

IFAS HR Roundtable

08/08/2023

AGENDA

- **UF/IFAS HR Updates**
- **Fall Semester Appointments**
- **GA Reminders**
- **Benefits Open Enrollment**
- **Salesforce Update**

UF/IFAS HR UPDATES

- **Introductions – UF/IFAS HR Team**
- **UF New Faculty Orientation – Beginning August 14 (virtual)**
- **UF/IFAS New Faculty Professional Development – September 19-20 (in Gainesville)**
- **Faculty Celebration – September 19 (in Gainesville)**

- **UF New Chair/Unit Leader Orientation – Beginning August 4 (virtual monthly meetings)**
- **UF/IFAS New Chair/Unit Leader Professional Development – Beginning August 25 (virtual monthly meetings)**

- **Rehiring Retirees**
- **DROP Changes**

COURTESY FACULTY UPDATES

- **Researcher & Research Support Screening (RISC)**
 - RISC Assessments are required for general courtesy faculty appointment
 - General courtesy faculty include those who do not have any other paid affiliation with UF.
 - Joint and affiliate courtesy faculty who hold an active “paid” appointment are included in the screening process.
 - Reappointments (after 5 yrs in appointment) are NOT included in the screening process.
 - Even if the applicant did not previously go through the screening process.
 - Specific templates are now available for general courtesy and joint/affiliate courtesy.
 - New courtesy faculty template with RISC attestation box for general courtesy faculty appointments must be in use now.

NEW I-9 FORM & PROCEDURES

- **The new edition of Form I-9, dated August 1, 2023, will become mandatory for all employers on November 1, 2023.**
 - Equifax is currently updating GatorStart packets and modifying I-9 Management.
- **Reduced Sections 1 and 2 to a single-sided sheet**
- **Moved the Section 1 Preparer /Translator Certification area to a separate, standalone supplement (Supplement A) that employers can provide to employees when necessary.**
- **Moved the Section 3 Reverification and Rehire area to a separate, standalone supplement (Supplement B) that employers can print if reverification is required.**
- **Removed use of "alien authorized to work" in Section 1 and replaced it with "noncitizen authorized to work" as well as clarified the difference between "noncitizen national" and "noncitizen authorized to work:."**
- **Form can be filled out on tablets and mobile devices.**

NEW I-9 FORM & PROCEDURES CONT.

- **Removed certain features to ensure the form can be downloaded easily. This also removes the requirement to enter N/A in certain fields.**
- **Updated the notice at the top of the Form 1-9 that explains how to avoid discrimination in the Form 1-9 process.**
- **Revised the Lists of Acceptable Documents page to include some acceptable receipts as well as guidance and links to information on automatic extensions of employment authorization documentation.**
- **Added a box that eligible employers must check if the employee's Form 1-9 documentation was examined under a DHS-authorized alternative procedure rather than via physical examination.**

I-9 NEW VIRTUAL INSPECTION PROCEDURE

- **Employers must use the alternative procedure consistently for all employees at a given worksite or use it only for remote employees, so long as the employer does not "adopt such a practice for a discriminatory purpose or treat employees differently based on their citizenship, immigration status, or national origin:"**
- **The employee must transmit to the employer a copy of the 1-9 document(s) they wish to present. If a document is two-sided, a copy of both the front and back must be transmitted.**
- **The employer must examine a copy of each 1-9 document presented by the employee to ensure that the document(s) appear genuine and related to the employee. If a document is two-sided, a copy of the front and back must be examined.**
- **The employer must conduct a live video interaction with the employee to ensure that the documents presented reasonably appear to be genuine and related to the employee. The employee must present the document(s) that were transmitted in copy to the employer.**

I-9 NEW VIRTUAL INSPECTION PROCEDURE

- **On the new edition of Form 1-9, the employer will be required to check a box indicating that the alternative procedure was used to examine documentation to complete Section 2 of the form or for reverification.**
- **The employer must retain a clear and legible copy of the document(s) presented. If the document is two-sided, a copy of the front and back must be retained.**
- **In the event of a government audit or investigation, the employer must make available copies of the 1-9 documents presented by the employee.**
- **Effective immediately.**

COVID-19 PHYSICAL INSPECTIONS

- **Set to Expire August 30, 2023 – We will send out the list for IFAS this upcoming week**
 - What Does This Mean for Your Department?
Employees who were hired on or after March 20, 2020, and who only received a virtual or remote examination under the COVID-19 temporary flexibilities **MUST** be finalized in I-9 Management in order to complete the E-Verify process.
Employees who are not finalized in I-9 Management by the **August 30th** deadline **MUST** stop working per USCIS' requirements.
 - Where Do I Navigate to in order to finalize the case in I-9 Management?
Please see below on where you can finalize the I-9 Management process for these employees. You will need to search by employee first and last name or SSN; once on their profile, you will select COVID-19 Update (**GatorStart - I-9 Management**).

