



UFHR Forum

May 1, 2024

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

A woman with curly hair, wearing a wide-brimmed straw hat and a long blue and white vertically striped dress, stands in a vineyard. She is holding a bunch of dark grapes in her hands and looking off to the side with a smile. The background shows rows of grapevines under a bright blue sky with some clouds. The sun is visible as a bright spot in the sky.

UF

Human Resources

AGENDA

UF Police Department | Meggen Sixbey

Dual Career | Chuck Parker

Communications & Worklife | Angie Brown | Rick Bales

Benefits | Shannon Edwards

Classification & Compensation | Brent Goodman

Employment Operations & Records | Johannes Traster

Training & Organizational Development | Shannon Powell | Becky Younglove

Important Dates



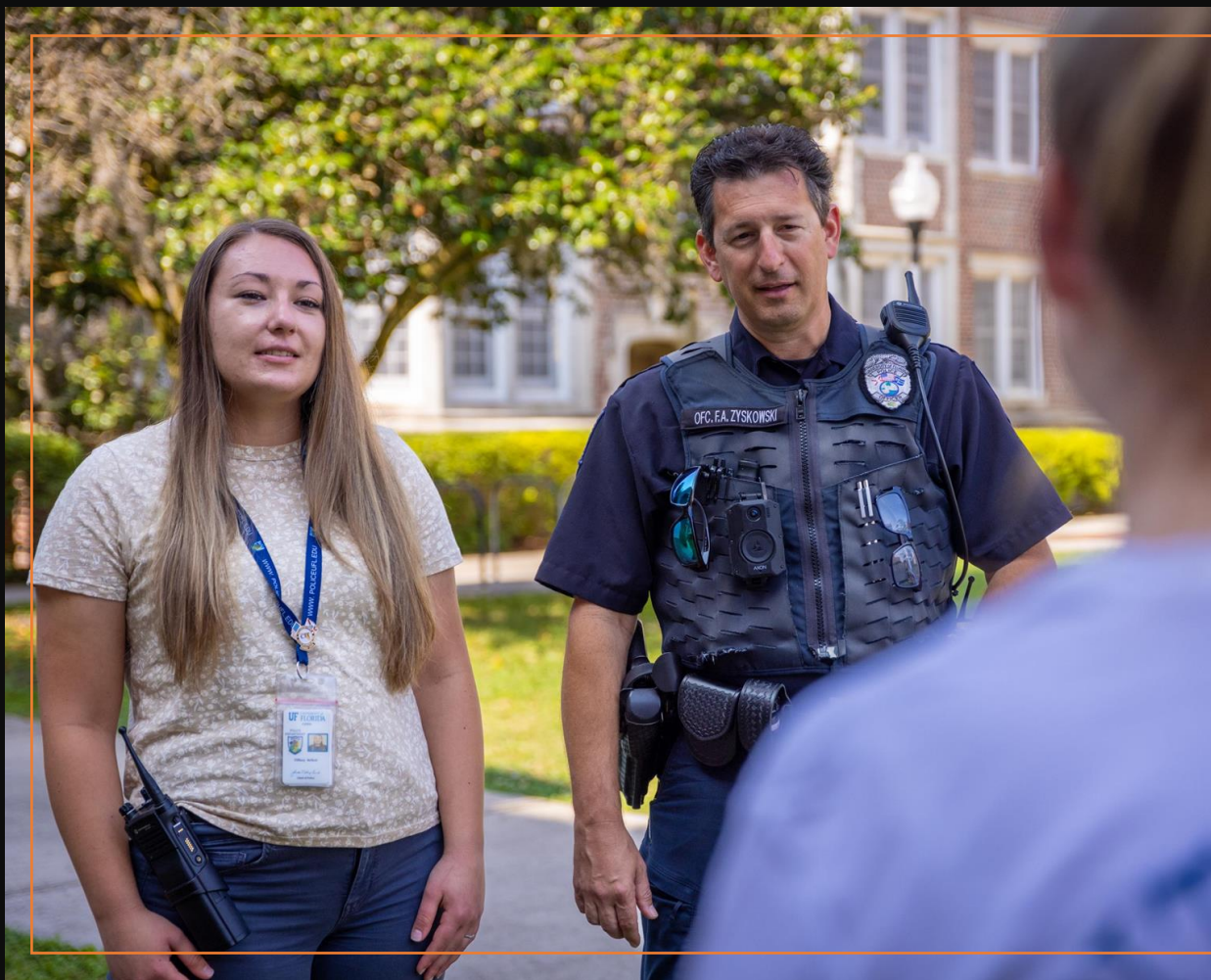
UF Police Department

Meggen Sixbey

A photograph of a smiling female police officer, Meggen Sixbey, in her dark blue uniform. She is wearing a badge that says "POLICE OFFICER POLICE 14" and a patch on her sleeve that says "DEDICATED SERVICE POLICE". A police car with flashing lights is visible in the background.

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University of Florida Police Department Co-Responder Team

What Is a “Co-Responder Team”?

- Specialty Team:
Crisis Intervention Team
Trained (CIT) Officer
+
Mental Health Crisis Worker
- Respond to calls together
where the assistance of a
trained mental health
clinician could be helpful for a
person experiencing distress
or having a behavioral health
crisis



What Are Goals of a Co-Responder Team?

- Increased safety for all
- Increased connections to appropriate behavioral health services
