

# Agenda

- ▶ HR Website Resources and Updates
- ▶ Process Changes, RTF Submissions, Recruitment
- ▶ Research Hires
- ▶ New Development Opportunities
  - Inclusive Hiring
  - New Manager Course
- ▶ Refreshers
  - Hiring Process
  - Volunteers
  - Background Checks
  - Hire Packet/Personnel file document submissions
  - IT Access New/Removal
- ▶ Accreditation
- ▶ Reminders

# HR Website Resources/Updates

## ► [Faculty & Staff Forms/Resources](#)

### Faculty & Staff Forms/Resources

*[COVID - UFCD Return to Work Algorithm - Updated 1/19/2022](#)*

FORMS	RESOURCES	ADMIN RESOURCES	COMPLIANCE	POLICIES & PROCEDURES
REQUIRED TRAINING	FMLA	HEALTH & WELLNESS	OPS EMPLOYMENT	STAFF EVALUATIONS
UF NEWS & INFORMATION	HR REQUESTS	DEAN'S REPORTS: TRAVEL/LEAVE REQUEST		

Alumni & Giving	Artificial Intelligence	About
Human Resources		
Faculty & Staff Forms/Resources		
College HR Requests		
Required Training		
Policies, Procedures & Guidelines		
FMLA		

# Admin Resources

- ▶ Must be on UF network to access
- ▶ College HR Communications: Archived email updates/announcements/general information
- ▶ Hiring and onboarding resources
- ▶ Payroll Forms
- ▶ Employee Relations
- ▶ Termination: exit checklist
- ▶ Instruction Guides

[ABOUT](#) [HUMAN RESOURCES](#) [FACULTY & STAFF FORMS/RESOURCES](#) [ADMIN RESOURCES](#)

## Admin Resources

For suggested topics, edits, and updates to this site, please contact [Jennifer Horn](#).

### Topics:

- [College HR Communications](#)
- Hiring and Onboarding:
  - [Checklists](#)
  - [Communication Examples](#)
  - [Preparing to Hire: Jobs Portal/Interviewing Tips](#)
  - [Pre-hire Forms & Links](#)
  - [Offer Letter Templates](#)
- [Payroll](#)
- [Employee Relations](#)
- [Terminating Employment](#)
- [Instruction Guides](#)

## College HR Communications

TOPIC ↕	DETAILS ↕
<a href="#">Benefits Language for Job Postings</a>	Highlights UF benefits in job postings for <i>TEAMS</i> at 0.50 or greater and <i>OPS</i> at 0.75 FTE or greater
<a href="#">Research Hires</a>	New screenings/review process for research hires, including new additions in PageUp system
<a href="#">UFCD Return to Work Algorithms and Masking Guidelines</a>	Dean's announcement on updated masking expectations and a new algorithm for returning to work
<a href="#">Background Check Clarification</a>	Clarification on the necessary background checks required during the hiring process
<a href="#">Hiring Process</a>	General guide on department/hiring manager responsibilities throughout the hiring process

# Policy Updates

- ▶ Many policies have been updated on our [Policies, Procedures & Guidelines](#) page

Faculty Practice Cleaning and Maintenance Schedule

Faculty Mentorship

Responsibilities in the Payroll Cycle

Advanced & Graduate Education  
Policy on Advanced Standing

Payroll Distribution Policy

Emeritus Status Procedures

Continuing Dental Education Courtesy Discount Policy

Alternative Work Location/  
Telecommuting Policy

Policy on Guidelines for Bridge Funding

Advanced & Graduate Education  
Part Time Enrollment Policy

# Process Changes: HR Requests

- ▶ Submissions are no longer accepted through email or in person
- ▶ Improves efficiency, reduces the possibility of requests getting misplaced or overlooked
- ▶ Requests are tracked and are easier to reference

