Superior Accomplishment Awards
Do you know an outstanding employee? Someone who has made a positive impact in your department?

Nominate an employee for performance during the previous academic year:

Nomination Period: September 8 – October 31, 2014

- Award Categories
  - Clerical/Office Support
  - Support Services
  - Scientific/Technical
  - Administrative/Supervisory
  - Administrative/Professional
  - Academic Personnel
- Community Service
- Diversity and Inclusion

For a criteria information and a nomination form, please visit http://www.hr.ufl.edu/awards/saa/default.asp

This program recognizes staff members who contribute outstanding and meritorious service, efficiency and/or economy, or to the quality of life provided to students and employees. Recognition by one’s peers is the highest point of achievement. Division-level award recipients receive cash awards of $200 each, then compete for university-level awards, which offer eight $1,000 and eight $2,000 cash awards.

For additional information contact your College of Medicine Representative:
Lavina Gramig at 273-5163 or gramig@ufl.edu.

Job Data Corrections
Due to system implications with manual corrections to job data, HR has implemented a new process for when those changes are necessary. When an EPAF cannot correct the job data error and a manual correction need to be made by Central HR, a job data correction form found at http://hr.ufl.edu/wp-content/uploads/forms/recruitment/jobdatacorrection.pdf must be completed, approved by level 1 and forwarded to HR for input.

Helpful hints to avoid manual corrections:
- Check job data prior to entering an EPAF
- Double check to ensure data is entered correctly in the EPAF before you submit
- Enter EPAF no more than 2-3 weeks prior to the effective date and no later than the effective date whenever possible.
Distance Hires I-9 Completion
Section 2 of Form I-9 may be completed by any authorized representative. A reciprocal processing consortium has been created that contains the names of individuals who are authorized representatives in other areas that have agreed to complete the form I-9 on behalf of our institution. Have the remote hire enter their zip code on the website at http://www.cupahr.org/i9/ to find the name(s) of the individuals closest to them who are participants when necessary.

Human Resource Metrics
A website has been created that contains a pilot for metrics analysis of HR data. Please review the data in the website and send any feedback to campus HR. The website is located at http://plaza.ufl.edu/rwachs/

myTraining
myTraining is a new integrated training management system for faculty and staff which contains training for both UF and UF Health Shands employees. Benefits of this new system are

- Enrollment is quick, easy, and flexible
- Access is simplified
- Training progress is bookmarked
- Grades and feedback are displayed upon completion
- Transcript updates immediately (ARS will still update overnight)

Rehire Retiree Requests
To help expedite consideration, requests to reemploy retirees should include information within the justification that (1) describes a specific end date and list the end date in the description or (2) describes the succession plan to replace the rehired retiree on a permanent basis.

Benefits Updates

Optional Life Plan –
Employees enrolled in the State of Florida’s optional life plan who also received a retroactive pay increase may expect to receive underpayment letters from People First if they have not already received one.

Because the plan is paid a month in advance and the salary increases were retroactive, optional life plans were underpaid for August and September coverage.

If your department has any employees who have this coverage, please make sure they check to see if they received a letter and pay the premium underpayment to ensure continuing coverage. If they do not pay the difference, the coverage will be cancelled.

Payments may be sent by personal check made payable to “Division of State Group Insurance” or “DSGI” and should be mailed to PeopleFirst Service Center, PO Box 863477, Orlando, FL 32886-3477. The employee’s PeopleFirst ID number should be included along with a copy of the underpayment letter and check to ensure the premiums are applied appropriately.

Additional questions should be directed to University Benefits at (352) 392-2477 or benefits@ufl.edu
**Sick Leave Pool Enrollment**— Open enrollment for sick leave pool will be held from October 1\(^{st}\) through October 31\(^{st}\). Employees must have a minimum balance of 64 hours of accrued sick leave and be able to make an 8 hour contribution of leave (both prorated to FTE) in order to enroll.

Applications should be sent to Central leave no later than 5PM on October 31\(^{st}\). Information and forms can be found online at [http://hr.ufl.edu/benefits/leave/sick-leave/sick-leave-pool/](http://hr.ufl.edu/benefits/leave/sick-leave/sick-leave-pool/)

Additional questions should be directed to Central Leave Administration at (352)392-2477.

**Annual Benefits Fair**
The benefits fair for open enrollment will be held at the Touchdown Terrace on October 29\(^{th}\). An additional benefits fair for College of Medicine faculty and housestaff will be available in the Atrium on Thursday, October 30\(^{th}\) from 8am – 5pm.

More information regarding open enrollment will be included in the October newsletter.

