Careers at UF - Helpful Tools
Campus HR has created the attached guides to help departments with some of the challenges of the new system. The MyUFL Toolkits are expected to be updated shortly with more detailed information as well. The “life cycle of a requisition” outlines the process that departments will go through to post and hire applicants. The “guide for dispensing applicants” gives specific instruction on how the hiring manager will enter the applicant status once the final candidate is hired. Other information can be found online at http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/careers-at-uf/#OtherInfo

Name Change Requirements
When an employee has a name change, a W-4 is not required. Employees should submit a “Name Change Request Form” through their departmental Human Resource contacts with a copy of their updated social security card to Recruitment and Staffing.

W-4 Updates
When an employee wishes to make a change to their W-4, they should do so by navigating through MyUFL to: My Self Service > Payroll and Compensation > W-4 Tax Information. No manual W-4 forms should be submitted for existing employees. Paper W-4’s should only be filled out and attached to those EAPF’s that will not have onboarding through GatorStart (i.e., foreign nationals).

I-9 Completion
Paper I-9 forms should NOT be completed for citizens and permanent resident hires who will have onboarding through GatorStart. The only hires who should have a paper I-9 completion will be foreign nationals who do not have onboarding through GatorStart. Please note that departments are still required to complete the I-9 data online for these foreign nationals as noted in our website instructions. Current employees who are foreign nationals and require updates to their I-9 data because of a renewal or change in visa status should complete the paper I-9 forms with their department representatives and forward directly to Human Resources, Immigration Compliance Services at 903 West University Avenue.

UF On-Target Project
The On-Target project is underway and departments should be reviewing position descriptions and new job titles online. More detailed information will be coming soon.

*Additional information regarding this project can be found online at http://hr.ufl.edu/talent-management/current-projects/on-target/

Tenth Annual Equity and Diversity Conference
The annual equity and diversity conference will be held on November 5, 2015 at Emerson Alumni Hall. The conference focuses on equity in employment with a special interest toward ethnic minorities, women, and the workplace. This year’s conference will also focus on bullying, cyberbullying, and suicide prevention.

To register, please complete the online registration form at http://hr.ufl.edu/manager-resources/recruitment-staffing/institutional-equity-diversity/conference/registration/
Effort Report Certifications
Effort reports through Spring 2015 should be complete. Incomplete records are considered past due unless the record has been superseded.

Effort Certifiers and approvers should check their “dashboards” on a regular basis to ensure that all outstanding reports are being taken care of. To access the dashboard go to MyUFL>Main Menu>Effort Reporting> Dashboards>My Dashboards.

The dashboard will open with drilldown criteria automatically filled. Click on the “path” and choose Cert-PI, then click the “fetch” button. The incomplete items are indicated by the “red bar” on the “my open reports” grid. Click on the red box in the “percentage” table that is above 2-coordinator to see any records that will need to be input or submitted by the certifier. Click on the red box in the “percentage” table that is above 3-PI to see any records that still require approval by the PI.

Next, click on the “path” and choose Cert-Employee, then click the “fetch” button. The incomplete items are indicated by the “red bar” on the “my open reports” grid. Click on the red box in the “percentage” table that is above 2-coordinator to see any records that will need to be input or submitted by the certifier. Click on the red box in the “percentage” table that is above 3-Employee to see any records that still require approval by the employee. Last, Click on the red box in the “percentage” table that is above 4-Reviewer to see records that still require attention from the certifier which may include corrections as these would be items returned or changed by the employee.

Benefits Open Enrollment Coming Soon!
Benefits Open Enrollment will be Oct. 19 through Nov. 6. Employees can ensure they receive their benefits statement and Open Enrollment materials by verifying mailing address in both the State of Florida People First system at https://peoplefirst.myflorida.com and the UF myUFL system at https://my.ufl.edu by Sept. 30. If they need assistance from People First, contact the People First Service Center at (866) 663-4735. For instructions on how to update addresses in myUFL, please visit the Benefits section of the HRS website at http://hr.ufl.edu/benefits/making-changes/self-service-address-update-in-myufi/ or call (352) 392-2477.

The UF Benefits Fair will be held on Wednesday, October 28th from 9AM to 3PM at the Touchdown Terrace at the stadium. Please let your employees know

Sick Leave Pool Open Enrollment
Sick leave open enrollment will be from October 1st through October 31st. To apply, employees must have a minimum balance of 64 hours accrued sick leave (prorated based on FTE). A contribution of 8 hours of sick leave (prorated based on FTE) will be required towards the pool upon enrollment. Information and Forms can be found at http://hr.ufl.edu/benefits/leave/sick-leave/sick-leave-pool/. For questions you may contact Leave administration via email at central-leave@ufl.edu

Procedural Updates
DEPARTMENTS ARE REMINDED THAT NO LETTER OF OFFER FOR A FACULTY MEMBER, POSTDOC, OR ADJUNCT FACULTY SHOULD BE ISSUED WITHOUT THE COLLEGE OF MEDICINE DEAN'S SIGNATURE, EVEN THOSE LETTERS BEING COMPLETED FOR A VISA RENEWAL.

