



UFHR Forum

November 5, 2025

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





Agenda

- Benefits | **Shannon Edwards**
- Employment Operations & Records | **Johannes Traster & Rachel Blue**
- Immigration Compliance Services | **Ivelisse Munoz Medina**
- Talent Acquisition & Onboarding | **Andrew Fischer**
- Foreign Researcher Screening | **Cassandra Farley**
- Payroll Services | **Brenda Harrell**
- Training & Org. Development | **Nicole Harris**
- Employee Education Program | **Verlissa Ford**
- Compliance & Ethics | **Loren Israel**
- Important Dates





University Benefits

Shannon Edwards



Benefits & Leave

December Vacation Leave Cash-out

TEAMS employees may cash out up to 16 hours (per FTE) of vacation leave between Monday, November 10th and Tuesday, November 18, 2025 *

*Note this is an accelerated payroll closing

A minimum balance of 40 hours (per FTE) of vacation leave is required after cashing out the leave. This does not include future accruals.

No late entries or exceptions will be permitted:

- Employees must enter time in their timesheets before midnight on 11/17.
- Time approvals must be completed by 10 a.m. on 11/18.
- It is up to the supervisor to confirm the employee has the minimum remaining balance.

Cashout will be on the November 26th paycheck

[Instruction Guide](#)

Questions?

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



Benefits

Open Enrollment Updates

Open Enrollment Deduction Timing:

- State of Florida Open Enrollment changes will be reflected in the December 12th paycheck.
 - UFSelect and FSA/HSA deductions will be reflected in the January 9th paycheck.
 - Employees moving from UF (deductions in the month of coverage) to the State (deductions a month in advance) may see two deductions in December due to the transition in coverage timing.
- 

Benefits

Voluntary 403(b) and Florida Deferred Compensation Plans Age-Based Catch-Up Contributions & Secure 2.0

- Age Based Catch-Up:
 - Employees age 50+: \$7500 (2025)
 - Super Catch-Up (Ages 60-63): \$11,250 (2025)
 - Age 64+: \$7500 (2025)
 - Allowed in both 403(b) & Florida Deferred Compensation Plan
- Secure 2.0:
- Employees earning more than \$145,000 (based on prior-year wages from the same employer) must make all catch-up contributions as Roth (after-tax).
- Employees earning \$145,000 or less may continue to choose pre-tax or Roth options.
- Roth option available in Fidelity 403(b) and only available in Florida Deferred Compensation if enrolled as of 6/30/25.

Targeted communication will be sent to all impacted employees in December with instructions on how to update elections and updated annual limits.





Employment Operations & Records

Johannes Traster &
Rachel Blue



Exciting News—Loyalty Oath Update

The longstanding loyalty oath form no longer requires notarization.

What does this mean for you?

- We are currently working with our vendor, Equifax on updating all packet types for GatorStart.
- We will notify the UF Community later this month via our EOR Newsletter once the loyalty oath is moved to GatorStart.
 - At this time, please continue to complete the PDF form until we announce that we may discontinue the form later this month.
- Hires created prior to the go-live date will still need to complete the paper form as GatorStart packets generated before this update will not have the loyalty oath form.
- Fellowship appointments still need to complete the 2-in-1 form for the loyalty oath and intellectual property agreement since Fellows do not complete GatorStart.
 - The 2-in-1 form has been updated to remove the notary section.

Accelerated HR Deadlines

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

- **November 12th** is the accelerated HR deadline for ePAF transactions to be paid out on the November 26th paycheck; Time & Labor closes on Tuesday, November 18th this pay period
- **December 5th** is the accelerated HR deadline for ePAF transactions to be paid out on the December 26th paycheck; Time & Labor closes on Thursday, December 11th this pay period
- **December 12th** is the accelerated HR deadline for ePAF transactions to be paid out on the January 9th paycheck; Time & Labor closes on Thursday, December 18th this pay period

To review all Payroll and HR deadlines visit the Payroll Schedules webpage.

