

Welcome!

HR Forum

October 8, 2008
Human Resource Services
University of Florida



PeopleSoft Student Financials (PS-SF)

Why PS-SF?

- ▶ **Faster access to more information**
 - Transaction history (payments and tuition/fees/charges)
 - Transaction detail
 - Financial Aid disbursement
 - Deferment information
- ▶ **Real time information (no more “snapshots”)**
- ▶ **Extra services online**
 - Service Indicators (positive & negative)
 - Communications, Checklists, Comments
 - Online direct deposit setup, loan entrance counseling forms, opt out of FL prepaid
 - Official University tuition statement
- ▶ **GatorParent account access (separate logon)**
- ▶ **Staff see what the students see (no more guessing)**
- ▶ **Ability to quickly adapt fee structures and billing processes**

Preparing for Go-live

▶ Training

- Registration opened 9/12
- Three courses available (PST300, PST310, PST312)

▶ Security

- Started requesting roles in ARS 9/29
- All require FERPA certification, some require Training



▶ Reporting

- 21 prompted or delivered reports
- Ability to build your own queries

▶ Information and Help

- Project website: <http://sfproject.erp.ufl.edu>
- Alerts page: <http://at.ufl.edu/~hdweb/status.cgi>
- Contact the Help Desk or UFS

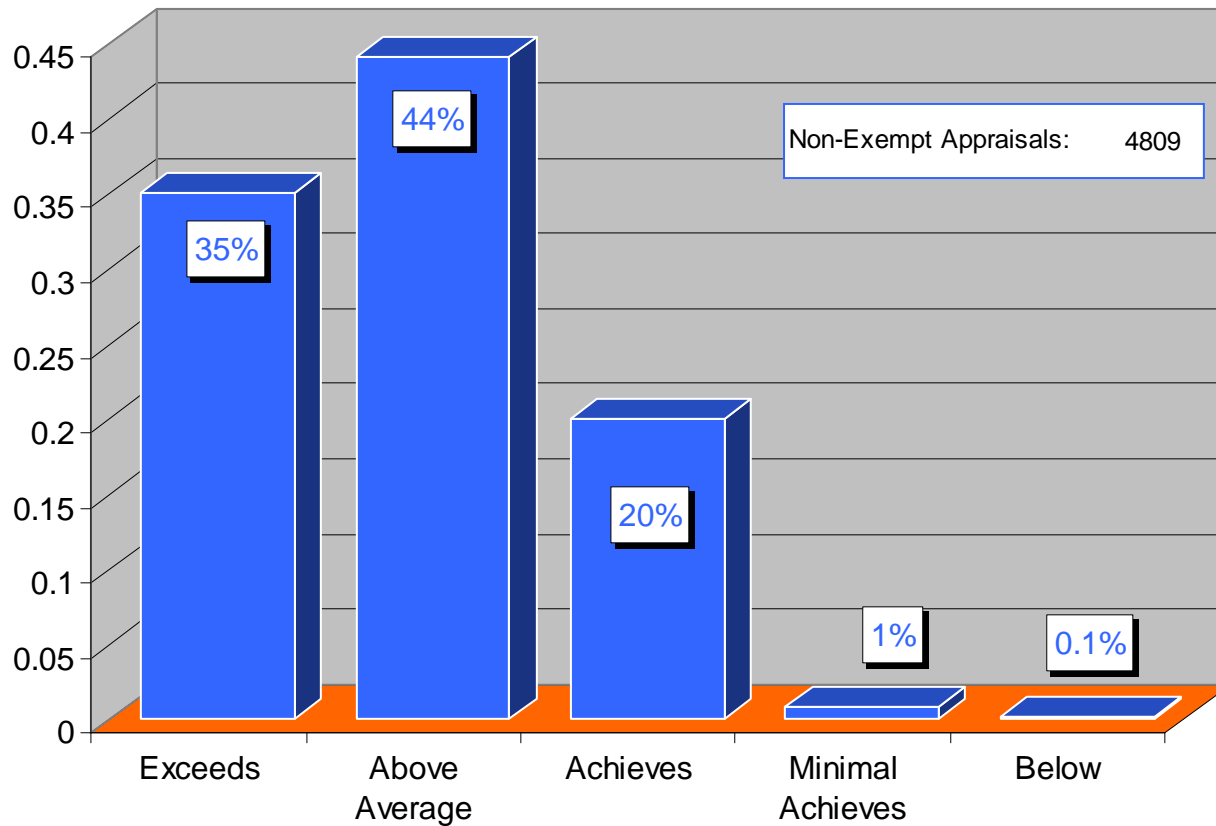
PS-SF Launch Timeline

	6-Oct MON	7-Oct TUE	8-Oct WED	9-Oct THU	10-Oct FRI	11-Oct SAT	12-Oct SUN	13-Oct MON	14-Oct TUE
Department E-commerce Sites		<p><u>Starting 4:30pm on 10/7:</u> All IPAY payments credited to GL eve of 10/13</p>				<p>3:30pm 10/10 to Noon 10/11: IPAY DOWN</p>		<p><u>8am on 10/13:</u> IPAY hooked to PS-SF</p>	
Department Charges in Student AR System	<p> Last file transfer!</p>					<p> Last manual entry!</p>	<p><u>Starting 4:00pm on 10/7:</u> SF Legacy AR System CLOSED</p>		
Payment Services		<p><u>Starting 3:30PM on 10/7:</u></p> <ol style="list-style-type: none"> 1. No online payments (ACH/credit card) 2. Pay cash/check/debit (main cashier office) 3. Or remove financial hold 				<p>Cashier Office CLOSED</p>		<p><u>8am on 10/13:</u> all payment services OPEN for business!</p>	

