

IFAS HRDI Liaison Handbook
Updated 03/23/2022

IFAS HRDI

Liaison Training Handbook 2022

Important Resources

- IFAS HRDI Liaison Website
 - <https://hr.ifas.ufl.edu/employees/ifas-hr-liaison/>
- IFAS HRDI Approval Process Workflow
 - [Approval-Process-Workflow-09-2021.pdf \(ufl.edu\)](#)
- IFAS HRDI Who to Contact List
 - [Contact list 03-09-22.xlsx \(live.com\)](#)
- UFHR New Hire Checklist
 - [newhirechecklist.xlsx \(live.com\)](#)
- UF Payroll Schedule (Pay periods & deadlines)
 - <https://www.fa.ufl.edu/directives/payroll-schedules/>
- Graduate Assistant/Fellowship Appointment Requirements (including min. salaries)
 - <https://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/preparing-an-offer/requirements-for-an-appointment/>
- Updated UFHR Employment Hub Website
 - [Employment Hub – UF Human Resources \(ufl.edu\)](#)

Processing Hire ePAFs – General Information

When approving hires, check to make sure required documents have been uploaded according to the new hire checklist found here: [New Hire Checklist](#)

Gatorstart

- For each hire, you will need to check that GatorStart has been completed by navigating to:
 - *NavBar > Main menu > Human Resources > UF Departmental Administration > Gator Start*
 - The Gatorstart packet will generate once a hire ePAF has been initiated. **NOTE:** It will not generate if a social security number or tempID number has not been entered on the “Personal Information” screen.
 - Please confirm a correct email address with new employees to avoid hiring delays due to the Gatorstart packet not being sent to the correct address. The email address can be updated within the Gatorstart system itself. It will not automatically update the email address from myUFL or One.UF.
 - To update an employee’s email address, please go into the employees’ packet and click on “Edit Hire Packet”. Once updated, click “Resend Invitation”.
 - These are the 3 statuses a packet can be in:
 - “Welcome” indicates that the packet was sent to the employee but has not been opened.
 - “Filling out Employment Forms” indicates that the employee has started completing the packet but have not finished.
 - “New Hire Documents Complete” indicates that the employee has completed their part of the packet.
 - “Hire” indicates that the department has completed section 2 of the I-9.

Foreign National Hires

- See the following link for a step-by-guide to hiring foreign national employees:
 - [UFHR Foreign Nation Hiring Guide](#)
- **Important Notes on hiring Foreign Nationals:**
 - Submit the FNIS Shell Request to Payroll & Tax Services to generate the Temp ID before initiating ePAF. Once processed by their office, you will receive an email and the tempID will be loaded into myUFL.
 - If a foreign national hire ePAF does not have an SSN or Temp ID entered, the GatorStart will not generate (Always check the “Personal Data” – if no SSN or Temp ID, it will appear as XXXX in the SSN field).
 - If this is the case, the only way to correct is to withdraw the ePAF and re-enter.
 - Out of country degrees will need to have a NACES degree confirmation attached to the EPAF.
 - <https://www.naces.org/>
 - The NACES degree evaluation requirement is written into the offer letter. Be prepared as evaluations could take a few weeks to complete.
 - Please DO NOT attach the paper I-9. This is completed through the Gatorstart system.

Background Checks

- For all Salary Plans, excluding Student Assistants and Graduate Assistants, a background check will need to be ordered using First Advantage.
 - *NavBar > Main menu > Human Resources > Recruiting > Background Screening*
- Once you load into the First Advantage, you will click on “Profile Advantage” and then on “New Subject” to initiate a background check. Please ensure that you select the correct package (See types below).
 - **NOTE:** If the wrong package is selected, you will need to initiate a new package to correct this.
- Once a background check package is initiated, the employee has **6 days** to complete the initial screening. If the employee does not complete the screening within **6 days**, a new background check package will need to be initiated.
- Package types:
 - Basic+Edu+Empl Verf
 - This package is specifically for **Salary/Regular faculty, TEAMS, Adjunct, and PostDoc** who are new or returning to UF. This type of check includes criminal screening within U.S., verifying highest level of education (including high school diploma), and validating employment history.
 - Basic+Edu+Empl Verf – Int’l
 - This package is specifically for **Salary/Regular faculty, TEAMS, Adjunct, or PostDoc** hires who have not lived within the U.S. for the last three years. This type of check includes searching for criminal records in both U.S. and appropriate countries, verifying highest level of education (including high school diploma), validating employment history, and checking against global sanction lists, including U.S. terrorist list.
 - Basic

