



UFHR Forum

September 2, 2026

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



Agenda

- University Benefits
- Accelerated Payroll, Florida Minimum Wage, and Pay Program Announcement
- Research & Research Support Screening
- Superior Accomplishment Awards
- Important Dates



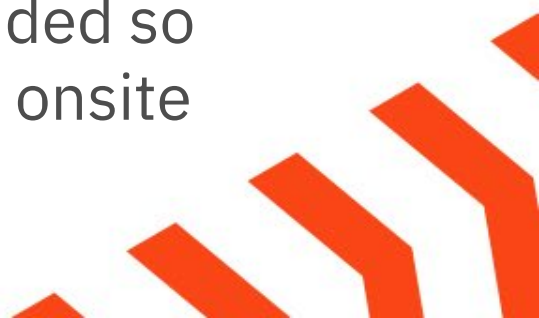


Benefits

Shannon Edwards



Open Enrollment 2027

- **Open Enrollment:** Monday, October 12 at 8:00 a.m. EST through Friday, October 30 at 6:00 p.m. EST
 - **Benefits & Wellness Fair:** Tuesday, October 13, 10:00 a.m.–2:00 p.m. Preregistration will be available. *More details coming soon.*
 - **Passive Enrollment:** Open Enrollment will be **passive**, meaning current elections will continue if no changes are made
 - **Open Enrollment Training:** Invitations will be sent to all HR Liaisons to learn about OE 2027. An OE training presentation will be provided so departments can lead OE sessions, or UFHR Benefits can lead onsite presentations.
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Employment Operations & Records Classification & Compensation

Johannes Traster



Accelerated Payroll Deadline

- UF will be closed on Friday, October 9th in observance of Homecoming!
 - The payroll schedule for this accelerated payroll is as follows:
 - Thursday, October 1st: HR deadline for ePAF transactions
 - Wednesday, October 7th: Time & Labor closes
 - Thursday, October 8th: Payroll Running
 - Please see UF's [Payroll Schedules](#) for more details.
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Reminder: Florida Minimum Wage

- Florida voters approved an amendment in November 2020 that increases the minimum wage each year until it reaches \$15 per hour in 2026.
- Effective September 30, 2026, our state minimum wage will increase from \$14 to \$15 per hour.
- Wage increases for employees below this mark will be administered by a file, so no manual job edit ePAFs are necessary.



Pay Program Announcement

- Recently, President Bell announced a salary increase program that will provide a merit raise pool salary for out-of-unit faculty and staff effective October 1, 2026.
- UF and the United Faculty of Florida (UFF) have reached a tentative agreement on salary increases for in-unit faculty, with the exception of P.K. Yonge faculty.

Pay Program – Criteria

Eligibility Criteria

- Employees must be hired on or before June 30, 2026
 - Employees who have received a notification of non-renewal are not eligible for a salary increase
 - OPS employees are not considered eligible for the salary increase program
 - Employees must be active at the time salary increases are awarded
 - Staff who have received discipline in the form of a written reprimand or who have been suspended since January 1, 2026, are also not eligible for a salary increase.
 - Employees on a performance improvement plan are not eligible for a salary increase.
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Pay Program – Guidance

