

March 2004

a monthly
newsletter from
the division of
human
resources

InfoGator



Preparing for PeopleSoft

- [What do I need to know to do my job on July 1?](#)
- [Do you know your GatorLink username and password?](#)
- [Have you logged on to the myUFL portal?](#)
- [Do you know the computer requirements for PeopleSoft?](#)
- [Interested in PeopleSoft training opportunities?](#)
- [Is your address listed correctly?](#)
- [Departments: Looking for the new position description form?](#)

Features

- [Shift differential policy modified](#)
- [Open enrollment for term life insurance is here](#)
- [Questions and answers about checking references](#)
- [Buckle-up when traveling in state vehicles](#)

GATORbytes

- [Are you using the most recent version of the OPS employment application?](#)
- [Open house for custodial worker and trades positions set for March 17](#)
- [Silver Springs passes are available](#)
- [Want IT training without travel? Attend the Peer2Peer event on March 31](#)
- [Annual Small Business Conference and Trade Fair slated for April 1](#)

What do I need to know to do my job on July 1?

To help you prepare for PeopleSoft--UF's new web-based financial, human resources, and payroll systems--the Division of Human Resources is committed to providing up-to-date information about the transition and resources for finding out more. We want you to feel comfortable with PeopleSoft and understand what you need to know to do your job on July 1. So, let's start from the beginning.

When the University of Florida began the process of "devolution," it meant that Florida's universities would no longer be centrally managed and that each university would be locally governed by a Board of Trustees.

This decision set a number of wheels in motion, including the revision of employment rules, the creation of the TEAMS pay plan, and the purchase of the PeopleSoft enterprise resource planning (ERP) solution software. The PeopleSoft system is being configured by a team of UF employees and consultants to manage our finance, human resources, and payroll activities. Slated for implementation in July, this process--implemented by UF Bridges--will change UF's business practices.

So that we can communicate the latest news about PeopleSoft, we have established a temporary section of this newsletter called "Preparing for PeopleSoft." Each month, we will provide the latest news about the transition and let you know what you can do to get ready. Of course, we also will continue to communicate other important news and announcements from our division through the InfoGator.

What should you expect from us in the coming months?

Coming soon to our web site is a special section devoted to PeopleSoft and how it will affect business practices from the Division of Human Resources' perspective. This section will include frequently asked questions and answers, definitions of terms, links to training opportunities, links to new forms, and much more.

Members of the Division of Human Resources are working with the UF Bridges team to ensure a smooth transition on July 1. Please know that as all of this change confronts us, the Division of Human Resources will be here to answer your questions and aid you and your department in any way we can. Please call upon us if we can be of service.

Do you know your GatorLink username and password?

Employees must know their GatorLink username and password to gain access to the myUFL portal and PeopleSoft applications. If you need to set up a GatorLink account, go to GatorLink Account Services <<http://www.gatorlink.ufl.edu>>.

As we transition from the legacy systems to the new PeopleSoft systems, the university may need to send you critical, time-sensitive information via e-mail, and some of the new systems send important notifications via e-mail. If you do not check your GatorLink e-mail

account at least once a day, forward it to an account that is checked daily. Check your UF Directory profile to be sure your UF business e-mail address corresponds with your GatorLink e-mail address and ensure your other contact information is up-to-date.

If you have forgotten your GatorLink password or have questions about your account, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu.

Have you logged on to the myUFL portal?

In March 2003, UF Bridges launched a PeopleSoft enterprise portal called myUFL <<http://my.ufl.edu>>, which will serve as the entry point to all the new web-based systems. On July 1, employees must know how to use the portal and be familiar with its components. To learn more about the portal's features and how to use them, subscribe to the New User Help pagelet.

myUFL currently provides faculty and staff with direct access to resources like the Admin Menu, personalized content like the basketball ticket system and current news.

The Help Desk is available at 392-HELP or helpdesk@ufl.edu if employees have questions.