Employee Detail

Name: Other Names Used:

Address: City, State & Zip

Employment Date: [Change Employment Date](#)

Alien Registration Number/USCIS Number: I-94 #:

Reverification Due Date: Reverification Due Reason:

Obtained I-94 from USCIS:

Group: Location: [Change Location](#)

None

Visa Type: Form I-129 Filing Date: [Change Visa Type](#)

Back Section 3 New I-9 Upload Paper I-9 Send to E-Verify Receipt Update **Covid19 Update**

COVID19 Update

Confirm Physical Document Inspection.

Name:

The Employee's I-9 was completed under the COVID-19 workflow using the following document:

- Driver's License Issued by State or Possession with Photo
- Social Security Account Number Card Without Employment Restriction

Confirm document was physically inspected

Cancel **Continue**

COVID-19 PHYSICAL INSPECTIONS

- New Alternative Procedure for Document Inspections
The new [DHS alternative procedure](#) can be used for this population to complete 'physical inspection' for remaining COVID I-9s. Note, virtual/physical inspection is only necessary if document(s) were not previously inspected physically. However, departments still **MUST** finalize case in I-9 Management.
 - Steps for Virtual Inspection (if necessary):
 - Establish video call
 - Exam documentation
 - If a document is two-sided, a copy of the front and back must be examined
 - Upload copy of I-9 document(s) to original hire ePAF and finalize case in I-9 Management
 - If a document is two-sided, a copy of the front and back must be copied

Note: virtual/physical inspection is only necessary if document(s) were not previously inspected physically. Departments still **MUST** finalize case in I-9 Management.

Any questions, please contact IFAS HR ifas-hr@ifas.ufl.edu

FALL 2023 EPAF UPDATE

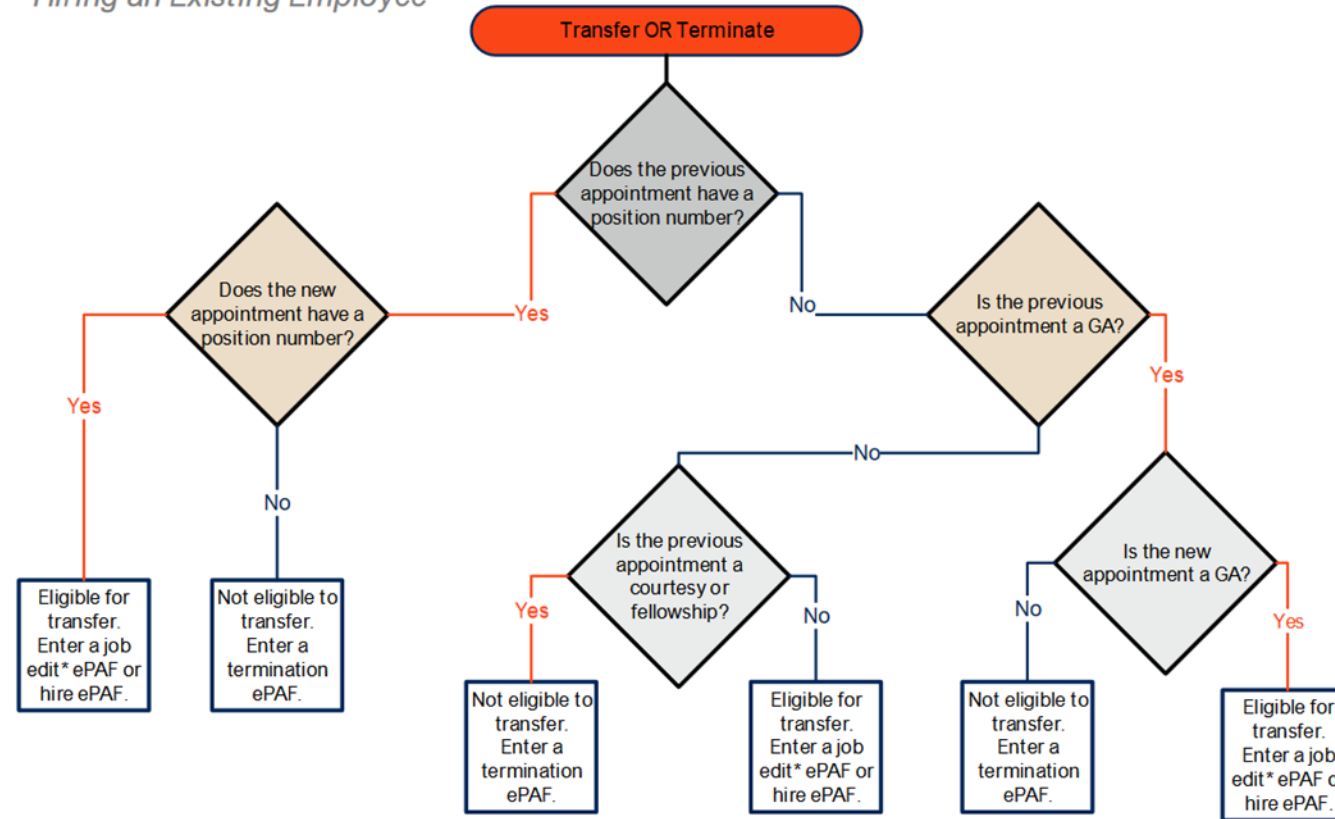
- **New OPS application must be in use now.**
 - Any pending ePAF submitted After 7/25/2023 MUST have a new OPS application.
- **August 18th is the official date to switch student appointments to OPS if the student is graduating and continuing employment.**
 - Remember to request HireRight background if one is not currently on file; if one is on file and there is no break in service then a new one is not necessary.
 - Please include job duties in the ePAF comment for any OPS hire except STAS and GA.
- **Hire ePAF may be submitted up to 60 days in advance.**

