



UFHR Forum

April 3, 2024

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



Agenda

Vice President's Office

- [Bob Parks](#)

Employment Operations & Records

- [Johannes Traster](#)

Benefits & Leave

- [Jessica McLane](#)

Employee Education Program

- [Verlissa Ford](#)

Summer Camps & Youth Compliance

- [Sophia Andrews](#)

Talent Acquisition & Onboarding

- [John Sun](#)

Training & Organizational Development

- [Gwynn Cadwallader](#) | [Bob Parks](#)

Important Dates



Human Resources



Vice President's Office

Bob Parks



Human Resources

UF Engaged: Upcoming changes

- UFHR embarked on a review process to gather feedback that would further reinforce the UF Engaged system. As part of this initiative, focus groups were created with staff representing various university areas, and individual interviews were conducted with managers and employees.
- In addition, and in collaboration with the President's Office, an open-response survey was conducted by the UF Faculty Senate to gather additional feedback from faculty members and received approximately 300 responses.
- Based on feedback received, UF Engaged will change to a semi-annual process starting fall 2024.

No new UF Engaged check-ins will be created starting Monday, April 29.

What is not changing

- Probationary check-ins, both at three and six months, will continue based on the employee's hire date and may be extended as needed beyond the additional six-month period with additional quarterly check-ins issued until the probationary period is satisfactorily completed or the employee separates.
- Special Performance Improvement Plans (SPIP) will continue to be an option as an off-cycle review when someone is off track in terms of performance.
- UF Engaged check-ins issued prior to April 29 may be completed by their respective due date.

UFHR is here to help

- UF Engaged check-ins play a crucial role in employee performance and retention. This is an opportunity for supervisors to provide feedback on work performance, discuss professional development and support career growth.
- As we roll out the UF Engaged system changes, UFHR will create tools and trainings to support managers, employees and HR liaisons.



Questions?





Employment Operations & Records

Johannes Traster



UF

Human Resources

Form I-9 | E-Verify | GatorStart Webpage

New Webpage

- Previous webpages for reverification, distance hire process, and foreign national I-9 completion instructions have been revised and migrated over to new webpage
- Includes updated instructions as well as new resources for Form I-9, E-Verify, and GatorStart
 - Reverification portal is now located here
 - Information on remote hire process
 - Virtual I-9 inspection vs authorized representative procedure
 - Specific UF information and instructions on E-Verify and GatorStart
 - General E-Verify and USCIS resources remain (employer handbook, E-Verify posters, etc.)
- Webpage can be located under Administrators > Hiring > Form I-9, E-Verify, and GatorStart
 - <https://admin.hr.ufl.edu/hiring/formi9-everify-gatorstart/>

Short Work Break Reminders!

Upcoming Action Items

- Short work break file load will take place on **April 18, 2024**
- Action needed by departments
 - Verify all 9- and 10-month employees (faculty, graduate assistants, and TEAMS) who will not return after Spring 2024 are terminated in myUFL
 - If necessary, enter end-of-semester terminations **PRIOR to April 16, 2024**
 - Leap year termination effective dates
 - 9-month employees: 5/15/24
 - 10-month employees: 5/31/24



Short Work Break Reminders!

Navigation & Resources

- To review employees on short work break after April 18th
 - Main Menu > Enterprise Analytics > Access Enterprise Analytics > Team Content > Human Resources Information > Workforce Information > Short Work Break – Return From Break Report
- The return from short work break rows will load the week of July 8th
- Instruction Guide
 - <http://admin.hr.ufl.edu/wp-content/uploads/sites/39/2024/03/Shortworkbreak-2024.pdf>



Faculty & GA Summer Appointment Reminders!

Summer Job File

- Summer appointments for 9-month faculty and graduate assistants may be processed via the summer job file
 - Summer appointments may also be entered as a Hire ePAF
- File opens **April 19, 2024**
- File closes **May 10, 2024**
- Summer appointments will load in Job Data the afternoon of **May 14, 2024**

Faculty & GA Summer Appointment Reminders!