- Reduced mental health hospitalizations
- Reduced use of force
- Reduced arrests



What Do Co-Responder Teams Do?

- Communicate & de-escalate
- Connect to on-going resources
- Explore alternatives to mental health hospitalization





Who Do They Assist?

Anyone within UFPD's
jurisdiction!

When are UFPD's Co-Responder Teams Operating?

Monday – Friday
10am – 6pm

M, W, TH, F
4pm-2am



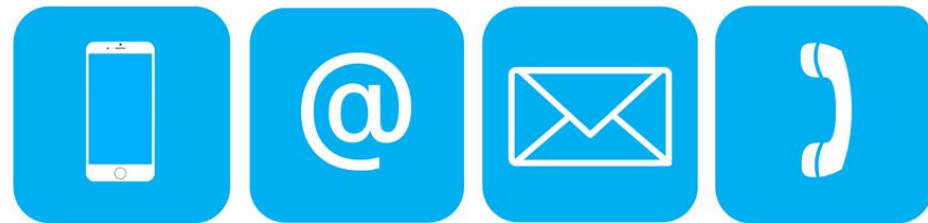
How Can We Access The Co-Responder Team?

By calling UFPD
Dispatch at:
(352) 392-1111



Who Can I Contact For Questions?

Meggen Tucker Sixbey, PhD, LMHC, LMFT
Director, Behavioral Services Division
University of Florida Police Department
Sixbey@ufl.edu
(352) 273-3337



A photograph of a young couple riding bicycles on a paved path. The woman in the foreground is smiling and looking to her left. She has curly hair and is wearing a blue and white striped shirt with a grey scarf. The man is riding behind her, looking forward. They are on a path that curves through a hilly, residential area with houses and trees in the background. The image is partially covered by a dark blue overlay on the left side.

Dual Career Program

Chuck Parker



Human Resources

UF Dual Career Program

UF DUAL CAREER PROGRAM

Bridging Professional Life and Community

The University of Florida’s dual career program endeavors to collaborate with spouses and domestic partners of newly offered faculty and staff relocating to Gainesville, fostering opportunities for career growth and community engagement.

Making the Connection

Connecting promptly with the program facilitates acclimation to Gainesville and aids in establishing it as home, helping in navigating career opportunities and transitioning to life in the city.

