Office of Youth Conference Services:
This office was established to promote uniformity, centrally track and validate compliance for program requirements of youth camp activities that UF is associated with. If your department participates in running a camp for youth activities please contact this office to register and insure that all requirements are met. Please note that activities involving minors require FBI level background checks which take 3-4 weeks. The background check clearance must be received by UF before counselors can take part in these activities.

Additional information can be found on the web at https://oycs.ufsa.ufl.edu

Questions should be directed to:  
Omar Andujar  
304 Diamond Road  
Email: omara@ufsa.ufl.edu

E-verify process update
Departments are responsible for submitting section 2 of the Form I-9 within three days of the employee’s start date.

Navigation is in MyUFL -
Main Menu > UF Departmental Administration > GatorStart > GatorStart Onboarding Web Manager and I-9 Management

Complete information in section 2 and then hit the “send to E-verify” button to submit.

For foreign nationals, a paper I-9 should be completed by the employee and the department. Departments can then initiate an E-verify inquiry by selecting “upload Paper I-9” in I-9 Management, enter the information from section 2 and then hit the “send to E-verify” button to submit.*Please note that if a foreign national has been assigned a temporary tax ID from UF Tax Services, DO NOT SUBMIT and inquiry until AFTER you receive an actual social security card with the correct number.

Departments should close cases with the response of “Employment Authorized”. Any other type of response will be handled by Recruitment and Staffing.

MyUFL toolkits regarding I-9 Section 2 completion have been updated and can be located at http://hr.ufl.edu/wp-content/uploads/instructionguides/Section%202%20of%20I-9%20in%20GatorStart.pdf

Online Promotion and Tenure
A Faculty workshop for Department Administrator will be held by Live Webinar on Friday, April, 18, 2014 from 1-2 PM. Access at https://uc-meet.ufl.edu/mccrayi/CM6SDNZ4. Please call 392-4792 if you encounter problems with access. Open lab sessions for online promotion and tenure will also be available in Room 119 at the HRS building, 903 W. University Avenue during the following dates/times:

- May 2\(^{nd}\) (9-11 AM)  
- May 9\(^{th}\) (2-4 PM)  
- May 16\(^{th}\) (9-11 AM)  
- May 23\(^{rd}\) (2-4 PM)  
- May 30\(^{th}\) (9-11 AM)

Contact Janet Malphurs via email at jmmalph@ufl.edu to enroll for an open lab session as space is limited.
**Spring Wellness Event**

This spring, the University of Florida and UF Health have collaborated to offer a joint Employee Wellness Event. From March 31 through April 25, UF and UF Health will offer their benefits-eligible employees free health screenings at locations throughout campus as well as at UF Health locations in Gainesville. Employees may participate in the event at any location, regardless of affiliation. To view a schedule with event locations, please visit [http://gatorcare.org/wellness](http://gatorcare.org/wellness).

Employees who complete a biometric screening will have the opportunity to review their results with a wellness professional and will receive a free SweetBerries boxed lunch. Employees may register for a time and location of their choice online by visiting [http://hr.ufl.edu/wellnessevent](http://hr.ufl.edu/wellnessevent).

In addition, during the first and last weeks of the event, UF and UF Health experts will present workshops and demonstrations covering a range of topics including fitness, nutrition, emotional well-being, aging and more. Employees are encouraged to “pick one window” to wellness and make one change to enhance their well-being. To view the list of workshops, which continue to be updated, please visit [http://gatorcare.org/wellness/workshops.asp](http://gatorcare.org/wellness/workshops.asp).

All benefits-eligible Academic Personnel, TEAMS and USPS employees—as well as graduate assistants on appointment, postdocs and residents covered under GatorCare—may complete a free screening. We hope you will support employees in their journey to wellness and encourage them to attend this event.

**Leadership Applications**

*April 30th is the deadline for UF faculty and staff leadership development programs!*

**Advanced Leadership for Academics and Professionals** — Offering two tracks—one for academic leaders and the other for professional staff—the program is based on leadership competencies specifically identified as being important for success at UF. More information can be found at [http://hr.ufl.edu/learn-grow/leadership-development/advanced-leadership-for-academics-and-professionals/](http://hr.ufl.edu/learn-grow/leadership-development/advanced-leadership-for-academics-and-professionals/).