The screenshot shows a web application for 'College HR Requests'. The left sidebar contains a navigation menu with the following items: 'About Overview', 'College Information', 'Contact Information', 'Departments', 'College of Dentistry Centers', 'Human Resources', 'Faculty & Staff Forms/Resources', 'College HR Requests' (highlighted), 'Required Training', 'Policies, Procedures & Guidelines', 'FMLA', and 'Outside Activities and Conflicts of Interest'. The main content area is titled 'College HR Requests' and includes instructions: 'For UFID/Gator1 bulk requests, please send excel spreadsheet with this information via email to Jennifer Horn. Please reference Identity Registry Affiliations for the type of affiliation you need.' Below this are three links: 'Request to Fill Form', 'Position Description Template', and 'Courtesy Faculty Process -- Courtesy Faculty Checklist'. The 'Request to Fill Form' link is annotated with an orange arrow pointing to a callout box that says 'Please use updated RTF Form'. The 'Courtesy Faculty Process' link is annotated with an orange arrow pointing to a callout box that says 'New Courtesy Faculty Process'. The form itself has a 'Requesting: (Required)' section with checkboxes for 'Affiliation', 'Courtesy Faculty Appointment', 'Gator1 Card', 'Request to Fill Position', and 'UFID #'. The 'Request to Fill Position' checkbox is highlighted with an orange box. To the right of this section are input fields for 'Name (Required)' and 'Email (Required)'. At the bottom of the form is a field for 'Requesting Department/Department ID (Required)'.

ABOUT > HUMAN RESOURCES > COLLEGE HR REQUESTS

**College HR Requests**

For UFID/Gator1 bulk requests, please send [excel spreadsheet](#) with this information via email to [Jennifer Horn](#). Please reference [Identity Registry Affiliations](#) for the type of affiliation you need.

- Request to Fill Form
- Position Description Template
- Courtesy Faculty Process -- Courtesy Faculty Checklist

**Requesting: (Required)**

- ☐ Affiliation
- ☐ Courtesy Faculty Appointment
- ☐ Gator1 Card
- ☐ Request to Fill Position
- ☐ UFID #

**Name (Required)**

**Email (Required)**

**Requesting Department/Department ID (Required)**

# RTF Submissions

- ▶ Please try to submit in advance so HR has time to review/clarify any questions before presenting to finance
- ▶ Remember to attached additional documents, such as resignation letters or job descriptions
- ▶ Responses will be received via email within a reasonable amount of time after the weekly finance committee meeting (*currently scheduled for Wednesday mornings*) if submitted timely


## Common errors when submitting RTF's:

- ▶ Using outdated form
- ▶ Incomplete form:
  - Missing approval signatures
  - Incorrect OPS code, incorrect FTE
  - No proposed funding listed (i.e., state 102 funds, 171 clinical, etc.)
  - No name of person being replaced or who the job edit is referring to is not listed
  - No resignation letter, updated job description or adequate justification

# Recruitment

- ▶ Yes, you can post externally! (Facebook, LinkedIn etc)
- ▶ Any ad that you create like the Wildlight position shown here should contain the information that is posted in PageUp and should be reviewed by HR before sharing externally
- ▶ Reminder on benefits information: all TEAMS positions at 0.50 FTE or greater and OPS at 0.75 FTE or greater should now include the benefit language posted on the [Admin Resources page](#) under HR Communications & Preparing to Hire

ADVERTISED SALARY:	\$15.00 per hour
	Benefits:
	The University of Florida offers low cost <a href="#">State Health</a> plans, a number of Dental plans to fit you a Vision. Domestic partner coverage through GatorCare is also available. Optional plans such as life insurance are also available.
	Build your retirement roadmap with competitive pension plans, investment accounts and a host of deferred compensation and 403(b) plans.
	UF provides a variety of leave programs including vacation, sick leave, 10 paid holidays, personal leave. TEAMS employees accrue approximately 22 vacation days annually, 13 sick days annually typically used during the holiday closing period (accruals based on full time employment). UF also deal with life's challenges by offering paid family leave, eight full weeks of leave over a 24 month period.
	UF Employees are also eligible for the <a href="#">GatorPerks discount program</a> , which provides big savings



### OPS DENTAL ASSISTANT

UF Health Dentistry – Wildlight | UF College of Dentistry  
Department of Restorative Dental Sciences

#### Position Overview

- Assist dentists and hygienists in treating patients as outlined in the State of Florida dental laws.
- Assist with dental operator set-up and cleaning operator areas. Assists chairside, providing dental support services.
- Work with faculty and staff members to ensure the delivery of dental care to patients.
- Assist for routine operative procedures using nitrous oxide, hygiene procedures and oral and IV sedations. Takes impressions, xrays, place matrices and wedges.
- Assist in various fourhanded techniques, such as grasping and transferring instruments.
- Prepare patient for dental treatment by welcoming, seating, and making patient comfortable. Take patient health history, radiographs, and performs charting functions with provider.
- Package and sterilize clinical supplies and instruments. Assist in stocking, ordering and controlling the use of clinical supplies.
- Provide customer service, as required for front desk back-up.
- Answer incoming calls from patients, dentists, and other dental care providers (internal and external), etc.
- Coordinate laboratory cases, schedules patient appointments, and recall visits.