Dual Career Interest form

Questions? Email us



Eligibility & Participation Details

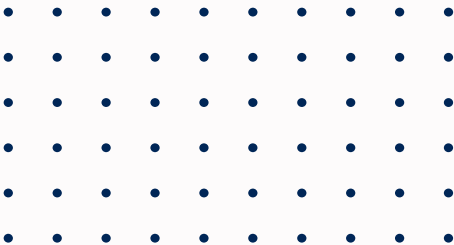
Eligibility for the program extends to spouses and domestic partners of newly hired faculty and staff relocating to Gainesville, with support available during the initial two years of relocation.

Please note that participation in this service does not ensure employment. Success depends on individual factors like motivation, workforce trends, economic conditions, and job demand in your field.

While we support dual career couples through this program, being a faculty or staff member’s spouse/partner does not guarantee a position at the University. Departments prioritize hiring the most suitable and qualified candidates for their vacancies.

URL:

<https://hr.ufl.edu/working-at-uf/services/uf-dual-career-program>



UF Dual Career Program

Connect Now

Form can be submitted **by** or **on behalf** of spouse/partner.

Dual Career Interest

The University of Florida's Dual Career Program aims to alleviate the challenges associated with relocation and career exploration by offering support through connections.

Employee Information

Please provide details regarding the individual being recruited/offered by the University of Florida.

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Street	
<input type="text"/>	
City	State/Province
<input type="text"/>	<input type="text"/>
Country	Zip Code
<input type="text"/>	<input type="text"/>
Employee Email *	Employee Phone
<input type="text"/>	<input type="text"/>
Position Offered *	Location of Position (Department/College) *
<input type="text"/>	<input type="text"/>
Anticipated Start Date *	
<input type="text"/>	
UFID (if known)	
<input type="text"/>	

Spouse/Partner Information

Please share the following information so that we can initiate the process of connecting and delivering services.

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Street	
<input type="text"/>	
City	State/Province
<input type="text"/>	<input type="text"/>
Country	Zip Code
<input type="text"/>	<input type="text"/>
Email Address *	Phone Number
<input type="text"/>	<input type="text"/>
Preferred Method of Contact *	
<input type="radio"/> Phone <input type="radio"/> Email	
Interested In	
<input type="checkbox"/> Available Careers	<input type="checkbox"/> Community Contacts
<input type="checkbox"/> General Services	<input type="checkbox"/> K-12 Schools
<input type="checkbox"/> Real Estate Agents	<input type="checkbox"/> Volunteer Opportunity
<input type="checkbox"/> Other	

Submit

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Questions?

Email: DualCareer@hr.ufl.edu



Human Resources





Communications & Worklife

Angie Brown



Human Resources



EMPOWERING 

Future forward, people powered



Organizational Change Management

Seeking talented individuals for roles including:

- **Change Management Support**
Work with lead, serving as liaison to all workstream areas and wider project team
- **Communications Lead**
Manage initiative's communications for a wide range of audiences via a variety of methods
- **Organizational Readiness Lead**
Oversee efforts to help departments and divisions throughout the university navigate change

Employee Assistance Program

Entirely within University of Florida, effective Aug. 1

- Currently two counselors, with third to come
- Presence in Health Science Center and Ayers Building
- Telehealth now available
- Outreach, emerging situations assistance available
- Couples, spouse/partner services available

