



UFHR Forum

November 1, 2023

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



UF

Human Resources

Agenda

Classification & Compensation

- **Kenya Williams**

Training & Organizational Development

- **Gwynn Cadwallader**

Employee Education Program

- **Verlissa Ford**

Benefits

- **Shannon Edwards**

Strategic Initiatives

- **Florencia Otegui**

Employment Operations

- **Johannes Traster**

Talent Acquisition & Onboarding

- **Audrey Gainey | John Sun | Christina Digulimio**

Important Dates



Human Resources





Classification & Compensation

Kenya Williams



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New!

UF Titles Website

UF TITLES

Find information on Academic and TEAMS titles at the University of Florida.

ACADEMIC TITLES →

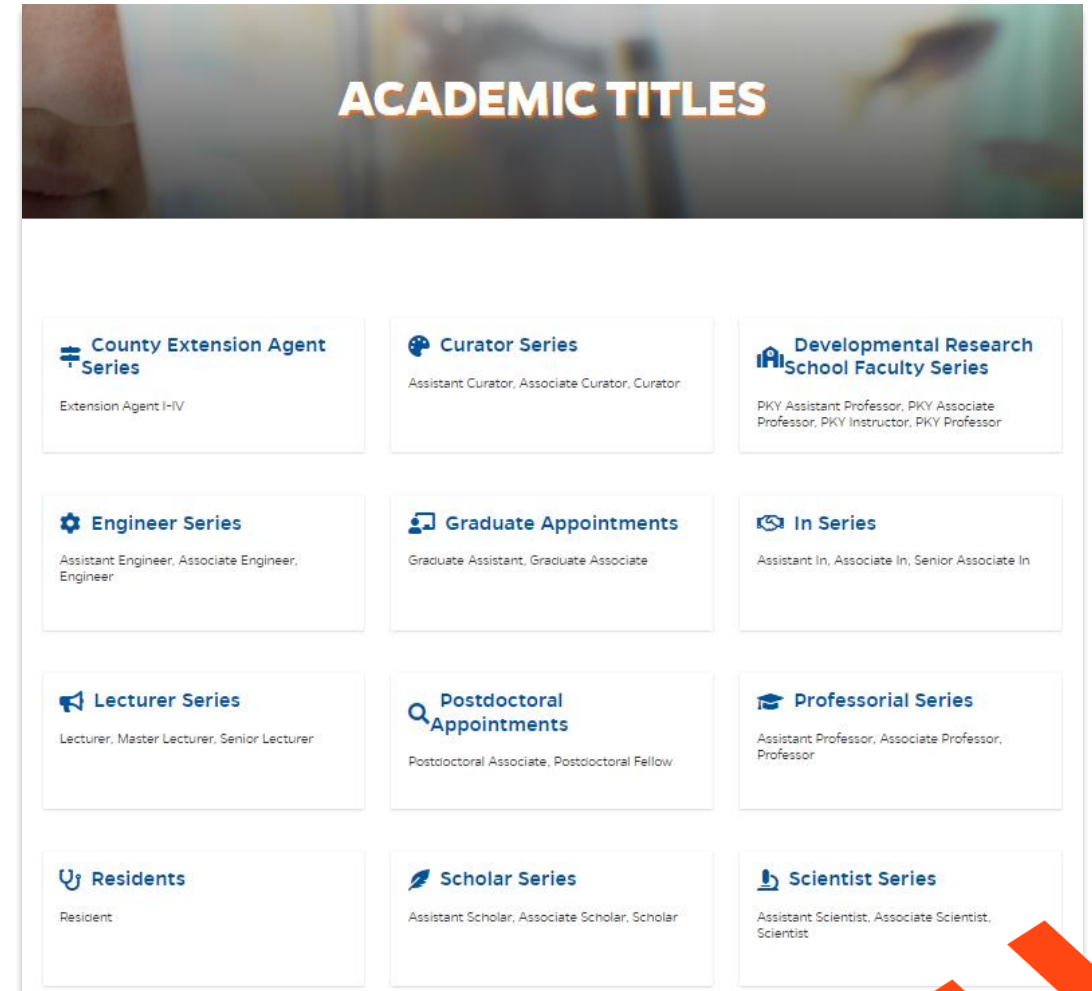
TEAMS TITLES →

- Designed to identify both Academic and TEAMS Titles
- TEAMS Titles more accurately reflect what TEAMS employees do
 - Examples of Work
 - Pay Grade
 - Licensure and Certification
 - Competencies
 - Summary
 - Education and Experience
 - Supervision
 - Job Family

NEW !