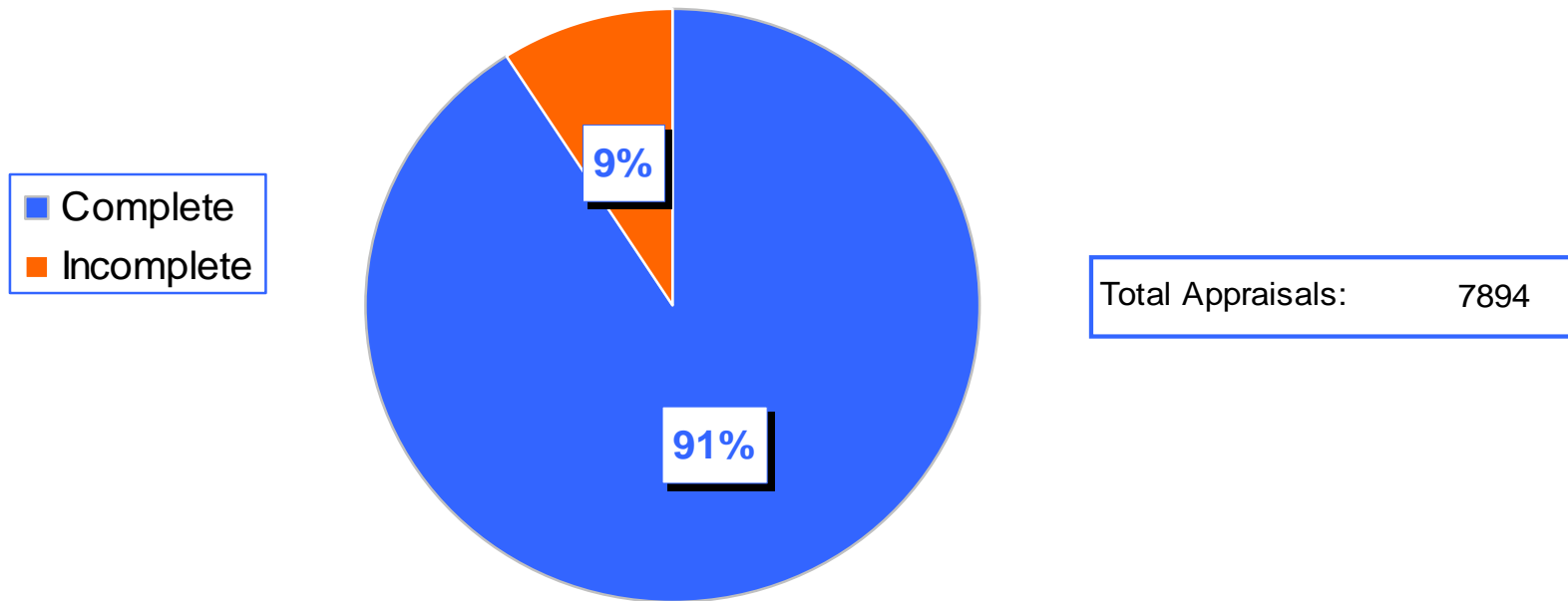
Performance Appraisal Data

UF Appraisals

Distribution of Ratings Non-Exempt Only



Completed Appraisals - Combined Exempt and Non-Exempt



Political Activity Policy

TEAMS December Leave Cash-out

TEAMS December Leave Cash-Out

- Employees may cash out up to 16 hours of vacation leave in the pay period of November 14-27.
- Minimum balance of 40 hours of vacation leave required after end of pay period.
- Payment to be received in December 5 paycheck.
- The following instruction guide is available to assist with this process:

<http://www.hr.ufl.edu/training/myUFL/instructionguides/ReportingDecemberCashout.pdf>

Timely Hire, Terminations, and Job Changes

Timely Hires, Terminations and Job Changes

- Many issues arise when ePAFs are not initiated and approved in a timely manner.
 - Delinquent fees may be assessed by the Division of Retirement for late reporting and remitting of salaries.
 - Incorrect retirement calculations and payments.
 - Incorrect leave calculations and balances.
 - Under/over payments.
 - Benefits and retirement enrollments may be missed.
 - Current employees' coverage may be disrupted.

Timely Hires, Terminations and Job Changes

- Enter all ePAF transactions timely.
- Hires and terminations may be entered as soon as possible--preferably prior to the effective date.
- Adhere to HR payroll deadline dates to ensure timely approvals of ePAF at:
<http://fa.ufl.edu/payroll/paydays-2008-2009.asp>
- HR cannot guarantee timely approvals if payroll deadlines are not met by departments and level one approvers.

Timely Hires, Terminations and Job Changes

- **Reminders:**
 - I-9's must be completed by third day of employment.
 - Avoid hiring or terminating employees on the 1st day of the month.
 - Data assessments by college