#### Minimum Qualifications

- High school diploma or equivalent and one year of relevant experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

#### Preferred Qualifications

- Expanded Functions Dental Auxiliary (EFDA) Certification demonstrating the successful completion of training as specified in Chapter 64B5-16, Florida Administrative Code.
- Cardiopulmonary resuscitation (CPR) certification
- Working knowledge of all phases of dental treatment

#### Expected Salary

- \$17-\$20 per hour

#### Benefits

The University of Florida offers low cost State Health plans, a number of Dental plans to fit you and your family's needs, and Vision. Build your retirement with the FICA Alternative Plan and a host of voluntary add-ons, such as 457 deferred compensation and 403(b) plans. Optional insurance plans such as life, disability, legal and accident insurance are also available.

UF Employees are also eligible for the GatorPerks discount program, which provides big savings at various business and retailers!

See [benefits.hr.ufl.edu/gatorperks](https://benefits.hr.ufl.edu/gatorperks)

#### How to Apply

Please visit [jobs.ufl.edu](https://jobs.ufl.edu) and search for job #520005. Applicants should attach a resume and a cover letter with their application for consideration.

This position is located at 76011 William Burgess Blvd., Yulee, FL 32097.

For more information about the UF



# UFCD Hiring Process

- ▶ If you're a new admin/hiring authority or just need a refresher, the [Hiring Process](#) document located on the [Admin Resources](#) page outlines the general process from vacancy to onboarding.
- ▶ Resources for preparing to hire, such as advertising guidelines, interview guide/question bank, reference check questions and other forms/links are located here as well.

## Preparing to Hire: Jobs Portal/Interviewing Tips

HELPFUL LINKS	CAREERS AT UF JOBS SYSTEM	INTERVIEWING TIPS
<a href="#">How to Write a Position Description</a>	Advertising: <a href="#">Guidelines/Resources</a>	<a href="#">Interview Guide</a>
<a href="#">Completing the Position Description: Standardized Form</a>	Advertising: <a href="#">Benefits Language for Job Postings</a>	<a href="#">Interview Question Bank</a>
<a href="#">TEAMS Titles</a>	Careers at UF: <a href="#">Toolkits and Training</a>	<a href="#">Faculty-focused Interview Questions</a>
<a href="#">UF Pay Grade Assignment</a>	— <a href="#">Reviewing Applicants as a Manager</a>	--
--	— <a href="#">Reviewing Applicants as a Secondary Manager or Search Committee</a>	--
--	— <a href="#">Changing Applicant Statuses</a>	--

## Hiring and Onboarding

Please review the [Hiring Process](#) for a general overview and guidelines for hiring managers and department administrators.

### Checklists

FACULTY	TEAMS	TEMPORARY
<a href="#">Faculty Hire Checklist (Salaried and Adjunct)</a>	<a href="#">TEAMS Hire Checklist</a>	<a href="#">OPS/Student</a>
<a href="#">Recruitment Handout - Faculty</a>	<a href="#">TEAMS Onboarding Checklist</a>	<a href="#">OPS/Student</a>

### New Hires

1. [Request to Fill](#) is submitted and approved
2. **Hiring Manager** notifies **HR/Department Administrator** how long they want the position posted (OPS are not required to be posted, TEAMS minimum posting is 7 days), who needs access to the requisition, and provides job description if one was not submitted with RTF
3. **HR/Department Administrator** posts the position
4. **Hiring Manager:**
  - [Evaluates applicants](#)
  - [Conducts interviews](#)
  - Verifies any Veteran's Preference candidates are interviewed
  - Provides [recruitment handouts](#) to potential employees during interview
  - Provides critical information about position: duties, hours, expectations
  - [Changes status](#) of applicants in *Careers at UF* system during interview process (i.e. Hiring Manager Review Unsuccessful, Phone Screen, Interview, Interview Unsuccessful)
    - Note: the following should only be changed by **HR/Department Administrator**:
      - Recommended For Hire/Clearance Request\*
      - Offer made
      - Offer accepted
      - Offer declined
  - Verifies minimum requirements are met when candidate is chosen
  - [Checks references](#) and [verifies experience](#), if necessary
  - Notifies **HR/Department Administrator** with the following information:
    - Requisition #, who they have selected
    - Approved request to fill if position is not posted
    - Expected start date
    - For clinical positions that require FBI Livescan Background check: Date of Birth,