FALL 2023 EPAF UPDATE

- **HR Appointment Letter Library**
 - Specific template clauses with instructions are now available on the website.
 - Clauses include tenure upon hire, relocation allowance, and much more.
 - https://hr.ufl.edu/wp-content/uploads/2023/06/appt-letter-clauses_6-22-23.pdf
- **The 4-in-1 Form is now called Loyalty Oath (1 page).**
 - The intellectual property agreement is now part of GatorStart.
- **Terminate Appointment entered via ePAF**
 - Reminder: ePAFs to end employment must be processed in a timely manner.
 - Summer Appointments that are NOT created via Summer Job File MUST be termed ASAP after the hire ePAF has been processed.

DECISION TREE: HIRING AN EXISTING EMPLOYEE

Decision Tree:
Hiring an Existing Employee



- To perform a job edit, the transfer must be within the same department, otherwise a new hire must be entered with the “Leaving another job” box checked in the ePAF.

IMPORTANT LINKS

- **IFAS HRDI Liaison Website**
 - <https://hr.ifas.ufl.edu/employees/ifas-hr-liaison/>
- **UFHR New Hire Checklist**
 - [newhirechecklist.xlsx \(live.com\)](newhirechecklist.xlsx)
- **UF Payroll Schedule (Pay periods & deadlines)**
 - <https://www.fa.ufl.edu/directives/payroll-schedules/>
- **Graduate Assistant/Student Assistants Appointment Requirements (including min. salaries)**
 - <https://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/preparing-an-offer/appointment-letter-library/>
- **Updated UFHR Employment Hub Website**
 - [Employment Hub – UF Human Resources \(ufl.edu\)](https://hr.ufl.edu/employment-hub/)
- **Appointment Letter Library:**
 - <https://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/preparing-an-offer/appointment-letter-library/>

COMMON ISSUES

- **GatorStart not completed after 2 days – unit should be following up with the employee.**
- **Wrong OPS application submitted with EPAF's**
 - Ensure it is the most up-to-date version: <https://hr.ufl.edu/forms-policies/forms-employees/>
- **For hourly OPS employees, use OPSN and NOT OPSE**
 - OPSE is used rarely and must go through approval before use, contact Janet Malphurs.
- **Ensure that the OPS application has either wet or electronic (DocuSign) signatures**

COMMON ISSUES

- **Foreign National Hire Process**
 - Ensure the correct “Cit Status” is selected when entering the hire ePAF. “Non-Citizen National of the US” is rarely used. In most cases, it will be “Non-Resident Alien”.
- **Position number may need to be updated to match the title in the letter of offer.**
 - If a position update is needed, ensure that the effective date of the position change is prior to the start of the employment.
 - For example, “Ast/Aso/Prof” is used during the recruitment phase. This needs to be updated with a position update ePAF prior to the hire ePAF.