More info: <https://eap.ufl.edu/>



Employee Lifecycle Communications Survey

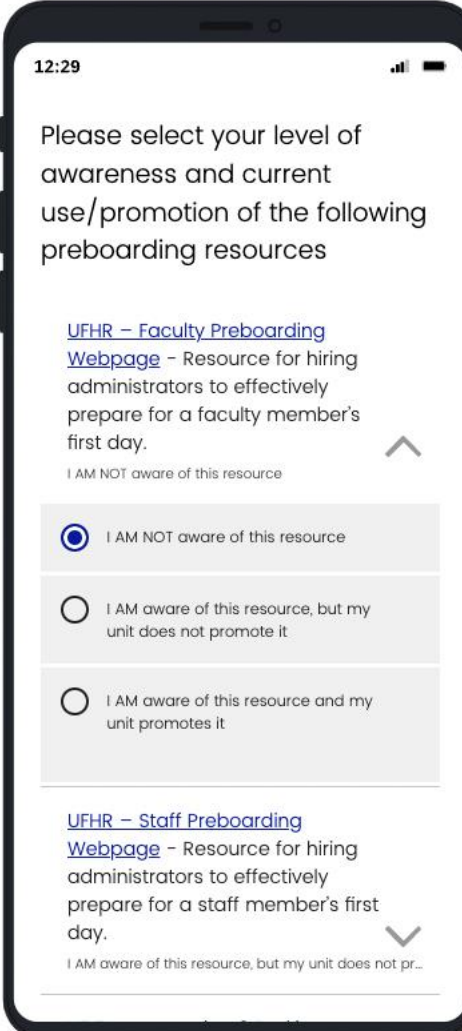
Rick Bales



Employee Lifecycle Communications Survey

Survey for HR Liaisons, Admins and Managers to assess the overall awareness, value and usage of central HR resources.

Participants will also be able to provide feedback on these offerings as well as best practices and other processes their unit currently implements.



12:29

Please select your level of awareness and current use/promotion of the following preboarding resources

[UFHR – Faculty Preboarding Webpage](#) – Resource for hiring administrators to effectively prepare for a faculty member's first day.

☒ I AM NOT aware of this resource

☐ I AM aware of this resource, but my unit does not promote it

☐ I AM aware of this resource and my unit promotes it

[UFHR – Staff Preboarding Webpage](#) – Resource for hiring administrators to effectively prepare for a staff member's first day.

☐ I AM aware of this resource, but my unit does not pr...

This survey focuses on current resources for employees at the Preboarding, Onboarding, Current Employee and Offboarding stages of employment.

(1) Preboarding

Preboarding

Preboarding is defined as activities that occur after an offer is accepted up to an employee's first day of employment. Preboarding resources are those aimed at setting up new employees for success and ensuring all systems and internal processes are completed before they arrive on their first day.

Please select your level of awareness and current use/promotion of the following preboarding resources

	I AM NOT aware of this resource	I AM aware of this resource, but my unit does not promote it	I AM aware of this resource and my unit promotes it
UFHHS - Faculty Preboarding Webpage - Resource for hiring administrators to effectively prepare for a faculty member's first day.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
UFHHS - Staff Preboarding Webpage - Resource for hiring administrators to effectively prepare for a staff member's first day.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

(2) Onboarding

Onboarding

Onboarding is defined as activities that occur after an employee's first day at UF up to their first 12 months of employment. Onboarding resources are aimed at educating new employees about UF programs, policies and culture as they acclimate themselves to the UF community in their first year of employment.

Please select your level of awareness and current use/promotion of the following onboarding resources

	I AM NOT aware of this resource	I AM aware of this resource, but my unit does not promote it	I AM aware of this resource and my unit promotes it
UFHHS - Onboarding Website - Hiring Administrator resources including an onboarding timeline, recorded info sessions and other onboarding resources.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
UFHHS - Onboarding Faculty Webpage - Onboarding processes, resources and best practices specific to new Faculty	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

(3) Current Employees

Current Employees

Current employees are defined as those currently working for more than one year in their roles. Resources for current employees include those aimed at furthering their professional development, educating them to opportunities available to them as UF employees and further enriching their work-life experience at the University of Florida and beyond. These resources may also touch on specific life events such as utilizing parental leave, attending leadership trainings, utilizing optional retirement programs, transferring to another department or other milestones that impact their lives and careers.

Please select your level of awareness and current use/promotion of the following current employee resources below

	I AM NOT aware of this resource	I AM aware of this resource, but my unit does not promote it	I AM aware of this resource and my unit promotes it
UF Employee Assistance Program - No-cost, confidential solutions to life challenges including counseling, legal, financial, and wellness support.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
UF Employee Education Portal - The Employee Education			

(4) Offboarding

Offboarding

Offboarding is defined as activities that occur once an employee notifies the department of their intention to either transfer to another unit or separate from the university altogether.

