

Welcome!

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# HR Forum

March 13, 2007

Human Resource Services

University of Florida



# Today's Agenda

- HRS Building
- Employee Education Program
- Cell Phones & Other Wireless Communication Devices
- Paycheck Email
- Extended Leave of Absence
- Gator Jobs Update
- Performance Appraisal Timeline
- UF Compliance Hotline
- UPK

HRS Building



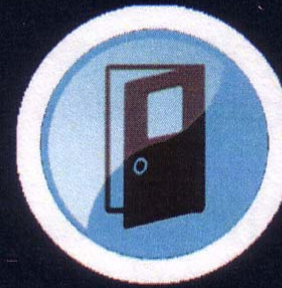
# HRS Building



Call



Click



Visit

# Employee Education Program

Tuition Assistance for Faculty and  
Staff



# What is the EEP?

- Employee Education Program
- Opportunity for full-time TEAMS, Academic Personnel, and USPS to take up to six hours of college credit at a reduced rate
- Changes to EEP application process
  - Allow HRS to communicate more efficiently with employees regarding the EEP
  - Maintain records for compliance purposes
  - Track employee participation
  - Simple for employees to use- streamlines process

# Application Process

- Complete EEP online application at [www.hr.ufl.edu/eep](http://www.hr.ufl.edu/eep)

# **Cell Phones & Other Wireless Communication Devices**



# Cell Phones & Other Wireless Communication Devices

- The Internal Revenue Service (IRS) requires that all cell phone calls by the University be specifically and properly identified as to their purpose.
- This requirement significantly increases our record keeping responsibility and has resulted in the need to implement a new Cell Phone and Other Wireless Communication Devices Directive No. 1.4.17

# Cell Phones & Other Wireless Communication Devices

- Option available to departments:
  - ✧ Paying of allowances to employees to acquire cell phones and other devices for business use rather than providing the devices and service by the University.
  - ✧ This option would eliminate the need for the extensive record keeping requirements; however, the allowances will be treated as taxable income.

# Cell Phones & Other Wireless Communication Devices

- Informational training sessions will be held in the Reitz Union, Room 282 on March 15th, from 2 pm to 3 pm.
- For your convenience, the presentation will be available for viewing on the Finance and Accounting website located at: <http://fa.ufl.edu/>
- After March 15th. An instructional guide also has been developed:  
[http://www.bridges.ufl.edu/training/docs/ePAF\\_AddPay\\_CellPhones.pdf](http://www.bridges.ufl.edu/training/docs/ePAF_AddPay_CellPhones.pdf)

# Cell Phones & Other Wireless Communication Devices

- To register for this informational sessions, please visit [my.ufl.edu](http://my.ufl.edu), My Self Service, Training and Development, Request Training Enrollment, Course Number - GET 160 or Course Name - Cell Phone Directive Info.
- Additionally, you can contact Larry Reese at 392-1321, Greg Dubois at 392-1331 or Brenda Harrell 392-5778 ext. 627.

# Paycheck Email



# Extended Leave of Absence



# Extended Leave of Absence

- Extended Leave of Absence - a leave that is longer than 15 consecutive work days.
- Effective March 1, 2007, Central Leave Administration will begin administering the Extended Leave of Absence program for the Academic Personnel, in addition to Staff.
- Completes the consolidation of leave administration under one office.

# Extended Leave of Absence (continued)

- Central Leave staff will also act as the Second Level Approver for ePAF transactions related to extended leave.
- The leave request and approval process will remain the same except for one change – instead of a written request currently used by Academic Personnel (AP), both AP and Staff will submit the same form.

# Extended Leave of Absence (continued)

- The form that should be used is the Extended Leave of Absence Form and may be found via the following web site <http://www.hr.ufl.edu/forms/benefits/extendedleave.pdf>
- Questions? Please call Central Leave at 392-5732 or [central-leave@ufl.edu](mailto:central-leave@ufl.edu)

# GatorJobs Update



# GatorJobs

**Contact your recruiter prior to scheduling interviews.**

- 1. Avoids the possibility of terminating post-hire.**
- 2. R&S will clear those to be interviewed after reviewing HB Notes, NEFR & NERDC**

# Performance Appraisal Timeline



# Performance Appraisal Timeline

- March 1<sup>st</sup> to February 28<sup>th</sup> – Evaluation Period
  - ✧ Use Form - Non Exempt TEAMS & All USPS
  - ✧ Use Narrative Format – Exempt TEAMS
- March 31<sup>st</sup> – Due Date
- Call Employee Relations with:
  - ✧ Minimal Achieves
  - ✧ Below

# UF Compliance Hotline

Accountability & Integrity  
Options to Voice Concerns



# Employee Responsibility

- Policy Against Fraudulent or Other Dishonest Acts
- Code of Ethics for Public Officers and Employees, Chapter 12, Part III; 112.311-112.326, Florida Statutes
- The University of Florida Ethics Policy

