



UFHR Forum

May 7, 2025

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

UF

Human Resources



Agenda

- Benefits & Leave | **Joseph Quirin & Cole Gruensfelder**
- Employment Operations & Records | **Johannes Traster**
- Talent Acquisition & Onboarding | **Audrey Gainey**
- Training & Organizational Development | **Verlissa Ford**
- Important Dates



Benefits & Leave

Joseph Quirin

Cole Gruensfelder

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Human Resources

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 Fall 2025 start**
 - Avoid hiring brand new incoming 9M faculty in the summer for benefits to start before the start of the Fall semester due to file issues to the State.
 - If you must hire someone who would like benefits to start during the summer, it must be coordinated with our office to ensure proper enrollment and summer coverage **prior** to submitting the hire ePAF.
 - **Please send your new hire notification attention to Benefit Administration Team immediately at benefits@ufl.edu.**

9M GA + Summer Appointments

- When possible, avoid terminating 9M graduate assistant appointments if they are returning in the Fall
- Terminating a 9M appointment could cause coverage to term at the end of the month even if doubles have occurred.
- Late last month, the short work break rows loaded with effective date of 5/16/2025.



FY 25 Comp Leave Cashout

- Accrued balances as of the end of PPE 6/5/2025 will be paid out.
- Payout will not include any future dated COMP hours entered through 6/30/2025.
- To prevent negative balances and payroll corrections, time reporting codes pertaining to compensatory leave will be **unavailable** between 6/6/2025-6/30/2025.
 - Approved COMP time not entered before the deadline must be requested by emailing central-leave@ufl.edu and the hours will be entered by payroll.
- Regular, overtime, and special compensatory leave will be cashed out to impacted employees with paycheck 6/27/2025.

FY 25 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 '24-25 Year-End Leave Process

- **December Personal Leave Days (TEAMS & Eligible Faculty)**
 - December Personal Leave Days can be used in less than full-day increments
 - “Use it or lose it” – use by **June 30, 2025**, or they **will expire**.



Important Dates:

Thursday, May 22 | Lunch and Learn: GA Benefits Enrollment & Changes

Thank You



Employment Operations & Records

Johannes Traster




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Human Resources

Biannual Termination File

Opening Late May

- ☐ A termination file will be open from May 23, 2025 – June 13, 2025
 - ☐ The file lists active employees who have not received payment in 6 months or more
 - ☐ Effective date in Job Data: June 20, 2025
 - ☐ 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 Navigation
- Main Menu > Human Resources > Workforce Administration > Job Information > UF Appointment Review
 - ☐ Enter the Year: 2025
 - ☐ Enter your unit's Department ID
 - ☐ Enter Termination Date: 06/20/2025

A close-up photograph of a hand typing on a laptop keyboard, with a blue gradient overlay on the left side of the image.

Talent Acquisition & Onboarding

Audrey Gainey

UF

Human Resources

Job Board Performance and Analytics



UF | UNIVERSITY *of*
FLORIDA

University of Florida has partnered with JobElephant to simplify and expedite recruitment advertising.




Get a crystal-clear view of advertising performance with access to an in-depth analytics report.

This report provides:

- **Top-Level Overview:** See all recruitment campaigns at a glance,
- **Live, dynamic reporting:** See recruitment campaigns update in real-time.
- **Detailed Publication Review:** Dive deeper into each publication where ads are run.
- **Data-Driven Decisions:** Eliminate wasted spending!

