



UFHR Forum

June 5, 2024

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



Human Resources

AGENDA

Compliance & Ethics | [Andrea Leemon](#)

Transportation & Parking Services | [Mairead Baker & Jodi Chase](#)

Essential Employees | [Rebecca Wright](#)

Communications & Worklife | [Patricia Alba](#)

Benefits | [Shannon Edwards](#)

Classification & Compensation | [Carolynne Standish](#)

Strategic Initiatives | [Amber Wuertz](#)

Important Dates



UF Compliance & Ethics

Andrea Leemon

UF

Human Resources



UF Compliance and Ethics (UFCE) Learn over Lunch Series

Topic: Event Permitting on Campus: Complying with UF's Use of Space Policy (4-011)

Date: Tuesday, June 18

Time: noon – 1:00pm

Presenters: Tara Hollow, Assistant Director of Operations, Business Affairs;
Andrea Leemon, Assistant Director of Student Activities & Involvement, Student Life

Platform: Zoom

Discuss various elements of UF's event permitting process and Use of Space Policies, such as:

- When a permit is needed and how the event permitting process works
- The expectations for campus units and registered student orgs who want to hold events on campus
- The Use of University Space Policy and other supporting policies including catering, alcohol, food trucks, fronting, signage, etc.

To register for this webinar, click [here](#).

This event will be recorded and available for viewing within a week (or so) of the presentation at:

<https://compliance.ufl.edu/integrity-toolbox/learn-over-lunch/>.



Transportation & Parking

Mairead Baker &
Jodi Chase

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TEMPORARY 2-WEEK PERMIT

Currently, new employees receive a 2-week permit to allow them to park on campus as they prepare to join the Gator Nation.

This system has worked well...most of the time.

CURRENT ISSUES

- *In 2023, TAPS implemented virtual permits which ties the customers license plate to the permit.*
- *Difficulty for some employees to receive the emailed temporary permit due to last minute employee changes.*

CHANGES

- *Instead of attaching the temporary permit as a PDF to an email, new hires will receive an email with a link instructing them to visit the TAPS temporary virtual permit website.*
- *At the website, new hires will use an individualized token (usable only one) to access a registration form for a free 14-day temporary virtual permit.*
- *After registering, the employee will receive a confirmation email containing: links to the parking map, rules, and regulation and information about the virtual permit.*

THE ONLINE FORM

Customer Info

First Name

Last Name

Phone

Email

Address

City

State

FL

Zip

Vehicle Information

State

FL

License Plate Number

Permit Type

Permit Type

Quantity

1

✓ Save and Continue to Payment

WHAT THE EMAIL WILL LOOK LIKE

Dear [[Pre-Hire Name]],

Welcome! We are pleased to provide you with a complimentary virtual 2-week parking permit to assist you in your transition. To activate this complimentary virtual permit, please [fill out the form](#) (*custom link to form*) and provide the license plate number of the vehicle you will be parking on campus and the date you want the permit to be activated. This permit can be used in orange, blue, or green lots.

Please visit us at <https://taps.ufl.edu> before this permit expires to order your long-term parking permit, as well as for additional information on parking and transportation options.

Please contact us with any questions you may have at 352-392-7275 or email us at parking@ufl.edu.

Thank you and Go Gators!

Transportation and Parking Services

Questions?

Email TAPS at parking@ufl.edu



Essential Employees

Rebecca Wright

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ESSENTIAL EMPLOYEES

Essential employees provide vital support to the University of Florida in the event of an emergency or disaster that results in the official suspension of classes and/or closing of offices.



ESSENTIAL EMPLOYEES

- Essential employees play an important role in maintaining the safety and well-being of students, faculty, and staff who may be remaining on site throughout emergency events.
- During a campus closing, only employees designated as On-Campus Essential may be present on campus.



