



UFHR Forum

May 3, 2023

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



Human Resources



Agenda

Provost Search

- Brook Mercier

Training & Organizational Development

- Shannon Powell

Employment Operations & Records

- Johannes Traster

Talent Acquisition & Onboarding

- John Sun

Benefits

- Crystal Roncek

Important Dates



UF

Human Resources

Provost Search Listening Session

Staff Listening Session

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

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

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

Register :

<https://www.eventbrite.com/e/apa-staff-listening-session-provost-search-tickets-624547306807>



Training & Organizational Development

Shannon Powell



ANNOUNCING CxUF 2023

“Investing in Our Tomorrow”

At UF, for UF, by UF on November 15 & 16, 2023

Call for Proposals is OPEN now!

- **Best practices in HR, finance, and research.** Attendees will be eager to learn about the latest HR trends and practices, financial management strategies, and research methodologies that can help organizations achieve their goals
- **Career Development** – provide insights into the latest trends, techniques, and strategies for career advancement
- **Management Best Practices** – effective communication, team development, performance management, and leadership
- **Artificial Intelligence** – provide insights into the latest AI technology including trends, application, and ethical considerations


DEADLINE: June 1, 2023



Session Formats

Full format descriptions and the application link are on the CxUF website.

<https://learn-and-grow.hr.ufl.edu/cxuf/>

- **Poster Presentation** (15 minutes): Using artistic/graphical representation, design an informal poster to share your work and ideas related to the conference theme.
 - **Workshop Session** (60 minutes): Presenters share topics of interest related to the conference themes. The presenters can share process improvements, lessons learned, or evidence of impact.
 - **Case Study** (60 minutes): Presenters share their experience with a real-life business issue describing the strategy, planning, development, solution delivery, and outcomes.
 - **Foundation** (90 minutes): Workshop style session designed for beginners or those who want to learn the "foundation basics" of a specific discipline, process, or tool.
 - **Advanced Deep Dive** (90 minutes): Workshop style session designed for attendees with intermediate to advanced experience and knowledge of the topic area.
- 

Proposal Support Sessions

Looking for assistance in writing a compelling proposal?

Join one of the following sessions for more information.

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

Zoom link for all sessions will be posted on the website.

<https://ufl.zoom.us/j/98116084070?pwd=VzFGS0Rwenh4NXhXSDFtQzNDNVNIQT09>





Call to ACTION.
We need you!

Save the Date: November 15 & 16, 2023

Grow your presentation skills: Apply to present.

We provide support and coaching throughout the entire experience.

Stay tuned for more ways to join your peers at this learning and networking event. <https://learn-and-grow.hr.ufl.edu/cxuf/>




Employment Operations & Records

Johannes Traster



Biannual Termination File

Opening Late May

- ☐ A termination file will be open from May 26, 2023 – June 16, 2023
 - ☐ The file lists active employees who have not received payment in 6 months or more
 - ☐ Effective date in Job Data: June 23, 2023
 - ☐ Why do we do a termination file?
 - ☐ Help mitigate unnecessary risks
 - ☐ Have an accurate count of our employment population
 - ☐ Assist departments in making good decisions for unit/college
 - ☐ It is NOT an alternative to timely terminations in the system
- 

Biannual Termination File

Action Items

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



Biannual Termination File

File Location

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

- ☐ Enter the Year: 2023
- ☐ Enter your unit's Department ID
- ☐ Enter Termination Date: 06/23/2023



An aerial photograph of a coastal scene. At the top, a row of houses with various roof colors (blue, brown, grey) is visible, some with swimming pools. Below the houses is a strip of trees and a sandy beach. The bottom half of the image shows waves breaking on the shore, with white foam contrasting against the dark blue water. The entire image has a blue color overlay.