Pre-placement Health Assessment Exams

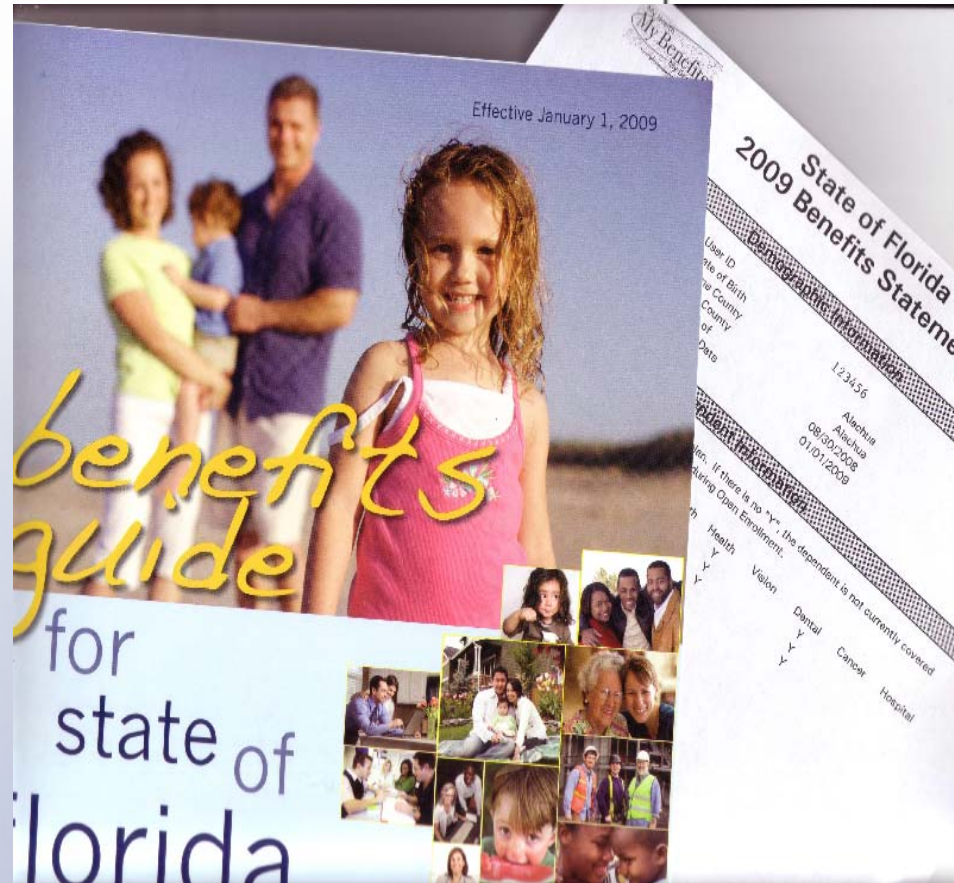
HAMS

■ **Pre-placement Health Assessments**

- Must be completed after an offer of employment, but prior to the first day of work.
- Pre-placement health assessments are not paid.
- Clearance must be received *prior* to start date.
- Waivers may be granted only by SHCC.
- Contact Information:
 - SHCC Infirmary – 392-1161, ext 4212
 - SHCC Dental Tower – 392-0627
 - Grace Dixon, HAMS Coordinator – 392-1591

Benefits Open Enrollment 2008

State's Benefit Statement & Active employee Guide





Search myUFL: GO

Address Example

- My Account
 - Change My Password
 - Store My Password Hint
 - My GatorLink Account Status
 - Update Emergency Contact
 - Modify My UF Business Email
 - Set GatorLink Email Forwarding
 - Update My Directory Profile
 - My Access History
 - My Roles
- My Self Service
- Calendars
- Help
- Local Interest
- Quick Links
- Recruiting
- Search
- Access Request System
- Accounts Payable
- Accounts Receivable
- Benefits
- Billing
- Bridges Transition
- Commitment Control
- Compensation
- Customers

Local Home Data

This information is used to mail material to you at your local residence. For most students or employees this would be your Gainesville or surrounding areas mailing address. If you do not have a local address, enter the address you wish to receive your mail. ~~If you use a PO Box it is appropriate to enter it here.~~

*Address Line 1

Address Line 2

Apply Postal Service Standardization

Apply Bypass

*City State *Zip -

*Country

*Phone Country Code *Area Code *Number Ext

Permanent Home Data