Summer Job File

- The file will be available via myUFL system
 - Main Menu > Human Resources > Workforce Administration > Job Information > UF Summer Job Review
- Instruction Guide
 - <http://admin.hr.ufl.edu/wp-content/uploads/sites/39/2024/03/summerjobreview-2024.pdf>
- Departments will be contacted by EOR if there are employees who do not load and may need additional action on your part
 - Doublecheck those GA stipend amounts to ensure compliance with the GAU CBA minimum stipend amounts based on FTE

Summer Appointments – Keep in Mind!

Summer Job File

- Updating Job Data

- Example: Supervisor ID updates

- Transferring records

- Should not transfer while on short work break; if needed, department will need to contact our office to return them earlier than August (ex: converting 9-month to 12-month)

- Terminating records

- Must avoid impacting an employee's benefits if they are returning in the fall



GAU MOU Update: Summer 2024 Appointments

Last year, the bargaining team became aware of several hurdles involving 9-month Graduate Assistants seeking summer appointments in different units and/or departments.

The two most relevant challenges presented were:

1. Certain GAs were required to register for credits solely due to having a GA appointment for the summer despite neither wanting to register nor needing to be registered in summer to meet academic expectations of their programs.
2. Units that did not employ the GAs during the academic year but wanted to appoint them for the summer term were able to afford the stipend for the summer appointment but not the tuition waiver.

A pathway to address these **two very specific scenarios** has recently been agreed upon between UF and GAU.




GAU MOU Update: Summer 2024 Appointments

An example for which this Memorandum of Understanding (MOU) could be employed is as follows:

9-month GA in the Chemistry department has an opportunity to work in the Whitney Lab for the summer and was not planning on taking summer courses. Under this agreement, the Chemistry GA could be appointed to the Whitney Lab for the summer term and could refrain from registering for classes and neither the Whitney Lab nor the Chemistry department would be responsible for a tuition waiver.

Please be advised that this MOU **is not intended to, nor shall it be used** to accomplish any of the following:

- Allow a GA who would otherwise need to register for courses as part of their academic plan to refrain from doing so.
 - Allow a department or unit to change a previously issued and signed appointment letter without a mutually signed addendum.
 - Allow a department or unit to convert a 12-month GA to a 9-month GA to "save" the summer tuition waiver.
 - Allow a summer appointment without issuing a tuition waiver for a 9-month GA in the same department or unit and/or doing the same work that the GA does during the adjacent academic year.
- 

GAU MOU Update: Summer 2024 Appointments

If you think that you have a situation that could benefit from this agreement or if you have a general question about how it could apply, please email grad-success@ufl.edu. Judy Traveis will need to ensure that the appointment that you propose meets the criteria of the MOU.

Finally, if you have already extended an appointment that has been accepted, but you feel both you and the Graduate Assistant may be served by this agreement, please also reach out to grad-success@ufl.edu and provide the details of the situation.





Benefits & Leave

Jessica McLane

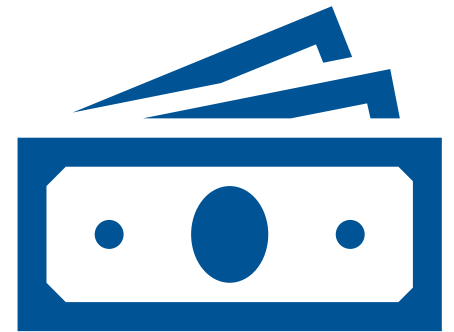
UF

Human Resources

FY Comp Leave Cashouts

Begin looking at Overtime and Special Compensatory leave balances

- Accrued comp leave can be taken in place of other leave types, except Paid Family Leave (PFL)
- Review accruals anytime
 - Enterprise Reporting > Access Reporting > Human Resources Information > Benefit Information > Leave > Leave Accruals, Usage, and Balances By Pay Period, Department - COMP ONLY
- Employees can enter comp time through 5/23/2024
- Comp cash-out expected in June



Use USPS Personal Holiday and December Personal Leave Days before FY end

- USPS used in full day increments
- DPL used in less than full-day increments

More information to come in April and May

Open Enrollment

Open Enrollment (OE) will run from **Monday, October 14 – Friday, November 1, 2024.**


- Elections must be made by 6:00pm on November 1st
- Elections during OE are effective 1/1/2025

The Benefits and Wellness Fair will be held **Friday, October 11, 2024.**

- Location: Champions Club
- Hours: 9:00am – 2pm



Important Dates

- April Lunch and Learn on April 25th on Entering DROP and DROP Extensions
 - New employee Orientation available every other Friday via Zoom – no registration required
 - New employee in-person on Tuesday, April 23rd – invites being sent to new employees.
- 

A young woman with dark hair and glasses is sitting at a wooden desk, reading an open book. She is wearing a brown sweater. The desk is cluttered with books, a laptop, and colorful sticky notes. In the background, there is a white bookshelf filled with books and a small potted plant. The overall scene is a study or library environment.