Please select your level of awareness and current use/promotion of the following offboarding resources below

	I AM NOT aware of this resource	I AM aware of this resource, but my unit does not promote it	I AM aware of this resource and my unit promotes it
Employee Offboarding (transfer) Checklist - Checklist for a department whose employee is transferring from one department to another.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employee Offboarding (exit/separation) Checklist - Checklist for a department whose employee is leaving the university.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exit Survey/Interview - Process (either via form or personal			

We want to hear from you:

What resources, practices and policies are working for your department?

Specific Feedback

Please indicate any other preboarding resources, processes or materials your department uses that are not indicated in the list above.



General Feedback

If you have any additional information, thoughts or comments about the employee lifecycle, please leave them in the text field below.



Click the arrow below to complete this survey



Share your voice.

The Employee Lifecycle Communications
Survey is open May 1 - 31.

Share your insights as university professionals
and help shape the UF employee experience.



https://ufl.qualtrics.com/jfe/form/SV_eIM80cAYtbxFIFw

A photograph of a person walking a dog on a leash. The person is wearing blue jeans and grey sneakers. The dog is a small, white and brown dog, possibly a Jack Russell Terrier, wearing a black harness and a blue leash. They are walking on a paved path next to a white wall and green foliage. The image is overlaid with a dark blue gradient on the left side.

University Benefits

Shannon Edwards



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 August 16, 2024**
 - Due to double deductions, any new 9- and 10-month hires effective prior 8/16/2024 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**

FY 24 Comp Leave Cashout

- Accrued balances as of the end of PPE 5/23/24 will be paid out.
- Payout will not include any future dated COMP hours entered through 6/30/24.
- To prevent negative balances and payroll corrections, time reporting codes pertaining to compensatory leave will be **unavailable** between 05/24/24 - 06/24/24
 - 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 6/14/2024

FY 24 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

- **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, 2024**, or they will expire

A person is fly fishing in a river. The person's hands are visible, holding a fishing rod and reel. The rod is bent, and the line is cast into the water. The background shows a river with a forested bank and mountains in the distance. The sky is clear and blue.

Classification & Compensation

Brent Goodman

UF

Human Resources




Introduction to ChatGPT for HR Professionals

Introduction to ChatGPT for HR Professionals


- ChatGPT can assist HR professionals in writing comprehensive job descriptions, position announcements, and more.
- GPT (Generative Pre-trained Transformer) works by analyzing vast amounts of text to learn patterns and relationships between words, enabling it to generate coherent and contextually relevant text based on the input it receives.
- By using a prompt, you can instruct ChatGPT or similar AI models to generate text in a structured format, tailoring the output to meet specific content and style requirements.
- For example, you can ask ChatGPT to format the response to match a template and to reference specific items, such as a specific text or job profile.



Generative AI can be used for:

- **Introductory Text:**
AI can help generate engaging opening descriptions to interest potential candidates.
 - **Language Corrections:**
AI can assist in proofreading and correcting language errors for clarity and professionalism.
 - **Overall Structure:**
AI can help organize the job posting coherently and logically, ensuring that key information is highlighted effectively.
 - **Formatting:**
AI can assist in formatting the job description to make it visually appealing and easy to read.
 - **Standardized Content:**
AI can help ensure consistency in language and formatting across multiple job descriptions.
- 

Generative AI Is Not be used for:

- **Personal Names:**
AI should not generate personal names of supervisors, managers, or any individuals associated with the job position.
 - **Working Hours and Schedule:**
AI should not be relied upon for determining or communicating specific working hours, schedules, or any contextual information related to time management.
 - **Confidential Information:**
AI should not be used to generate content containing sensitive or confidential information about the university, its operations, or its employees.
 - **Legal or Compliance Matters:**
AI should not be used to generate content pertaining to legal requirements, compliance standards, or any other regulatory issues.
 - **Final Content Publication:**
Content generated by AI should always undergo human review before publication. AI-generated content is part of the editorial process and should not be published straight from ChatGPT without thorough human oversight.
- 