Benefits Guides and tutorial can be found for new hires at [http://hr.ufl.edu/benefits/new-employees](http://hr.ufl.edu/benefits/new-employees)

A variety of information is included to acclimate new hires to the University of Florida community and benefits enrollment. Please remind all your new employees that they should enroll in benefits no later than 60 days of their hire date.

**Reduced rates for UF Select Term Life and LTD Plans**
Effective September 1\(^{st}\), the rates for UF Term Life and UF Long Term Disability will decrease thanks to UF benefits negotiation with the Standard Insurance Company. Current enrollees in these plans should have noticed a slight premium reduction beginning with the September 5\(^{th}\) paycheck.

**Higher Education savings for children of full-time employees**

1. TEAMS employees may apply for HEO scholarship by November 1\(^{st}\). Each year, Human Resource Services will choose at random from a pool of eligible applicants 50 children of TEAMS employees to participate in this program. For each child selected, the university will pay the in-state matriculation fees, less any Bright Futures scholarship award, for a maximum of 132 credit hours toward an undergraduate degree at the University of Florida or a public community or state college for each selected child.

   More information regarding qualification and application can be found at [http://hr.ufl.edu/learn-grow/education-programs/higher-education-opportunity/](http://hr.ufl.edu/learn-grow/education-programs/higher-education-opportunity/)

2. The Tuition Exchange Scholarship Program offers the possibility of more affordable higher education for dependent children of UF full-time employees (excluding OPS) to attend a participating Tuition Exchange College or University at a significant tuition reduction rate. The TEP scholarship deadline is October 31 of the year preceding the desired enrollment into the academic year (Fall & Spring only) program.

   Additional information regarding the TEP program can be found online at [http://www.aa.ufl.edu/tep](http://www.aa.ufl.edu/tep)
UF Health Wellness
UF has created a website at http://news.hr.ufl.edu/category/wellness/ that contains the latest news for UF Health Wellness. Encourage your employees to check out this resource to achieve their own personal wellness goals.

UF HelpDesk Support
UF Helpdesk support is now available 24/7 via phone and email. To contact the helpdesk email helpdesk@ufl.edu or call (352) 392-HELP[4357].

Effort Report Certifications
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 2-coordinator to see any records that will need to be input or submitted by the certifier. 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.

Academic Activity Reporting
The new Academic Activity Reporting system (AAR) was opened on September 1st to replace the Instructor Workload system. New training and security will be required for this system so please ensure that your department personnel have taken the training and requested the appropriate roles. Notifications were sent to DSA’s and those who previously completed the Instructor workload reports regarding training and access.

Faculty Evaluations
All faculty evaluations were due by August 15, 2014. Please forward the completed evaluations to our office as quickly as possible. A memo was forwarded to departments on June 27, 2014. If you need to access these documents again, they can be found on our website at http://adminaffairs.med.ufl.edu/hr-admin/faculty/templates-and-other-information/

**Please note that the process for outside activities was changed following distribution of the original memorandum. The paragraph regarding outside activity has been updated in the instructions to read as follows:

“As a University of Florida faculty member, you have an obligation to disclose all outside activities and/or financial interests online at http://coi.med.ufl.edu/. You must obtain approval from the chair of your department, as well as from other appropriate college/university representatives before you engage in outside activities or acquire outside financial interests.”

“My signature below acknowledges that I have properly reported all outside activities and/or financial interests and obtained all necessary approvals, or that I have no outside activities and/or financial interests to report during the applicable reporting period.”
Administrative Affairs Staffing Updates
Rachel Westwood has taken a promotional opportunity and is no longer employed in the Administrative Affairs division. As of October 1st, Linda Kilgore will leave the Department of Neurology to assume the responsibilities that Rachel previously held in our office. Please welcome Linda as she joins us!

An updated contact list for the HR Administration section can be found on our website at http://adminaffairs.med.ufl.edu/hr-admin/

Academic OPS, Graduate Students and Housestaff contacts are at http://adminaffairs.med.ufl.edu/graduate-programs/.

Immigration and Fringe Benefits contacts can be found at http://adminaffairs.med.ufl.edu/immigration/

Procedural Updates
Please note that a majority faculty vote is required to grant joint or affiliate appointment status in a secondary department. A memo describing the role of the faculty member and the final tally of the vote is required to be included with the APT form. Updated directions are located on our website at http://adminaffairs.med.ufl.edu/hr-admin/faculty/appointment-processing/courtesy-faculty/

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/

Forms and Templates Updates
The faculty letter of offer has been updated to include new language for VA faculty in the first paragraph and minor changes in language throughout. The latest template language is on our website at https://com-dean-adminaffairs.sites.medinfo.ufl.edu/files/2014/05/Letter-of-Offer-Wording-.pdf