- This package is specifically for **OPS staff, student, and graduate assistant hires** new to UF. This package only searches for criminal records within the U.S.
- (Optional) This package can be used to conduct criminal background check on UF employees transferring from one department to another on the same salary plan (i.e. TEAMS to TEAMS).
- Basic – Int'l
 - This packet is specifically for **OPS staff, student, or graduate assistant hires** who have not lived within the U.S. for the last three years. This package will search for criminal records within U.S. and appropriate countries.
- Edu+Exp Verf
 - This package is only for **Salary/Regular faculty, TEAMS, Adjunct, and PostDoc** hires who are new or returning to UF and will go through FBI/435 Livescan check. First Advantage will not be conducting FBI or 435 Livescan. Hiring departments will still need to conduct these types of checks through UFHR.
 - This package is also used for **OPS staff, students, and graduate assistants** hired into **Salary/Regular faculty, TEAMS, Adjuncts, and PostDoc** position.

Nepotism Agreements

- A nepotism agreement is needed for two employees of IFAS that are living in the same household or are related.
 - The form is located here: [Nepotism Form](#)
 - **NOTE:** Do not enter the nepotism request in the portal that is listed on the UFHR website as that is done at the College level.
- Please send the form and supplementary documents to Janet Malphurs for processing.
- If the employee answers the “Relatives working at UF” question on the OPS application, please ensure that the nepotism form has been completed. The approval process can be lengthy (7 to 14 days on average).
- If the other employee works outside of IFAS, then nepotism agreement will NOT be needed, the only exception is if the other employee works at the core HR office.
- All supporting documents need to be sent to IFAS HR -Janet Malphurs as one PDF (after the department obtains the signatures of both employee’s and supervisors) with the nepotism form being the first document, then other supporting documents attached. Ensure that the Organizational Chart is recent and can be read. Highlight or put an *(asterisk) by the employee’s involved. If Question 6 is answered NO for recruitment, a justification document (in PDF format) indicating the reason that no recruitment was done is to be attached. Please make sure the contact information is listed on the form.
 - **NOTE:** OPS hires are not required to be posted but it is encouraged to post that position on a bulletin board within the unit or the unit’s website.
- If the nepotism petition involves a faculty member, post doc associate or graduate assistant, the approval process could take longer than normal due to the request would go to UFHR and then to the provost office.
- Once approved by UFHR an email will be sent to the contact person on the form indicating approval. That email will need to be attached with the HIRE ePAF. DO NOT upload the whole nepotism packet to the ePAF.

Child Labor

- Please see the following link on our website for information on hiring a minor under the age of 18: [Child Labor Process Map](#)
 - The UF Child Labor Law Certification form will need to be completed and sent to Janet Malphurs for review and approval.
 - The Parental/Guardian Authorization for Treatment of Minors form will also need to be completed.
 - Both forms will need to be attached to the hire ePAF.

Employment Record Transfers

The “Leaving Another Job” checkbox on the hire ePAF can be used to transfer an active job record to a new position.

Appointments **cannot** transfer in the following scenarios:

- Position numbers to non-position numbers; example: Faculty to OPS; TEAMS to OPS
- Any GA appointment transferring to a non-GA appointment; example: GA to STAS; GA to OPS; GA to Post-Doc
- GA appointments must be terminated since transfers can impact tuition waivers from kicking out and they have specific academic end dates they need to adhere to as well (Gator Grad Care plays a role in this too).
- Any non-paid appointments transferring to paid appointments; example: ISCR, FELL, CTSY salary plans moving into any paid appointment
 - Fellowships are paid via Additional Pay, but are not considered employees

When transferring positions, **not all new** hire paperwork is required

- When moving from OPS/STAS to a GA appointment with no break in service, the only required document is the GA offer letter.
- When moving from OPS/STAS to a TEAMS appointment with no break in service, the only required documents are the TEAMS offer letter & resume or page-up application.

