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

- Any new hire records that require creation of a distribution for FY15 between 6/19/15 and 7/3/15(NOON) will require a PDRR form be forwarded to our office for input as departments will be unable to process such requests.
- 7/2/15 – First retro for FY16 run
- 7/2/15 – Last day to submit non-grant funded journal entry requests for FY15.
- 7/6/15 – Inactivated FY16 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.
- Cross-department or cross-college requests should be forwarded to our office for input after both areas have approved.

*additional information regarding commitment accounting can be found at
http://www.hr.ufl.edu/training/myUFL/toolkits/commacctg.asp

Process Updates
The “Marketplace Acknowledgement Form” is a new form required for Affordable Care Act (ACA) compliance. This form has been added to Gatorstart and is required for all employees. The Faculty, Postdoc, TEAMS and OPS/Student Assistant checklists have been updated to include the new information.

The faculty letter of offer instructions have been updated to include the new retirement contribution compensation limit of $265K that is effective July 1, 2015 and contains information to exclude (resignation notice) for Munroe, Halifax and Orlando Regional providers and information to include specifically for those sites.

The Alachua County Medical Society applications should be scanned or faxed to the ACMS. Faculty recruitment instructions have been updated to include the new information.

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

New Applicant Tracking System Coming!
UF is replacing Gator Jobs this month with a system “Careers at UF”. The new system will 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 implementation of this system, 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.

Important Dates:
- June 25th – Last day to post a Faculty position in the current system (must receive level 2 approval by this date)
- July 2nd – Last day to post a TEAMS position in the current system (must receive level 2 approval by this date)
- July 9th – All online posting will end (UF jobs page will contain an alert message during down time)
- July 13th – Launch date for new system

Training for the new system is to be made available June 25th. Email notification will be forwarded to current Gatorjobs originators/approvers when the training link has been activated.

New security roles will be required to access the system
- Department Originators should be given the UF_N_IRQ_Department Req Orig role
- “Approver” roles are only to be at the Dean’s office level – departments should NOT request that role
Open lab sessions to assist departments with posting will be available in room 119, HRS building as follows:

- July 6 (9AM-12noon)
- July 8 (1PM-3PM)
- July 9 (9AM-12noon)

The GatorJobs system will only remain active for closing out existing positions until September 2015. If you do not have a sufficient applicant pool to fill a position that is currently open in GatorJobs, you should repost the position in the new system. Existing postings (even those listed as open until filled) will not carry over into the new system. Departments should input a requisition into the new system with a note in the comments section that you are reposting an existing position and note the GatorJobs requisition #.

We do not yet have links to the “Careers at UF” system on our website. Links will be added and information will be communicated once it becomes available.

**Alternate Work Location Agreements**

It is time for renewal of Alternate Work Location Agreements (AWL). 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 or TEAMS with six 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.

AWL request forms are available online at [http://hr.ufl.edu/wp-content/uploads/forms/recruitment/alternate.pdf](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.

**HR-600/Additional UF Compensation**

It is time for renewal of extra state compensation agreements that will be extended for fiscal year 2016. Request forms are available online at [http://hr.ufl.edu/wp-content/uploads/forms/class_comp/requestaddcomp.pdf](http://hr.ufl.edu/wp-content/uploads/forms/class_comp/requestaddcomp.pdf)

Please route request forms to your department contact in our office. The department contact list is online at [https://com-dean-adminaffairs/sites.medinfo.ufl.edu/files/2013/07/Contact-Table-for-Depts.xlsx](https://com-dean-adminaffairs/sites.medinfo.ufl.edu/files/2013/07/Contact-Table-for-Depts.xlsx)

**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 box in the “percentage” table that is above 2-coordinator to see any records that will need to be input or submitted by the certifier. Click on the red box in the “percentage” table that is 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 box in the “percentage” table that is above 2-coordinator to see any records that will need to be input or submitted by the certifier. Click on the red box in the “percentage” table that is above 3-Employee to see any records that still require approval by the employee. Last, Click on the red box in the “percentage” table that is 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.

**Electronic Document Management**

UF Human Resource Services is developing a system that will enable departments to submit documents to EPAF by scan rather than fax. No new security roles will be required. Implementation is expected in late July 2015. An instructional email will be sent to EPAF users in the week prior to go live.

**UF On-Target Project**

The On-Target project is designed to identify job titles for TEAMS employees that more accurately reflect their duties. A series of town hall discussion will be held this summer for employees to learn more about new and proposed job titles. To register for a town hall session, identify the date from those below that will feature the job family most closely aligned with your work. Then, login to myTraining via my.ufl.edu and navigate to Main Menu > My Self Service > Training and Development > myTraining. Search for course code GET020 to register for the date you wish to attend.

These sessions will be held in room 120 of the HRS Building, 903 West University Avenue. For those who are unable to attend a live training session, the sessions will also be recorded and streamed online through the On Target website.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Workgroups</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 26, 2015</td>
<td>8:30 AM</td>
<td>• Life, Physical, and Social Sciences</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(includes biological scientists and laboratory technicians)</td>
</tr>
<tr>
<td>July 10, 2015</td>
<td>8:30 AM</td>
<td>• Grounds, Maintenance, and Repair</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Architecture and Engineering</td>
</tr>
<tr>
<td>July 17, 2015</td>
<td>1:30 PM</td>
<td>• Business and Fiscal Operations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Community &amp; Social Service</td>
</tr>
<tr>
<td>July 24, 2015</td>
<td>8:30 AM</td>
<td>• Healthcare</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Research Administration</td>
</tr>
<tr>
<td>July 24, 2015</td>
<td>1:00 PM</td>
<td>• Information Technology*</td>
</tr>
<tr>
<td>July 31, 2015</td>
<td>1:30 PM</td>
<td>• Office and Administrative Support</td>
</tr>
</tbody>
</table>
It is important that all TEAMS position descriptions are up to date so that titles may be matched appropriately to the new classifications. It is also important that position descriptions are updated and accurate due to expected changes to FLSA guidelines which determine a position’s hourly/exempt status.

Unless you have submitted a request for reclassification 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 reclassification or additional duties SPI will be submitted by our office if/when they are approved for submittal. If the request is not 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/)

**Payroll**

Time and Labor does NOT auto-load hours when an employees is on a paid leave of absence. Departments must enter leave time and work time as appropriate during the LOA to ensure the employee is paid correctly. 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.

**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
5. Faculty letter of offer template
6. Faculty letter of offer checklist
7. Mid-level provider recruitment questionnaire