UFHR Job Description Prompt

- Leverages AI to streamline the job description development process.
- Ensures consistency, clarity, and compliance with HR policies.
- Prompt is available at <https://admin.hr.ufl.edu/hiring/position-planning-and-establishment/chatgpt-job-description-template/>

ChatGPT Job Description Prompt Template

[Copy to Clipboard](#)

Act as an experienced recruitment marketing copywriter. Create a fillable job description template for [INSERT JOB TITLE HERE].

Maintain a clear and direct writing style using simple language, present tense, and descriptive verbs. Avoid abbreviations, acronyms, and gender-specific language. Comprehensively cover the typical and prevalent job description content, drawing from the available knowledge about the position. Include descriptive titles for each essential and marginal function as well as fully listing the minimum and preferred qualifications.

This template is to be filled out by the user. Do not remove or otherwise modify any text included inside brackets below such as: [IMMEDIATE SUPERVISOR'S NAME AND TITLE], [SPECIFY SUPERVISED POSITIONS], [SPECIFY DAYS AND HOURS] and [EXPLAIN VARIATIONS]. These fields should remain in the final generated template for the user to input manually. Any content that the user is required to complete should be added in brackets.

SUMMARY OF POSITION ROLE/RESPONSIBILITIES:

Provide a detailed summary of the role's responsibilities.

ESSENTIAL FUNCTIONS AND TIME ALLOCATION:

List all essential functions in the following format

Essential Function Name:

[Percentage of Time]

Explain in detail, 4 to 5 sentences, the core duties of this function

...

Add more essential functions if necessary.

Note: Identify essential functions under ADA accommodations.

MARGINAL FUNCTIONS AND TIME ALLOCATION:

List all marginal functions in the following format

Marginal Function Name:

[Percentage of Time]

Explain in detail, 4 to 5 sentences, the core duties of this function

...

Add more marginal functions if necessary, not exceeding 10%.

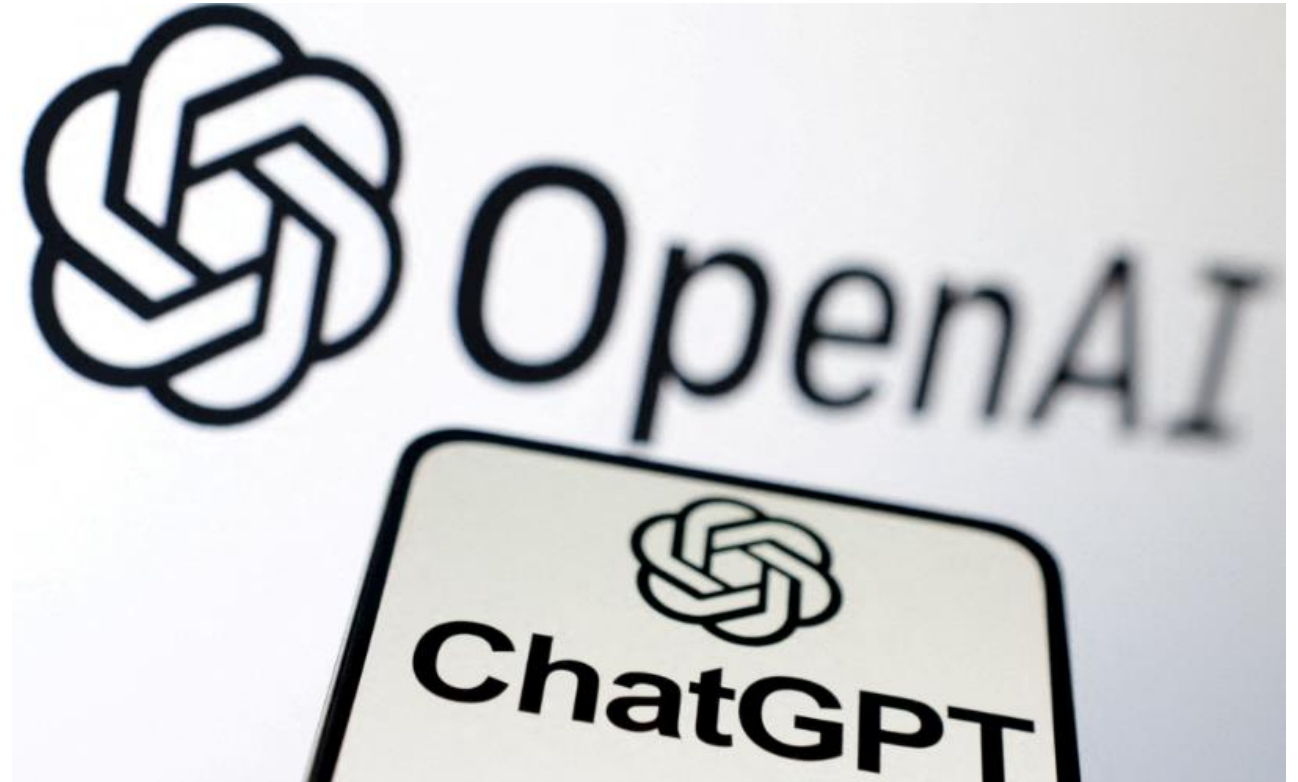
Note: Marginal functions for ADA accommodations.