Processing Hire ePAFs – Salary Plan Information

This section will go into detail about each hire salary plan and any information that is specific to those salary plans.

Graduate Assistants

- Letter of Employment – Must have all signatures. Units should use the most recent GA template letter found at: [GA Template Letter](#)
- Ensure the Salary Plan matches the Letter of Offer (e.g. GA12, GA09, or GASU)

- The effective date must match the letter of offer and must use the Academic Year Dates found here: [Payroll Schedule](#). If the dates fall outside of the Academic Year, it is considered a late hire and a Graduate Assistant Petition is required that must be approved by the Graduate School.
 - For information on the petition process: [Petition Process](#)
- The compensation rate must match the letter of offer. The GA minimums can be found here: [GA Minimum Salaries](#)
- The department ID must match on the ePAF and the Letter of Offer.
- The FTE must match on the ePAF and the Letter of Offer.
- I-9 supporting documents must be attached to the ePAF. Information on this can be found at: [I-9 Supporting Documents](#)
- The Loyalty Oath (4-in-1 form) must be signed and notarized. Please ensure that the notary signature date and the employee signature date match. This form is no longer needed for level 1 approval, but if it is attached, it must be filled out correctly.

OPS & Student Assistants

- On the OPS Employment Application, if the question “Do you have a relative or a person living in the same household employed at the University of Florida?” is answered with “Yes”, then the nepotism document listed below must be filled out. See section on Nepotism Agreements for more information.
- I-9 supporting documents must be attached to the ePAF. Information on this can be found at: [I-9 Supporting Documents](#)
- The Loyalty Oath (4-in-1 form) must be signed and notarized. Please ensure that the notary signature date and the employee signature date match.
- Statement of job duties must be indicated in comments section of the ePAF for OPS hires only (Not needed for Student Assistants). This can be a short 1-2 sentence description.
- OPS appointments will need a background check submitted through First Advantage. These needs be indicated in the comments section that Background check has been submitted.
- **Pay Rate Justification Form:** Required when paying a student assistant twice the minimum wage amount. Form can be found at: [Pay Rate Justification Form](#)
 - **NOTE:** The minimum wage in Florida will increase by \$1 per hour every year on September 30th until it reaches \$15 per hour on September 30th, 2026.
- **Hours Extension Form:** Required when a student is working over 20 hours a week. Form can be found at: [Hours Extension Form](#)

OPS Benefits Reminder

- Ensure accurate FTE is reported for OPS new hires to avoid missed benefit enrollment opportunities.
 - All ‘*newly hired*’ employees reported with a .75 FTE will be flagged as being eligible to enroll in State of Florida benefits.
 - A 26-week break in State of Florida employment is required to be considered a ‘New Hire’.
 - *Open Enrollment measurement period* –

- People First counts the number of hours worked between October 2021 through October 2022 to see if member worked on average 30 hours or more per week to determine benefits eligibility for the 2023 calendar year.

As an example, an OPS member was hired with a .75 FTE during June 2021 then moved into a TEAMS position on January 3rd and was very upset because they were unable to enroll in benefits.

1. Based on hire FTE member was eligible to enroll in benefits during the New Hire election period.
2. OPS member is unable to enroll in benefits upon moving into a TEAMS position because the OPS hire FTE of .75 or higher.
3. Member was likely not going to meet the Open Enrollment measurement requirement of working on average 30 hours or more per week and would not be able to meet benefits eligibility

Resolution - If the OPS member was hired with a .74 FTE, it would have enabled member to enroll in benefits when they moved into a TEAMS position.

