Administrative Affairs Newsletter
April 2015

Process Updates
We have made several updates to the recruitment process instructions for various employees on our website.

- Faculty recruitments require 3 documented phone references OR 3 letters of recommendation.
- Faculty and Postdoc draft letters of offer should be forwarded to a listserv (COM-APPOFFERLETTERS-L@lists.ufl.edu) instead of your department contact in administrative affairs.
- TEAMS hires for whom you wish to offer a salary exceeding the posting range must receive approval from our office prior to an offer being made. Requests should be sent to COM-APPOFFERLETTERS-L@lists.ufl.edu for consideration. As a reminder, COM employees who are taking a demotion or lateral transfer may NOT receive an increase even if within the posted range.
- OPS and student employees for whom you wish to offer a salary exceeding $15 per hour (unless previously approved for posting above this rate and filling within posted range) require approval from our office prior to offer. Requests should be sent to COM-APPOFFERLETTERS-L@lists.ufl.edu for consideration.
- OPS employees require a completed OPS application. The application can be completed electronically then saved/emailed when completed.
- Applicants should be dispensed for completed OPS searches before hire date when applicable.

*All of the above information has been included on our website recruitment instructions for the individual employee types.

Office of Youth Conference Services:
The Office of Youth Conference Services, which is affiliated with UF’s Division of Student Affairs, 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 the Office of Youth Conferences Services to register and ensure 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. This process now requires a photograph and fingerprinting. New background checks are required upon rehire if there has been a break in service.

The state of Florida’s Department of Children and Families (DCF) is responsible for overseeing summer camp activities. CDF reviews and issues clearance letters for summer camps which can take 3-7 business days.

Campus HR now has the ability to take photos and complete fingerprinting for this process.

Because of these additional requirements, it is important to begin your clearance and approvals soon to avoid any delay in the camp starting.

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

Questions should be directed to:
Mr. Omar Andujar
304 Diamond Road
Email: omara@ufs.ufl.edu
Spring Wellness Events
UF and UF Health currently are focusing on ways to help employees reduce stress. For information, visit the wellness website at http://gatorcare.org/wellness/stress-less/. Employees can enter to win prizes with an emphasis on stress reduction.

UF and UF Health also are offering 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/2015/03/26/wellness-event/.

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 https://pickatime.com/client?ven=11606216. Although additional locations are listed in the registration system, UF employees may only register for a screening at the locations indicated by the “UF” icon.

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.

An online calendar is located at http://gatorcare.org/wellness/calendar/ that outlines Wellness Opportunities available to UF employees.

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/

UF Academy— Designed for emerging leaders at UF, 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.” More information can be found at http://hr.ufl.edu/learn-grow/leadership-development/uf-academy/

Effort Report Certifications
Effort reports through Fall 2014 should be complete.

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 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, effort reports listed as outstanding/incomplete from previous semesters are considered past due and must be addressed.

**UF On-Target Project**

Ten family workgroups as listed below were facilitated for UF’s On-Target classification project. Workgroups contained participants from all units across campus who worked to develop proposed titles by job family. Each job family contains separate classification titles.

1. Architecture and Engineering
2. Art, Design, Entertainment, Sports, & Media
3. Business and Fiscal Operations
4. Grounds, Maintenance, and Repair
5. Life, Physical, and Social Sciences
6. Research Administration
7. Community and Social Service
8. Healthcare
9. Office and Administrative Support
10. Education, Training and Library Occupations

It is important that all of your departmental position descriptions are up to date so that titles may be matched appropriately for the new classifications.

Unless you have submitted a request for recategorization with a pay increase or an SPI for additional duties to our office, you should send an EPAF with updated job responsibilities using position action code “UPD.” Requests submitted as recategorization or additional duties SPI will be submitted by our office if/when are approved for submittal. If they are not being approved for increase, your department will be notified.

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

**Online Promotion and Tenure**

Open lab sessions will be available for OPT Department and College Administrators to assist with the 2015-2016 OPT process.

Please contact Janet Malphurs at jmmalph@ufl.edu to sign up for one of the sessions. All sessions will be held in room 119, HRS building.

**Dates/Times for Open Lab Sessions:**

- May 8\(^{th}\) 2-4PM
- May 15\(^{th}\) 10-Noon
- May 29\(^{th}\) 10-Noon
Space Allocation
The space allocation system for FY 2015 is now open for input for reporting period July 1, 2014 through June 30, 2015. Space certifiers should begin updating room use, occupants and associated awards/non-sponsored funding in the Space Inventory & Allocation System via the Facilities Planning & Construction website https://survey.facilities.ufl.edu.

Deadlines for completion are as follows:
- Friday, May 8th, Certification input completion
- Friday, May 22nd, Authorize and Close

** Note – There will be no extensions granted past the end of May. The entire Space System and the Space Tracking System will be suspended due to technical system changes that will have to be made to be in compliance with new state standards**

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

Payroll
Time and Labor does NOT auto-load hours appropriately in some cases when employees are on a paid leave of absence. It is important that every department check their biweekly pay lists carefully to ensure their employees are paid appropriately being particularly mindful of those with AEF jobs and those on leaves of absence.

Additional Pay/Lump Sum Guidelines
An Additional Pay Workgroup was established to determine necessary reporting requirements for additional pay. The additional pay or lump sum pay process has been revised to accommodate ACA reporting requirements and improve tracking and analytics. On December 18, 2014, UF HR released a guide for entering EPAF for additional pay. This guide has been updated as of March 2015 and is available at http://training.hr.ufl.edu/instructionguides/managing_epaf/additional_pay_earnings_reason_code_guide_december2014.pdf. When entering EPAFs, departments should be sure to select the earnings and reason code that most closely represents the reason for the payment. Some earnings codes will require departments to enter the date(s) worked and the total hours worked during the period. If you are unsure which earnings/reason code to use, please contact our office at 273-5074.

In order to maintain consistency in usage of earnings codes, the COM has also developed a workflow guide and list of common scenarios that we hope will help departments identify which route to take for additional payment requests. The workflow guide and list of scenarios are available on the Administrative Affairs website under the “policies and procedures” at http://adminaffairs.med.ufl.edu/hr-admin/policies-and-procedures/

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 Adobe Photoshop CS6 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 offices listed below in advance of an 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 ensure 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 wait times for approvals.

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

**New Applicant Tracking System Coming!**

UF is currently reviewing a new applicant tracking system to replace Gator Jobs. Expected implementation is summer 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.

**OPS-Paid employee benefits issue**

Please let your OPS-paid employees know that if they become eligible to participate in the state of Florida’s health insurance plan or supplemental plans (i.e., working average of 30+ hrs per week) and choose not to enroll in these plans, they will NOT be eligible to enroll upon being hired into a TEAMS or FACULTY benefits eligible position and must wait until open enrollment. They would be eligible for other UF-sponsored or COM plans as their new classification dictates.

**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/](http://adminaffairs.med.ufl.edu/)
Forms and Templates Updates This Month:

1. Faculty Recruitment instructions
2. Postdoc Recruitment instructions
3. TEAMS recruitment instructions
4. OPS/Student recruitment instructions