<http://www.fa.ufl.edu/directives/payroll-schedules/>



Upcoming Action Items

Bi-annual termination file will open later this month – Friday, November 21st

- File will be set to close December 11th; termination rows will load December 12th
- An EOR newsletter will be sent on the day it opens to the UF Community



Updated Resources

Template Letters for University Appointments

- For a full list of changes made, please review the [Record of Revisions Log](#)
- Please use the revised letters starting Friday, November 21st to avoid recycled ePAFs at our level
- Best practice is to frequent this page to ensure you are using the most up-to-date letter template

Principles for Hiring a GA

- Changes made under Other Forms of Graduate Student Employment (page 2-3)
- The Grad School and EO&R provided clarity on evaluating the correct way to classify a vacancy
 - The breakdown of duties have been revised to help determine the appropriate classification for a student role



Important Update: Changes to EAD Extensions

The Department of Homeland Security (DHS) has announced an interim final rule ending the automatic extension of Employment Authorization Documents (EADs) for certain categories submitting renewal applications.

Key Steps for Reverification Process:

- Identify the EAD category.
- Note the **Received Date** on the receipt notice.
- If the category no longer qualifies for automatic extension and the Received Date is **after October 29, 2025**, the employee **cannot continue working** beyond the expiration date on their current EAD.

For categories impacted, please refer to our **Newsletter sent 11/03/2025**.

Or reference this Fragomen Notice: [USCIS Ends Auto-Extensions for Many EAD Renewal Applications Filed On or After October 30](#)



ICS Compliance Updates

Ivelisse Munoz Medina



Presidential Proclamation on H-1B Visa Fees

Effective September 21, 2025

Restriction of Entry

- Entry into the U.S. must be accompanied by \$100,000 payment.

Proof of Payment

- Proof of payment must be provided to Secretary of State prior to filing the petition.

Prevailing Wage Levels

- Secretary of Labor to initiate rulemaking for revision of prevailing wage levels.

Restriction of Entry Clarification

- Existing H-1B visa holders, and approved change of status or change of employer may leave/re-enter US

Within US – COS and COE approved = no \$100k fee

- For those already within the U.S., so long as their status does not expire, the transition to new employer or to H-1B status will not be subject to the fee.

New Petitions subject to \$100k fee

- Currently does not have an H-1B visa and is currently outside the U.S.
- H-1B petitions that have been rejected, or that are denied in the future.
- H-1B holder becomes ineligible for a COS, amendment, or extension.

Exceptions

- Presence of the IE presence is in the national interest of the U.S.,
- No American worker is available to fill the role,
- IE does not pose a threat to the security or welfare of the U.S., and
- Requiring payment would significantly undermine the interests of the U.S.

Immigration-Related Site Visits



USCIS - Fraud Detection and National Security Directorate (FDNS)

- Administrative Site Visit and Verification Program (ASVVP)
- Targeted Site Visit and Verification Program (TSVVP)

Purpose:

Investigate matters related to fraud, abuse, and/or compliance of immigration programs.

Examples of Information Verified:

- Job title
- Work duties
- Work location
- Number of working hours
- Other job-related factors provided in the petitions submitted



DOJ:

- Immigration and Customs Enforcement (ICE)
- Immigration and Employee Rights (IER)



FDLE

- Partnership with ICE under 287(g) Program

Scope of UF Site Visit Guide

In Scope:

- ✓ Visa Type:
 - ✓ H-1B
 - ✓ Certain spousal-based immigrant petitions
- ✓ Conducted by:
 - ✓ USCIS (via FDNS or DOJ)
 - ✓ Florida Department of Law Enforcement (FDLE)
- ✓ UF Representation:
 - ✓ Beneficiary (employee)
 - ✓ Supervisor
 - ✓ General Counsel and/or UF HR ICS

Out of Scope:

- Other visa types
- Employee work authorization
 - Applies to: I-9, hiring records
 - Conducted by:
 - Department of Homeland Security (DHS)
 - Immigration and Customs Enforcement (ICE)
 - Homeland Security Investigations (HSI) division
 - UF managing group: EOR
- Wage & Labor law compliance
 - Applies to: wages, FLSA classifications, payroll
 - Conducted by: DOL
 - UF managing group: EOR, C&C, Payroll
- Internal UF departmental audits

Guidance & Expectations

1

Read and
understand the Site
Visit Guide.

2

Communicate
guidance to your
departments/units.

3

Utilize the resources
available for
successful site visits.