# Websites

- Policy Against Fraudulent or Other Dishonest Acts  
<http://www.generalcounsel.ufl.edu/downloads/Fraudulent.pdf>
- Code of Ethics for Public Officers and Employees, Chapter 12, Part III; 112.311-112.326, Florida Statutes  
[http://www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Statute&URL=Ch0112/part03.htm&StatuteYear=2006&Title=%2D%3E2006%2D%3EChapter%20112%2D%3EPart%20III](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=Ch0112/part03.htm&StatuteYear=2006&Title=%2D%3E2006%2D%3EChapter%20112%2D%3EPart%20III)
- The University of Florida Ethics Policy  
<http://www.generalcounsel.ufl.edu/downloads/Ethics.pdf>

# Don't Ignore Problems You See

- Be proactive
- Report concerns to responsible University staff
- Support those who come forward to discuss an issue or report a concern

# Local Resolution

- Local resolution is usually the best place to start
- Use normal supervisory channels
- Units may have assigned specific people to handle certain concerns

# Some Central Offices

- Americans with Disabilities Act Office (392-7056)
- College of Medicine, Office of Compliance, Physician Billing Compliance (265-8359)
- College of Medicine - Jacksonville, Office of Physician Billing Compliance (1-877-264-2520)
- Division of Sponsored Research (392-9271)
- Environmental Health and Safety (392-1591)
- Human Resource Services – Employee Relations (392-1072)

# Some Central Offices

- Office of Audit and Compliance Review (392-1391)
- Office of the Ombudsman (392-1308)
- Privacy Office (273-5094)

Each central office has its own investigative process, has previously processed complaints, and will continue to process complaints brought directly to that office, including that of the OACR.

# Effective Compliance Management

Complaint intake mechanisms that are independent of local management and promise anonymity have been recommended by:

- Sarbanes-Oxley legislation
- Federal Sentencing Guidelines
- Guidelines on effective compliance management

# Another Option

## UF Compliance Hotline

- Uncomfortable about raising a concern through normal channels
- Anonymous/confidential reporting service
- Provided by, **THE NETWORK** an independent company that provides this service to other universities and corporations

# UF Compliance Hotline

- Available, Toll-free, 24 hours a day, 7 days a week
- **By Phone: 1-866-500-3344**
- **By Web:**  
[www.tnwinc.com/reportline/university](http://www.tnwinc.com/reportline/university)

The UF Compliance Hotline is not for emergencies. **For an emergency call 911.**

# Concerns Include

- Academic Fraud
- Conflicts of Interest
- Discrimination
- Falsification of Records
- Fiscal Misconduct
- Fraud
- Human/Animal Testing
- Kickbacks
- Research Grant Misconduct or Misappropriation of Costs
- Release of Proprietary Information
- Safety Issues and Sanitation
- Scientific Misconduct
- Sexual Harassment
- Substance Abuse
- Theft of Cash
- Theft of Good/Services
- Theft of Time
- Wage/Hour Issues
- Workplace Violence/Threats

# How It Works


## By Phone (1-866-500-3344)

- An interviewer from **THE NETWORK** will ask you to describe in detail the situation that concerns you and will document your response in detail. You do **not** have to give your name and the call is **not** recorded.
- A report number is assigned to you so you can provide additional input. You make contact with **THE NETWORK** to determine if more information is needed.

# How It Works

## On the Web

([www.tnwinc.com/reportline/university](http://www.tnwinc.com/reportline/university))

- You enter  maintained website, complete the web form and submit it. You do **not** have to give your name.
- When submitted you will receive a confirmation number for your records.

# Responsibility for Review

**THE NETWORK** refers the complaint or concern the appropriate University area for review.

- Division of Sponsored Research
- Finance and Administration
- Human Resource Services
- Office of Audit and Compliance

# Whistle Blower

- Sections 112.3187-112.31895, Florida Statutes is called the Whistle-blower's Act.
- The State of Florida maintains a Whistle-blower's Hotline (1-800-543-5353)
- A Whistle-blower cannot be anonymous when making a complaint.
- A complaint must have certain criteria to qualify for whistle blower consideration.

# Whistle-blower

Complaints from an identified complainant, that meet Whistle-blower review criteria may be made through:

- UF Compliance Hotline
- Direct contact with the Office of Audit and Compliance Review.

**The Office of Audit and Compliance Review has the responsibility to determine if the complaint is a Whistle-blower complaint and to review such complaints**

# Office of Audit and Compliance Review

- <http://oacr.ufl.edu/>
- Nur Erencuc – Chief Audit Executive
- 392-1391
- 341 Tigert Hall
- PO Box - 113025

UPK



# UPK—What is It?

- Introducing a new training tool—the User Productivity Kit, or UPK!
- A web-based training tool that allows us to create simulations of the myUFL system
- It's like working on the real system with the added feature of being guided through the task

# Benefits of Using UPK

- Short-term benefit: No more training instance used in the classroom
- Long-term benefit: Online simulations that may be used “at the desk”
  - May take the place of some classroom training
  - Supplement classroom instruction as needed
- Integration with myUFL “Help” also on horizon

# Different Modes

- See It—Watch animated demonstration of tasks
- Try It—Learn interactively by completing tasks in the simulated environment with prompts
- Know It—Test your knowledge by completing tasks with minimal instruction

# Let's Take a Quick Look

- <http://www.hr.ufl.edu/training/myUFL/instructors/>

Thank you for  
attending!

