

NEW EMPLOYEE ORIENTATION

UPDATE TO OFF-CAMPUS WEB TUTORIAL

1. Employee Handbook website: <http://www.hr.ufl.edu/policies/handbook.pdf>
2. Gator Perks! A UF employee discount program offering special discounts on products and services including attractions & theme parks, automotive, clothing & accessories, hotels & restaurants, pet supplies, tax services etc.
Website: <http://www.hr.ufl.edu/benefits/gatorperks/default.asp>
3. The appointment cycle is 3/1 to 2/28. This means that appointments are renewed annually from 3/1 unless the employee is given notice of non re-appointment. Note that an employee on probationary period will not go on-cycle until probationary period is completed successfully.
4. Notice of non-reappointment: If an employee's annual appointment is not renewed the employee is given three months notice. This does not apply for a non-exempt employee serving the probationary period.
5. Sick Leave: after 10 years of employment employees may cash out $\frac{1}{4}$ of accrued leave up to 480 hours upon termination (1920 hours max accrued total)
6. Special Compensatory Leave: exempt employees are not eligible for special comp leave although your supervisor may adjust your schedule to allow you a day off if you are required to work on a holiday
7. FMLA-Qualifying Events: Certain military leave situations may now qualify for FMLA
8. Employee Education Program website: <http://www.hr.ufl.edu/education/eep/>
9. Higher Education Opportunity: deadline for applications is November 1st annually. Website: <http://www.hr.ufl.edu/education/heo/default.asp>
10. Workers Compensation: if outside normal business hours contact OptaComp directly on 1-877-518-2583.
11. Awards: details of awards that staff are eligible to participate in can be found at <http://www.hr.ufl.edu/awards/default.asp>
12. Next steps include:
 - i. Complete Sexual Harrassment training online at myUFL > My Self Service > Training & Development > Online Learning > Preventing Sexual Harrassment
 - a. New employees should complete within 30 days of hire if possible
 - b. 80% score on Mastery Test required for Certificate
 - ii. The W-2 is now available electronically. To receive it this way you need to register through myUFL > My Self Service > W2/W-2c Consent.
 - a. The electronic W-2 will be available on or before January 31st each year that your consent is active
 - b. Paper W-2s will be mailed to those who do not register for the service
 - iii. Register your emergency contact information through myUFL > My Account > Update Emergency Contact
 - iv. Review the employee handbook at <http://www.hr.ufl.edu/policies/handbook.pdf>
 - v. Learn about benefit and retirement options at <http://www.hr.ufl.edu/benefits/default.asp> and <http://www.hr.ufl.edu/retirement/default.asp>
 - vi. See new employee web page at <http://hr.ufl.edu/training/neo/default.asp> which also includes tutorials on benefits and retirement