ESSENTIAL EMPLOYEES

On-Campus Essential – Working on campus

- Continuation of critical and/or essential services that must be completed on-site
- Maintaining integrity of infrastructure, property or systems on-site
- Necessary on-campus work to maintain the safety and wellbeing of students, faculty and staff


Remote Essential – Working from a remote location, may need periodic access to campus

- Work is required to maintain operations and business continuity of the University and can be completed remotely
- Supervisor approved access to campus may be needed periodically to complete required work

Remote Non-essential – Working from a remote location, does not need access to campus

- Work is important to the University and can be completed remotely, but is not essential to maintain operations and business continuity

ESSENTIAL EMPLOYEES


- Colleges and Departments are responsible for designating and notifying essential employees.
 - Essential employees may be required to report to work, be “on call” to report to work, and/or work remotely if required in order to maintain the critical functions of the University during a closure.
 - In the event of an emergency closing, supervisors notify essential employees if and when they are required to report to work.
 - Essential employees have a responsibility to monitor official University of Florida communications related to an emergency, including UFAAlert and UFL.edu, as well as maintain up to date contact information in myUFL.
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ESSENTIAL EMPLOYEES



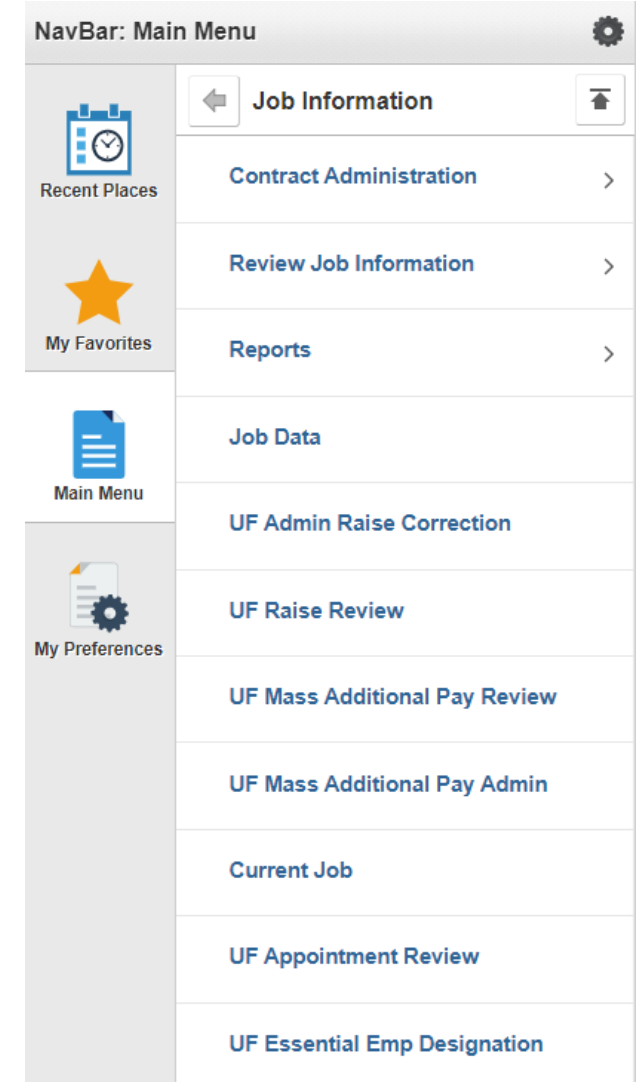
- Essential employees should receive and acknowledge written designation from their supervisor
- A standardized designation letter template is available to departments

ESSENTIAL EMPLOYEES

- TEAMS non-exempt and Law Enforcement non-exempt employees who are required to work during an emergency closing will earn one hour of special compensatory leave for each hour worked during the emergency closing, in addition to their normal pay.
 - If the special compensatory leave is not used by the end of the fiscal year, the employee will be paid for the leave.
 - TEAMS exempt employees who are required to work during an emergency closing are eligible for compensatory leave at the discretion of the supervisor — although this compensatory leave is handled informally at the department level and not accrued in myUFL.
 - Faculty and graduate assistants are not eligible for compensatory leave under this policy.
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ESSENTIAL EMPLOYEES

- HR Liaisons record the designation in the UF Essential Employee Designation file in myUFL.
- Navigation-
myUFL Main menu > Human Resources > Workforce Administration > Job Information > UF Essential Emp Designation