# Background Checks

- ▶ Review [Background Check Clarification](#) (Admin Resources page)

## 1 [First Advantage](#) Verification/Screening Types

myUFL > Main Menu > HR > Recruiting > Background Screening

Packet	Type of Hire
<b>Basic-Edu-Exp Verif</b>	This package is specifically for <b>Salary/Regular faculty, TEAMS, Adjuncts and PostDoc</b> who are new or returning to UF. This type of check includes criminal screening, verifying highest level of education (including high school diploma), verifying last 10 years of employment and the global sanction list, including U.S. terrorist list.
<b>Basic</b>	This package is specifically for <b>OPS staff, students and graduate assistants</b> . Only criminal screening is conducted for this package. <b>(Optional)</b> This package can be used to conduct a criminal background check on UF employees transferring from one department to another on the same salary plan (i.e. <b>TEAMS to TEAMS</b> ).
<b>Edu-Exp Verif</b>	This package is only for <b>Salary/Regular faculty, TEAMS, Adjunct and PostDoc</b> hires who are new or returning to UF and will go through FBI/435 Livescan check. This package is also used for OPS staff, students and graduate assistants hired into a <b>Salary/Regular faculty, TEAMS, Adjuncts and PostDoc</b> position.

- ▶ First Advantage background checks **must be reviewed** even if status is eligible
  - A manual check of references must be completed and/or the candidate must provide documentation of education if First Advantage cannot verify

## 2 [FBI LiveScan](#) Background Request

- Fingerprinting required for clinical personnel who may come in contact with minor

# Hire Packet Submissions

- ▶ Required documents to upload to ePAF and personnel file

## New Hire Documents:

- ePAF View Hire Form \*See below
- **Offer Letter**
- **Loyalty Oath** – N/A if transfer
- **I-9 Documents:**
  - Signed SSN
  - Driver's License or Photo ID
  - Passport
  - Permanent Resident Card
- **Foreign National Docs, if applicable:**
  - Visa
  - One of the following: I-797/I-94 (H1B-O1), or TN/I-94 (Canadian/Mexican), or Employment Authorization Card
  - Tax docs – W-4 and/or W-9
  - Passport with I-94 (<https://i94.cbp.dhs.gov/i94/#/home>)
  - Degree/Certificates/Transcripts
  - Degree/transcript equivalency approved by National Associations of Credentialing Evaluation Services (NACES) [www.naces.org/members.htm](http://www.naces.org/members.htm)
  - OFAC Sanctions Search (<https://sanctionssearch.ofac.treas.gov/>)
- Degree/Certificates/Transcripts, depending on hire
- Resume/CV
- Employment Application
- Emergency Contact
- Background Clearance
- Disclosure of Relatives/Nepotism Approval, if applicable
- Disclosure of Activities, if applicable
- Approved Request to Fill

All of the above send via Dropbox to [HR@dental.ufl.edu](mailto:HR@dental.ufl.edu) for our records. Only items in bold should be attached to ePAF.

View Hire

Step 1 of 3: Form Contents and Comments

**Personal Info**

Name: \_\_\_\_\_ Empl ID: \_\_\_\_\_  
Cit Status: Citizen Personal Data UF Ethnicity  
Job Data UF Veteran Status  
Email Address: macarrah.norris@ufl.edu Additional Pay  
Documents

**Hire Form Data**

Effective Date: 03/11/2022 eForm ID: 1482588  
Salary Plan: TU2N TEAMS (mirror USPS) 12 mo Non  
Empl Class: Regular  
Work County: ALACHUA  
Tax: 00001  
Location: Subject Dental Assistant I  
FICA Status: Subject Dental Assistant I  
Position: 00017037 DH-FACULTY PRACTICE  
Job Code: 003023  
Department: 34010703  
FTE: 1.000000 Stnd Hrs/Wk: 40.00  
Supervisor ID: 75999925 Blackburn, Jennifer Ellen  
Comp Rate: 17.000000 UF Ab: N  
Workgroup: TMNCOMP TEAMS - Non Ex - (CT)  
☐ Leaving another job? Transfer From: 0 OPS - Time Limited DN-FACULTY PRACTICE

**Comments**

Comment History:

From Jennifer Kimberley  
Fri, Mar 11 22, 10:48:21 AM  
Transfer from OPS. HS diploma attached. 1+ year  
experience at UF since 2/15/2021.

