EMPLOYMENT OPERATIONS & RECORDS UPDATE

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.

Termination File Closes on June 17, 2022

The termination file is now open through 6/17/22. The purpose of the termination file is to help mitigate unnecessary risks such as access by former employees and maintain an accurate count of our employment population.

Departmental HR professionals will need to review the termination file and "uncheck" those individuals who should remain active in the system. The termination date will be effective 6/24/22 in the myUFL system.

To access the termination file, please follow the navigation below:

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

- Enter the Year: 2022
- Enter your unit's Department ID
- Enter Termination Date: 06/24/2022

Short Work Break Reminders

The summer term can sometimes be tricky with job actions for 9- and 10-month employees on break. The options below should be considered if you are attempting to process an additional payment or update Job Data for employees on SWB.

SWB rows are effective 5/16/22-8/15/22 for 9-month; 6/1/22-7/31/22 for 10-month.

Job Data
Job actions must occur when an employee returns from short work break. Changes to pay rate, title, supervisor ID, etc. should not occur while an employee is inactive in the myUFL system. The short work break rows will automatically load in early July at which point will be viewable in Job Data.

Additional Pay
If an employee is being compensated an additional payment during SWB for prior work or work over the summer then one of the processes below must be followed since their primary record is inactive.

Two acceptable options:

1. Create a lump sum hire record
   - Only necessary if an active record does not exist under the same Dept ID
   - Payroll status will now be active, and record will need to be termed once additional payment is made
   - No HR600 is needed if the work is being performed during their SWB (assuming there are no other active records requiring the need for an HR600)
2. Wait until 9- or 10-month employee returns from SWB
   - If work is completed well before their return from break then option #1 should be followed in order to pay employee in a timely manner
   - Effective date of payment must be on or after their return date in Job Data

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Researcher and Research Support Screening

In compliance with Florida Statute 1010.35, all candidates for researcher and research support positions are required to undergo additional screening. This screening will be conducted in collaboration between UF Human Resources and UF Research Integrity, Security and Compliance (RISC).

A website has been published to provide more information regarding this screening process, including screening procedures and frequently asked questions:

https://hr.ufl.edu/manager-resources/recruitment-staffing/researcher-screening/

For additional information or further assistance, please contact Talent Acquisition and Onboarding by emailing talent@hr.ufl.edu.

UF TempID Updates

As we reach the halfway mark of this year, we will be distributing an updated list of employees who still have a temporary ID in myUFL. The updated list will be sent Monday, June 6th to campus liaisons. Departments must obtain a copy of the employee's social security card and upload the copy to the SSN Update Portal located on the **Employment Data Updates** webpage.

As a reminder, temporary IDs may be provided during the hiring process if an employee does not have a social security number. It is important the temporary number is replaced with a social security number in order for the University to report an individual's earnings correctly and to complete Section 2 for E-Verify in a timely manner.

On the Horizon: Employment Operations & Records in collaboration with Tax Services and UFIT are exploring opportunities to automatically notify departments and employees who still have a temporary ID after 45 days.

Resources
UF TempID Use Expectations