Employee Education Program

Verlissa Ford

UF

Human Resources

Employee Education Program (EEP)

Provides a professional and personal development opportunity that enables fulltime (1.0 FTE) UF staff and faculty, who have been employed at least (6) months, to receive:

- Tuition assistance up to (6) eligible credits per semester term.
- Florida public university (or college, if TEAMS) closest to their work location.
- Must be admitted as degree or non-degree seeking student to EEP-eligible institution.

Join us tomorrow at 230PM for our [Summer Semester info session](#)

Accepting Summer Applications Now! **Application & Director Approval Deadlines**

UF EEP Summer A/C Semester – 5PM, April 30

UF EEP *Summer B Semester – 5PM, June 17

*Summer B requires **separate EEP application**, registration period, approval deadlines

Questions? [EEP](#) website or Contact - eep@admin.ufl.edu or 352-273-0149

Review Course

HR Certification Enrolling now for Summer 2024 at SF College

MAN4953

SF College 3-credit hour course review of the SHRM Body of Applied Skills and Knowledge ([BASK](#)). Prepares students for the SHRM-CP exam. 100% online or hybrid evening classes.

Who Qualifies for this course?

Graduates with Bachelors degree or higher

- HR discipline or at least 9 HR focused credits taken

Current Degree Seekers Bachelors or higher

- At least 9 HR focused credits taken

Graduates with Associates degree

- At least 3 years of HR experience

Questions about this criteria or HR work experience equivalency reviews

SF Business Program Advisor: Liz Jusino liz.jusino@sfcollge.edu 352-395-5136

Learn more about SHRM-CP and SHRM-SCP HR Certifications here:

<https://www.shrm.org/credentials/certification/shrm-cp>

SHRM Review Course Costs

Course Tuition is EEP eligible!

SF student rates apply to review course, exam and SHRM membership

SHRM Review Program Cost	SF Student Cost	Savings
Instructor-led \$1595-\$1855	Tuition \$379 + Course Materials \$757 Est. Total = \$1136 *EEP-eligible SF Students Tuition \$15 - \$45 + Course Materials \$757 Est. Total = \$772 - \$802 12-week course SHRM Digital LMS and Books 18mo. Online Access Materials & Practice Exams	SF Students \$459-\$719 *EEP-eligible SF Students \$793-\$1083
*SHRM Certification Exam \$410-\$510	\$149 (student rate) must meet criteria	\$261-\$361
*SHRM Membership \$264	\$49 (student rate)	\$215

*SHRM Certification Exam + Membership Optional

*EEP does not cover course materials, books, certification exam or membership costs

Questions about EEP? Contact EEP Coordinator Verlissa Ford (v.ford@ufl.edu)

Enrolling at Santa Fe College

MAN4953 - HR Certification Review Course

Apply (re-apply/re-admit) to SF and send official transcripts to the SF registrar.

Former SF College Graduates (no other colleges or universities)

Apply to re-admit **credit seeking** student

Non-SF Graduates

Apply as a **transfer** student

Current SFC Students

General enrollment and registration questions

SF Business Programs Advisor Liz Jusino liz.jusino@sfcollge.edu 352-395-5136

Course Registration & Next Steps

Notify advisor **after** SF enrollment completion

Email: Liz Jusino liz.jusino@sfcollge.edu

Subject Line: Summer 2024 MAN4953 HR Certification Review Course (include your name)

MAN4953 Course Deadlines

Course Registration: April 5 - May 10

Extended EEP application (director approval) deadline: May 10

Fees Due: May 13

Course Dates: May 28 – August 6

Contacts

Course Instructors

David Fox david.fox1@sfcollge.edu

Jennifer Adjetey Jennifer.adjetey@sfcollge.edu

SFC Business Program Advisor

Registration, Enrollment & Qualification Criteria

Liz Jusino liz.jusino@sfcollge.edu 352-395-5136

Employee Education Program (EEP) Coordinator

Verlissa Ford v.ford@ufl.edu





Youth Compliance & Summer Camps

Sophia Andrews

The logo for the University of Florida, consisting of the letters 'UF' in white on an orange square background.