<< Previous Next >>

View Hire Form

# ePAF Comments

- ▶ Include background information
- ▶ Include duties for OPS positions

Example: OPS, fingerprinting required

## Comments

### Comment History:

\*\* Horn, Jennifer Kimberley  
\*\* Fri, Mar 25 22, 11:24:46 AM  
FBI Background clearance received 3/23/2022.  
Duties: assisting dentists during the examination and treatment of patients, sterilizing instruments, and setting up instrument trays. Responsible for recording medical and dental history and vital signs of patients, setting up and breaking down dental operatories, organizing inventory, and ordering supplies.

Example: TEAMS, no fingerprinting required

## Comments

### Comment History:

\*\* Horn, Jennifer Kimberley  
\*\* Tue, Feb 15 22, 11:48:59 AM  
First Adv background cleared 2/10/22, order #218100550. Bachelor's degree verified through UF from previous employment. Loyalty oath will be completed on first day.

# IT Access

## New Employee IT Access Request

- ▶ Submit an [IT Ticket](#) in and include the below information in the ticket:
  1. Employee name and UFID number
  2. @dental email account
  3. Personal folder
  4. UFCD Shared Drive folder access
  5. UFCD Distribution lists (i.e. DN-Staff, DN-Faculty, DN-Faculty&Staff)
  6. UFCD software/applications (provide listing in ticket)

### Example:

*Academic Affairs, Academic Assistant I*

Olivia Benson, UFID 09119011

Requesting: @dental email account

Personal folder

V share drive access: All UFCD, RDS

Distribution lists: DN-Staff, DN-Faculty&Staff, DN-Everyone,

DN-Class2022-DL, DN-Class2023-DL, DN-Class2024-DL, DN-Class2025-DL

Software/Applications: ECO (Operative & Prosth Courses), Axium Access

Remember to remove access  
upon separation from UF!

### Employee Exit Checklist

#### Removal of Employee Access

For those who have terminated from UF and **no longer have any UF affiliation**, put an [IT Ticket](#) in and make sure to include the below information in the ticket:

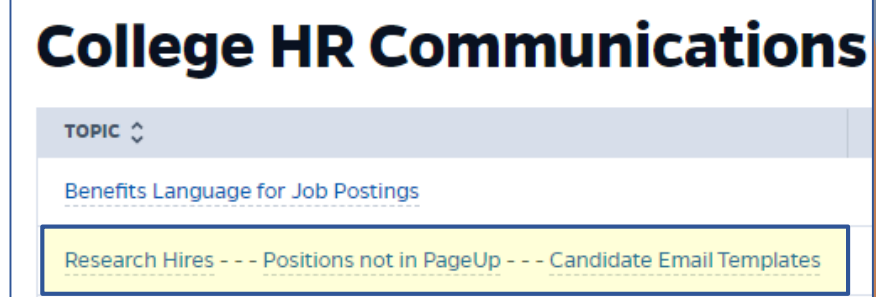
- a. Employee name and UFID number
- b. Request account deprovisioning
- c. Removal of Personal folder
- d. Removal of @dental email account
- e. Removal of all UFCD Shared Drive folder access
- f. Removal from all UFCD Distribution lists
- g. Removal of access from all UFCD software/applications (provide listing in ticket)

# Research Hires

- ▶ HB7017-Act Relating to Foreign Influence = Research Integrity office (UF RISC) for screening and approvals related to hiring researchers and travel
- ▶ UF RISC is required to review and approve all applications for research and research support positions
- ▶ PageUp: Addition of job posting fields regarding AI initiative and research support
  - If the position duties contain mostly research, even if their title is not listed under the titles for this, select “yes” to the question regarding researcher or research support.
  - Applicant Status Additions:
    - Request Clearance for Research Hire
    - Researcher Hire Under Core HR Review
    - Under RISC (Research Integrity, Security & Compliance) Review
    - Cleared for Offer by RISC
- ▶ Student Assistants: do not require research review, but notify [talent@hr.ufl.edu](mailto:talent@hr.ufl.edu) if a student assistant is going to have access to a large amount of research data
- ▶ If you are hiring a researcher/researcher support position from Interfolio: email the name of the hire with requisition number to [talent@hr.ufl.edu](mailto:talent@hr.ufl.edu)

# Research Hires

- ▶ For research and research support hires who have NOT completed an application in PageUp:
  1. The department admin will contact the candidate.
  2. The email sent to the candidate will contain a link to a blind posting designated for their specific type of hire (an applicant who completed an application in Interfolio but not PageUp, or a direct/non-recruited hire who has not completed an application in any ATS).
  3. Once the candidate is directed to the blind posting, they will select the “Apply Now” button and complete the essential candidate information form and supplemental questionnaire.
  4. When the questionnaire is submitted by the candidate, UF HR will receive an automatic email notification from PageUp.
  5. UF HR will review the candidate’s responses and materials and determine if further action is required.
  6. Once the candidate is cleared to move forward in the hiring process, UF HR will notify the hiring department.
- ▶ Please contact Talent Acquisition and Onboarding at [talent@hr.ufl.edu](mailto:talent@hr.ufl.edu) or call (352) 392-2477 with questions.