Resources & Information



Review UF materials

- Site Visit Guide
- Employee Q&A Document
- Record of Site Visit template
- Record of Interview template



Government Information

- USCIS: www.uscis.gov
- FDNS: <https://www.uscis.gov/about-us/organization/directorates-and-program-offices/fraud-detection-and-national-security-directorate>
- ICE: www.ice.gov
- FDLE: www.fdle.state.fl.us



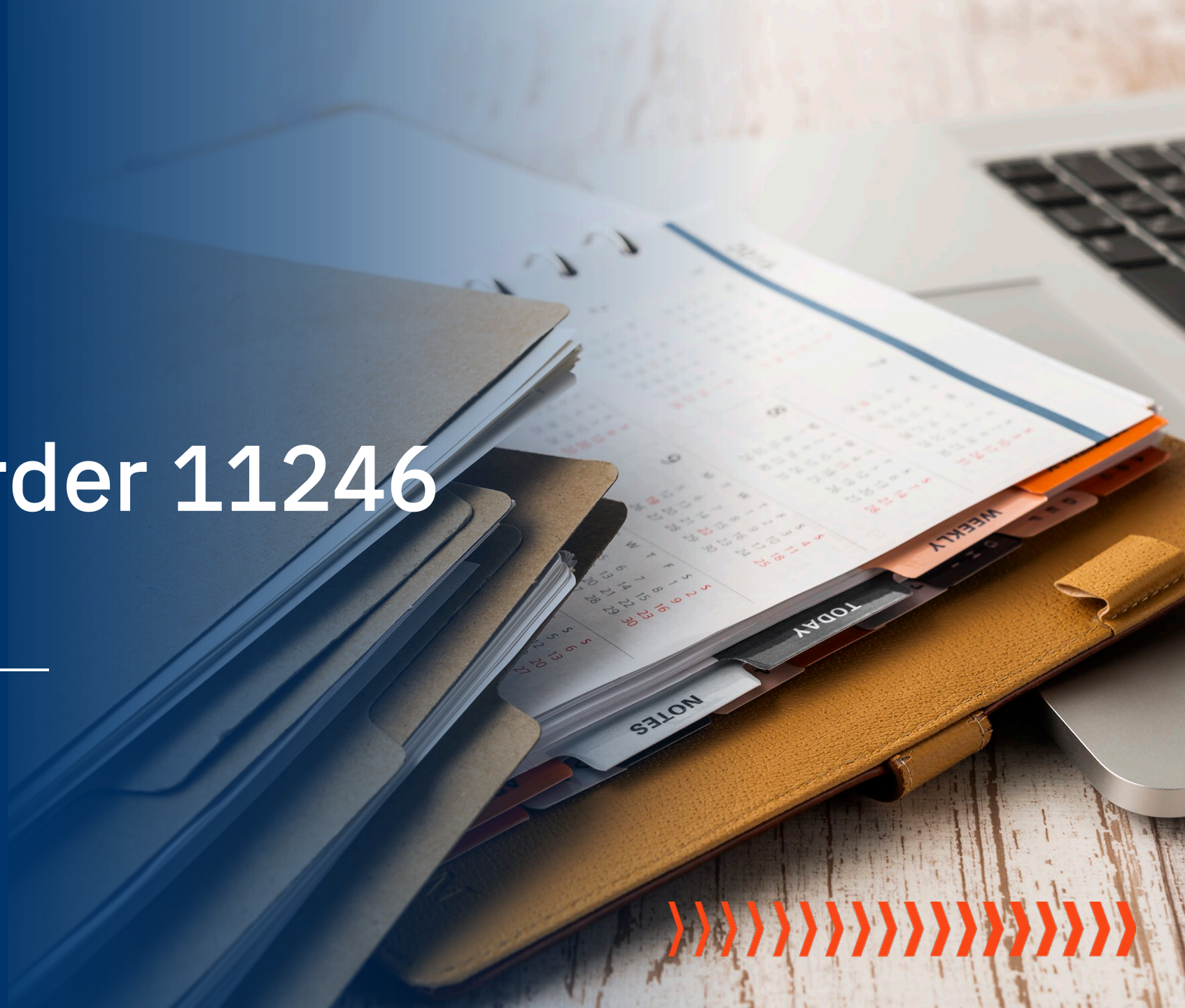
Important Dates

- UF materials will be made available to HRLs by November 10, 2025



Executive Order 11246 Reminder

Andrew Fischer



Reminder: Executive Order 11246

Executive Order on DEI & Affirmative Action:

- On January 21, 2025, President Donald Trump signed an executive order, "Ending Illegal Discrimination and Restoring Merit-Based Opportunity," restricting DEI and affirmative action programs at federal contractors.