UF

Human Resources



APRIL

National

CHILD ABUSE

PREVENTION MONTH

National Child Abuse Prevention Month

Refer to Youth Compliance &
Child Abuse Reporting Policy for
reporting requirements:

- Primary: DCF
- Secondary: Compliance
and Ethics

Summer Camps



[Summer Camp Checklist](#)

Itemized list of requirements must be met prior to hosting camps

[Contact Form](#)

Submit all questions through the contact forms

[Book a Consultation](#)

- Focus on desired topic, guidance, or program planning
- Zoom, one-on-one or within a group

Checklist

Youth Activity Checklist

Itemized procedure guide for youth activities

- ✓ Campus Tour or Field Trip (UF Supervision)
- ✓ Campus Tour or Field Trip (non-UF Supervision)
- ✓ Community Outreach Engagement
- ✓ General Activity Involving Minors
- ✓ General Registered Student Organization Activities
- ✓ Minors in Laboratories (UF Supervision)
- ✓ Minors in Laboratories (non-UF Supervision)
- ✓ Summer Camp
- ✓ Third Party Activity on UF Property
- ✓ University Sponsored Student Organization Activities



A row of approximately ten white aprons hanging on a wall. Each apron is heavily splattered with various colors of paint, including red, blue, green, yellow, and purple. The aprons are hanging from hooks, and the background wall is a mottled grey-blue color. The overall scene suggests a creative or artistic environment.

Talent Acquisition & Onboarding

John Sun

UF

Human Resources

Summer Camp Background Screening

John Sun, Associate Director for TA&O




Screening Requirements

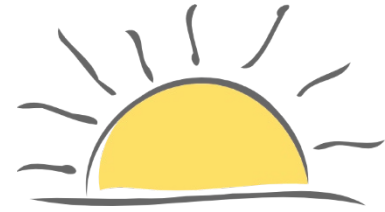


- Camp personnel must undergo Level 2 – DCF for Summer Youth Camps/Activities
 - Fingerprinting is required
 - Results are vetted by the Florida Department of Children and Families (DCF)
- Screening may be initiated 60 days prior to the summer camp/activity
 - Usually, it takes 7 to 10 business days from the submission of fingerprints for DCF to return results. However, during the summer period, DCF may take longer in returning results due to increased volume.
- Retain a copy of the following forms completed by the camp personnel in a secured storage location
 - Affidavit of Good Moral Character completed by the camp personnel
 - This form must be notarized
 - Clearinghouse Applicant Request Form
 - Privacy Policy Acknowledgment

Screening Requirements

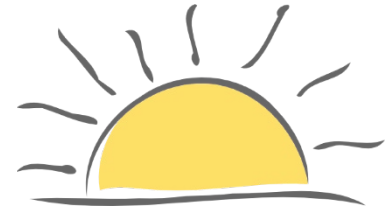
- Summer Camp personnel must be re-screened annually, unless they continually work in a profession caring for vulnerable populations and are not unemployed for more than a 90-day period, and the Level 2 screening was completed within the last 5 years.
 - A summer camp personnel should not begin until the camp personnel has been cleared by the Florida Department of Children and Families.
 - Screening is still required if the camp personnel is a minor.
 - A copy of the “Background Screening Consent Form for Minors” must be completed by the minor and the minor’s parent or legal guardian.
- 

How to Initiate Screening?



- Hiring department must submit [Background Screening Request Form For Youth Camps and Activities](#) (web form) to Talent Acquisition and Onboarding.
- A complete copy of [Clearance Privacy Policy Acknowledgement form](#) and [Care Provider Background Screening Clearinghouse Form](#) must be submitted to Talent Acquisition and Onboarding via either:
 - Fax – (352) 846-3058, or
 - DropBox - Please place documents in a DropBox folder and then email to HRBackgrounds@admin.ufl.edu
 - Depending on the setting of your folder, you may be asked to authorize access to your folder.
 - Please visit “[How to Share A File](#)” on UF Dropbbox FAQs page for additional instructions on sharing DropBox folders.