Permanent Faculty

- The Offer Letter must have all signatures.
 - Please contact Susan Hudson for more information on the permanent faculty offer letter process.
- Make sure the salary plan is FA09, FA12, or FASU (for Summer Hires).
- Make sure the effective date in the letter and ePAF match.
- Make sure the compensation rate in the letter and ePAF match.
- The I-9 supporting documents must be attached to the ePAF. Information on this can be found at: [I-9 Supporting Documents](#)
- The Loyalty Oath (4-in-1 form) must be signed and notarized. Please ensure that the notary signature date and the employee signature date match.
- Degree confirmation and official transcripts must be attached.
 - Out of country degrees will need to have a NACES degree confirmation attached to the EPAF.
 - <https://www.naces.org/>
 - The NACES degree evaluation requirement is written into the offer letter. Be prepared as evaluations could take a few weeks to complete.
- Three letters of recommendation or transmittal letter (if the position was not advertised).

OPS Faculty

- The letter must have all signatures. Please use the template letters found here: [Faculty Letter Templates](#)
- Make sure the salary plan is OF09, OF12, or OFSU (for Summer Hires).
- Make sure the effective date in the letter and ePAF match.

- Make sure the compensation rate in the letter and ePAF match.
- The I-9 supporting documents must be attached to the ePAF. Information on this can be found at: [I-9 Supporting Documents](#)
- The Loyalty Oath (4-in-1 form) must be signed and notarized. Please ensure that the notary signature date and the employee signature date match.
- Degree confirmation and official transcripts must be attached.
 - Out of country degrees will need to have a NACES degree confirmation attached to the EPAF.
 - <https://www.naces.org/>
 - The NACES degree evaluation requirement is written into the offer letter. Be prepared as evaluations could take a few weeks to complete.

Courtesy Faculty

Faculty courtesy appointments are described in UF Regulation UF-7.003: [Regulation](#)

- This modifier applies to persons having the appropriate professional qualifications or having distinction and honor in their field who are appointed without compensation to a department, center, or unit faculty.
- Persons appointed with this status may or may not be otherwise affiliated with the University.
- This appointment is not eligible for tenure or permanent status.
- Promotion shall be based on the credentials of the appointee and the recommendation of the faculty and administrators of the department, college, and unit, as appropriate.
- Requests for promotion are submitted to the Office of Academic Affairs for final review and approval.

Hiring Process:

- As appropriate, provide for departmental review of the application and a vote by departmental faculty eligible to vote on faculty hires. This vote will be advisory to the chair.
- Request approval from IFAS SVP for the courtesy appointment. Letter should include an explanation of how the appointment will benefit the applicant, the department, and IFAS, as well as the results of the vote, if one was taken. Send to IFAS HRDI along with the curriculum vitae. As appropriate, a letter of support from at least one current faculty member sponsor may be included.
- If approved, prepare the offer letter that outlines responsibilities, assignment, duties, the time limits / at-will nature of the appointment, and that the appointment is not tenure-eligible. Template available from IFAS HRDI.
- Documents to attach to the hire ePAF:
 - SVP approval letter
 - CV
 - Offer letter

Post-Doc Associates

- The letter must have all signatures. Please use the template letters found here: [Faculty Letter Templates](#)
- Make sure the salary plan is FAPD.
- Make sure the effective date in the letter and ePAF match.
- Make sure the compensation rate in the letter and ePAF match. Minimum salary for Post-Docs is \$47,476.
- The I-9 supporting documents must be attached to the ePAF. Information on this can be found at: [I-9 Supporting Documents](#)
- The Loyalty Oath (4-in-1 form) must be signed and notarized. Please ensure that the notary signature date and the employee signature date match.
- Degree confirmation and official transcripts must be attached.
 - Out of country degrees will need to have a NACES degree confirmation attached to the EPAF.
 - <https://www.naces.org/>
 - The NACES degree evaluation requirement is written into the offer letter. Be prepared as evaluations could take a few weeks to complete.

TEAMS

- Please use the template letters found here: [TEAMS Letter Templates](#)
- The salary plan must match between the ePAF and offer letter.
- Make sure the effective date in the letter and ePAF match.
- Make sure the compensation rate in the letter and ePAF match.
- The I-9 supporting documents must be attached to the ePAF. Information on this can be found at: [I-9 Supporting Documents](#)
- The Loyalty Oath (4-in-1 form) must be signed and notarized. Please ensure that the notary signature date and the employee signature date match.
- Criminal background check & education verification. This is completed through First Advantage. Be sure to select the correct package. See section on background checks for more information.