Talent Acquisition & Onboarding

John Sun

Screening and Selection Process

July 2023




Overview

Goal

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

Advantages

- System Integration
 - Streamlined End-User Experience
 - Easy to Use
 - Reduced Time to Offer
 - Eliminated Duplication of Work
- 

Integrating HireRight with PageUp

Advantages:

- Bridging Requests with Applicant Tracking System
- Service Level Enhancement
- Transfer of Applicant Data – Reducing Multiple Entry



Mr Scott Blue

[View profile](#) [View referees](#)

[Add flags](#)

Address

E-mail

Birth date

Number

Team member ID

Original source

e-Zines comms hold

Applications

[History](#)

[CRM](#)

851965 - GloFish General Job

Date submitted
15 Aug 2019

Change application status - PageUp - Google Chrome

https://adminuat.dc2.pageuppeople.com/beta/v5.3/provider/manageApplicants/ChangeStatus.aspx?sData=URUIVJM...

Change application status

Withdrawn
Ineligible
New
Reference check invite
Background check invite
Background check request
Background / reference check complete
Blind entry from Talent Pool
Compliance Review
Hold yes
Incomplete
Ineligible (removed to test creation)
Interview 2
Interview 1
Interview1Accepted
Interview1Declined
LM Review
Maybe
Medical Completed
Medical Required
Extension 1
Offer accepted
Reference check
Offer approval commenced
Offer declined

Save

Next >

Cancel

Mr Scott Blue ●

[View profile](#) [View referees](#)

[Add flags](#)

Address

E-mail

Birth date

Number

Team member ID

Original source

e-Zines comms hold

[Applications](#)

[History](#)

[CRM](#)

851965 - GloFish General Job

Date submitted
15 Aug 2019

Confirm status change - Google Chrome

https://adminuat.dc2.pageuppeople.com/beta/v5.3/provider/manageApplicants/changeStatus.asp?sData=UFUtVjMt...

Confirm status change

You are about to move Scott Blue to a different status:

From status: New

To status: Background check invite

Communication template: -- No template --

Background / Reference checks

Background / reference check:*

Cost centre:

E-mail: Applicant: ☒ Yes ☐ No

From:* puadmin

Subject:* Recruitment Inform

Message:

Select

- Employment Verification
- Fit2Work Test
- HIRI - [UK] Education Only
- HIRI - [UK] Global Criminal Search Only
- HIRI - [UK] Integration Basic Civil Lit UK Package
- HIRI - [UK] Integration Verification UK Package 2
- HIRI - [UK] Integration Verification UK Package 2B
- HIRI - [US] Advanced Package + Adjudication**
- HIRI - [US] Employment Report Only
- HIRI - [US] Global Criminal Search Only
- HIRI - [US] MVR Package
- HIRI - [US] Professional Licenses Only
- HIRI - [US] References Only
- HIRI - [US] SSN Validation Only
- HIRI - [US] Standard Test Package
- Medical Writer
- Security Services of CT Test Package

Merge fields



Actions ▾

flags



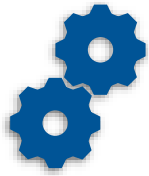


In Progress:

Creating Training Resources for Campus

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

Next Steps



Configuration

May 2023



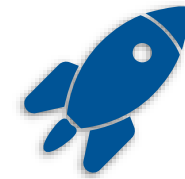
Testing

June 2023



Training Sessions

June 2023



Go-Live

July 2023

Questions or Comments

Email: talent@hr.ufl.edu



University Benefits

Crystal Roncek



Short Work Break (SWB)

9/10 Month Employees

- **SWB preserves benefits eligibility during the summer months for active 9/10-month employees**
 - No benefit deductions taken over the summer months, even if additional compensation is provided (such as OPS employment)
 - Benefit coverage extends through September for employees on short work break
 - Normal deductions resume in September

Summer New Hire Reminders

- **Hiring prior to August 15, 2023**
 - Due to double deductions, any new 9- and 10-month hires effective prior 8/15/2023 must be coordinated with our office to ensure proper enrollment and summer coverage
 - **Please send your new hire notification to us immediately at benefits@ufl.edu**
 - All new OPS hires with combined FTEs ≥ 0.75 are eligible for State benefits
 - The State does not consider salary plan changes (i.e., OPS to TEAMS or Faculty) for benefits-eligible employees as a Qualifying Status Change
 - Employees may have to wait until Open Enrollment to enroll in State benefits