Get the most up to date procedural information on the Administrative Website at http://adminaffairs.med.ufl.edu/
Forms and Templates Updates This Month:

1. Checklist to Accompany Deactivation Appointment Forms on Academic Personnel including Research Post-Doctoral Associates
**Life Cycle of a Job Requisition**

1. **Originator creates job requisition in Careers at UF and submits for approval**
   - Email notification is sent to Approver that a new requisition is available for their approval

2. **Approver reviews and approves job requisition in Careers at UF**
   - Email notification is sent to Core HR that a new requisition is available for their approval

3. **Core HR approves requisition to post in UF website and free advertising websites**
   - Email notification is sent to Originator and Hiring Manager that a new requisition is available for their approval

4. **Job requisition is listed on the web for requested amount of time**
   - Hiring managers and search committee members/selection panel can review requisition and applicants

5. **Appropriate candidate is identified and selected by department**

6. **Department moves selected candidate to "Recommend for Hire" status**
   - This action sends an automatic email to Core HR requesting clearance for candidate

7. **Department moves applicants no longer being considered to terminal status**
   - Terminal status for candidates not selected are "Hiring Manager Review Unsuccessful or Interview Unsuccessful"

8. **Core HR clears candidate for hire and moves to "Offer made" status**
   - This action sends an email to the department with clearance information

9. **When candidate accepts offer, department moves to "Offer Accepted" status**
   - This action sends an automatic email to Core HR requesting to close job requisition

10. **Department moves applicants that were still being considered to a terminal status**
    - Terminal status for candidates not selected are "Hiring Manager Review Unsuccessful or Interview Unsuccessful"

11. **Core HR verifies all applicants were dispensed and closes position**
Dispensing Applicants

At the end of your recruitment search, all applicants must be dispensed in the Careers at UF system. To do so, applicants must be moved to a terminal status. This will ensure that applicants are notified of their application status.

The dispensing process has three overarching steps:

- Move the selected candidate to **Recommend for Hire** status to obtain clearance from Core HR
- Move applicants that are no longer being considered for the position to an appropriate terminal status
- Move the selected candidate to **Offer accepted** to close the job requisition

**Candidate Recommended for Hire**

When an applicant is selected for a position, a clearance request needs to be submitted to Core HR. Currently, this is only required for TEAMS positions. To do so, you will need to move the candidate to the **Recommend for Hire** status.

**Moving a Single Applicant**

1. After logging into Careers at UF, select the title of the desired job requisition from the Dashboard

2. Click the **View applications** link in the upper, left corner of screen. This will display current applications for this particular job requisition
3. Locate the candidate you wish to recommend for hire in the applicant pool
4. Click on the status next to their name

5. Select the **Recommend for Hire** status

6. Click the **Next** button
7. Enter the applicant’s Date of Birth or UFID if available in the body of the email
8. Click the **Move Now** button

**Applicants No Longer Being Considered:**

Applicants that are no longer being considered for a position can be moved to a terminal status at any time.

Terminal statuses include **Hiring Manager Review Unsuccessful** and **Interview Unsuccessful**, which indicate when an applicant is no longer considered for the open position, as well as **Offer Accepted** for the applicant that is offered and has accepted the position. If an applicant declines the job offer, he/she can be moved to **Offer declined** as the terminal status.

As a best practice, we recommend waiting until the first choice candidate accepts the position before moving additional finalists to a terminal status. When placed in the **Hiring Manager Review**
Unsuccessful* or Interview Unsuccessful* statuses, applicants receive an email informing them that they were not selected for the position to which they applied.

Applicants in Incomplete, Did Not Meet Minimum Requirements, and/or Withdrawn do not need to be dispensed as they have received automated system communication.

Moving Multiple Applicants

1. Locate the applicant pool you wish to dispense
2. Click on the selection box of the applicants you wish to move to a terminal status

1. Click on the Select a bulk action drop down
2. Select Bulk move
3. Select the Application status. For this example, the selection is **Hiring Manager Review Unsuccessful***

   **Note:** When an applicant is moved to a status with an (*), an automatic email is sent out by the Careers at UF system

4. Review the Applicant Review Outcome email

   **Note:** This is the standard UF email sent to all applicants who are not selected for a position. There is no need to make any adjustments to this message unless you would like to personalize the message
5. Indicate reason for why the applicant was not selected in the Hiring Manager Review Unsuccessful* reason section
6. Click **Move Now** button

7. Repeat until all candidates are dispensed to the appropriate terminal status

**Candidate Offer Accepted**

When the candidate has accepted the position, his/her status must be changed to "Offer Accepted." This status notifies Core HR that the position has been filled and it is time to close the requisition.

1. Click on the status next to their name

2. Select the **Offer Accepted** status
3. Click the **Next** button

4. Review the automatic email being sent to Core HR

   **Note:** No additional information is necessary
5. Click the **Move Now** button

You have now completed the steps to dispensing applicants in the Careers at UF system.

**Additional Help**