Pre-Doc & Post-Doc Fellowships

- Memo of Understanding (MOU) must be attached. This can be found here: [MOU](#)
- The salary plan on a fellowship ePAF should be "FELL".
- Direct deposit form with copy of voided bank check or bank letter must be attached. The form can be found here: [Direct Deposit Form](#)
- The Loyalty Oath (4-in-1 form) must be signed and notarized. Please ensure that the notary signature date and the employee signature date match.
- Start & End dates must be listed on the MOU.
- There cannot be any mention of an "hourly rate" or "hours worked" on the MOU as fellows are not considered employees.

Calculating fellowship payments:

- Fellowship payments can be made bi-weekly, quarterly, or as one payment
 - Bi-weekly payment example
 - Total pay for the appointment = \$2000
 - Bi-weekly payment is therefore $\$2000 \div 26.1^*$ pay periods = \$76.63 (always round-up)
 - Enter for each payment:
 - Earnings amount = \$76.63
 - Goal amount = \$2000
 - One-Time Payment example
 - Total pay for the appointment = \$2000
 - One-time payment is therefore \$2000
 - Enter as a one-time payment only:
 - Earnings amount = \$2000
 - Goal amount = \$2000
 - Quarterly payment example
 - Total pay for the appointment = \$2000
 - Quarterly payment is therefore $\$2000 / 4$ payments = \$500
 - Enter for each payment:
 - Earnings amount = \$500
 - Goal amount = \$500
 - **NOTE:** Quarterly payments require 4 ePAFs as they cannot be entered as one ePAF. Please ensure you enter the additional pay ePAFs during the pay period you want them to be paid out.

Calculating late fellowship payments:

- Fellowships are paid through Additional Pay and not Payroll Processing
- Fellowships do NOT retro-pay to a previous pay period.
 - If you need to enter a biweekly payment with a previous pay period effective date, you will need to:
 - Enter a one-time catch-up payment
 - Recalculate payments starting with current pay period (this will increase the biweekly amount)

Catch-Up Payment Example:

- Today is 09/23/2022 but the fellowship began 08/16/2022.
- Total stipend is \$5000 for the Fall semester.
- 2 ePAF's must be entered:
 - Your One-time Catch-up will be for 8/16/2022 – 10/6/2022.
 - Earnings Amt: \$1,919.19 (for 3.8 pay periods)
 - Goal Amt: \$1,919.19
 - Your next additional pay ePAF is effective 10/7/2022.
 - Earnings Amt: \$505.05 ($\$5000 / 9.9$ pay periods)
 - Goal Amt: \$3,080.81 ($\$5000 - \text{One-time payment}$)

Re-calculate Biweekly Example:

- Today is 09/23/2022 but the fellowship began 08/16/2022.
- Total stipend is \$5,000 for the Fall semester.
 - Take the total number of pay periods for the semester, in this case, 9.9. Subtract the number of pay periods that have already passed, 3.8. You get 6.1 pay periods left in the semester.
 - Calculate new earnings amount by dividing the stipend, \$5,000, by 6.1 pay periods, and you get \$819.67. This is your new biweekly payment.

Processing Job Record Changes

- Edit Existing Job ePAF: Use this form to edit the job of an employee currently working in your department.
- Job Data Correction Request Forms: Complete this form when a change is needed to be made to an employee's job record that you are unable to do via an ePAF. Once you have completed this form and it is signed, submit it to Janet Malphurs for processing.
 - Form can be found at: [Job Data Correction Form](#)
- Retroactive Pay and/or FTE Request (60 Days or more): This form is used to request approval to change an employee's compensation and/or FTE in job data that would be retroactive 60 calendar days or more. Once this form has been completed and signed, please submit to Anthony Bowman for processing.
 - Form can be found at: [60 Day Retro Form](#)
 - **NOTE:** The 60 day Retro Form is only needed for Faculty, TEAMS, Adj Faculty, and GAs. NO need for OPS or STAS.