This information is used to mail material to you at your permanent place of residence. For many students and visiting Faculty this is not in the Gainesville Local area.

If this address is the same as Local address check this Box:

Reminder – Important Dates

- October 17th at 5:30 pm EST --Open Enrollment (OE) ends
- October 20th --Confirmation statements mailed to those who made early OE changes
- October 31th at 5:30 pm EST -- deadline to make corrections to changes that were made during OE

How To Enroll

- State plans
 - online via People First at <https://peoplefirst.myflorida.com>
 - call 1-866-663-4735 or
 - fax an enrollment form to PF

- UF plans (Term Life, Long Term Disability, etc.)
 - complete forms on the HR website at www.hr.ufl.edu
 - return to the nearest HR office

- Transactions must be completed by 5:30 EST on October 17th

Open Enrollment Resources

- 2008 HRS Open Enrollment Website
<http://www.hr.ufl.edu/benefits/openenrollment/default.asp>
- OE overview/signup in the HRS Building, Room 119
 - Friday, October 10 -- 9:00 am to 10:30 am

Register thru the [myUFL](#) portal & navigate to:

- My Self Service > Training & Dev. > Request training
- Enter course GET019

Important Dates

- November 1: Deadline for applications for the Higher Education Opportunity (HEO) 2009-2010 benefit
 - See <http://www.hr.ufl.edu/education/heo/default.asp> for details
- Register today for “Safe Campus, Safe Community: Creating a Violence-Free Workplace” Workshops
 - 11/18/2008, Emerson Alumni Hall, President's Ballroom, 8:30 to 11:00 a.m.
 - 12/4/2008, J. Wayne Reitz Union, Grand Ballroom, 8:30 to 11:00 a.m.

UF Homecoming Holiday

Thank you for
attending!