# Volunteers

- ▶ See [Volunteer Coordination page](#) and [checklist](#)
- ▶ First Advantage basic background check is required on all volunteers. FBI Livescan is required if volunteer will be exposed to minors. See [Volunteer Policy](#).
- ▶ Volunteer agreement with overview of donated time/services listed as well as effective date and expiration date is required
- ▶ Volunteer service expires annually and should be renewed if continuing service
- ▶ ePAF: Submit Person of Interest - POI Type: Volunteer (00014)
- ▶ Appropriate health assessment and [training](#) is required:
  - PRV800 - HIPAA & Privacy: General Awareness
  - OOC101 - Compliance & Ethics: Doing Your Part for the Gator Good
  - GET803 - Maintaining a Safe and Respectful Campus: Title IX
  - PRV802 - FERPA Basics
  - PRV804 - Protecting Social Security Numbers & Identity Theft Prevention
  - DEN003 - UFCD Code of Conduct



# Inclusive Hiring Hub



## Inclusive Hiring Toolkit

This toolkit provides the resources needed when engaging best practices for attracting, selecting, and hiring diverse talent and mitigating biases found in the recruiting, selection and hiring process.

[LEARN MORE](#)

[Inclusive Hiring Toolkit](#): tools for the hiring cycle



## Inclusive Hiring Badge

The University of Florida's Inclusive Hiring Badge is designed to provide faculty and staff with the level of knowledge, skill and abilities needed to demonstrate inclusive practices during the hiring process, identify and mitigate biases that can affect hiring decisions and support the University's advancement toward a more equitable workforce and candidate experience.

[LEARN MORE](#)

[Inclusive Hiring Badge](#): trainings, activities, and webinars



## Inclusive Hiring Course

The course covers how to implement inclusive hiring strategies that help to minimize bias, how to prepare a job description or position profile that's inclusive, how to advertise the position to attract a diverse group of applicants, and how to establish behavioral based interview questions and anchor answers that support inclusive hiring.

[LEARN MORE](#)

GET251: 45-60 minute online course

# Employment Hub

- ▶ Employment hub: Information and resources related to various transactions throughout the employee life cycle



## LIFECYCLE RESOURCES

Resources and guidelines related to the employee lifecycle.

ADVERTISING THE JOB

MANAGING APPLICATIONS

SELECTING CANDIDATES

ONBOARDING/INDUCTION

APPOINTMENT LETTER LIBRARY

This page contains information to related to employment processes for UF Staff appointments