How to Initiate Screening?




- If camp personnel is a minor (under age of 18), hiring departments must obtain and retain a signed copy of the “[Background Screening Consent Form for Minors](#)” from the minor and the minor’s parent or legal guardian
- Talent Acquisition and Onboarding will confirm whether fingerprinting is needed or not. So please don’t schedule an appointment until you receive an email from TA&O to do so.
- Submit your request minimally two weeks prior to camp personnel commences.
 - Requests with a lead time less than two weeks will be processed promptly along with other requests but results may not return prior to the camp personnel’s start date.

Screening Result

- Final report will return within 7-10 business days after fingerprinting
 - May take longer if Florida Department of Children and Families is experiencing high volume of requests.
- TA&O will email the result of clear or not clear to you.
- TA&O will forward a copy of the following to you via DropBox, and they must be retained with the Affidavit of Good Moral Character securely in preparation of an audit from the Department of Children and Families (DCF)
 - Clearinghouse Report from AHCA/DCF
 - Public Rap Sheet



Screening For This Summer

- TA&O is currently experiencing staffing gaps that may cause some delays.
 - Limited appointments will be made available on UF online fingerprinting calendar.
 - During this period, TA&O will be utilizing FieldPrint Florida to provide additional support with fingerprint collection.
 - As with past years, TA&O will consider the option of group sessions and expanding the calendar based on available staffing resources.
- 



Where do employees go?

Gainesville Area

UF Human Resources Building
903 W. University Ave

Outside of Gainesville Area/Florida

FieldPrint Florida (3rd Party Provider)

Need Assistance?

Background Screening

Talent Acquisition and Onboarding

talent@hr.ufl.edu

352.392.2477



PageUp

Dashboard Interface Update



Summary

- Create consistent look and feel across their platform
- Increase the flow and the readability of dashboard
- No changes to system functionalities
- Goes into effect April 3

Dashboard

Current Jobs



0 Draft	Course Product Manager	Job No.: 510987	Denise Cranston	Positions: 0	Vacancies: 0
0 Draft	Course Product Manager	Job No.: 518356	Denise Cranston	Positions: 0	Vacancies: 0
0 Draft	Test Flexible Forms Job Requisition	Job No.: 514298	George Daniels	Positions: 0	Vacancies: 0
0 Draft	Test Flexible Forms Job Requisition	Job No.: 536098	George Daniels	Positions: 0	Vacancies: 0
0 Pending	Account Manager	Job No.: 512422	Stuart Line	Positions: 3	Vacancies: 3
0 Pending	Account Manager - HR Services	Job No.: 514081	Robyn Hill	Positions: 0	Vacancies: 0
0 Pending	Account Manager - HR Services	Job No.: 514082	Robyn Hill	Positions: 0	Vacancies: 0
0 Pending	Account Manager - HR Services	Job No.: 514083	Robyn Hill	Positions: 0	Vacancies: 0
0 Pending	Account Manager - HR Services	Job No.: 514080	Robyn Hill	Positions: 1	Vacancies: 1
3 2 new	Administrator - Head Office	Job No.: 512850	Pauline M.C.	Positions: 4	Vacancies: 4

