**Early Deadline Reminder**

Due to the upcoming holidays, please note that HR and payroll deadlines are early for the next few pay periods as follows:

<table>
<thead>
<tr>
<th>Pay Period I.D.</th>
<th>Pay Period Begins</th>
<th>Pay Period Ends</th>
<th>Dean's Office Deadline (by 5PM)</th>
<th>Human Resource Deadline 5:00pm *</th>
<th>Time &amp; Labor Closes</th>
<th>Distribution Deadline (by noon)</th>
<th>Payday</th>
</tr>
</thead>
<tbody>
<tr>
<td>B120315</td>
<td>11/20/15</td>
<td>12/03/15</td>
<td>11/19/15</td>
<td>11/25/15</td>
<td>12/03/15</td>
<td>12/04/15</td>
<td>12/11/15</td>
</tr>
<tr>
<td>B121715</td>
<td>12/04/15</td>
<td>12/17/15</td>
<td>11/30/15</td>
<td>12/04/15</td>
<td>12/10/15</td>
<td>12/11/15</td>
<td>12/24/15</td>
</tr>
<tr>
<td>B123115</td>
<td>12/18/15</td>
<td>12/31/15</td>
<td>12/07/15</td>
<td>12/11/15</td>
<td>12/17/15</td>
<td>12/18/15</td>
<td>01/08/16</td>
</tr>
</tbody>
</table>

**2016 Holidays**

- New Year’s Day: Friday, January 1st
- Martin Luther King Jr’s Birthday: Monday, January 18th
- Memorial Day: Monday, May 30th
- Independence Day: Monday, July 4th
- Labor Day: Monday, September 5th
- UF Homecoming: TBD
- Veteran’s Day: Friday, November 11th
- Thanksgiving: Thursday, November 24th and Friday, November 25th
- Christmas: Monday, December 26th

**Vacation Leave Conversion**

The annual vacation leave conversion process will take place at the end of the pay period covering Jan. 1–14, 2016. Employees’ vacation hours exceeding the annual maximums listed below will automatically be converted into sick leave and added to their sick leave balance at the close of pay period 1/14/2016.

Please note, vacation leave accrual for the Jan. 1 –14 pay period **will be included** in the conversion. Please adjust employees’ schedules as appropriate to avoid the conversion for vacation accruals earned between Jan. 1 – 14. After the conversion occurs, leave balances are final and no exceptions will be granted to modify the conversion.

The annual vacation maximums are as follows:

- **TEAMS and vacation-accruing faculty members (who are not in the UFF’s collective bargaining unit)** may have a maximum vacation balance of 352 hours
- **Vacation-accruing faculty members (covered by the UFF bargaining unit)** may have a maximum balance of 480 hours
- USPS employees may have a maximum vacation balance of 240 hours

**To view the most recent vacation leave balance in myUFL, please navigate to:** My Self Service > Benefits > Manage Leave Accruals > Review Accrual Balances
I-9 Completion
Paper I-9 forms should NOT be completed for citizens and permanent resident hires who will have onboarding through GatorStart. The only hires who should have a paper I-9 completion will be foreign nationals who do not have onboarding through GatorStart. Please note that departments are still required to complete the I-9 data online for these foreign nationals as noted in our website instructions.

Current employees who are foreign nationals and require updates to their I-9 data because of a renewal or change in visa status should complete the paper I-9 forms with their department representatives and forward directly to Human Resources, Immigration Compliance Services at 903 West University Avenue.

Departments are responsible for monitoring visa renewals and re-verifying employee work authorizations prior to visa expiration. A visa expiration report is available at MyUFL-Main Menu>Enterprise Reporting> Access Reporting> Human Resources Information> Workforce Information>Visa Status Expiration Report by Department to assist in this monitoring process.

Additional information regarding I-9 completion can be found at http://hr.ufl.edu/manager-resources/recruitment-staffing/recruitment-resources/completing-the-form-i-9-2/

EPAF Attachments
Departments should not attach any personal identification information to EPAFs EXCEPT for new hires. I-9 documents, driver’s license, copies of visa, etc. should NEVER be attached to an EPAF for updates.

Departments should also be sure to choose the description that best fits the scans being attached to EPAF submittals.

Careers at UF Information – Best Practice
Please do NOT change the status of the final candidate to “Offer Accepted” in Careers at UF system until the offer letter has been accepted by the candidate.

At the end of your recruitment, all applicants should be dispensed and you should move the final candidate to “Recommend for Hire” status to obtain clearance from Core HR.

However, when you move a candidate to “Offer Accepted,” the system sends an automatic email to Core HR to mark the job requisition as “Filled”. This prevents us from locating the job requisition to clear the draft offer letter and delays the hiring process. This also closes the requisition and is more difficult to manage if your first candidate declines the offer.

Nepotism Waivers
Departments should review the final candidate’s application to see if they indicate they are related to a current employee within the same department. If a relation is indicated within the department, please initiate the Employment of Relatives form after HR has cleared the applicant for hire but before the offer letter is initiated. Offer letters will not be approved without a fully approved nepotism waiver.

Updated Forms Page
We have updated our forms pages to be consistent with our website. Please go to http://adminaffairs.med.ufl.edu/hr-admin/college-of-medicine-forms/ in order to access the most up to date forms.
**Effort Report Certification**

Effort reports through Summer 2015 should be complete. Incomplete records are considered **past due** unless the record has been superseded.

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.

**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. The TEAMS letter of offer template was updated to include language for credentialing in those instances where credentialing is required as well as updating website links in the document. [https://com-dean-adminaffairs.sites.medinfo.ufl.edu/files/2014/01/TEAMSLOFFERGUIDE.pdf](https://com-dean-adminaffairs.sites.medinfo.ufl.edu/files/2014/01/TEAMSLOFFERGUIDE.pdf)
2. The Postdoc letters of offer were updated to include the most recent website links for the list of acceptable documents, benefits information, retirement information and the Self Insurance Program website where applicable. [http://cdn.webservices.ufhealth.org/wp-content/blogs.dir/125/files/2012/05/Postdoc-Letter-of-Offer-J1.pdf](http://cdn.webservices.ufhealth.org/wp-content/blogs.dir/125/files/2012/05/Postdoc-Letter-of-Offer-J1.pdf) and [https://com-dean-adminaffairs.sites.medinfo.ufl.edu/files/2012/05/Postdoc-Letter-of-Offer-Instructions.pdf](https://com-dean-adminaffairs.sites.medinfo.ufl.edu/files/2012/05/Postdoc-Letter-of-Offer-Instructions.pdf)
3. We have added a new template that can be used when making UF-VA effort adjustments. The template can be used when the total FTE is increased or when the UF-VA ratios are being adjusted. [https://com-dean-adminaffairs.sites.medinfo.ufl.edu/files/2015/11/VA-assignment-adjustment-template.docx](https://com-dean-adminaffairs.sites.medinfo.ufl.edu/files/2015/11/VA-assignment-adjustment-template.docx)
4. Faculty letter of offer was updated to include language specific to hiring Sacred Heart in the sections related to resignation as well as any outdated links. [https://com-dean-adminaffairs.sites.medinfo.ufl.edu/files/2014/05/Letter-of-Offer-Wording-.pdf](https://com-dean-adminaffairs.sites.medinfo.ufl.edu/files/2014/05/Letter-of-Offer-Wording-.pdf)
5. New Faculty and TEAMS employees in clinical departments are required to attend hospitality training. Enrollment information has been included on recruitment guides.