Below are types of job edits and definitions:

PAY	CPA	Correct Previous Pay Rate Entry
PAY	OTH	Other
DTA	FTE	FTE Change
DTA	CID	Change in Dept ID
DTA	CJO	Change in Job Code
DTA	COR	Correction
DTA	912	Conversion from 9 to 12 month
DTA	129	Conversion from 12 to 9 month
XFR	HPO	Transfer
PAY	AAS	Add Adm Title/Supplement
PAY	DAS	Delete Adm Title/Supplement
PAY	ITB	Increase to Base Salary

Action/Reason Definitions:

- CPA: Correct Previous Pay Rate entry: Will need updated letter for Faculty (Salaried and OPS, Post Doc Associates, Teams Exempt and Non-Exempt and Graduate Assistants. No documentation is needed for OPS/Student Assistants
- OTH: Will need to justify the pay rate change with a letter approved by the appropriate administrators. No letter needed for OPS/Student Assistants.
- FTE: No documentation is needed for OPS/Students. For graduate assistants, we will need an updated GA letter with FTE change indicated. For faculty (Salaried and OPS), Post Doc Associates, Teams Exempt and Non-Exempt we will need a signed letter from the supervisor and employee. For faculty who wish to voluntarily change their FTE will require the Voluntary FTE change request form. Once signed, this form needs to be sent to Anthony Bowman for processing.
 - Voluntary FTE Change Form
- CID: Change in department ID. No documentation is needed.
- CJO: Change in job code or salary pay plan (Normally used for OPS/Students): No documentation is needed; however, when changing from Student to OPS, indicate the statement of job duties relating to job code being used within the ePAF comments section.
- COR (Correction): Used mainly when editing an existing job which could be to correct salary, effective date, and job code. Used rarely. Documentation is needed to explain the correction such as updated letter of offer for faculty, teams, graduate assistants, and post doc associates. No documentation needed for OPS/Student Assistants.
- 9/12: Used to convert an employee from nine months to twelve months. Only used for faculty and graduate assistants. Documentation includes updated letter with approved signatures at all levels. For faculty conversions, use the update position ePAF process.
- 12/9: Used to convert an employee from twelve to nine months. Only used for faculty and graduate assistants. Documentation includes updated letter with approved signatures at all levels. For faculty conversions, use the update position ePAF process. Ensure that the vacation leave cash out is done. This will be a manual leave cash out. Leave cash out can't exceed 200 hours.
- HPO (Transfer): Used to transfer an employee when such employee is moving to a new job. The job action is treated like a new hire. Appropriate documentation would be needed. For example: Employee accepting a new position in a new department would require the letter of offer. All other paperwork would be on file because there would be no break in service.
- AAS (Add Admin Title/Supplement): Used for faculty only. Will require letter to employee indicating administrative title and supplement amount with appropriate signatures.
- DAS (Delete Admin Title/Supplement): Used for faculty only. Will require letter to employee taking the administrative title and supplement amount away from employee with appropriate signatures.
- ITB (Increase to base): Increases to TEAMS & Faculty salaries will need to go through the Special Pay Increase process. Please see section on SPIs for more information. OPS/Student Assistants do not require documentation for salary changes.
- USI (Update Supervisor ID): No documentation needed.

Changes in Employment

Terminations, Resignations & Retirements

NOTE: All resignation letters must have either an electronic (DocuSign) or wet signature.