ESSENTIAL EMPLOYEES

UF Essential Emp Designation

Department 62010100 HR-VICE PRESIDENTS OFFICE



1-4 of 4



View All

	Empl ID	Empl Record	Name	Essential
1	86879900	0	Curry,Melissa S	Yes

Navigation

myUFL Main menu > Human Resources > Workforce Administration > Job Information > UF Essential Emp Designation

ESSENTIAL EMPLOYEES

myUFL Enterprise reporting

Team Content > Human Resources Information > Workforce Information > UF Essential Employee Designation Tracking



UF Essential Employee Designation Tracking

Run Date: 08/01/2022

Dept ID	Dept Name	Emplid	Name	Empl Rcd	Email	Home Phone	Cell Phone	Campus Address Line 1	Campus Address Line 2	Campus Address Line 3	Campus Address City	Campus Address State	Campus Address Zip	Supervisor ID	Supervisor Name	Supervisor Email	Supervisor Work Phone	Supervisor Home Phone	Essential Employee Flag
62010100	HR-VICE PRESIDENTS OFFICE			0				903 W UNIVERSITY AVE			GAINESVILLE	FL	32601-5117						Y

ESSENTIAL EMPLOYEES

Available Resources

<https://hub.policy.ufl.edu/s/article/Essential-Employees>

A stack of several books with various colored spines (white, red, blue, brown) is visible on the right side of the slide.The logo for the University of Florida, consisting of the letters "UF" in white on an orange square background.

UF

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A high-angle photograph of a woman with long brown hair, wearing a blue and white striped shirt and jeans, gardening on a balcony. She is wearing pink gloves and is working in a white rectangular planter box. The balcony is filled with various potted plants, including succulents and flowering plants. There are two white metal chairs with pink cushions and a small round table with a blue and white pattern. The background shows a glass railing and some greenery outside.

Communications & Worklife

Patricia Alba

UF

Human Resources

On-demand webinars

Financial literacy

- Live and on-demand
- Retirement
- Home ownership
- Investing and more

worklife.hr.ufl.edu/wellness/financial-literacy/

Caregiver support

- Six on-demand webinars plus additional resources
- Resilience and emotional well-being toolkit

worklife.hr.ufl.edu/wellness/caregiver-support/



Employee Wellness Month

- June 4 to July 9
- UF/IFAS Mediterranean diet cooking series
- Environmental Health & Safety ergonomics webinar
- Registration is ongoing
- On-demand and live webinars available on the Worklife website

worklife.hr.ufl.edu/wellness/employee-wellness-series/





At Play

- Open May 1 to Aug. 16
- Faculty, staff and graduate assistants
- Categories: Daily life, nature, travel and people's choice
- Over forty prizes from UF and GatorPerks partners!

news.hr.ufl.edu/worklife/capture-your-summer-share-your-photos-for-chances-to-win-a-prize/



Employee Assistance Program

- Dedicated phone: 352-273-1765
- Email: eap-help@ufl.edu
- Adding a third counselor
- Department visits

eap.ufl.edu





University Benefits


Shannon Edwards



Human Resources



Reemployment Changes

- The Florida legislature passed House Bill 151: Florida Retirement System, which amends the reemployment after retirement provisions.
 - This change will allow “retirees” to be reemployed with an FRS employer, and receive both compensation and retirement benefits, after meeting the termination requirements which is now **6 calendar months after date of termination (distribution)**.
 - This change eliminates the “suspension of benefits” period currently applied during 7 to 12 calendar months after the date of termination.
 - Policies and the website will be updated to reflect this change
 - This change goes into effect **7/1/2024**
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Classification & Compensation

Carolynne Standish

UF

Human Resources

FLSA – Effective July 1st

On April 23rd, The U.S. Department of Labor (DOL) finalized revisions to the Fair Labor Standards Act (FLSA), impacting overtime eligibility criteria. Effective July 1, 2024, the minimum salary threshold for exempt employees will increase to \$43,888 annually (\$844 per week).