UF Titles Website

- Academic Titles provide an overview of faculty titles
- Series such as County Extension Agent, Curator, Professorial, Engineer, Lecturer, etc.
 - Service Period
 - Tenure Status
 - Minimum Requirements
- More details visit:
<https://titles.hr.ufl.edu/>



Graduate Assistants Salary Increases

- UF is committed to ensuring competitive compensation for our Graduate Assistants
- The **tentative agreement** on compensation is awaiting ratification by the UF Board of Trustees (BOT). This tentative agreement includes:
 - Increase to minimum stipend
 - Merit raises
- Once ratified by the UF BOT, we will communicate the implementation plan.

Questions? Classification & Compensation - compensation@ufl.edu



Training & Organizational Development

Gwynn Cadwallader

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Connected by UF (CxUF)

November 15th and 16th

A virtual conference At UF, By UF, For UF

- **Main Stage**

Join the Main Stage at 9:30am to meet our Emcee and chat with your colleagues. Check out our two amazing keynote speakers and witness the fun and prizes.

- **Your Conference Group (YCG)**

Find your YCG group [here](#) and be prepared to create an award-winning Miro board and win a prize.

- **Learning Sessions in Zoom**

All Concurrent Sessions happen in Zoom, and you will find the links on the CxUF.org conference site. We have a great line-up.

- **Special Sessions**

Mindfulness at 8:30am both days and Poster Sessions on Nov. 16th at 9am





Employee Education Program

Verlissa Ford



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Employee Education Program

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 for up to (6) eligible credits per semester term.
- Florida public university (or college, if TEAMS) closest to their work location.

Note: Participants must be admitted or have the expectation to be admitted to their EEP eligible institution (for the semester of attendance) as a degree-seeking or non-degree seeking student.

UF EEP Spring Semester – Accepting Applications Now!
Application & Director Approval Deadline - **December 15 by 5 p.m.**

Questions?

[EEP Website](#) | Email: eep@admin.ufl.edu | Phone: (352)-273-0149





University Benefits

Shannon Edwards



Human Resources

Benefits & Leave

December Vacation Leave Cash-out

TEAMS employees may cash out up to **16 hours (per FTE)** of vacation leave between Monday, October 30th and Wednesday, November 8th*

* **Note:** This is an accelerated payroll.

A minimum balance of **40 hours (per FTE)** of vacation leave is required after cashing out the leave

No late entries or exceptions will be permitted:

- Employees must **enter time** in their timesheets **before midnight on 11/08**
- **Time approvals** must be completed **before 10:00 a.m. on 11/09**
- It is up to the supervisor to confirm the employee has the minimum remaining balance

Cash-out payment is included in the November 17th paycheck

- [Instruction Guide](#)

Questions?

(352)392-2477 | central-leave@ufl.edu



Benefits

Open Enrollment Updates

- Open Enrollment will end Friday, November 3 at 6:00 pm EST
- Reminders:
 - HMO network changes for a small portion of the state
 - Optum Rx will replace CVS Caremark as the Pharmacy Benefits Manager
 - Optum Rx site will be live on November 10 – welcome.optumrx.com/sofdms
 - New cards will be issued in late November / early December
 - New cards **must** be presented to the pharmacy when refilling prescriptions beginning on 1/1/24
 - State of Florida OE changes are reflected beginning on the December 1 paycheck
 - Gator Select OE changes and State FSA / HSA changes are reflected on the 1/12 paycheck



Strategic Initiatives

Florencia Otegui



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Superior Accomplishment Awards

New Feature

- **SAA Augmentation Form** allows for nominators to upload additional documentation after nomination has been submitted.
 - The link to the form is displayed on our [SAA website](#) – in the top section.
 - Once logged in, nominator would see the nominations they have submitted this year.
 - After selecting the nomination, they wish to augment, they would select the files to upload and click 'Submit.'

Note: Once a document is uploaded, they will not be able to remove/delete it from the packet.