- Foreign National - If is work authorization has expired, then no letter is needed for termination (Reason code: WAE – Work Authorization Expiration).
 - UFHR do not want the termination back dated for best practice. UFHR has previously confirmed with Fragomen that individuals who continue to receive benefits while on a leave of absence do not put their status at risk or pose a risk to an employer since benefits are not considered a form of “compensation”. Therefore, the Aid-A-Gator payment is fine even though their work authorization has expired while they were in the process of renewal.
- OPS/Student Assistants: No documentation required
 - For OPS, the reason should always be “End Temporary Job – ETJ”
- Graduate Assistants: No termination letter is needed but the effective date must match the academic calendar.
- OPS Faculty: Letter indicating end date of termination or resignation. This could be the letter of offer that states effective dates with the no notice of cessation of employment.
- Post Doc Associates: Letter indicating end date of termination or resignation.
- Faculty and Teams: Letter indicating end date of termination, resignation, or retirement. If ending DROP, you will need to attach the DROP form.
- Fellowships: Use the action/reason TAP (Terminate Addn'l Pay/Lump Sum). Termination ePAF should be entered after last fellowship stipend payment has paid out.

Leave of Absence

This action is only used for Faculty, Teams and Post Doc Associates. Documentation indicated below will need to be completed within the designated timeframe and attached to ePAF based on the type of leave if applicable:

- Employee or Representative should initiate the leave of absence request form on UFHRs Benefits website
 - [FMLA Preliminary Request Form](#)
- Extended Leave of Absence form which includes FMLA designation.
- Intermittent Leave Application (2020-2021)
 - [Intermittent Leave Application](#)

NOTE: Please see [FMLA Employee Process Map](#) on UFHRs Benefits website for an overview of this process.

NOTE: For Foreign National who’s work authorization has expired and is waiting for the new one to come – Once the employee’s work authorization has expired, then the employee WILL NOT be allowed to work in any capacity (including answering any work-related email except HR matter) past the expiration date of their status.

- If the employee has vacation time, then they can use it. Afterwards, they can use “Leave without pay” for 30 days. If the work authorization will take longer than that, then they will need to email their supervisor to request “No Pay” status until the employee received the work authorization. The employee will need to contact UFHR Benefits office before they enter the “Leave without pay” status to determine how they going to pay for the insurance premium.

For more information on this process, please visit UFHRs Benefits website [here](#).

Return from Leave of Absence

This action is only used for Faculty, Teams and Post Doc Associates. Documentation indicated below will need to be attached based on the type of leave if applicable:

- FMLA Designation Notice
- Request for Extended Leave of Absence

Leave Cash Out

Use this form to submit leave cash-out information on an employee. This action is only used for Faculty and Teams to cash out vacation leave if applicable. No documentation is needed. Need to compare the ePAFs effective date to job data’s effective date to make sure the dates are the same.

- The leave cash out chart can be found [here](#).

Additional Payments

NOTE: For fellowship payments, see fellowship section.

Use this form to process an additional payment for an employee currently working in your department.

- For department employee awards, check with the UFHR Classification and Compensation office to ensure that the award program has been reviewed/approved. The unit should attach a copy of the program approval to the ePAF. If this award has not been approved, then the unit will need to submit documentation describing the award program to Janet Malphurs for review and approval.
 - Please refer to this link for guidance: [Training Guide](#)
- Grad Assistants: No documents needed. Enter in the comment section of the ePAF the justification for this additional pay. Please contact Janet Malphurs or Anthony Bowman with questions or concerns on GA additional payments.
- Faculty and TEAMS employed at 1.00 FTE: Will require the approved HR600 attached to the ePAF. See section on Secondary Appointments for more information on this process.

Secondary Appointments (HR600s)

Faculty, USPS and TEAMS are considered benefit eligible salary plans and appointing an employee to more than one of these salary plans is not permitted. Primary employment to Faculty, USPS and TEAMS can only be combined with secondary appointments in the OPSN, OPSE, OF12 and OF09 salary pay plans.

- This is done via the HR600 document found at the link below (from UF HR website):
 - [HR600 Form](#)
- The primary employer and secondary employer will work together to get the document completed, signature of the employee and supervisors from both units.
- For faculty appointments, the primary employer and secondary employer Dean or Designee signature is required.

The completed HR600 form is to be submitted to the IFAS HRD&I office for review/approval by the appropriate administrator. This office will ensure the appropriate Dean signs off for Faculty and the appropriate administrator signs off for TEAMS and USPS request. (see the IFAS HRD&I workflow process to see who handles these in the office) Once signatures are done at the College level, the form will be sent to the Class and Comp office at UFHR for review and approval.