Who is Impacted: a list of employees will be sent to the HR Liaisons from Classification & Compensation this week.

Options for Compliance:

- **Increase Salary to \$43,888:** To maintain their current exempt level classification, employees affected by the threshold change must have their salary increased to at least \$43,888 annually (\$844 per week). It's essential to note that FTE (Full-Time Equivalent) is not prorated.
- **Reclassification to Non-Exempt:** Alternatively, you may work with your Classification & Compensation Analyst to explore suitable non-exempt classifications for affected employees.

Deadline: June 27th, 2024 (HR deadline for the effective pay period)

It's crucial to adhere to this deadline as the ruling may undergo further changes, and our Classification & Compensation team will keep you updated accordingly.





Strategic Initiatives

Access Request System Changes

Amber Wuertz



UF

Human Resources

WHAT | WHY

What is Changing?

Request System:

UF is shifting from using an in-house ARS system to SailPoint Identity Now.

Training Requirements:

Core office approvers are collaborating to transition from using "required training" terminology to adopting "recommended training" for some roles.

Why is it Changing?

Prior to the implementation of Workday (2027) UF evaluated the existing business processes and custom-built systems that needed to transition early. The current ARS became a top priority.

Coming Fall 2024



Human Resources

CURRENT STATE

Currently security roles are requested and approved in MyUFL using the in-house Access Request System.

Department Security Administrators (DSA) can do the following based on their identified authority area:

- Request Security Roles
- Request Removal of Security Roles
- Receive Required Recertification Notifications

Navigation

Main Menu > Access Request System > Requests

483 SECURITY ROLES REQUIRE SPECIFIC TRAININGS

- Process Trainings
- PII Trainings (FERPA, HIPAA, SS#)

ARS & Training system communicate to ensure roles cannot be requested unless training is completed.

SAILPOINT

OVERVIEW

Accessing the System

- **Users log in through the standard ufl.edu domain**
- After logging in, users land on a dashboard displaying their account details

Role Requests

- Users can request roles for themselves or others.
- The system facilitates requests for others, allowing selection of identities for whom roles are requested.
- **Users can search for identities by Name, Gator link or UFID.**
- **Multiple roles can be requested for multiple people, with all requested roles applying to selected individuals.**
- The request process involves selecting identities, choosing roles, and submitting requests.

Approval Process

- **Submitted requests go through an approval process.**
- Approvers receive notifications via email and can approve or deny requests.
- Details provided include requester, requested role, and comments.
- Approvers cannot approve requests they've made, maintaining separation of duties.
- Notifications are sent to requesters upon approval or denial.

User Experience Enhancements

- Links in approval emails allow direct access for approval or denial.
- Users logged into the system don't need additional authentication for approval.
- **Multiple open requests can be handled simultaneously, improving efficiency.**
- **Roles applied within 15 minutes of approval vs. the overnight process, with exceptions*.**

**Third party vendors, like PageUp, still require a nightly file load, so while the role will be in myUFL, access won't happen till the next day.*

Historical Data

- **The system provides a timeline of access changes, offering historical context for role additions or removals.**
- This feature helps users understand access changes over time.
- This feature offers transparency into request status, including approvals and denials.

Sail Point Transition

Completed

- Met with HR Liaisons to identify “Primary” DSA’s for each area
- Hosted DSA Info Session
- Identified Focus Group

In Progress

- Focus Group testing and feedback

Coming Up

- August – Launch new DSA Training
- September – Launch new system

Additional Resources

Role Request Modernization Info Session:

<https://identity.it.ufl.edu/identity-coordination/role-modernization/>

In Progress, FAQ page (check back for updates):

<https://identity.it.ufl.edu/faqs/>

Questions, email:

ufit-ars@ad.ufl.edu



Human Resources



Important Dates

- June 5 • GBAS Summer Session
- June 18 • Learn over Lunch - Event Permitting on Campus
- June 27 • Deadline for Decision to C&C
- July 1 • FLSA & Reemployment Changes Effective
- July HR Forum • Cancelled