Do you know the computer requirements for PeopleSoft?

Employees should be familiar with using computers, know the minimum technical requirements for operating PeopleSoft, and install any necessary applications as soon as possible.

Some employees may be uncomfortable using computers but will need to learn in order to use PeopleSoft. An "Introduction to Computers for PeopleSoft" guide--designed for anyone who wishes to introduce computer basics to employees in their area--is now available from our web site <<http://www.hr.ufl.edu/training/presentations>>. (This guide is intended for employees who wish to teach basic computer skills to other employees.)

Minimum technical requirements

Internet Explorer 5.5 or 6.0 with Windows 2000 or XP is recommended for running PeopleSoft applications. PeopleSoft also recommends the following hardware requirements for the optimal user experience (minimum requirements in parentheses):

- 256 MB RAM (64 MB RAM minimum)
- 800 MHz Pentium or equivalent processor (Pentium 166 MHz minimum)
- VGA controller and display of 800x600 resolution or higher and High Color (16 bit) mode.

UF recommends a screen resolution is 1024 X 768 or higher.

Get the software you need

To prepare for the transition to PeopleSoft, employees are asked to review narrated video web tutorials. You may choose from three available formats; however, Flash provides the optimal viewing experience for Windows users. You also will need sound capabilities to fully take advantage of these tutorials. For more information about the PeopleSoft web tutorials, please see the article titled "Interested in PeopleSoft training opportunities?" in this month's InfoGator.

Not sure if your computer meets the minimum requirements or need help downloading software? Please contact the computer administrator for your area or contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu.

Interested in PeopleSoft training opportunities?

Who are the people in your PeopleSoft? Find out by exploring the web-based training rolled out in February and classroom learning opportunities beginning in March.

Web tutorials

The following narrated video tutorials, which are designed to familiarize employees and departments with using time-reporting components of PeopleSoft, are now available online:

- **Weekly Punch Time / Web Clock**
Non-exempt employees will use one of these time-reporting methods, depending on which option is chosen by the department. (Special compensatory leave and overtime compensatory leave/pay will automatically accrue for eligible employees when one of these options is used.)
- **Weekly Elapsed Time**
All employees who accrue leave will use this component to report leave usage.
- **Regular Compensatory Leave**
Exempt USPS employees will report hours worked over 40 (resulting in hour-for-hour regular compensatory leave) using this process, which also will be used for workweeks where special compensatory leave would be accrued (as a result of working additional hours in the same workweek as a holiday).

A Time & Labor Overview--designed for timekeepers, leavekeepers, and decision-makers--also is available. Other tutorials will be added as the university nears the July 1 implementation date of these exciting new systems.

To view a web tutorial, you may visit Training and Development's web site <<http://www.hr.ufl.edu/training/presentations>> or UF Bridges' web site <<http://www.bridges.ufl.edu/presentations/training.shtml>>. You may choose from three available formats; however, Flash provides the optimal viewing experience for Windows users. You also will need sound capabilities to fully take advantage of these tutorials. For each topic, you also may download an instruction guide (in PDF format) for later reference.

Classroom learning

In late March, the following classroom learning opportunities will become available:

- **Time and Labor Administration**
Designed for the payroll processor and leavekeeper security role in PeopleSoft, this certification session will prepare you to assist approvers with ensuring employees are paid timely and accurately. This session also covers the payroll processor role when a department must require timecards of its employees.

-- Required for security levels UF_BN Department Leavekeeper and UF_TL Payroll Processor
- **Time and Labor for Supervisors and Approvers**
Designed for supervisors and approvers at UF, this session will prepare you to use PeopleSoft to ensure employees are paid timely and accurately. A hands-on learning component is included. For those who are unable to attend, a web tutorial summarizing the content will be available in mid-March.