Recruitment Advertising Analytics

| | | | | | |
|---|----------------------------------|---------------|-------------|-----------------------|--------------------------|
|  <div>University of Florida</div> <div>Recruitment Advertising Analytics</div> <div>Department Breakdown</div> <div>Monthly Breakdown</div> <div>Position Breakdown</div> <div>Publication Breakdown</div> | Position Search | | | | |
| | All | | | | |
| | Publication Breakdown | | | | |
| | Publication Name | Number of Ads | Total Spend | Average Clicks Per Ad | Avg Cost Per Click (CPC) |
| | | | | | Total Clicks |
| | NABFoundation.org | 3 | \$747 | 1.7 | \$149.40 |
| | NSBE.org | 3 | \$1,947 | 21.7 | \$29.95 |
| | perio.org | 3 | \$975 | 12.0 | \$27.08 |
| | PRSA.org | 3 | \$897 | 8.7 | \$34.50 |
| | SHPE.org | 3 | \$1,097 | 3.7 | \$99.73 |
| | SWE.org | 3 | \$847 | 4.7 | \$60.50 |
| | AAArtsAlliance.org | 2 | \$0 | 28.0 | \$0.00 |
| | AAEES.org | 2 | \$400 | 2.0 | \$100.00 |
| | acrm.org | 2 | \$880 | 11.0 | \$40.00 |
| | AEESP.org | 2 | \$1,300 | 9.0 | \$72.22 |
| | AMetSoc.org | 2 | \$758 | 5.0 | \$75.80 |
| | AOTA.org | 2 | \$770 | 3.0 | \$128.33 |
| | APLU.org | 2 | \$0 | 1.5 | \$0.00 |
| | ASBMB.org | 2 | \$498 | 13.0 | \$19.15 |
| | ASCE.org | 2 | \$1,310 | 8.5 | \$77.06 |
| | ASM.org | 2 | \$898 | 21.0 | \$21.38 |
| | BioCareers.com | 2 | \$798 | 77.5 | \$5.15 |
| | BroadwayWorld.com | 2 | \$0 | 43.0 | \$0.00 |
| | C&ENjobs - chemistryjobs.acs.org | 2 | \$1,190 | 10.0 | \$59.50 |

Recruitment Advertising Analytics



University of Florida

Recruitment Advertising
Analytics

Department Breakdown

Monthly Breakdown

Position Breakdown

Publication Breakdown

Position Search

All

Search

- ☐ Select all
- ☐ 01000000 - OFFICE OF PRESIDENT
- ☐ 01010000 - PR-PRESIDENT'S OFFICE
- ☐ 01020000 - PR-OFFICE OF INTERNAL AUDIT
- ☐ 02000000 - OFFICE OF PROVOST
- ☐ 02010100 - PV-ADMINISTRATION

| Publication | Jobs | \$/Job | Cost | \$/Recruit | Recruits |
|-------------------------|------|---------|-------|------------|----------|
| InsightIntoAcademia.com | 14 | \$5,746 | 4.4 | \$94.20 | 61 |
| JournalismJobs.com | 14 | \$1,300 | 17.1 | \$5.44 | 239 |
| MediaJobBoard.com | 13 | \$2,388 | 58.2 | \$3.16 | 756 |
| NABJ.org | 13 | \$2,100 | 1.8 | \$87.50 | 24 |
| NDAonline.org | 13 | \$4,875 | 7.5 | \$50.26 | 97 |
| RTDNA.org | 13 | \$1,200 | 1.2 | \$75.00 | 16 |
| LinkedIn.com | 11 | \$4,389 | 100.5 | \$3.97 | 1106 |
| Chronicle.com | 10 | \$4,350 | 12.7 | \$34.25 | 127 |
| DisabledInHigherEd.com | 10 | \$1,862 | 19.6 | \$9.50 | 196 |
| Indeed.com | 10 | \$3,800 | 29.2 | \$13.01 | 292 |
| VeteransinHigherEd.com | 9 | \$1,663 | 16.0 | \$11.55 | 144 |
| AcademicKeys.com | 8 | \$2,205 | 34.8 | \$7.93 | 278 |
| Journalists.org | 8 | \$3,010 | 12.4 | \$30.40 | 99 |
| SPJ.org | 8 | \$3,440 | 4.1 | \$104.24 | 33 |
| AAJA.org | 7 | \$1,050 | 1.1 | \$131.25 | 8 |

Accessing the Dashboard



Current Employees ▾

Benefits ▾

Leave ▾

Professional Development ▾

Working at UF ▾

Contacts ▾



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Hiring at UF Toolkit

Benefits

Leave

Professional Development

[Training Programs](#)

[Leadership Development](#)

Toolkits

- [New Manager Toolkit](#)
- [Financial Toolkits](#)
- [Mainspring](#)
- [Human Resources Toolkits](#)
- [Enterprise Analytics](#)
- [Student Information Systems](#)
- [Sponsored Programs](#)
- [General Toolkits](#)
- [Teamwork and Collaboration Toolkit](#)

As we continue to elevate our competitive advantage and drive innovation, we strive to maintain our ability to engage and attract top talent locally and globally. At every stage of the hiring cycle, we can positively impact the hiring process by using best practices in recruiting, selection and hiring, maximizing technology, and by positively impacting the candidate experience.

