Alternate Work Location Agreements
It is time for renewal of Alternate Work Location Agreements. If you have employees who have existing agreements for alternative work location, it is time for renewal of those agreements.

Eligibility for alternate work location approval requires that you be Academic Personnel of TEAMS with 6 months of service with the current supervisor. OPS are eligible upon the date of hire with approvals. Approval should only be considered if the AWL will be advantageous for the unit and the employee, all essential functions of the current job can be performed, the work hours, space and equipment are available and the department has a way to measure the progress of the employee who is working at the alternate work location.

Request forms are available online at http://hr.ufl.edu/wp-content/uploads/forms/recruitment/alternate.pdf

Please forward all such requests to Vicki Bordeaux at vbordeaux@ufl.edu for approval.

Preeminent Faculty
Please contact Nelda Loper at Nelda@ufl.edu or Jan Eller at pje@ufl.edu if your department is working on an offer for a preeminent faculty candidate prior to issuing the offer.

We will have portfolios to distribute to finalists and need to insure that the appropriate language is included in the offer as it does differ from a typical faculty offer

Payroll Distribution Reminders
Following is the remainder of the schedule for distribution processes during year-end.

- Departments should begin review for the new payroll distributions and must “activate” distributions as appropriate. Do not active the FY15 distribution if it is not needed or if the employee is to be terminated prior to 7/1/14.
- 6/19/14 – Last retro payroll run for FY14.
- 6/20/14 – Last day (by NOON) for department to create a FY14 distribution for new hire records created after 6/9/14. *remember to also create a FY15 distribution.
  - Any new hire records that require creation of a distribution for FY14 between 6/20 and 7/3(NOON) will require a PDRR form be forwarded to our office for input as departments will be unable to do so.
  - **Please note that departments will be unable to access the distribution system from noon on 6/20 until sometime on July 1st. Email notifications will be forwarded from payroll when lock/unlock occurs.
- 7/1/14 – First retro for FY15 run
- 7/3/14 – Last day to submit non-grant funded journal entry requests for FY14.
- 7/3/14-(by noon) – deadline for departments to activate FY15 distributions.
- 7/7/14 – Inactivated FY15 distributions will be deleted sometime following this date and the distribution files will be locked. An email notification will be forwarded to those with security access.
- **DO NOT FORGET TO ALSO ACTIVE YOUR DEPARTMENT ID BUDGET TABLES. Lists are being forwarded to the distribution contacts in each department from payroll.
Administrative Affairs Newsletter
June 18, 2014
(Continued)

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 all outstanding effort is now PAST DUE.

Effort Certifiers and approvers should check their “dashboards” on a regular basis to insure 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 above 2-coordinator to see any records that will need to be input or submitted by the certifier and the red 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 above 3-Employee to see any records that still require approval by the employee and last, click on the red 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.

As of today, the College of Medicine still has 57 records that require input or submittal from the department coordinator or employee /PI certification. Thank you so much for helping us get these all completed as quickly as possible.

Background Checks
Please be reminded that all new faculty and TEAMS employees are required to complete a background check which should be coordinated through UF’s Human Resource Services office. If you are offering a new position to someone who holds a current appointment or held an appointment with UF previously, you should check with your UF recruiter to determine whether a new background check will be required. Appointments submitted should include either the background clearance or email from HR indicating a new background check is not required. A copy of the Background Screening Request form can be found at http://hr.ufl.edu/manager-resources/forms/

Fringe Pool Rates 2014-15
The University has calculated revised proposed rates for the pooled fringe rates for fiscal year 2014-15 and submitted them to the U.S. Department of Health and Human Services. Three employee groups—graduate assistants, housestaff and postdocs—are impacted by the revisions since the initial communication distributed on April 8. Although the university does not expect any objection to the proposed revisions, the rates are subject to approval and, as such, should be used with that understanding in planning for fiscal year 2014-15.

The rates, when approved, will be effective July 1, 2014.
The employee categories and corresponding benefit rates with the revisions identified are as follows:

<table>
<thead>
<tr>
<th>Employee Category</th>
<th>FY2015</th>
<th>FY2014</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty (9-, 10-, and 12-month)</td>
<td>27.8%</td>
<td>26.3%</td>
<td>1.5%</td>
</tr>
<tr>
<td>COM Clinical Faculty</td>
<td>17.5%</td>
<td>17.1%</td>
<td>0.4%</td>
</tr>
<tr>
<td>Exempt TEAMS/USPS</td>
<td>31.8%</td>
<td>33.3%</td>
<td>-1.5%</td>
</tr>
<tr>
<td></td>
<td>FY2015</td>
<td>FY2014</td>
<td>Change</td>
</tr>
<tr>
<td>--------------------------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Non-Exempt TEAMS/USPS</td>
<td>45.6%</td>
<td>45.5%</td>
<td>0.1%</td>
</tr>
<tr>
<td>Housestaff *</td>
<td>25.2%</td>
<td>18.1%</td>
<td>7.1%</td>
</tr>
<tr>
<td>Graduate Assistants/PostDocs*</td>
<td>13.1%</td>
<td>7.2%</td>
<td>5.9%</td>
</tr>
<tr>
<td>Student OPS/Federal Work Study</td>
<td>1.6%</td>
<td>1.6%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Other OPS/Temporary Faculty</td>
<td>3.9%</td>
<td>4.6%</td>
<td>-0.7%</td>
</tr>
</tbody>
</table>

**Human Subject Payments**

On July 14, UF’s new Human Subject Payment (HSP) system will go live—providing a new “one-stop shop” experience for departments, improving turnaround time and reducing the overall administrative burden of paying human subject participants in UF research studies. All new requests for human subject payments will use the new processes, which will affect how payments are coordinated, disbursed and tracked in the myUFL system.

Several new security roles will be introduced in conjunction with the new system, which will have associated training requirements. A new course, RSH320, will be available later this month, and employees may begin completing the prerequisites for this course now. To register and complete training, log on to the myUFL system and navigate to Main Menu > My Self Service > Request Training Enrollment and search for the appropriate course number. Additional details including security roles and course requirements can be found online at [http://news.hr.ufl.edu/2014/june/expanded.htm#hsp](http://news.hr.ufl.edu/2014/june/expanded.htm#hsp)

**Procedural Updates**

Teams Recruitment and Hiring has been updated to include experience verification. Departments should complete and attach an experience verification form for TEAMS hires. Updated information is on the administrative affairs website at [http://adminaffairs.med.ufl.edu/hr-admin/teams-usps/recruitment-and-hiring/](http://adminaffairs.med.ufl.edu/hr-admin/teams-usps/recruitment-and-hiring/)

**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.**

Get the most up to date procedural information on the Administrative Website at [http://adminaffairs.med.ufl.edu/](http://adminaffairs.med.ufl.edu/)

**Forms Updates**