Once approved by Class and Comp office, the form is returned back to IFAS HRD&I office (to the person who sent over) and then filed in the HR600 folder and a copy is sent to the person who submitted the form.

The ePAF is done for the secondary hire appointment with the approved HR600 attached to the ePAF document.

Creating and Updating Positions

Add New Position:

- Use this form to add a new position when a position is not available to use. Please verify that a new position number is needed.
 - **NOTE:** When creating a position number in preparation for a job requisition, make sure the effective date of the add position ePAF is on or before the start of the posting date.

Update Position:

- Use this form to update an existing position number
 - **NOTE:** Please ensure title matches the letter. For example, "ASO/AST PROF" is only used in recruitment. If updating in preparation for hire, make sure the effective date & title matches the offer letter.
- FTE Changes: For faculty (Salaried and OPS), Post Doc Associates, Teams Exempt and Non-Exempt we will need a signed letter from the supervisor and employee. For faculty who wish to voluntarily change their FTE will require the Voluntary FTE change request form. Once signed, this form needs to be sent to Anthony Bowman for processing.

- [Voluntary FTE Change Form](#)
- When updating a positions data, always check the Essential Functions and Marginal Functions sections. Combined these should equal 100%.

Job Requisitions (TEAMS/OPS)

TEAMS and OPS job postings are done through PageUp. To access this system, please use the following navigation:

- *NavBar > Main menu > Human Resources > Recruiting > Job Requisitions*
- Ensure the effective date of the position number matches or is before the date you are trying to post.
 - **NOTE:** OPS positions do not require a position number.
- The classification title must be the official UF position title. See UFHRs website for more information: [Link](#)
- The minimum posting length is as follows:
 - Initial post: 7 days minimum
 - Reposting: 3 days minimum
- Ensure the posting meets the minimum salary requirement for TEAMS positions.
 - For information on minimum salaries please see UFHRs website: [Link](#)
- The advertising summary should be a brief overview of the position.
- The advertising text must be in the correct format. Above the text editor, there is a “Generate Description” button. Make sure it is in this format.
- Approvers for IFAS are as follows:
 - Level One: Anthony Bowman
 - Core HR: Sean Tate

Special Pay Increases (Faculty, TEAMS & Post-Docs)

To request a special pay increase for TEAMS, Faculty or Post-Docs please fill out the following online form:

- [Online SPI Request Form](#)

Funding Source:

- SPI requests will go to the IFAS Finance Administration office for review. Please ensure that you provide the full chart field of the funding source that will be used to cover the increase.

Special pay increases should not compound salary compression within the unit. Multiple factors will be considered when offering guidance for an appropriate increase amount.

Types of SPI for TEAMS and USPS employees:

- Additional Pay: 3-7% increase is standard.
- Counter Offer/Retention: The outside offer letter must be submitted for review.

- Market/Internal Equity: Analytics must be requested from IFAS-HRDI prior to request submission
- Temporary Increase: No longer than 12 months and then removed.
- SPI Removal: To remove a temporary SPI; if removing a longer-term SPI, please review with IFAS-HRDI prior to submission
- Sustained Superior Performance-Recurring: Strong justification required; salary increase will be permanent and should not be removed
- Superior Performance-Nonrecurring: One-time payment; non-exempt positions cannot exceed \$3000 total and exempt positions may not exceed 15% of base salary. Strong justification is required.

For questions please contact:

- TEAMS/Post-Docs: Anthony Bowman
- Faculty: Susan Hudson

Job Reclassifications

A job reclassification is used when you want to change an employee's title and their salary or just their title.

- To initiate a job reclassification, you will need to submit a "Position Update" ePAF.
- The "Position Action" will be one of the following:
 - RPC – Reclass With Pay Change
 - RNP – Reclass W/O Pay Change
- Ensure the job code and working title are correct.
- Ensure the supervisor is up to date.

Once the ePAF has been entered, Katie Davison will review and contact the department with any further requirements or questions.

NOTE: These ePAFs will take between 7-14 days to process as there is an approval process that goes through multiple IFAS administrative departments.