This toolkit provides all those involved in hiring with access to resources designed to position you for success in a challenging job market.

Strategic Tools for Attracting and Engaging Top Talent

- [Talent Pools and Pipelines Video](#)
- [Spark Hire Platform Video](#)
- [UF Careers Recruitment Media Kit](#)
- [Posting and Job Board Metrics \(ROI\)](#)
- [Featured Job on UF Careers – Campaign Banner](#)



Page Contents

- [Strategic Tools for Attracting and Engaging Top Talent](#)
- [Other Resources](#)
- [Hiring at UF Online Course](#)
- [Talent Acquisition Advisor Badge](#)

Need Assistance?

Talent Acquisition and Onboarding

talent@hr.ufl.edu

352.392.2477





Training & Organizational Development

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, employed at least (6) months, to receive:

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

Accepting Summer & Fall Applications Now!

<https://hr.ufl.edu/professional-development/eep/>

Application & Director Approval Deadlines

***UF EEP Summer B Semester – 5PM, June 16**

UF EEP Summer A/C – closed

Summer EEP Information Session Recording

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

HR Certification Review Course

Enrolling now for Summer 2025 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 Associate degree

- At least 3 years of HR experience

Questions about this criteria or HR work experience equivalency reviews
SF Business Program Advisor: Julie Mapes julie.mapes@sfcollge.edu

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

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



Estimated SHRM Review Course Costs

Course Tuition is EEP eligible!

SF Student Discounts and Rates apply to course review, certification exam and SHRM membership

| SHRM Review Program Cost | SF Student Cost | Savings |
|---------------------------------------|---|---|
| Instructor-led \$1390 -1875 | SF Tuition \$379 + Course Materials \$809 Total = \$1188 EEP-eligible Tuition \$15 to \$45 Course Materials \$809 Total = \$824 - \$854 SHRM Digital LMS and Books 18mo. Online Access Materials Practice Exams | SF Students \$202-\$687 EEP-eligible Students \$536-\$1051 |
| *SHRM Certification Exam \$495-595 | \$225-325 (SF Student rate) | \$270 |
| *SHRM Membership \$299 | \$75 (enrolled student rate) | \$224 |

*SHRM Certification Exam + Membership Optional

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

Question about EEP? Contact Education & Awards 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

Contact SF Business Programs Advisor Julie Mapes julie.mapes@sfccollege.edu

Email SF Advisor to be registered for MAN4953 course.

Email correspondence about this course:

Subject Line: Summer 2025 MAN4953 HR Certification Review Course and your name

MAN4953 Course Dates

Registration opens: Open Now

Last Day to Register for Course: June 16

Course Dates: June 9– August 12

Contacts

Course Instructors

David Fox david.fox@sfcollege.edu

Jennifer Adjetey Jennifer.adjetey@sfcollege.edu

SFC Business Program Advisor

Registration, Enrollment & Qualification Criteria

Julie Mapes julie.mapes@sfcollege.edu

Employee Education Program (EEP)

Verlissa Ford v.ford@ufl.edu



A photograph of three women lying on a blue and white striped picnic blanket on a grassy field. They are all laughing and smiling. The woman on the left is wearing a white shirt with a butterfly pattern and sunglasses. The woman in the middle is wearing a pink shirt and a headband. The woman on the right is wearing a white floral shirt. There is a yellow pillow and a picnic spread including cheese, fruit, and sandwiches on the blanket.

Important Dates

May 22 • Lunch and Learn: GA Benefits Enrollment & Changes

May 26 • Holiday - Memorial Day

June 4 • HR Forum

June 16 • UF EEP Summer B Semester Deadline – 5PM

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