

4/25/2022



This newsletter is designed to provide you short and timely updates related to myUFL and Employment Operations & Records. We hope you find this information useful.

Questions? Email ufhr-employment@ufl.edu or visit our [Employment Hub](#).



Summer Work File Now Open and Short Break Rows Reflected in myUFL

The **Summer Work File** is open from April 25, 2022 to May 12, 2022. Summer appointments entered on the file will be reflected in Job Data on the afternoon of May 16, 2022. To access the file in myUFL, follow the navigation below:

Main Menu > Human Resources > Workforce Administration > Job Information > UF Summer Job Review

Short Work Break rows for 9- and 10-month employees are now in the myUFL system. To review employees on Short Work Break, follow the navigation below:

Main Menu > Enterprise Analytics > Access Enterprise Analytics > Team Content > Human Resources Information > Workforce Information > Short Work Break – Return From Break Report

Resources:

[Summer Job Review File Instruction Guide](#)

[Short Work Break Instruction Guide](#)



ePAF Approval Changes

ePAFs Executing at Level 1

Earlier this month a small subset of ePAFs will no longer require core office approval in an attempt to increase efficiency. The types of ePAFs and salary plans these changes affect are provided below.

Job Edits:

- Pay rate changes and corrections for OPS and STAS
- Change in job code and salary plans for OPS and STAS
- Change in department ID for OPS, STAS, FAPD, GA09, GA12, OF09, and OF12

Terminations:

- Courtesy faculty (CTSY) appointments
- End of temporary job for GA09, GA12, and FAPD
- End of summer appointment for GASU, FASU, and OFSU

Level 1 Responsibilities

Department approvers are expected to review each transaction to ensure accuracy and compliance with UF regulations, policies, and applicable laws. To assist with reviewing the aforementioned job edits and terminations, please see our [ePAF Approver Checklist](#) specific to the ePAFs that now execute at Level 1.



Best Practice: Creating UFIDs

When hiring a new employee, a best practice is to allow the creation of the UFID to be completed via the New Hire ePAF. This in turn will ensure all the necessary fields are entered and the automatic emails for GatorLink creation and GatorStart are sent to the new employee.

It is important to note that an employee may already have a UFID from a previous affiliation with the university such as an applicant, student, volunteer, etc. It is **critical** that the hiring department checks for a current UFID prior to creating a brand-new ID.

The proper way to search for a UFID:

1. By first and last name
2. First name and date of birth
3. Last name and date of birth
4. Social Security number

If your search yields results and the information on file matches the same person then that UFID must be used. The creation of duplicate UFIDs can cause time-consuming cleanup among many stakeholders that may delay the hiring process due to uncertainty around which ID to use and transferring of data.

Summer 2022: STAS & OPS Reminders

With the end of the spring term near, please take a moment to review the following items as we head into summer.

- May 13, 2022 is the official date to switch student assistants to OPS if student is graduating and continuing employment
- Students who are switching to OPS must also have a background check on file; if no background check is on file, a new one must be submitted
- Students who met the registration criteria for FICA exemption status in the spring may remain as student assistant if returning in the fall, provided they also meet registration requirements
- Student assistants may work up to 40hrs during summer; however, their FTE in the system must remain no higher than .78 in order to keep their FICA exemption status. Students on employment visas may also work up to 40hrs during the summer, but their FTE must be accurately reflected in Job Data



Resources:

[Student Hours Restriction Chart](#)

Did You Know?

New Website—Employment Hub

As you may have already seen, we have transformed our website! All of our information and resources can now be located on the [Employment Hub](#). Specific areas are broken down by appointment type and may be found by navigating to the following pages:

- [Faculty](#)
- [Staff](#)
- [Students](#)
- [Specialty](#)
- [Non-Employee](#)

Navigation to our [Employment Data Updates](#) page and other pages remain the same.