Recommendations for Managers and Departments

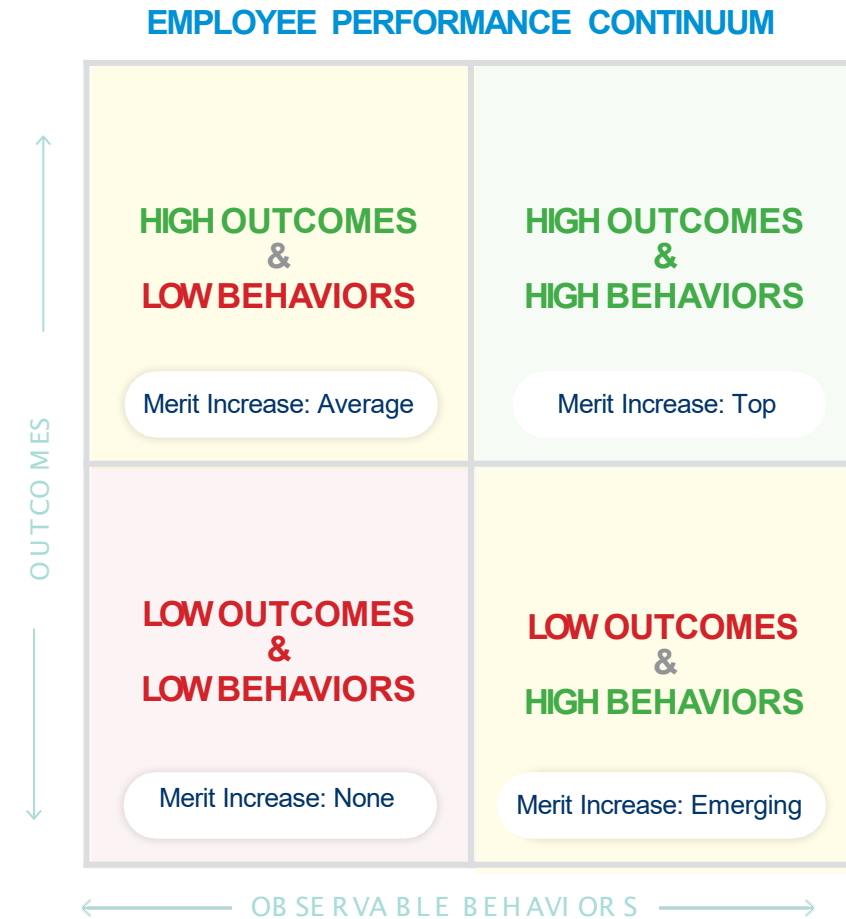
- As in prior years, to provide managers with the flexibility to allocate rewards based on individual contributions or market factors, UFHR's communication and instruction guides will state that funds are being made available to offer salary increases rather than sharing the size of the salary increase pool as a percentage of employee salaries.
 - As a manager, providing fair and competitive compensation is vital to attracting, retaining, and rewarding your employees.
 - While there are a variety of approaches, including monetary and non-monetary rewards, it's essential that salary increases recognize each employee's contribution to the university.
 - As leaders, it's critical that we maximize the impact of funds made available for salary increases by differentiating rewards based on individual contributions, performance, and market factors.
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Pay Program – Performance Measures

Allocating Rewards

It's helpful to view a combination of outcomes and behaviors which can be assessed using four quadrants:

- High Outcomes - Low Behaviors
- High Outcomes - High Behaviors
- Low Outcomes - High Behaviors
- Low Outcomes - Low Behaviors



Pay Program – Important Dates

Implementation Timeline

Tuesday, September 8 – Friday, September 18

Raise review file available to managers and college departmental administrators to enter faculty and staff raises

Monday, September 21 – Wednesday, September 23

Raise review file available to only college department administrators

Monday, September 28

Increases are viewable in myUFL

Friday, October 16

First paycheck with salary increases



Pay Program – Timing Considerations

UFHR Salary Increase Process

- Salary increases may not be retroactive.
- Upcoming ePAFs modifying an employee's Job Data with a future effective date of October 1, 2026, or beyond, can cause an error to occur when the raise file is executed.
- As a result, departments should minimize job and position actions that impact an employee's Job Data until raises are loaded.



Pay Program – Resources

Additional materials and supporting documents will be published on the UFHR Classification & Compensation website.

- Raise File Instruction guide – will provide additional guidance on how to access and enter raises in myUFL
- Manager Guide - provides recommendations on determining individual merit increases
- Feel free to contact Classification & Compensation with questions via email at salaryincrease@ufl.edu.



Talent Acquisition and Onboarding

Audrey Gainey



Researcher Screening

- FS 1010.35 Requires that UF screen *all* research and research support positions prior to hire or access to research data or materials.
- Researcher/Research Support is defined as a person who:
 - Directs or conducts research or
 - Receives training in the conduct of research or
 - A person who collects, manipulates or controls access to research data
- Starting **Monday, September 14th**, hiring units must conduct screening to ensure that all GA hires are in compliance with Florida Statute 1010.35.

GA Researcher Screening



Application Packet

- Program & Grad School Application Materials
- Full CV/Resume
 - Education History
 - Employment History
 - Publications & affiliations
 - Awards, Scholarships or other funding
- Address Material Gaps



Countries of Concern

- Additional review required if an applicant:
 - Attended a university in a CoC
 - Worked for an employer based in a CoC since age 18
 - Maintains ongoing affiliations, scholarships or awards from a CoC



RISC Review

- When a CoC indicator is identified, submit:
 - Submit GA basic information
 - Reason for submitting to RISC
 - Resume/CV
 - Appointment letter
- Submissions will be made through an online [GA RISC Review Portal](#).



Hiring Decision

- A **Unit GA Review Certification form** is now required for all GA hire ePAFs. This form certifies:
- Unit completed the review
 - Determined that there is no affiliation upon initial review
 - And/or approval was obtained from RISC after further review
- Only the certification form is attached to the ePaf

Certification of Unit Review of Graduate Assistant Application

Graduate Assistant Name:

Department:

Location (Optional):

Employment Start Date:

As the authorized HR representative, I certify the following:

☐ To the best of my knowledge, the GA applicant has submitted a full and complete CV/ resume that includes all education and employment since high school/ secondary school.

☐ The unit has reviewed the application materials, including the CV/ resume, for completeness and ensured that there are no gaps in employment or education that are material to the selection of the applicant for the appointment.