Superior Accomplishment Award - Nomination Augmentation

Your Information

Name: Florencia Otegui Email: fotegui@ufl.edu

Nominations

Show 10 entries Search:

Nomination	Nominee	Status	Category	Type	Nominator	Created
HR-067896	Alligator, Alberta	Under Review	Office Administration, HR & IT	Individual Employee Performance	Otegui, Florencia	10/18/2023 16:16:47

Showing 1 to 1 of 1 entries Previous 1 Next

Haven't submitted yet? [Start a new nomination here.](#)

Nominations Due by November 12, 2023!



Employment Operations

Johannes Traster

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Form I-9 & Upcoming Termination File Reminders

- New Form I-9 that rolled out August 1st must now be used beginning today, November 1st
- Renovated GatorStart and E-Verify UFHR webpages will be live and migrated over to the Employment Hub later this month
 - New webpage will include updated instructions and improved resources for GatorStart, Form I-9, and E-Verify
- Bi-annual termination file will open later this month – tentative date is November 27th
 - EOR newsletter will be sent on the day it opens to campus



Accelerated HR Deadlines

With the holidays fast approaching, please be aware of the accelerated HR deadlines UF will be experiencing in the month of November.

- **November 2, 2023**, is the accelerated HR deadline for ePAF transactions to be paid out on the November 17, 2023, paycheck
- **November 14, 2023**, is the accelerated HR deadline for ePAF transactions to be paid out on the December 1, 2023, paycheck

To review all Payroll and HR deadlines visit the Payroll Schedules webpage located at: <http://www.fa.ufl.edu/directives/payroll-schedules/>



Talent Acquisition & Onboarding

Recruiting, Selection, Hiring & SB
266 and the FL BOG Regulation

Audrey Gainey



UF

Human Resources

SB 266 and the FL BOG Regulation

Steps We've Taken to Prepare:



Definite - We're sure it needs to be fixed



Reframe or Modify



Uncertain - We just don't know (on hold)

SB 266 and the FL BOG Regulation

Steps We've Taken to Prepare:



Remove Evaluative Statements



Update Advisor Roles



Provide Suggested Language



Refresh Trainings and Resources

SB 266 and the FL BOG Regulation



Refresh Trainings and Resources

- GET251 Hiring at UF will replace the required UF_PVO800_OLT Faculty Search Tutorial
 - ✓ The course takes appropriately 30-45 minutes to complete unlike the current 1 ½ to 2-hour tutorial and it comes with supportive resources.
 - ✓ You may revisit various modules of the course at any time to refresh your knowledge.
 - ✓ The expectation is that the course be completed prior to the start of search activities by Search Chairs and Committee Members.
 - ✓ This was put into effect on October 20, 2023.

Best Practices in Recruiting, Selection & Hiring Hub

<https://learn-and-grow.hr.ufl.edu/best-practices-hiring-hub/>



TALENT ACQUISITION ADVISOR BADGE

The University of Florida's Talent Acquisition Advisor Badge is designed to provide faculty and staff with the level of knowledge, skill and ability needed to demonstrate best practices in recruiting top talent and identify and mitigate selection and hiring that may result in unintentional or intentional discrimination.

[LEARN MORE](#)



HIRING AT UF COURSE

The course covers how to implement hiring strategies that help to mitigate unintentional discrimination, how to prepare a job description or position profile that's free of potential barriers, how to advertise the position to attract top talent, and how to establish behavioral based interview questions and anchor answers that support merit-based evaluations.

[LEARN MORE](#)



HIRING AT UF TOOLKIT

This toolkit provides the resources needed when engaging best practices for attracting, selecting, and hiring Top talent at UF.

[LEARN MORE](#)

FACULTY SEARCHES

<https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/human-resources-toolkits/faculty-search-committee/>

We all play a part for the Gator Good.

ATTRACT

IDENTIFY

ENGAGE

EVALUATE

HIRE

Utilizing the recruitment model of "attract, identify, engage, evaluate, and hire," UF Talent Acquisition & Onboarding has developed resources to assist you in every step of the faculty recruitment process. Our goal is to support your recruitment efforts to bring the strongest talent to UF by providing best practices and strategies that are useful and easy to implement.

