Careers at UF
The Careers at UF system replaced Gatorjobs on July 13th.

Instruction guides are available for the new system at http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/careers-at-uf/

Departments should make note of the following helpful information when using the new system:

1. It is recommended that the requisition originator add themselves as the Department administrator on the requisition so that they will receive email notifications, have access to applicants and be able to update applicant status. The “hiring manager” should be the supervisor or other individual who will have access to update applicant status. Department administrators and hiring managers will be able to:
   a. Bulk compile and send – allows you to email or download applications and other documents submitted by applicants.
   b. Bulk export – allows creation of excel sheet with all applicant information. The excel file is created under the “tasks” area on the sidebar.
   c. Update applicant status (i.e, interview, recommend for hire, etc.).
      i. Departments should NOT use the following reasons – these should only be entered by CORE HR
         1. Did not meet minimum requirements
         2. Incomplete
         3. Submitted
         4. New
         5. Withdrawn
         6. Posting Cancelled
         7. Ineligible
         8. Removed
   d. To clear applicants for hire, move the applicant to “recommend for hire” status – core HR is transitioning to clearing applicants through this process, rather than individual emails to the recruiters. When the applicant is cleared for hire, the recruiter will move the applicant to the “offer made” status and the department should receive an email giving clearance via the Careers at UF system. ** You should send the draft offer letter to our email listserv for approval also as indicated on our website.

2. Members of the Search Committee/Selection Panel:
   a. Can be supervisors or others who should be included for reviewing applicants. This does not have to be a formal search committee.
   b. Will have view only access to the requisition
   c. Will be able to view and download applications and applicant pool. Will not be able to update applicant status.
   d. Will NOT receive email notifications of applicant status, etc.

3. Search committee/Selection Panel members who are not UF employees cannot be added as members on the posting requisition unless they have a person of interest (POI) relationship established in the MyUFL system. Departments have two options:
   a. Create a POI relationship in MyUFL so the individual can access the applications online *please note that the POI relationships are archived after 4 months of inactivity
   b. Department Admin or hiring manager can use the bulk compile and send option once requisition closes. This allows you to email or download applications and other documents to send to the search committee members.

4. You cannot search by position numbers in this system. There are no solutions at this time other than to keep track of your requisition numbers/position numbers separately so you can pull up the appropriate requisition.
5. The list for choosing approvers has names of employees who do not have approver access. Please be sure to choose your departmental contact name as appropriate by using the department contact list on our website.

6. Departments are responsible for ensuring that at least 2 outside advertisements are posted. Therefore, the individual who is posting should obtain a print screen of the online ad or a tear sheet from printed publication as proof that the ad has posted.

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 #. Please close out all inactive searches currently in GatorJobs as soon as possible. Departments should review open requisitions and either complete the interview/hiring information or cancel as appropriate.

**435 Livescan Background Checks**

The following positions are required to have a level 2/435 livescan background check:
- Positions funded by the Florida department of Children and Families
- Working with children (i.e., childcare)
- Summer camps working with children

These background checks require fingerprinting and photographs. Departments should contact the background check team at 392-2477 to set up appointments for fingerprinting, etc.

Additional information can be found at [http://www.dcf.state.fl.us/programs/backgroundscreening/clearinghouse/](http://www.dcf.state.fl.us/programs/backgroundscreening/clearinghouse/)

**UF On-Target Project**

The On-Target project is designed to identify job titles for TEAMS employees that more accurately reflect their duties.

*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.*

Departments should review all position descriptions to be sure they are accurate and if an update in responsibilities is needed, submit an EPAF with updated job responsibilities using position action code “UPD.”

*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/)*

**FMLA Rule Update**

Employees are not eligible for FMLA upon hire as of 7/1/15.

New guidelines state that all Faculty, TEAMS, USPS and OPS employees, including Post-Doctoral Associates, are eligible for up to 12 work weeks of FMLA leave once they have worked at least 12 months (need not be consecutive) and also have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave. Breaks in employment do not affect this total. It is a cumulative total of the number of months the employee has been employed by the University.

FMLA form has been updated and links can be found on our business forms page.
Sick Leave Cashout Will End 6/30/16
TEAMS, USPS and COM faculty who separate from UF as a result of retirement or death will receive sick leave cashouts as follows:

- Hired prior to 4/1/10 with 10+ yrs of service - ¼ of sick leave balance up to 480 hours max
- Hired prior to 4/1/10 with less than 10 years of service – not eligible for sick leave cashout
- Hired 4/1/10 or later – not eligible for sick leave cashout
- Resigning from employment also not eligible for sick leave cashout

*please note that if you have employees who choose to retire to take advantage of the sick leave cashout benefit, there are other restrictions regarding rehiring retirees that will apply. Employees should NOT assume they can be rehired at UF.

UF Faculty with VA Assignments Updated
In order to resolve system issues and to have FTEs that accurately reflect faculty members’ UF work assignments, departments reviewed and submitted FTE’s that they felt more accurately reflected the UF work assignments to our office. Effective August 14, 2015, the “UF” and “AEF” job records for these individuals were updated in the PeopleSoft system to reflect “actual” UF FTE. In addition, a job record was created that reflects their VA FTE in job data. These records together are used to determine eligibility for benefits, leave accrual and usage, etc.

Please review the hours populated in time and labor for your UF/VA faculty to ensure that the hours to be paid beginning 8/14/15 reflect the hours equivalent to the revised FTE.

Also please make sure to have each UF/VA faculty member carefully review their UF paycheck on 9/4/15 to be sure that benefits premiums are reflected appropriately.

The following are available on our website with updated information:
- UF College of Medicine Faculty with VA Assignments – Policy Guidelines
- UF College of Medicine Faculty with VA Assignments – Compensation and Appointment Procedures
- Terminated Faculty checklist
- Faculty Letter of offer template

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>MainMenu>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.

**COM Benefits Updates**
The Change of Status form is no longer required for COM benefits. Terminations and FTE adjustments are automatically handled within MyUFL.

The change of beneficiary no longer requires completion of a form but is handled within MyUFL. An instruction guide can be found on the business forms link under the benefits forms.

The vendor selection form has been updated to a new link also linked to the business forms under the benefits section.

**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 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
8. Benefits forms update on forms page