



UFHR Forum

December 3, 2025

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





Agenda

- Benefits | **Shannon Edwards**
- Talent Acquisition & Onboarding | **Ivelisse Munoz Medina**
- Training & Org. Development | **David Smith**
- Employee Education Program | **Verlissa Ford**
- Important Dates





University Benefits


Shannon Edwards



Payroll Deductions for 2026 Benefits

December & January payroll deductions reflect 2026 benefits elections:

State/PeopleFirst Deductions

- Most plans paid a month in advance
 - **December 12** and **December 26** paychecks pre pay for January 2026 coverage
 - If you switched from UF Select to State effective 1/1, you will see two deductions in December
 - OE changes to reimbursement accounts reflected on the **January 09** paycheck:
Flexible Spending Account, Dependent Care FSA, Limited Purpose FSA, and Health Savings Accounts
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Holidays & December Personal Leave

- Holidays: Dec. 24 & 25, Jan. 1 & 2
- December Personal Leave: Dec. 26-31
- Personal leave days have been auto-populated for eligible TEAMS and Faculty.
- The system does not require approval for personal leave days for exempt employees—the hours are automatically populated
- Time Reporting Code (TRC): **DPL-270**
- Instruction guide "Personal Leave Days" located at:
https://training.hr.ufl.edu/instructionguides/time&labor/personal_leave_days.pdf
- The Central Leave Team will award time to employees hired after the hours were originally pre-populated. If you do not see the hours for an eligible new hire, please have them use time worked until the hours are available to adjust.

Accelerated HR Deadlines

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

- **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/>



Voluntary Fidelity 403(b) and State of Florida Deferred Compensation 457(b) Plans

- 2026 Age Based Catch-Up:
 - Employees age 50: \$8,000
 - Super Catch-Up (Ages 60-63): \$11,250
 - Age 64+: \$8,000
 - Allowed in both Fidelity 403(b) & State of Florida Deferred Compensation 457(b) Plan
- Secure 2.0:
 - Employees earning more than \$150,000 in FICA wages for 2025 must make all catch-up contributions as Roth (after-tax).
 - Employees earning \$150,000 in FICA wages or less may continue to choose pre-tax or Roth options.
 - Roth option available in Fidelity 403(b) plan and only available in State of Florida Deferred Compensation 457(b) plan if enrolled as of 6/30/25.

Targeted communication will be sent to all impacted employees the week of 12/8 with instructions on how to update elections and updated annual limits. Please refer all questions to our team at benefits@ufl.edu