Manager Activities

5 Jobs with applicants for review

Tasks

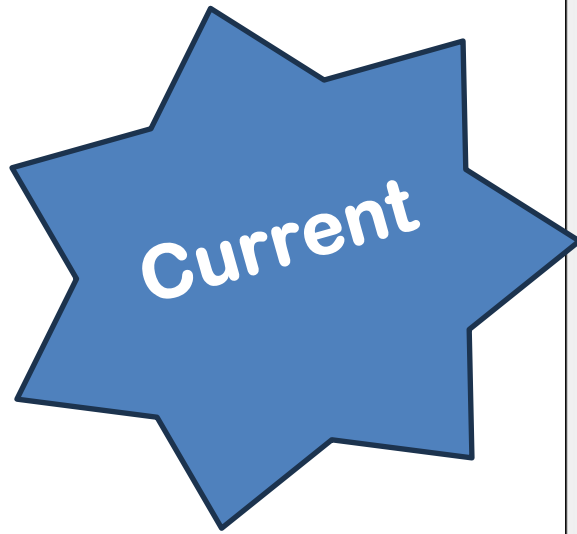
Assigned tasks Add

- Create longlist for VP Security Manager role
Due in 3 weeks - GR
- Finalise longlist for VP Security Manager role
Due in 3 weeks - GR
- Finalise longlist for VP Security role
Due in 3 weeks - GR
- Send Prospecting Email
Due 11 Apr 2024 - DS
- Phone screen applicants
Due 23 May 2024 - KS

Activities performed

	M	T	W	T	F	S	S	Total
New application	0	1	0	0	0	0	0	1
Online test 1	0	1	0	0	0	0	0	1

Benchmarking funnel



Dashboard

Workbench



Current Jobs

13 Total (with checkmark icon)

3 All Notifications (with bell icon)

3 Approved (with green dot icon)

1 Hiring Manager (with purple dot icon)

1 Offer (with blue dot icon)

8 On hold (with red dot icon)

- Graphic Designer** 1 Employment variation request

Approved Job No.: 853171 PageUp Administrator Positions: 2 Vacancies: 2
- Headhunter** 1

Approved Job No.: 853171 PageUp Administrator Positions: 2 Vacancies: 2
- Software Architect** 1

Approved Job No.: 853171 PageUp Administrator Positions: 2 Vacancies: 2
- Customer Success Manager** 1

Job No.: 853171 PageUp Administrator Positions: 2 Vacancies: 2

44 Hiring Manag... 24 applications in Key Selection Criteria Not Met-No comms for more than 1 week >

1 application in Interview for more than 2 weeks >

3 applications in Maybe for more than 2 weeks >

1 application in Shortlist for more than 1 week >
- Employee Satisfaction Engineer** 1

Job No.: 853171 PageUp Administrator Positions: 2 Vacancies: 2

31 On hold 8 new applications >

3 application in Interview for more than 2 weeks >

8 applications in Maybe for more than 2 weeks >
- Public Relations Specialist** 1 Employment variation request

On hold Job No.: 853171 PageUp Administrator Positions: 2 Vacancies: 2
- Frontend Developer** 1

Primary teams & users

	Jobs	Pos.	Vac.
Unallocated			
Your Team	387	7444	7443
1 New User	1	1	1
1, Cony	1	1	1
1, Cony	1	1	1
100, tim	1	1	1
100, tim	1	1	1
100, tim	1	1	1

Manager activities

- 90 Jobs with applicants for review
- 93 New starters
- 45 New starter tasks

Tasks

- Assigned task ▼ Add new
- Prepare and post job ads online • OB
 - Sourcing candidates • OB
 - 1 **Prepare job offers** 1 • JR
Due 30 Apr 2020



Training & Organizational Development

Gwynn Cadwallader | Bob Parks





Human Resources

Training & Organizational Development

Summer Training Calendar

New classes available starting


April 1, 2024



Leadership Program Applications

“Leadership and learning are indispensable to each other.”
—John F. Kennedy

Now through May 6

- We are accepting applications for
 - UF Academy
 - Advanced Leadership for Academics and Professionals (ALAP)
 - Managers Cohort
- 

Leadership Program Applications

- UF Academy
 - Entering its 21st year
 - Designed for faculty and professional staff who are “emerging leaders”



Leadership Program Applications

- Advanced Leadership for Academics and Professionals (ALAP)
 - Entering its 16th year
 - Designed for established UF professional and academic leaders looking to further develop leadership skills



Leadership Program Applications

- Managers Cohort
 - Entering its 14th year
 - Managers can participate in the Managing at UF curriculum as a cohort



Leadership Program Applications

- For more information or to access the application, visit the Leadership@UF program page on the UFHR site
<https://hr.ufl.edu/professional-development/leadership-development/>





Important Dates

April 9 • GBAS Spring Institute

May 1 • Next HR Forum

May 6 • Application Deadline for Leadership Programs



UF

Human Resources