**UF Academy** — Designed for emerging leaders at our institution, the UF Academy is a 9-month program that provides a UF-specific approach for up to 15 recognized star achievers who are “emerging leaders” at our institution. More information can be found at [http://hr.ufl.edu/learn-grow/leadership-development/uf-academy/](http://hr.ufl.edu/learn-grow/leadership-development/uf-academy/).

**Benefits Administration**

Updates for the benefits module are being developed which should help with daily maintenance related to work/life changes updated in the system.

Advantages of the upgrades include:

- Automated enrollments for leave, retirement and certain college paid benefits
- Improved reporting to assist with monitoring job change actions
- Stop plan deductions upon termination or ineligibility
- Provide control/ownership of plan data and flexibility to work directly with insurance vendors
- Allows self-service enrollment in the MyUFL portal for new hires, qualifying status changes and annual open enrollment for UF and college sponsored plans
- Sends email reminders for new hires and qualifying status change events

The implementation is currently scheduled for early May during which UF will transition from the current vendor, FBMC, to a new vendor. New hires will complete online enrollment.

FBMC will send their last enrollment files to UF and UFSelect vendors on 4/30/14. During the transition period:
New hires or QSC’s from 3/2/14 to 5/19/14, within the 60 day window must contact the UF Benefits office to enroll or make changes.

Hires or QSC’s after 5/19/14 will be directed to make changes via the myUFL portal. More information will be distributed as it is developed.

**Note that PeopleFirst/state benefits will still require a separate enrollment.**

**Postdoc Health Insurance**
Postdocs will be given new options for health insurance beginning in July 2014. Currently UF covers the cost of postdoc health insurance. However, UF will be unable to continue this practice and postdocs will now have to cover the premium costs for their dependent coverage. Notice is being sent to existing postdocs to notify them of a choice to enroll in State Plan versus Gatorcare.

**Sick Leave Pool Replenishment**
UF sick leave pool balances have dropped to the point where sick leave pool guidelines require replenishment. Current sick leave pool members will be sent a notice asking them if they want to contribute an additional 8 hours to continue enrollment in the plan. Members can “opt out” if they do not want to contribute but enrollment in the plan will be discontinued if they choose that option.

**Terminations**
Please remember to terminate all related jobs in a department when an employee terminates, resigns or retires. This includes any lump sum pay jobs.

**Parking Decals**
It is time to renew your parking decals for campus parking. New decals will be required on Monday, May 5th when enforcement will commence. Decals can be ordered online at https://www.bsd.ufl.edu/decal/Order/start.aspx

**Effort Report Certifications**
Please insure that all online effort reports through Fall 2013 are entered and submitted by the department, and certified by the employee or PI as appropriate. Fall 2013 effort certification was opened in January and completion was due March 14th so any outstanding effort is now PAST DUE.

Please be reminded, these procedural changes were effective March 3, 2014:

1. **Uncertified Effort Reports:** Effort reports that have not been certified more than 150 days after the certification period opens will have spending on all active projects suspended and salary charges on federal programs affected by the delinquent effort reports removed.
2. **Equipment purchased near the end of the grant:** Purchase orders for equipment submitted within 120 days of the end of the grant period will require justification, review and approval by Contracts & Grants prior to purchase.
3. **Cost transfers on to sponsored projects:** Outside of extraordinary circumstances, any labor cost transfer requested after effort certification will not be approved and any non-labor cost transfer requested 90 days after the charge was originally posted will not be approved.

**Mid-level provider recruitment**
Recruitment for mid-level providers is being handled by Shands. Please note that you DO NOT need to include a position number on the hiring form in these cases so please DO NOT CREATE new position numbers if they are for these providers. Any other requests for recruitment of faculty or TEAMS positions should include the position number.
Procedural Updates
The letter of offer instructions for postdocs and faculty have been updated 3/12/14 in the “employment eligibility” sections. The change only applies to foreign nationals with an H-1B, E3, TN or O1 visa which must all include special language included at the end of the section.

DEPARTMENTS ARE REMINDED THAT NO LETTER OF OFFER FOR A FACULTY MEMBER, POSTDOC, OR ADJUNCT FACULTY SHOULD BE ISSUED WITHOUT A DEAN’S SIGNATURE, EVEN THOSE BEING COMPLETED FOR A VISA RENEWAL.

Forms Updates
None during this update.