TEAMS

OPSN - HOURLY

OPSE - LUMP SUM

OPSE - SALARIED

### TEAMS

Pre-Employment Clearance

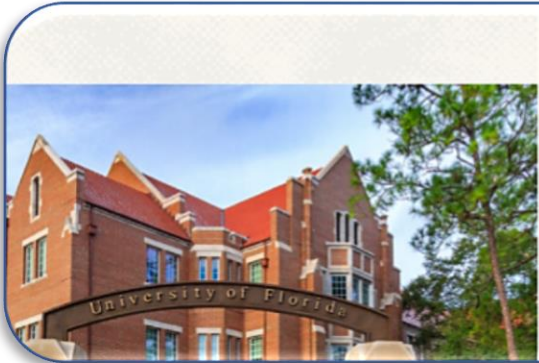
Requirements for an Appointment

Enter Appointment in the System

Employment Changes

Terminations

Transfers



EMPLOYMENT DATA UPDATES

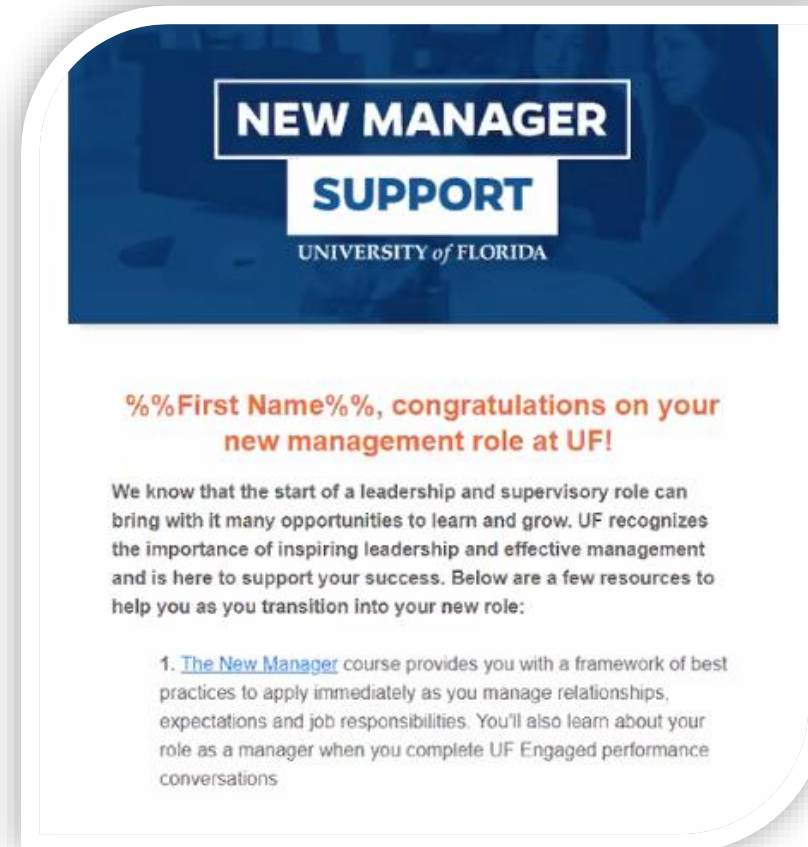
EMPLOYMENT OF RELATIVES PETITION

HIRING A FOREIGN NATIONAL TOOLKIT

EMPLOYMENT VERIFICATION & RECORDS

# Coming Soon: New Manager Support

- ▶ Will provide new managers with resources and tools to support them in their new role and ensure success
- ▶ Welcome email within first month
  - New Manager Toolkit
  - New Manager Course
  - Additional Resources



# Coming Soon: New Manager Support

## ► New Manager Toolkit

- Quick access to critical administrative functions
- Podcasts, courses, additional resources

The mockup displays the 'NEW MANAGER TOOLKIT' for the UNIVERSITY of FLORIDA. It features a dark blue header with the title and a sidebar for 'Administrative Resources' including links to Time Reporting, Leave Administration, UF Engaged, Disciplinary Processes, and Fiscal Administration. The main content area is divided into two columns: 'Build Trust' and 'Create & Communicate Vision'. Each column contains a welcome message, a sign-up link for 'The New Manager' course, a podcast player for '10 Common Mistakes of Managers' and 'Improving Communication Using Relationship Strategies', a course section, and a list of additional resources.

### NEW MANAGER TOOLKIT

UNIVERSITY of FLORIDA

#### Administrative Resources

Information is vital to managing your team effectively. These resources provide quick access to the most critical administrative functions for new managers.

- Time Reporting
- Leave Administration
- UF Engaged
- Disciplinary Processes
- Fiscal Administration

#### Welcome to New Manager Toolkit

From the very first day on the job, UFHR wants every new manager to establish a solid foundation for success at managing and leading a team at UF. This New Manager Toolkit provides managers who have newly accepted this role at our institution with key resources to get to know themselves, learn how to set up their teams for success and find support to effectively launch their journey into managing and leading, for the Gator Good.

Sign-up for "The New Manager" course to learn more about what it takes to successfully manage and lead at UF.

#### Build Trust

Trust is at the core of leadership. Leaders who work on knowing themselves and who intentionally invest in building relationships and modeling integrity, transparency, and humility, reinforce experiences of trust that allow for authenticity and belonging in the workplace.

#### PODCAST

10 Common Mistakes of Managers - [Download Transcript](#)

0:00 / 6:34

#### COURSE

• Inspiring Trust

#### ADDITIONAL RESOURCES

- Social Competency & Relationship Management
- Creating a Culture of Transparency

#### Create & Communicate Vision

Employees will follow a leader who has a well-defined vision and can communicate it clearly. When leaders chart and navigate the strategic direction for the team, through listening and regular interaction, team members follow willingly and enthusiastically.