☐ Upon review of the materials, the unit (select one):

☐ Cleared the applicant for hire **or**

☐ Obtained UF RISC approval for hire, which is attached

Submission of this packet via the ePAF process serves as certification the unit HR representative named below completed the required review.

Date Review Completed:

Name of HR Representative:

Title:

Unit:

Certification Form



UF RISC Screening Form

(Submitted through the portal only if CoC is an issue)

Requestor Information

Name:

Audrey Gainey

Email:

gaineya1@ufl.edu

Graduate Assistant

UFID *

☐

Employee Does Not Have UFID Yet

First Name *

Middle Name

Last Name *

Email *

UF Sponsoring Department ID *

#####

Enter the 8 digit [Department ID](#) of the sponsoring unit

Employment Start Date *

The student has any ongoing affiliations, scholarships or awards from an entity based in a country of concern *

☐ Yes ☐ No

Since the age of 18, the student worked for an employer based in a country of concern *

☐ Yes ☐ No

The student attended a college or university based in a country of concern *

☐ Yes ☐ No

GA-R Complete CV Upload *

No file chosen

GA-R Appointment Letter Upload *

No file chosen

Do not submit documents detailing Personally Identifiable Information (PII), including:

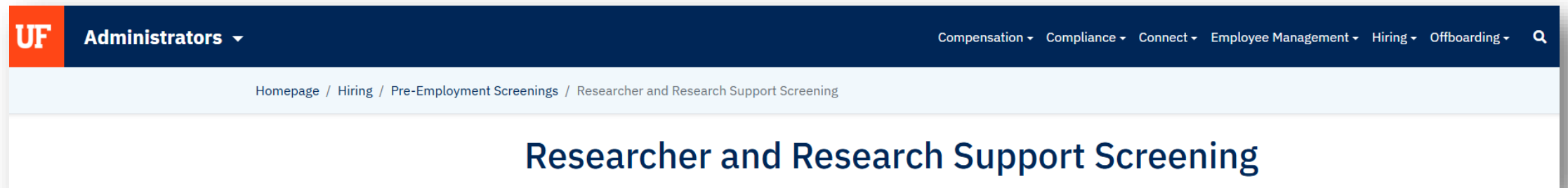
- Proof of vaccination
- Social security number (or another country's equivalent)
- Personal bank statements
- Driver's license
- Immigration documents
- Passport

Comments

FAQS:

- What is included in the application packet?
- What is considered a material employment gap?
- How long should the gap be before review?
- How long is an approval valid?
- Do summer (short work) breaks or appointment type changes require a new review?
- Does a work location change require another review?

Website:



<https://admin.hr.ufl.edu/hiring/pre-employment-screenings/researcher-and-research-support-screening/>

Who to contact:

For ePAF questions Contact Employment Operations and Records (EOR)

- ufhr-employment@ufl.edu
- 352-273-1079 for EOR

For Research questions Contact Research Integrity, Security & Compliance (RISC)

- <https://research.ufl.edu/compliance.html>
 - international@research.ufl.edu
 - 352-273-9174
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Superior Accomplishment Awards

Mimi Grabavoy



Superior Accomplishment Awards

This program recognizes eligible faculty and staff members across the University of Florida and the UF Health enterprise.

Nominations close on October 23rd at 11:59 p.m.

Nominations and Awards Types

- Individual Employee Performance
- Rookie of the Year
- Team Collaboration
- Sustained Excellence



Awards

Division-level Award recipients receive \$300, an exclusive gift and a framed certificate.



Awards

All division winners compete for university-level Gold and Special Recognition awards, nine receiving \$2,000 and a gold trophy and six receiving \$1,000 and a silver trophy.

All awards are subject to applicable taxes.





SUPERIOR

Accomplishment Awards

About the Award

The Superior Accomplishment Awards Program recognizes eligible faculty and staff members across the University of Florida and the UF Health enterprise. The program honors those who have demonstrated outstanding and meritorious service, improved efficiency, operational excellence and/or made a meaningful impact on the quality of life for students, patients, employees and the communities we serve.

The program is designed to recognize exceptional faculty and staff for their dedication, commitment to excellence and willingness to go above and beyond in advancing the missions of the University of Florida and UF Health.

Division-level award recipients across 4 award types receive cash awards of \$300, then compete for university-level awards, which offer six \$1,000 and nine \$2,000 cash awards. Each award is subject to applicable taxes.