One of the Key Provisions:

- Remove DEI language from policies, contracts, & procedures



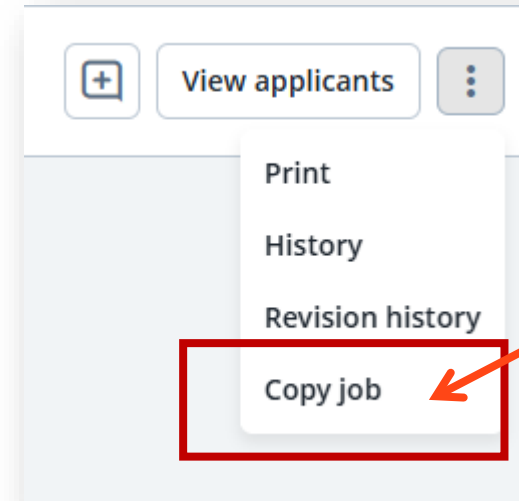
Reminder: Executive Order 11246

Opportunity:

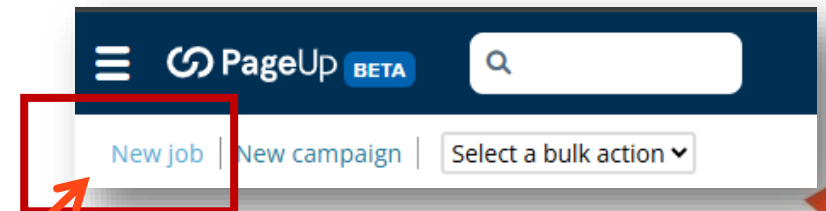
- We're still finding DEI language in postings. To mitigate use of old DEI language in job postings, **BEST PRACTICE** is to use the "New Job" feature when creating requisitions in PageUp. If you're using the "**copy job**" feature, give due diligence to reviewing all sections of the requisition for appropriate language.

Compliance Implications:

- Noncompliance may lead to legal risks, including contract suspensions & penalties.



Best Practice:



Who to Contact:



Human Resources

Talent Acquisition & Onboarding

talent@hr.ufl.edu

352-273-2841

A close-up photograph of a woman with dark hair, wearing a white lab coat and clear safety goggles. She is looking through the eyepiece of a black and white microscope. The background is a soft, out-of-focus laboratory setting with warm lighting. The left side of the image has a dark blue vertical overlay.

FS 1010.35 – Screening Foreign Researchers

Cassandra Farley



MODIFICATIONS PAUSED as of 11/14/25

FS 1010.35 – Screening Foreign Researchers

- Screening is required for any UF person who directs or conducts research or creates research materials or receives training in the conduct of research or a person who collects, manipulates, manages or controls access to research data or research activities or other sensitive data.
- UF HR and UF RISC (Research Integrity, Security and Compliance) partner to ensure compliance by identify and creating policies and practices to mitigate risk, provide training and track and report on efforts.

MODIFICATIONS PAUSED as of 11/14/25

High Risk Area: Volunteers

- Any individual participating in a volunteer status who engage in research activities, including but not limited to research support work, laboratory assistance, data collection or analysis, or any other activity that constitutes practical training or employment-like duties in a research setting presents a high-risk for the University.
- This does not include students who are engaged in curricular practical training where the experiential learning in research counts toward a degree requirement or academic credit.

MODIFICATIONS PAUSED as of 11/14/25

High Risk Area: Volunteers - What's Expected?

- Modifications are currently being made to Policy Number: 11-029 – Volunteers to address this high-risk area.
- Under the updated policy, volunteers will not be permitted to engage in research activities, including, but not limited to, research support work, laboratory assistance, data collection or analysis, or any other activity that constitutes practical training or employment-like duties.
- All volunteers engaged in research or research support activities are required to complete all assigned volunteer responsibilities associated with such work by **DECEMBER 3, 2025**.



Who to Contact?



