Special Pay/Reclassification Requests
This is to remind you that the annual consideration for special pay and reclassification requests is approaching.

March 1st is the deadline for all requests to be submitted to the listserv at SVPHA-SI-REQUESTS-L@lists.ufl.edu. However, this year, we will accept requests submitted by SPM on March 2nd since March 1st is on Sunday. Please include the source of funds and plan for funding the increase within your budgetary plan for 2015-16 in your email submission.

Additional instructions for submission of salary increase requests can be found on our website at:
1. For faculty - http://adminaffairs.med.ufl.edu/hr-admin/faculty/special-pay-increases/
2. For TEAMS/USPS - http://adminaffairs.med.ufl.edu/hr-admin/teams-usps/special-pay-increases-2/
4. For OPS and Student Assistants - http://adminaffairs.med.ufl.edu/hr-admin/ops-student-assistants/special-pay-increases/

Effort Report Certifications
Effort reports for Fall 2014 have been released for input.

Deadlines are as follows:
- February 27, 2015 - Effort should be allocated and saved by the department coordinators.
- March 13, 2015 - Errors should be corrected and effort submitted to employees/PI for certification
- March 27, 2015 - Effort should be certified by employees/PIs.

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.

*As a reminder, anything that is outstanding from previous semesters is considered past due and must be addressed.

Staff Performance Appraisals

Two forms are used for evaluations:
- TEAMS Non-Exempt, USPS Non-Exempt and USPS Exempt Form
- TEAMS Exempt Form (designed to accompany an evaluative narrative or letter)

Both forms require an overall rating be assigned and completion of an outside activities disclosure section.

**All College of Medicine employees are required to complete requests for outside activity online. If the employee does have outside employment, please insure that they complete the online request and print out the completed report submission. The outside activities submission information and application can be found at https://report.coi.med.ufl.edu/researcher/welcome
If the overall rating is to be “minimally achieves” or “below performance standards”, supervisors should contact Employee Relations before the evaluation is issued.

Employees currently in probationary status do not require this annual evaluation.

It is also very important that supervisors review the accuracy of position descriptions with each employee during the appraisal period. Incorrect position descriptions should be updated through EPAF submission UNLESS the updates are to be used as justification for SPI or reclassification in which case they should be submitted through the listserv for such requests.

Additional information regarding performance appraisals can be found online at [http://hr.ufl.edu/manager-resources/employee-relations/performance-appraisals/](http://hr.ufl.edu/manager-resources/employee-relations/performance-appraisals/)

### 2014 W-2 information

All 2014 W-2’s have been distributed either electronically or by mail and should have been received by the recipients.

If your department is contacted by someone who did not receive their W-2 form you should keep the following information in mind:

- You may **not** email the W-2 unless you have fully redacted the social security number
- You may **not** fax the W-2 internationally.
- You may fax the W-2 domestically without redaction
- You may mail the W-2 domestically or internationally without redaction

Departmental staff with the UF_PY_INQUIRY role can access the Employee Year End Statements and W-2 information in MyUFL for their current and former employees using the following navigation:

Payroll for North America > U.S. Annual Processing > Create W-2 Data > Then choose either: View W-2/W-2c Forms or UF Employee Year End Statement

More W-2 and tax information can be found online at [http://www.fa.ufl.edu/departments/payroll-tax-services/w-2s-and-payroll-tax/](http://www.fa.ufl.edu/departments/payroll-tax-services/w-2s-and-payroll-tax/)

### Space Allocation

The space allocation system for FY 2015 is now open for changes to projects and occupants so that departments have a head start on space data for FY 15. Because of the importance of accuracy in reporting, a refresher training course is being offered for existing certifiers. This training is mandatory for **new** certifiers.

To register for the course, navigate to MyUFL > My Self Service > Training and Development > My training enrollment

When the MyTraining module opens, search for course RSH210 in the search box and click on a session to enroll.

The following sessions are available:

- **Thursday, February 26th**, 1:30PM – 3:00PM, Brain Institute DeWeese Auditorium
- **Monday, March 2nd**, 9:00AM – 11:00AM, HR Room 120
- **Wednesday, March 4th**, 1:00PM – 3:00PM, G001D McCarty Hall

Additional questions can be directed via email to spacealloc@admin.ufl.edu
Payroll

*Time and Labor Approval Update:*

Payroll has launched a new application for time approvals titled “One.UF”. This feature allows time approvers to approve time for employees through most smart phones, tablets or desktop computer using one simple URL.

Instructions for accessing this system can be found online at [http://training.hr.ufl.edu/instructionguides/oneuf/oneuftimeapproval.pdf](http://training.hr.ufl.edu/instructionguides/oneuf/oneuftimeapproval.pdf)

The current time approval process remains available and accessible through MyUFL.

*Payroll Paylist Update:*

Enhancements have been made to the paylists to improve efficiency in reviewing payroll.

The new preliminary paylist includes a list of active employees that are not showing any pay in the current bi-weekly period. This should assist in identifying employees who have not entered time or time that still requires approval. The reports now have a column for standard hours for the biweekly period based on FTE that can be compared to actual hours for the currently biweekly period to quickly see if an employee is under or over the expected hours.

There is also a column for hourly/biweekly rate so that you can quickly compare for exempt employees for under or overpayment. A new column has also been added for any non-paying items such as special comp, overtime comp earned or leave without pay that are indicated by an “N” in the column so that you can quickly identify a difference in pay from biweekly rate.

*Directory Associations & Email Access*

In November 2014 email access eligibility was updated to restrict those with certain affiliation from receiving a UF email address. It is important that departments evaluate the need when creating an affiliation in the UF Directory. It is important to consider whether the individual will be communicating about UF business-related information through email within your department or with other departments at UF.

