

7/20/2022



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](#).

Fall 2022 Tidbits

The following information should be reviewed to aid your unit and/or college in preparation for the busy fall semester.

- August 19th is the official date to switch student appointments to OPS if the student is graduating and continuing employment
- Student appointments switching to OPS must have a background check submitted 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
- Always ensure the most up-to-date forms are used from the [New Hire Checklist](#) and HR Deadlines for the [Schedule of Paydays and Critical Dates](#) are being followed



For more information and resources please visit our [Employment Hub](#).

New Graduate Assistant Minimum Stipends



For incoming graduate assistants this fall, appointments in ePAF must at least reflect the new minimum stipend (or greater) relative to their FTE. Appointment letters that were already presented before the announcement of the new amounts do not have to be revised. We are currently making minor revisions to the current GA templates and will provide a cut-off date for the new templates once available.

Each nine-month graduate assistant on a .50 FTE appointment will receive a minimum stipend of \$17,000, and each 12-month graduate assistant will receive a minimum of \$22,753.85 retroactively to January 1, 2022. Appointments greater than or less than .50 FTE shall be paid at a stipend rate representing a proportion of this minimum.

Stipend Minimums - Effective January 1, 2022

9-Month Appointments (19.5 pay periods)

FTE	Annual	Bi-Weekly
1.0	\$34,000	\$1,743.59
.50	\$17,000	\$871.79
.33	\$11,220	\$575.38
.25	\$8,500	\$435.90

12-Month Appointments (26.1 pay periods)

FTE	Annual	Bi-Weekly
1.0	\$45,507.70	\$1,743.59
.50	\$22,753.85	\$871.80
.33	\$15,017.54	\$575.38
.25	\$11,376.93	\$435.90

Resources: [Employment Hub – Student Appointments](#)

Return from Short Work Break—Now Back

Academic appointments that were placed on short work break for both 9- and 10-month employees have been returned in Job Data. Job actions that may have been placed on hold during the summer break may now be performed with an effective date of their return or later. 9-month employees return 8/16/22 and 10-month employees return 8/1/22.



Reminder: Terminate Summer Appts Entered via ePAF

As the end of summer quickly approaches, be sure to enter terminations for summer appointments completed through individual ePAFs and not through the Summer File. Summer appointments created by the Summer File already have a termination row in myUFL.

- Salary plans include FASU, OFSU, and GASU
- Termination reason should be “End of Summer Assignment” (ESA)
- ESA terminations will execute at Level 1

In the upcoming weeks, we will be reaching out to college HR Liaisons with a list of appointments under the academic summer salary plans that do not have a termination row in the myUFL system.

Criminal Background Screening on Minors

Prior to conducting criminal background screening on minors (under the age of 18), hiring departments must obtain a signed copy of the “[Background Screening Consent Form for Minors](#)”. This form must be completed by both the minor and the minor’s parent/legal guardian.

A copy of this form can be found on the [Forms](#) page under Manager Resources on our [UF Human Resources](#) website. Hiring departments must retain this form for four years, in accordance with Florida general record schedule.

Additional inquiries can be directed to Talent Acquisition and Onboarding at talent@hr.ufl.edu.