SUPERVISION:

Reports to [IMMEDIATE SUPERVISOR'S NAME AND TITLE], supervises [SPECIFY SUPERVISED POSITIONS]

UFHR Job Description Prompt

- Visit the official OpenAI or ChatGPT website to sign up.
- Provide the required information, such as email address, and create a password.
- After verification, log in to start using ChatGPT for job descriptions.



[This Photo](#) by Unknown Author is licensed under [CC BY-NC-ND](#)

Using the Prompt

- Detailed instructions on how to use the prompt are found on our website.
- The prompt requires users to insert the following:
 - Desired Job Title
 - The job profile copied from <https://titles.hr.ufl.edu>

[demonstration]

Customize The Prompt

1. Copy and paste the below GPT prompt template text into a word processor such as Notepad or Text Edit for editing.
2. Navigate to <https://titles.hr.ufl.edu/> to identify the appropriate job profile based on the anticipated job duties.
3. Once the appropriate job profile is identified, update the **[INSERT JOB TITLE HERE]** field in the GPT prompt template to the desired job title.
4. Copy the entire Job Profile including the summary, examples of work, education and experience, licensure and certification, supervision and competencies, then paste into the **[INSERT JOB PROFILE HERE]** field in the reference section at the end of the GPT prompt template.


Generate your Job Profile Template

1. Create an account or log in to a ChatGPT existing account by visiting <https://chat.openai.com/>
2. Copy and paste the entire updated GPT prompt into ChatGPT and press enter to begin generating your profile.
3. ChatGPT will draft a position description based on the information provided. If key information is missing or otherwise inaccurate, you may regenerate at any time by clicking the "regenerate" button.

Edit and Finalize

1. Once the generated prompt is written to your satisfaction, copy and paste the result back into the word processor of your choice for final editorial review.
2. Update/modify the job description as appropriate, including updates to all remaining hiring administrator content in **[BRACKETS]** and review all information for accuracy.

ChatGPT will Generate Content for the Job Description

- ChatGPT will generate content for all fields found on the current job description template. These include:
 - Summary of position & responsibilities
 - Essential functions and time allocation estimate
 - Marginal functions and time allocation estimate
 - Communication and responsibility for monetary and confidential data.
 - Because some information is position-specific, users will need to update some placeholders including:
 - Percentage of time spent performing the duties
 - Supervisory information
 - Work schedule
- 

Conclusion and Additional Resources

- We hope that the tool will help streamline the process of creating a position description, thereby accelerating the hiring process.
- To use this template, please visit www.go.ufl.edu/chatgptjobdescription
- Please contact a Class & Comp team member via compensation@ufl.edu for assistance.