Graduate Assistant Hires

- **Common Issues**

- Ensure that the start & end dates of the appointment follow the academic calendar. These dates can be found on the Payroll Schedule.
 - Reminder, for 2023-2024 Spring semester will end on 5/14/2024 (leap year).
- The Job Code must match between the letter and ePAF (e.g. GA-R, GA-T, GA RES AST)
- The salary must meet all minimum and registration requirements.
 - <https://hr.ufl.edu/manager-resources/employment-hub/student-appointments/> New link that includes GA, STAS, and FWSP.
- The updated template letters must be used
 - <https://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/preparing-an-offer/appointment-letter-library/>

Graduate Assistant Petitions

- **Process**

- A petition is a request for an exception to a current graduate education policy usually due to an unusual situation beyond the control of student, staff or faculty.
- Common situations include:
 - Late Hire (hired after semester start date, e.g. 08/16 for Fall, 01/01 for Spring)
 - Student GPA does not meet minimum requirement for a Graduate Assistant appointment
- Petition Form:
<http://graduateschool.ufl.edu/media/graduate-school/pdf-files/petition-form.pdf>

- **Notes**

- A petition request must be approved by the IFAS Dean's Office and Graduate School before the ePAF can be approved.
 - The approval petition must be attached in ePAF.
- An addendum letter will be needed noting the changes to the letter.

Terminations

- **Types**

- GA Appointment Terminations
 - Use the academic year dates (e.g. 08/16)
 - Terminations during an academic year will disrupt tuition waivers
- OPS Terminations
 - No required documentation
- STAS Terminations
 - No documentation required
- TEAMS & Faculty Terminations (Including Post-Docs)
 - Signed resignation letter

- **Common Issues**

- Termination date does not match resignation letter.
 - The date needs to be after the last day worked.
- The resignation letter does not have a wet or electronic (docusign) signature.
 - An email with time/date information from the employee terminating can also be used



Active Open Enrollment

All employees will be required to make a benefit election.

October 9 – October 27

WE NEED YOUR HELP!

Provide a method to make Open Enrollment elections for members that don't normally work at a computer.

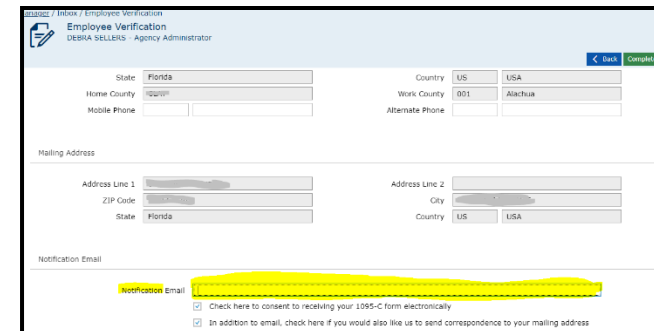
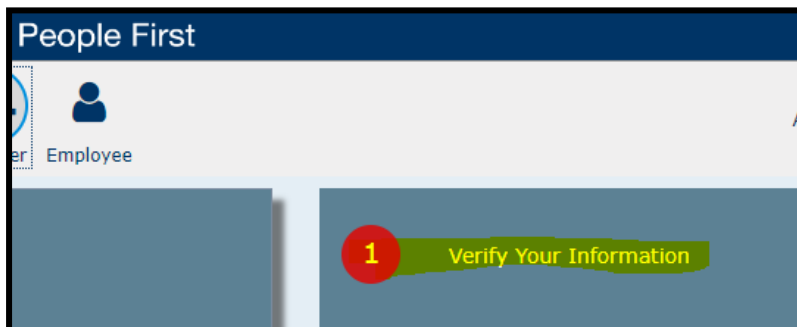
Let me know how I can help you and your team!

Save the Date
October 10th
In-person
Open Enrollment
meeting

All People First accounts have a 'VERIFY YOUR INFORMATION' event.

Please complete and update the 'Notification Email' field!

If this field is incomplete the 'forgot password' function will not work.



IFAS HR REQUESTS UPDATE

[IF-SVC-IFAS-HR <IFAS-HR@ifas.ufl.edu>](mailto:IFAS-HR@ifas.ufl.edu)

Please use the email address above to make requests to our office. You will receive an automated message that we have received it and will reply to you within 24-48 hours.

This can be used for any type of service that you may require from our office.