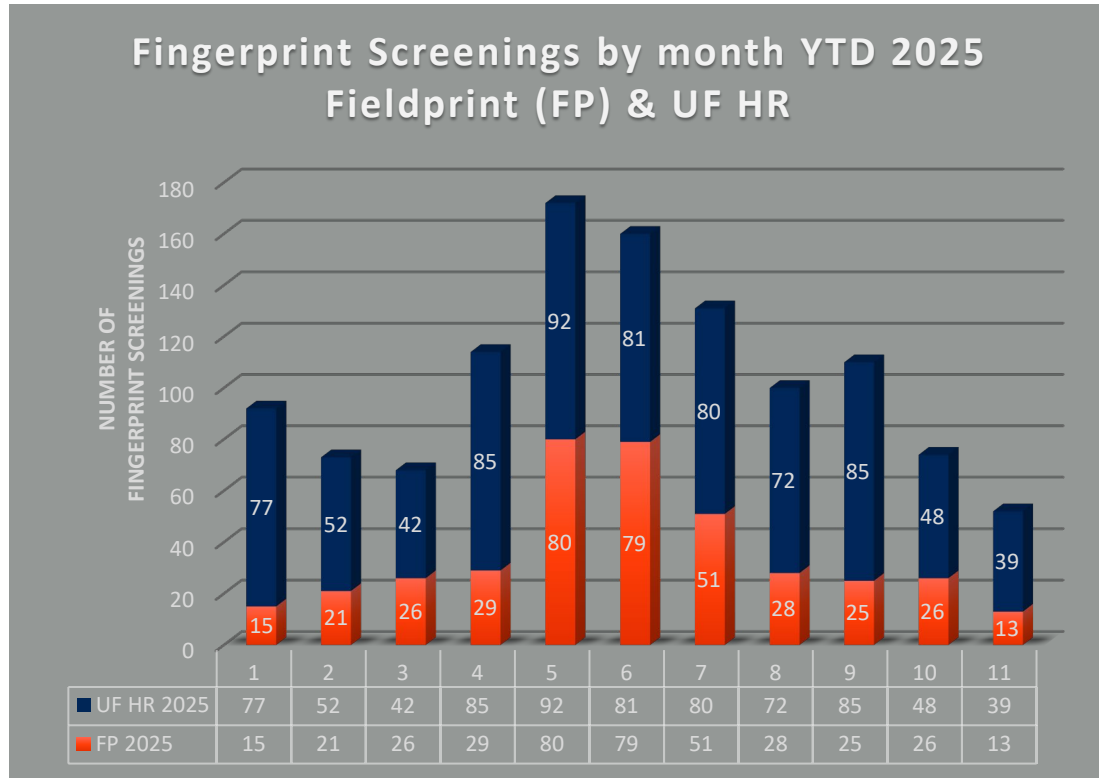


Talent Acquisition & Onboarding

Ivelisse Munoz Medina



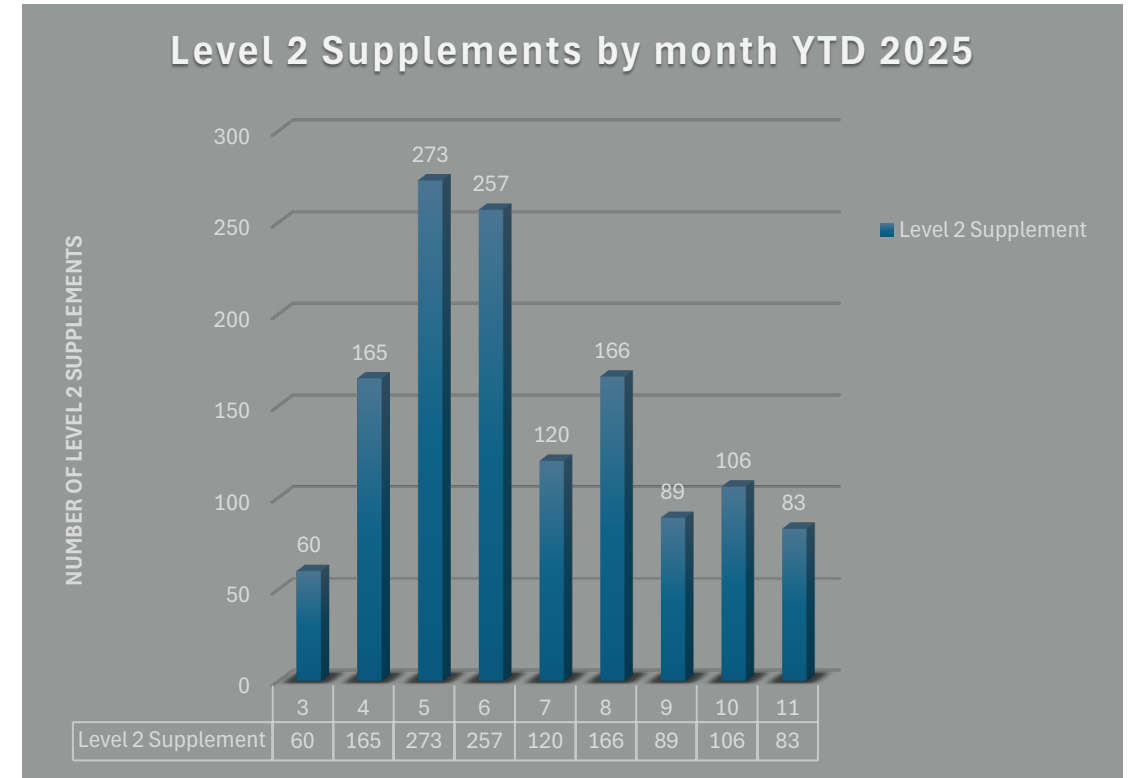
Fingerprint Screenings At-a-Glance



1,146 Fingerprint Screenings

- 753 conducted by UF HR (excludes no-show/rescheduled appts.)
- 393 conducted by Fieldprint