- If yes, then the individual should be affiliated as a Consultant Staff (220) or Consultant Faculty (221), so he/she can be provisioned a UF email inbox. Their business email will have to be [value@%.ufl.edu](mailto:value@%.ufl.edu) not the email for the organization they have outside of UF. UF email should not be forwarded to an outside mailbox.
- If no, then the individual should be affiliated as a Department Associate (203), he/she will be eligible for a GatorLink credential but not a UF email box, so their email address can be a non-UF email address. This means UF business, data and information should not be involved in their email exchanges. The individual can have their email from the organization outside UF. (example: [some.body@ someuniveristy.edu, john.smith@gartner.com](mailto:john.smith@gartner.com), etc. in the general form of [x@y.z](mailto:x@y.z) (y.z is not ufl.edu)).

*MyUFL Technical Upgrade*

Beginning Friday, March 13, 2015, much of the MyUFL system will be unavailable due to a technical upgrade. Beginning Monday, March 16th, employees will see:

- Minor changes in Time and Labor for time and leave entry
- Most functional changes are related to Travel and Expense

No training is required, though updated training will be available. No action will be required by department security administrators.
On March 16th, employees should clear cache and cookies when signing into MyUFL and will see a popup regarding the upgrade.

Campus HR will be sending targeted communication to users with specific security roles regarding changes and additional information will be provided in the March InfoGator.

**New Hire Training**

All new employees (Faculty, TEAMS, OPS, etc.) being appointed in a clinical department should enroll for hospitality training through MyUFL.

All checklists have been updated to include this requirement.

New hires should be able to access the myTraining system as soon as the hire EPAF is initiated.

**Other Training Opportunities**

Want to improve your business skills, write a resume, edit a movie or create an app? Through Lynda.com, you have 24/7 access to training courses in these topics and more. Lynda has over 2,900 online courses. Some of the most popular courses at UF this semester are PhotoshopCS6 One-On-One Fundamentals, InDesign CC Essential Training, and Up and Running with MATLAB. For free access, visit UFIT’s Training website and log in with your GatorLink.

**Immigration Information**

If your department wishes to hire a foreign national or change salary, title or responsibilities of an existing employee holding a visa, you should contact one of the following in advance of offer or change to ensure that all visa requirements are met. For new hires, please indicate in your request to hire that the individual is a foreign national and which visa you intend to pursue so that we can insure the appropriate language is included.

1. UF International Center ([http://www.ufic.ufl.edu/evs/](http://www.ufic.ufl.edu/evs/)) for J-1 holders except those with clinical responsibility
2. Sally Harvin ([sally@ufl.edu](mailto:sally@ufl.edu)) for J-1 holders with clinical responsibilities

Please note that Fall 2015 foreign national hires should already be submitted at ICS and it is critical to plan ahead as there are increased waits for approvals.

*Please note that the DS-2019 can be copied or scanned for I-9 purposes and other HR requirements.

**Reporting Services**

UF Reporting Services can provide reporting support to colleges and departments so units can effectively manage their business operations. Expertise can be provided in any of the following areas:

- Enterprise Reporting
- Query Studio
- Monthly Financial Reports
- Prompted Reports
- FIT Cubes
- FI Reports
- HR Reports
- Student Financials
- PeopleSoft Queries
New Applicant Tracking System Coming!

UF is currently reviewing a new applicant tracking system to replace Gatorjobs. Expected implementation is June 2015. The new system should provide an improved applicant experience as well as a more nimble system for hiring managers. Some features will include mobile and social recruitments, workflow automation, powerful reporting and analytics and talent search.

In anticipation of this system implementation, it is important that departments close out all inactive searches currently in Gatorjobs. Please review all of your searches and either complete the interview/hiring information or cancel as appropriate.

Campus HR has indicated they will not approve EPAFs for new hires until the requisition has completed interview/hire information and has been closed in Gatorjobs.

Champion for Change Awards

If you know an individual or group that has made a significant impact in the area of sustainability or health during their time at UF, you can nominate them for a Champions of Change Award. Deadline for submissions is February 23rd.

The Champions for Change Awards program is an annual collaboration between the Office of Sustainability and Healthy Gators. This award program recognizes faculty, staff and students within the UF community who have made significant contributions or have had notable personal or professional achievements in the areas of sustainability and health. The Champions for Change Awards seeks to honor nominees while also inspiring others to create a healthier and more sustainable community.

Award recipients will be recognized at the annual Campus Earth Day celebration in April.

Please consider nominating an individual or group to be recognized for their achievements. Self-nominations are also accepted. A full list of nomination categories and the nomination form is available online: http://sustainable.ufl.edu/awards/

Need Help Navigating the UF Health Bridge?

UF Health Bridge is a new internal collaboration, communication, and resource-finding intranet for UF Health (for both Gainesville and Jacksonville campuses). With UF Health Bridge, you will be able to locate resources to help you do your job more efficiently, collaborate with other UF Health employees to share ideas and knowledge, and be better informed about news, events, announcements, and other communications from within our organization.

Access to UF Health Bridge is restricted to on-campus computers or those using the VPN. You will also need to sign in with your UF, Shands Gainesville or Shands Jacksonville username and password.

Within the bridge are various tools and resources to assist you with navigation and usage.

A website demonstration will be held at the UF Health Medical Plaza cafeteria on Thursday, February 26 from 1-3PM. Employees can stop by to ask questions and view the demonstration.

For additional assistance, contact UF Health Web Services at http://webservices.ufhealth.org/contact-us/
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

1. Payroll deadlines for FY 2015-16 have been updated and are available at https://com-dean-adminaffairs.sites.medinfo.ufl.edu/files/2015/01/2015-2016-Payroll-Deadlines1.pdf