Website Updates

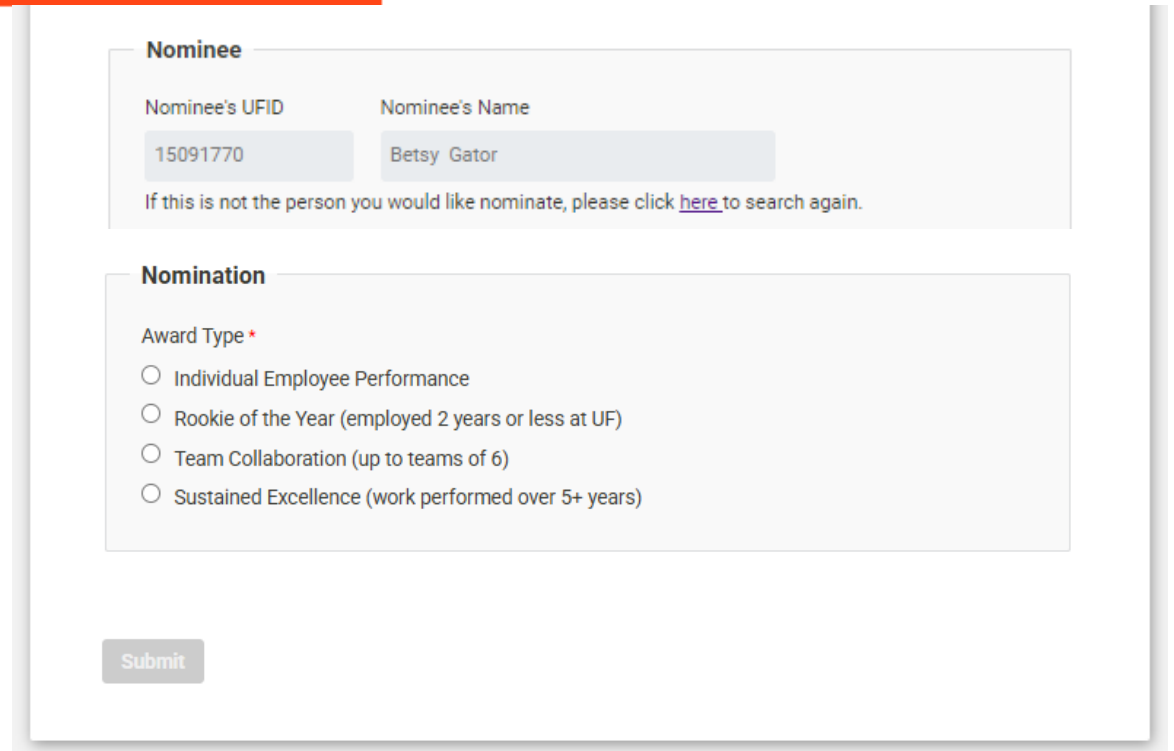
Nominate a colleague today!

The 2027 Superior Accomplishment Awards nomination period is open through October 23, 2026.

[SAA Nomination Form](#)[Add to Existing SAA Form](#)[View Nomination Guide](#)[How to Nominate](#)

Nominations

SAA Nomination Form

A screenshot of a web form titled "SAA Nomination Form". The form is divided into two main sections: "Nominee" and "Nomination". In the "Nominee" section, there are two input fields: "Nominee's UFID" with the value "15091770" and "Nominee's Name" with the value "Betsy Gator". Below these fields is a line of text: "If this is not the person you would like nominate, please click [here](#) to search again." The "Nomination" section contains a label "Award Type *" followed by four radio button options: "Individual Employee Performance", "Rookie of the Year (employed 2 years or less at UF)", "Team Collaboration (up to teams of 6)", and "Sustained Excellence (work performed over 5+ years)". At the bottom of the form is a "Submit" button.

Nominee

Nominee's UFID: 15091770

Nominee's Name: Betsy Gator

If this is not the person you would like nominate, please click [here](#) to search again.

Nomination

Award Type *

- ☐ Individual Employee Performance
- ☐ Rookie of the Year (employed 2 years or less at UF)
- ☐ Team Collaboration (up to teams of 6)
- ☐ Sustained Excellence (work performed over 5+ years)

Submit

Add to Existing SAA Form

Augmentation Form

- Eliminates duplicated nominations
- Dedicated to those who need to add attachments to the nomination already submitted

How to Nominate?

1. Determine the nominee
2. Gather Elements
3. Submit the Nomination

[View Full Nomination Guide](#) 



Nominate a Colleague Today!



To learn more about the
Superior
Accomplishment
Awards, scan the QR
code or email us at
SAA@hr.ufl.edu

Important Dates

September 7 • Labor Day Holiday

October 1 • Open Enrollment Training 8:15 AM

October 12 (8:00 a.m. EST) – October 30 (6:00 p.m. EST) •
Benefits Open Enrollment

October 13 • Benefits and Wellness Fair from 10:00 a.m. –
2:00 p.m. at the Evans Champions Club (Ben Hill Griffin
Stadium)

October 23 • SAA Nominations Close 11:59 p.m. EST