Peak Months: May, June, September



1,319 Level 2 Supplement Submissions in HireRight

Peak Months: May, June, August

UF HR Values in Action

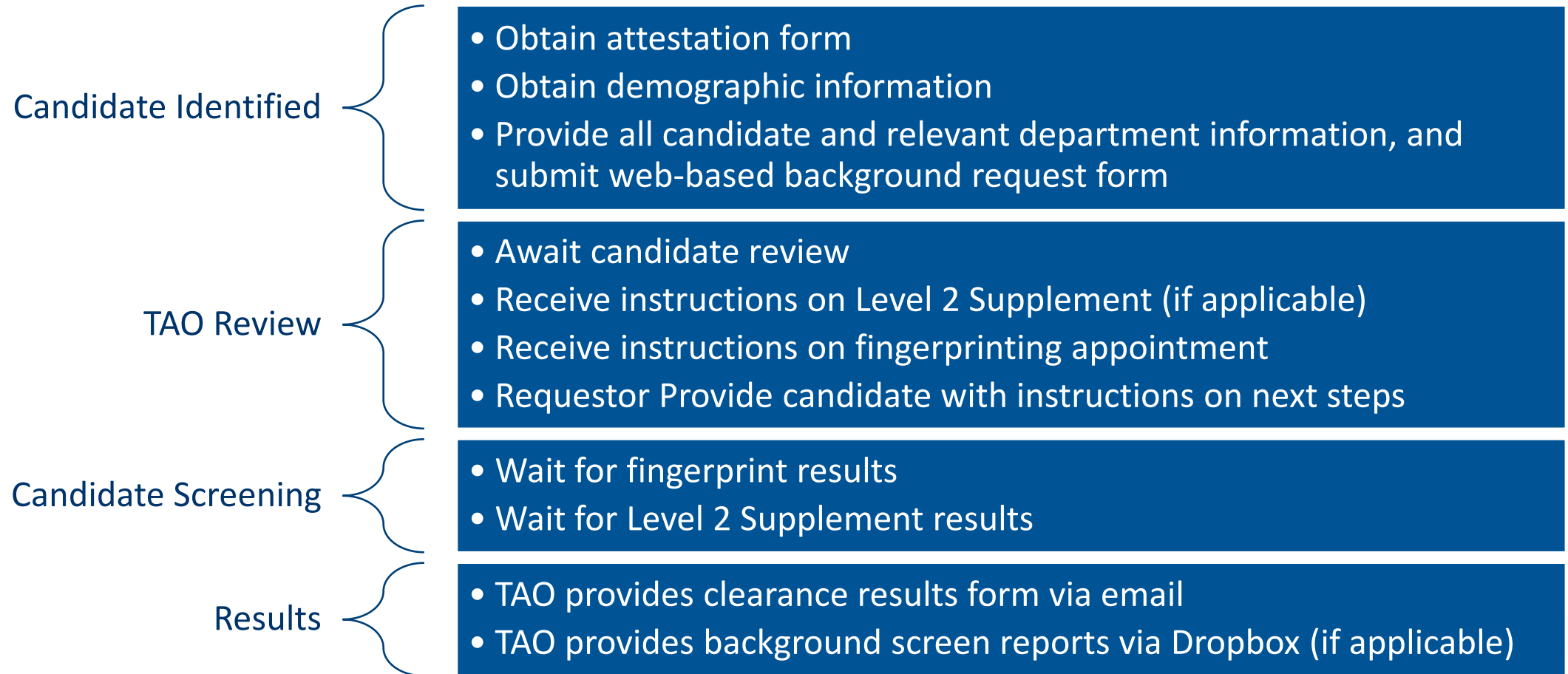
Culture of:



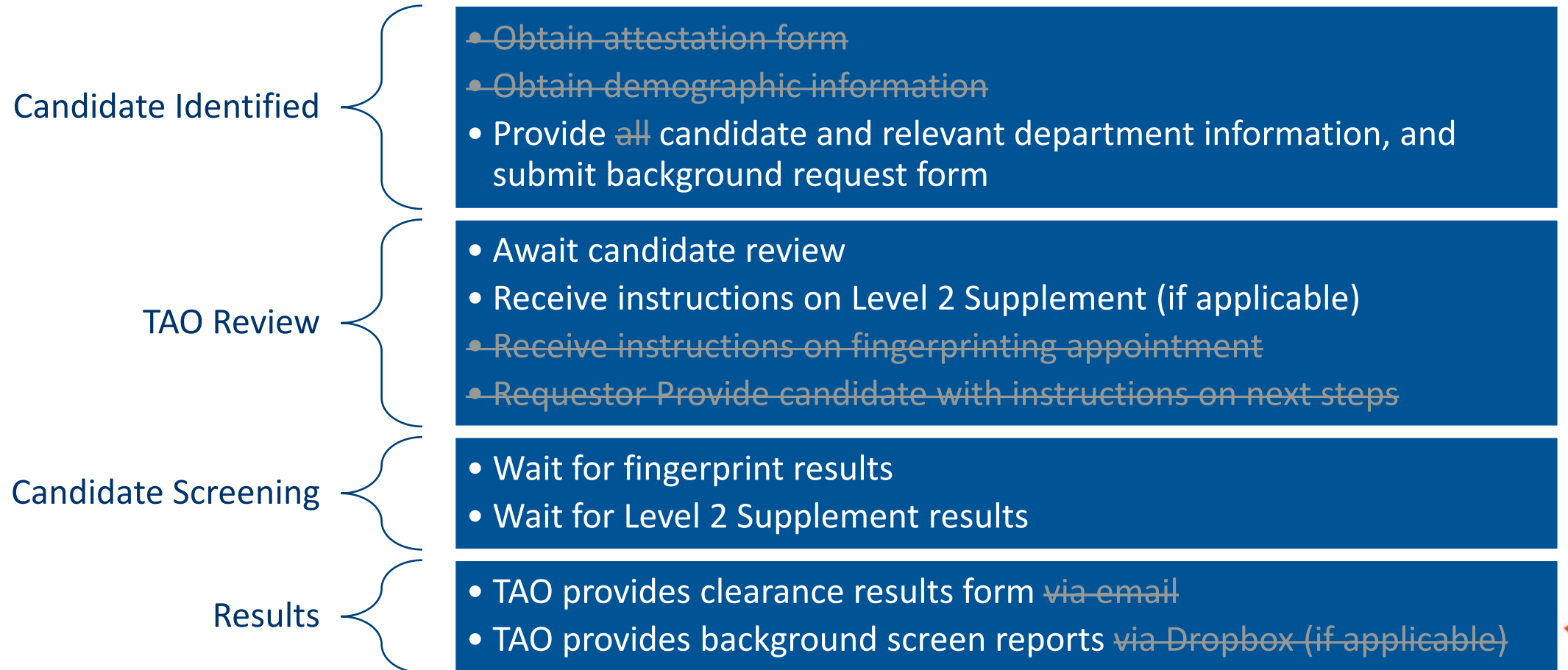
Reflection of values in TAO's updates to the background screening process:

- Care:
 - Show care in handling the sensitive information candidates provide for the screening process.
- Excellence:
 - Providing campus partners increased visibility and transparency in the screening status of their candidates.
- Opportunity:
 - Consolidating required documents for screening, results, and record retention purposes.
 - Designated TAO owner for each screen.
 - Increased availability of UF HR fingerprinting appointments in peak periods.

Current Campus Partner Responsibilities



Changes to Campus Partner Responsibilities



New Campus Partner Responsibilities

Candidate Identified	<ul style="list-style-type: none">• Enter candidate name, email and DOB, and relevant department information and submit web-based background request form
TAO Review	<ul style="list-style-type: none">• Await candidate review• Receive instructions on Level 2 Supplement• Candidate receives instructions on fingerprinting appointment and next steps, and applicable consent forms to complete
Candidate Screening	<ul style="list-style-type: none">• Wait for fingerprint results• Wait for Level 2 Supplement results
Results	<ul style="list-style-type: none">• TAO provides consent forms, clearance results, and background screen reports via DocuSign envelope (pdf)

Next Steps

Information Sessions:

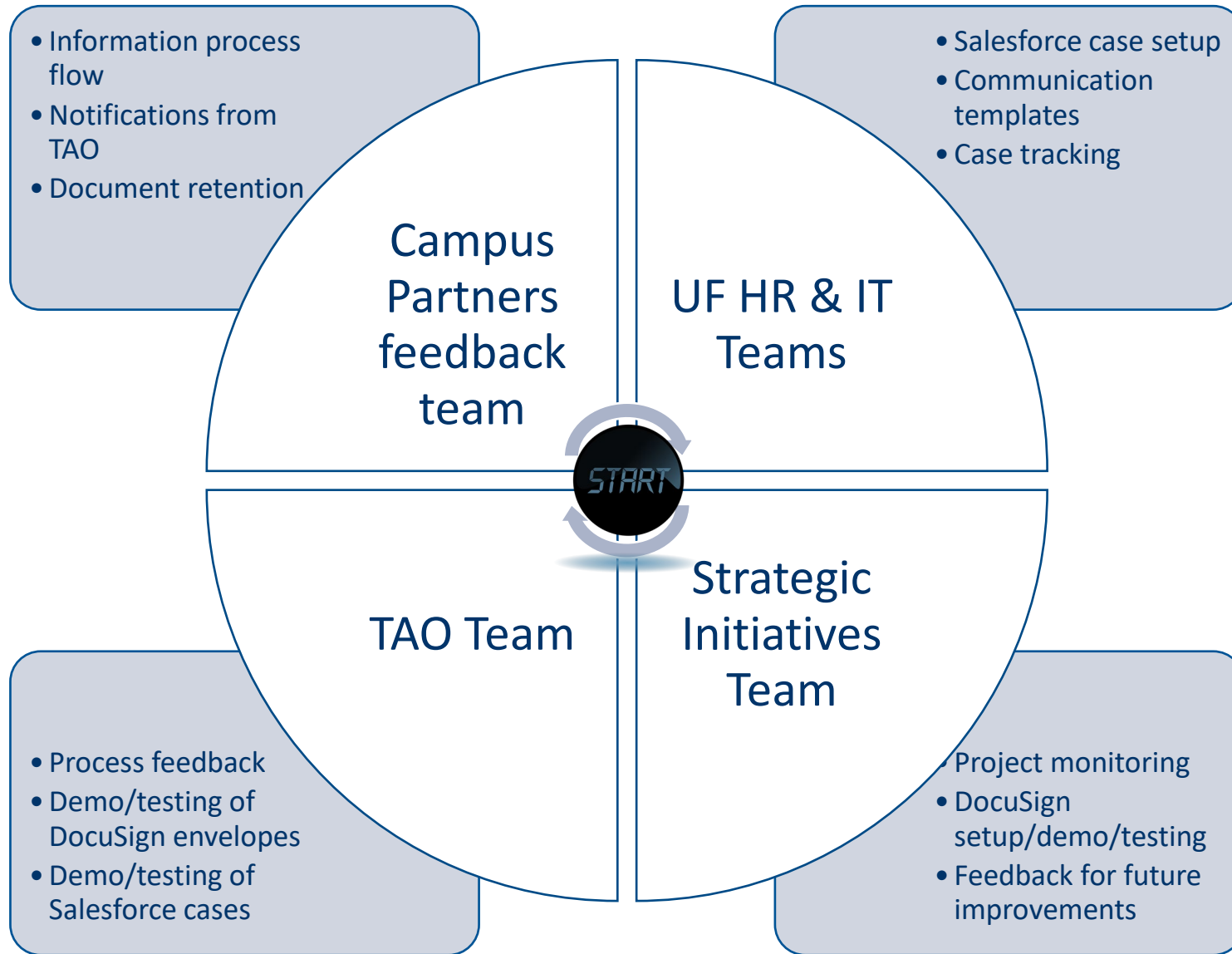
- [December 11, 2025 at 1:00PM](#)
- [December 17, 2025 at 9:00AM](#)

Guides and Toolkits:

- Available January 5, 2026
- Recording of Information Sessions on [UFHR Administrators: Pre-Employment Screenings](#) page
- Candidate quick guide
- Campus partner guide



Thank you, Contributors!



TAO – Holiday Deadlines

Job Posting and Clearance Request

- Job Requisitions: Wednesday, December 17th
- Clearance for Offer: Monday, December 15th
- Research Clearances: Monday, December 15th

Fingerprinting Submissions:

- Level 2 and Level 2 DCF Screening: Tuesday, December 23rd

Immigration Compliance Services:

- Non-immigrant Petitions: Submitted to UF ICS via the Fragomen Portal by Wednesday, December 10th





Training & Organizational Development

David Smith



Spring 2026 Training Calendar is LIVE!

- Classes available for sign-up start the 2nd week of January
- Offering 2 new classes
 - *Words Matter: How Everyday Communication Shapes a Culture of Civility*
 - *Gratitude in Action*





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.

Spring 2026 – UF Final Deadline

EEP Application due before – 5PM, December 18

Application submission and supervisory approval deadline

Spring 2026 Info Session - Recording

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

A close-up photograph of a young child wearing a dark blue winter jacket with a fur-lined hood and a striped knit beanie. The child has their eyes closed and is blowing a stream of snow from their mouth. Their hands are cupped together, holding a small amount of snow. The background is a soft-focus outdoor scene with snow on the ground and some foliage.

Important Dates

December 18 • EEP Application Deadline (5pm)

December 24 • UF President's Designated Holiday

December 25 • Christmas (Holiday)

December 26-31 • Holiday Closing Period

January 1 • New Year's Day (Holiday)

January 2 • UF President's Designated Holiday

January 7 • HR Forum

January 15 • Benefits Lunch & Learn

Topic: *Graduate Assistant Hires & Defaulting into Insurance*

