop **GET811 Supporting Student in Distress** is based on the most common scenarios the CWC experiences with UF students. This course is ~ 50% shorter than the previous version. KOG100 was replaced by GET811 on February 28, 2024. Any employee starting on or after February 28th will be assigned GET811.

Important Note: Current employees who have already taken the KOG100 training are NOT required to take the new course.

Please share this information and be sure to update your onboarding documents.

Questions? Contact Gwynn Cadwallader, Associate Director of Training, gcadwallader@ufl.edu.



GBAS Spring Institute 2024

- **What:** GBAS Spring Institute
- **When:** April 9, 2024
- **Where:** Emerson Alumni Hall or Virtual via Zoom

Come join us for an exciting GBAS Institute, *Transforming Our Tomorrow*. It will feature a special guest speaker and great concurrent session topics!

Registration Opens March 8th

Stay tuned to the GBAS List-Serv email
for details and information on how to register

Questions? Contact Shannon Powell, GBAS Training Lead

Shannon.Powell@ufl.edu





Compliance & Ethics

Loren Israel



UFCE Learn over Lunch

Family Medical Leave Act (FMLA) Compliance at the University of Florida (UF) – with Jessica McLane

- Join the UFCE Learn over Lunch bunch from noon to 1:00 pm on Tuesday, April 2, to discuss **FMLA Compliance** at UF (as well as Paid Family Leave available to UF employees). Whether you are a new manager learning the ins and outs of the UF's FMLA and Paid Family Leave processes, an experienced HR liaison who wants a quick refresher, or a UF employee interested in how our internal processes work, this webinar is for you!
- Click [here](#) to register for this zoom webinar.

You can find previous recorded sessions on multiple topics on our webpage:

<https://compliance.ufl.edu/integrity-toolbox/learn-over-lunch/>

Questions?

Contact: Loren Israel | Assistant Director, Compliance and Ethics

Email: loren.Israel@ufl.edu





Strategic Initiatives

Amber Wuertz

An aerial photograph of a pit stop during a race. A blue and white Formula 1 car is positioned in the center. Several crew members in red jumpsuits and helmets are working around the car, changing tires. The scene is set on a racetrack with yellow boundary lines.


UF

Human Resources


UFHR's Empowering UF Campaign

Showcase your interest in joining the Empowering UF project for HR by submitting your resume for consideration for various opportunities.

Details:

- These positions are slated to be full time beginning in Jan/March 2025.
 - Throughout July to December of this year, there will be occasions when the project team will gather for discussions and planning sessions.
 - The Human Capital Management (HCM) team will be made up of functional leads and functional support roles in the following areas:
 - Benefits
 - Absence Management & Time Tracking
 - CORE HR
 - Classification & Compensation
 - Recruitment
 - Performance Management
 - Academic HR
- 

Who are we looking for?

- Individuals with a background and expertise in Human Resources.
 - Individuals with a strong commitment to advancing the goals and objectives of the project, along with the ability to collaborate effectively within teams and adapt to evolving project requirements.
 - Key competencies include:
 - **Organized** - ability to efficiently manage tasks, resources, and information.
 - **Strategic Decision Making** – ability to make informed decisions based on data, insights, and strategic priorities, while considering potential risks, trade-offs, and long-term implications.
 - **Analytical Skills** - ability to analyze internal and external factors that impact an organization's performance and future direction.
 - **Plan Development** – ability to draft, refine, and communicate plans, as well as translate priorities into actionable and operational plans.
 - **Effective Communication**- ability to engage with stakeholders, including executives, managers, employees, customers, and external partners, to gather input, build consensus, and foster commitment.
- 

Timeline

March

Open Campaign

March - June

Ongoing Review & Discussions with Qualified Individuals

July

Individuals Selected & Named as Project Team Members

Show your Interest Today!



Direct Link:

<http://explore.jobs.ufl.edu/cw/en-us/job/530427?|ApplicationSubSourceID=>

Questions

Email: HRInitiatives@hr.ufl.edu



Important Dates

March 8 • New Employee Benefits Orientation (via Zoom)

March 22 • New Employee Benefits Orientation (via Zoom)

March 26 • New Employee Benefits Orientation (in-person)

March 28 • Benefits Lunch & Learn

April 2 • UF Compliance and Ethics – Learn over Lunch

April 3 • Next HR Forum

April 9 • GBAS Spring Institute



Human Resources