FY '22-23 Comp Leave Cashout

- Accrued balances (less use) as of the end of PPE 5/25/23 will be paid out.
- To prevent negative balances and payroll corrections, Time reporting codes pertaining to compensatory leave will be **unavailable** during PPE 05/26/23 - 06/26/23
 - Any approved use of compensatory time for these pay periods must be submitted to central-leave@ufl.edu and entered directly by UF Payroll Services
- Regular, overtime, and special compensatory leave will be cashed out to impacted employees with paycheck 6/16/2023

FY '22-23 Comp Leave Cashout

- **Department Preparation**

- In most cases, units can adjust work schedules to prevent compensatory leave from accruing
- Accrued comp leave can be taken in place of other leave types, except Paid Family Leave (PFL)
- Review accruals anytime (recommended on at least a per-pay basis): Enterprise Reporting > Access Reporting > Human Resources Information > Benefit Information > Leave > Leave Accruals, Usage, and Balances By Pay Period, Department - COMP ONLY
- Correct negative balances as quickly as possible by emailing central-leave@ufl.edu, or by calling (352) 392-2477

FY '22-23 Year-end Leave Processes

- **Personal Holidays (USPS) and December Personal Leave Days (TEAMS & Eligible Faculty)**

- USPS Personal Holidays must be used in full day increments
- December Personal Leave Days can be used in less than full-day increments
- “Use it or lose it”-- use by **June 30, 2023**, or will expire

UF COVID-19 Leave Donation

Expires 5/11/23



UF COVID-19 Leave Donation Program

- President Biden terminated the national emergency concerning COVID-19 on 4/11/23
- However, the COVID-19 Public Health Emergency (PHE) expiration remains in effect until 5/11/23
- After 5/11/23, the UF COVID-19 Leave Donation Program will cease/conclude
- All requests submitted to University Benefits prior to and leading up to 5/11/23 will be reviewed based on need and remaining leave donations

State Open Enrollment

Communications



Enhanced Communications

- To enhance employee communications and benefit awareness concerning medical, vision, dental, life, and other supplement insurance benefits, the State of Florida will be sending notifications via **email, U.S. mail, and social media** to UF benefit-eligible employees to encourage them to review their contact information in People First.
- If contact information updates are needed to an employee's benefit profile, please direct the employee to contact People First directly at 1-866-663-4735.
- **Contact information updates can only be made by the employee directly with People First**; the University Benefits, Retirement, & Leave Administration Department is not permitted to make these changes on behalf of employees.

Connecting with University Benefits



Contact University Benefits

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

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

Benefits Appointment Scheduler

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

30-Minute

Appointments Available:

- Benefits
- Leave
- Retirement

Appointment Locator

Select appointment type
Benefits Consultation (30 min.)

Date
May 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Selected Appointment

Appointment Type Benefits Consultation (30 min.)
Date Monday, May 8, 2023
Start Time 11:00am

Please complete the following information.
Are you a new or returning user? ☒ New User ☐ Returning User

New User

* Indicates required field

* First Name

* Last Name

* Daytime Phone

Evening Phone

Cell Phone

* Email

* Login

* Password

* Retype Password

Login Rules

Strong Password Rules

Purpose of Appointment. Please include your UFID#.

Finalize Appointment

Services Following UF Separation

Online Notice



Services Following UF Separation

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




Notice of Restrictions for Providing Services after Retirement

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

Retirement with the State of Florida occurs when:

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

All non-essential operations at UF's Gainesville campus to close at 3 p.m. this Friday

- Essential employees are determined by their departments. As a result, please refer to your Department leads.
 - Non-essential **non-exempt employees** (hourly employees) must report admin leave. You will use the “900-Administrative Leave-EMC” time reporting code.
 - Non-essential exempt employees (salary employees) do not need to do anything to their timecards.
 - If you are scheduled to be off on Friday, you must use your accrued leave.
- 

A wooden lounge chair with a light-colored fabric backrest is positioned on a wooden dock. The dock extends from the bottom left towards the center of the frame. In the background, a calm lake reflects the warm, golden light of a setting or rising sun. The far shore is lined with dark trees. The sky is a mix of deep blue and soft orange. The overall mood is peaceful and serene.

Important Dates

May 5 – Provost Search Listening Session

May 5 - Leadership Program Applications Due

June 1 – Proposals for CxUF Due

June 7 – Next HR Forum



Human Resources