#### PODCAST

Improving Communication Using Relationship Strategies - [Download Transcript](#)

0:00 / 9:07

#### COURSE

• Communication for Managers

#### ADDITIONAL RESOURCES

- Strategic Thinking
- Changing Culture

# Coming Soon: New Manager Support

## ► New Manager Course

- SCS015: The New Manager --- in-person 3.5 hour course
- Best practices for managing and leading
- Introduction to UF Engaged for managers
- Counts as an elective for the [Supervisory Challenge](#)





# 2023 CODA Accreditation

- ▶ Faculty Toolkit
- ▶ Biosketches
- ▶ Presentation data (2020-2023)
- ▶ **Site Visit Dates: September 26-28, 2023**

# Reminders: New Hires

- ▶ Onboarding Resources:
  - [Best practices from before day 1 through the first year](#)
  - [Onboarding 101 Toolkit](#)
  - [HR Strategic Commitment - Onboarding Presentation](#)
- ▶ Introduce them to the team!
- ▶ Ensure they complete required training within first week
- ▶ Encourage them to attend the first orientation that is available upon hire
- ▶ OPS (0.75 FTE+) and TEAMS new hires: Admins/managers are strongly encouraged to give a friendly reminder that they have **60 calendar days** from their hire date to enroll in benefits. Communication examples (including the new hire training/benefit welcome email) are located on the [Admin Resources](#) page under Communication Examples.





# Reminders

- ▶ Use most up-to-date RTF form and submission process: [College HR Request page](#)
- ▶ Admins: add benefits language to job postings, posted on [Admin Resources page](#)
- ▶ Hiring managers: check candidate references! Even on internal hires.
- ▶ Complete required [annual training](#)
- ▶ Update your Organizational Chart: [V:\All UFCD\Organizational Charts](#) - required quarterly
- ▶ UF Engaged: are you checking in?
- ▶ Speaking of checking in: are you keeping in touch with your staff?



# Who to Contact

Amanda	Christina	Jennifer
<p>Primary Contact:</p> <ul style="list-style-type: none"><li>• HR policies, procedures, and regulations</li><li>• Employee Relations Issues/Disciplinary actions</li><li>• Request to Fills</li><li>• Classification and Compensation</li><li>• Staff FTE Changes</li><li>• FMLA</li><li>• Visas</li><li>• Faculty Effort/FARs</li><li>• Alternate work location agreements</li><li>• Outside activities/UFOLIO</li><li>• Annual trainings</li><li>• Volunteers/Visitors</li><li>• Level one approver for ePAFS</li><li>• Level one approver for job postings (TEAMS)</li><li>• College level Department Security Administrator (DSA)</li></ul> <p>Secondary Contact:</p> <ul style="list-style-type: none"><li>• Payroll/timesheets</li><li>• Faculty recruitment/hiring/retention</li><li>• Hiring</li><li>• Faculty Toolkit</li></ul>	<p>Primary contact:</p> <ul style="list-style-type: none"><li>• Faculty recruitment, hiring and retention</li><li>• Faculty FTE changes</li><li>• Promotion and Tenure</li><li>• Faculty Toolkit</li><li>• Benefits and retirement</li><li>• Level one approver for job postings (OPS and Faculty/Postdocs)</li><li>• College level Department Security Administrator (DSA)</li><li>• Shared Governance</li></ul> <p>Secondary Contact:</p> <ul style="list-style-type: none"><li>• Employee Relations Issues/Disciplinary actions</li><li>• Visas</li><li>• FMLA</li><li>• Alternative work location agreements</li><li>• Outside activities/UFOLIO</li><li>• Annual Trainings</li><li>• Classification and compensation</li><li>• Request to Fills</li><li>• Level one approver for ePAFS</li></ul>	<p>Primary contact:</p> <ul style="list-style-type: none"><li>• TEAMS/OPS/Student recruitment and hiring</li><li>• Courtesy Faculty hiring</li><li>• Timesheets</li><li>• Payroll</li><li>• Leave Administration</li><li>• Records management/personnel files</li><li>• Background checks</li><li>• Health Assessments</li><li>• Website/Forms/Communications updates</li></ul> <p>Secondary Contact:</p> <ul style="list-style-type: none"><li>• Faculty Searches</li><li>• Benefits and retirement</li><li>• FMLA</li><li>• Annual Trainings</li><li>• Request to Fills</li></ul>

[HR@dental.ufl.edu](mailto:HR@dental.ufl.edu)

Questions/Comments