Human Resources

Talent Acquisition & Onboarding

talent@hr.ufl.edu

352-273-2841

or

UF|Research

International@research.ufl.edu

*intl-visitor@research.ufl.edu

352-392-9174



Payroll Services

Brenda Harrell



New Payroll Processing Runs

The system will now run time admin updates to make time available for approvals during the payroll closing week.

- Wednesdays and Thursdays
 - 10:00am and 3:00pm



Early Closing Period

- Normal Payroll – Pay Period Start and End Dates:
10/24/2025 – 11/06/2025
 - For Payday: 11/14/2025
- Accelerated Payroll – Pay Period Start and End Dates:
11/07/2025 – 11/20/2025
 - For Payday: 11/26/2025
 - Includes the December Leave Cash Out Option
 - Time and Labor closes Midnight Tuesday, November 18th
 - Will run final time admin at 8:30 Wednesday, November 19th
 - Please project hours for your hourly staff!
 - Approve time by 10am on 11/19

Early Closing Period

- Normal Payroll - Pay Period Start and End Dates:
11/21/2025 – 12/04/2025
- Accelerated Payroll - Pay Period Start and End Dates:
12/05/2025 – 12/18/2025
 - Payday: 12/26/2025
 - Time and Labor closes Midnight Thursday, December 11th
 - Will run final time admin at 8:30 Friday, December 12th
 - Please project hours for your hourly staff!

Early Closing Period

- **Potential Accelerated Payroll** - Pay Dates 12/19/2025 – 01/01/2026
 - Depending on testing of the file from the state of Florida when payroll will finalize there are two options that we are currently reviewing.



Early Closing Period

Option A: Potential the closing will be Time and Labor closes
Midnight Thursday, December 18th

- Will run final time admin at 8:30 Friday, December 19th

Option B: If we do not have this payroll closing due to state file
loads and we confirm payroll on midnight January 1st and run
final time admin on Friday, January 2nd at 8:30am

- If this is the path, please verify that all time entry is completed and approved for this pay period **before** you leave for the holiday closing
 - In addition, if this is the closing period, someone in your department must be available to approve any remaining time
- 



Training & Organizational Development

Nicole Harris



HR New Employee Onboarding Hub

A centralized webpage for new HR employees (and a handy reference for current ones). Quick access to essential toolkits, policies, and training by HR area. It provides a welcoming introduction to the UFHR community and the vital role HR professionals play in supporting the university.

[/ Training Programs](#) / HR New Employee Onboarding Hub

HR New Employee Onboarding Hub



At the University of Florida, people are at the heart of everything we do.

We prioritize a culture of care, opportunity, and excellence so that every employee can perform at their best. Together, we ensure that UF continues to attract, support, and retain the talented people who drive

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- Key HR Resources:
- Important Dates & Events
- UFHR Functions:
- Contact UFHR



Employee Education Program

Verlissa Ford



Employee Education Program (EEP)

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 up to (6) eligible credits per semester term.
- Florida public university (or college, if TEAMS) closest to their work location.
- Must be admitted, or have expectation of admission, to their EEP eligible institution (for semester of attendance) as degree or non-degree seeking student.

Accepting Spring 2026 Applications Now!
UF EEP Application Deadline – 5PM, December 18
Application submission and supervisory approvals due

Join us! November 20, 2:30PM via Zoom
Spring 2026 Information Session

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



Meet the UF Compliance and Ethics Office

- In recognition of Corporate Compliance & Ethics Week, join us for the first UFCE Learn over Lunch webinar of the 2025-26 season.
- Presentations by: ADA, Clery Act Compliance, Compliance Hotline and IRC, Ethics, Foreign Influence, Policy, Privacy Compliance, Title IX Compliance, and Youth Compliance programs.
- We'll also field questions in real time.
- Presentation will be recorded for those who cannot attend.

Date: Friday, November 7, 12:00 PM (on zoom)

Register [here](#).



Important Dates

November 6 • GBAS Fall Institute (8:30am-3:30pm at Emerson)

November 7 • Compliance & Ethics Learn Over Lunch (12pm on Zoom)

November 10-18 • December Leave Cash-Out Entry Available

November 11 • Veterans Day (Holiday)

November 20 • EEP Informational Session (2:30pm on Zoom)

November 27-28 • Thanksgiving (Holiday)

December 3 • HR Forum