If this is your first time participating in a search or you are a seasoned search committee member, thank you for taking part in the University of Florida's shared governance.

Introductory Resources

[Faculty Search Process Overview](#)

[Roles in the Faculty Search Process](#)

[Search Advisors? What Role do they Play?](#)

[Search Committee Meetings, Who Needs to Know?](#)

Questions?

Talent Acquisition and Onboarding

Email:

talent@hr.ufl.edu

Training and Organizational Development

Email:

training@ufl.edu



Talent Acquisition & Onboarding

HireRight Updates, Level 2 Screening, & SB 676

John Sun



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Integrating HireRight with PageUp

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



HireRight Packets

Currently Living in the U.S.

All candidates living in the U.S. & U.S. citizens living outside of the U.S.


- BASIC
- BASIC/EDU/EXP
- EDU/EXP
- BASIC/EDU
- BASIC/EXP
- EDU
- EXP

Currently Living Outside the U.S.

Internationals coming directly from another country.

- BASIC
- BASIC/EDU/EXP
- BASIC/EDU
- BASIC/EXP
- EDU
- EXP

Verifications – Employment & Education

- Additional documents may be asked from candidates
 - Expedite the verification process
 - Confirm the official name of the employer and/or education institution
 - Consider additional contact information on the documents
 - Education Verification & Hire ePAF
 - No need to upload a copy of the high school diploma to Hire ePAF if:
 - HireRight is not able to confirm high school education, and
 - Candidate provides a copy to HireRight
- 

EDUCATION

Adjudication details

Education - Meets Company Standards

Education Report: Closed - Unable to Verify

School: Loften

Location: Gainesville, FL, USA

Phone:

Name (When you attended school):

Spoke With:

Time Completed: Jul 12, 2023 11:16 PM PDT

> HireRight comments

	<u>Information Provided</u>	<u>Information Verified</u>
School:	Loften	Loften High School
Dates Attended:	Jun 2006 - Aug 2010	-
Degree/Diploma Received:	graduated, degree received	
Degree /Hours Completed:	HS Diploma	
Date Degree Received:	Jun 2010	
Major /Area of Study:		

Questions?

Talent Acquisition and Onboarding

352-392-2477 | talent@hr.ufl.edu

Visit UFHR Website

[Pre-Employment Screening Using HireRight](#)

Decorative orange geometric shapes, including triangles and lines, located in the bottom right corner of the slide.

SB676 & Impact on Level 2 Screening

Require local check, and sexual predator/sexual registry search for any state in which the current or prospective employee resided during the immediately preceding 5 years (effective 1/1/2024)

- Level 2
 - Assessing appropriate steps to comply with local check and sexual predator and sexual registry searches – More to come!
- Level 2 – DCF
 - Awaiting further guidance from Florida Department of Children and Families (DCF)

Update employee/volunteer separation in the DCF Clearinghouse within 5 days of separation – **Level 2-DCF Only** (effective 1/1/2024)

- Updated "[What is Level 2 Screening?](#)" Website
- Modified screening request form to include the begin and end date
- Updated screening result form to include updated instructions

SB676 & Impact on Level 2 Screening

- Inclusion of certain screenings to be conducted through the Agency for Health Care Administration (AHCA) and its clearinghouse system
 - Department of Education personnel (effective 1/1/2025)

Questions?

Talent Acquisition and Onboarding

talent@hr.ufl.edu





Talent Acquisition & Onboarding

Listening Tours
Christina Digulimio

UF

Human Resources

Listening, Learning & Leading Tours



Best Practices That Result in Streamlined Hiring and Reduced Time to Offer



Successful Management of Changing Laws & Regulations (Immigration, AWL Abroad, Equal Opportunity, Nepotism, Required Screenings, etc.)



Strategies for Attracting, Engaging and Retaining Top Talent

Questions?

talent@hr.ufl.edu

Survey Link:

https://ufl.qualtrics.com/jfe/form/SV_82jeA0Imr2koHYi

Important Dates

November 3 at 6pm • Open Enrollment Deadline

November 1 • HEO Application Deadline

November 12 • SAA Deadline

November 15 & 16 • Connected by UF

December 6 • Next HR Forum

December 15 • EEP Deadline

Don't Forget!
Enter vacation leave
cashout this pay period
between 10/30 – 11/8

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