Changes to the Fair Labor Standards Act (FLSA)



Changes to the FLSA

- Earlier this year, the Biden administration initiated the process to update the FLSA.
- Similar to 2016, the proposed changes focused on the following updates:
 - Increasing the minimum salary test
 - Implementing automatic increases to salary test over time
- Last week, the Department of Labor (DOL) announced the final rule. The most notable changes include:
 - **July 1, 2024:** Minimum salary threshold increases to \$43,888 (\$844 per week).
 - **January 1, 2025:** Minimum salary threshold increases to \$58,656 (\$1,128 per week).
 - Adds a mechanism to update the salary level every three years with the first update being July 1, 2027.



Changes to the FLSA

- The final rule does not make any changes to the job duties test or salary basis requirements.
- Large groups of employees will not be impacted as they are not subject to the minimum salary threshold. These include:
 - Graduate Assistants
 - Faculty
 - Doctors, including residents, who practice medicine
 - Lawyers who are engaged in practicing law
- As in 2016, there is a broad expectation that the changes will encounter legal obstacles.





Empowering UF – HR Reporting Needs



Empowering UF - HR Reporting Needs

- **ERP Transition:** As many know, UF will be transitioning to Workday through a multiyear project called Empowering UF.
- **Importance of Dialogue:** Establish the critical need for an open dialogue between UFHR, UFIT, and campus stakeholders to identify and address HR reporting needs.
- **Stakeholder Engagement:** Over the next few months, our goal is to engage with HR professionals and campus stakeholders to ensure their needs are reflected in the Workday implementation.

Understanding Current HR Reporting Capabilities

- **Assessment of Current Tools:** Examine the current HR reporting tools and methods used within UFHR and discuss their effectiveness and limitations.
- **Feedback Collection:** Implement a systematic approach to gather feedback from key HR personnel about the strengths and challenges of current reporting practices.
- **Identifying Gaps:** Identify gaps and areas for improvement in current HR data management and reporting systems to better align with Workday capabilities.



Next Steps

- **Stakeholder Engagement:** Organize sessions with UFHR, UFIT, and campus stakeholders to better understand future HR reporting requirements.
 - Discussion with HRLs during the May HRL Meeting
- Other ways to provide feedback:
 - email UFHR at HR-SE-DataServices@ad.ufl.edu





Employment Operations & Records

Johannes Traster

UF

Human Resources

Biannual Termination File

Opening Late May

- ☐ A termination file will be open from May 24, 2024 – June 14, 2024
- ☐ The file lists active employees who have not received payment in 6 months or more
- ☐ Effective date in Job Data: June 21, 2024
- ☐ 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: 2024
- ☐ Enter your unit's Department ID
- ☐ Enter Termination Date: 06/21/2024





Training & Organizational Development

Gwynn Cadwallader



Human Resources

GBAS Summer Session



We're offering a 'special' summer session this June!

Join Vice President and Chief Information Officer Elias Eldayrie as he shares an update on the Empowering UF initiative. Come learn how you can be involved and bring any questions you may have. See you there!

June 5, 2024
2:00-3:00 pm

[Register Now!](#)

Registration deadline is June 4th

Leadership Development Programs

Cohort Experiences

- ~~Managers Cohort~~- CLOSED
- UF Academy
- Advanced Leadership for Academics and Professionals (ALAP)

Application Deadline: Monday, May 6th

New cohorts begin in August and run through June



<https://leadership.hr.ufl.edu/programs/>



Important Dates

May 6 • Application Deadline for Leadership Programs

May 23 • Lunch & Learn with special guest Rick Bales

May 24 • Termination File Opens

June 5 • GBAS Summer Session

June 5 • Next HR Forum



Human Resources