-- Recommended for security level UF_TL Approver
- **An Introduction to Purchasing and Payables in PeopleSoft**
Designed for employees who initiate, enter, or approve requisitions as well as request payments for vendors, this certification workshop may also be useful for employees who will need to inquire about the status of requisitions, purchase orders, and vouchers.

- Required for security levels UF_PO_Initiator and UF_AP_VCHR_Processor
- Recommended for security levels UF_PO_EPRO Inquiry, UF_AP_Inquirer, and UF_PO_Department Approver

You will be notified if you are required or recommended to attend. Space in these sessions is limited, so only those who have been invited should register.

Please contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu with questions.

Is your address listed correctly?

Keeping your records up-to-date ensures you will continue to receive important announcements and paperwork at your campus and home addresses (about the fall benefits open enrollment, for example) and e-mail messages about PeopleSoft.

Are you listed correctly in the UF Directory?

Employees should check their directory information through the portal <http://my.ufl.edu> to be sure it is accurate. To do this, log in to the portal using your GatorLink username and password. (See the article titled "Do you know your GatorLink username and password?" in this month's InfoGator to learn more about GatorLink.)

Once you're in the system, click on "UF Applications/Services" in the "myUFL Menu" in the left top corner, then select "Admin Menu" from the choices that drop down. From there, click on "Update My GatorDex Profile" in the "My Self Service" section. This page will show your personal information, which can be updated from this screen.

Check your profile to be sure your business e-mail address, campus mailing address and phone number, and other information are up-to-date.

If you have trouble, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu.

Is your address correct on your pay stub?

If the address listed on your pay stub is incorrect, please obtain a W-4 card from our web site <http://www.hr.ufl.edu/departmental/forms/W-4.pdf> or your departmental administrator. Completed cards should be mailed to Processing and Records at P.O. Box 115004. Contact Processing and Records at 392-1204 (SC 622-1204) or processing-records@ufl.edu with questions.

Departments: Looking for the new position description form?

PeopleSoft will require departments to submit position descriptions in a new way. To prepare for this change and in an effort to streamline our current position descriptions, a new unified position description form http://www.hr.ufl.edu/departmental/forms/unified_position.doc is now available. This single form should be used for all positions--exempt, non-exempt, and information technology.

Beginning June 18, the unified form will serve as a template for entering position descriptions in PeopleSoft. An MS Word version is available to enable departments to add information directly to the form and transfer it to PeopleSoft using the copy/paste functions. A PDF version also is available to serve as a guide for filling out the information directly in Peoplesoft (the PDF is not editable).

So that you can get used to the new process, we recommend that you begin using the unified form to submit position descriptions to Classification and Compensation. You may, however, submit the exempt, non-exempt, and information technology forms until June 18.

Please contact Classification and Compensation at 392-1213 (SC 622-1213) or classcomp@ufl.edu with questions.

FEATURES

Shift differential policy modified

Effective June 18, 2004, the university's policy regarding shift differential will change. To ensure fairness to employees and simplify calculations for shift differential pay, TEAMS and USPS employees (except law enforcement and certain administrative and professional titles) who work hours during certain "premium" shifts will be paid the differential. Currently, paying shift differential is at the discretion of vice presidents--it will now be a required practice.

"Premium" shifts are defined as follows:

- **Evening shift from 6 p.m. to 12 midnight:** An employee who works during the evening shift will be paid differential amounting to 5 percent of his or her base rate of pay for the number of hours worked during this shift window.
- **Late evening shift from 12 midnight to 6 a.m.:** For an employee who works during the late evening shift, the differential will be paid at 10 percent of his or her base rate of pay for the number of hours worked during this shift window.

Only hours worked within the specific shift window qualify for the corresponding differential--employees will **not** be compensated with differential pay for hours worked outside of the designated "premium" shifts. (For example, an employee who works a shift from 2 to 10 p.m. will receive differential pay for 6 to 10 p.m.--the hours worked during the evening shift window. The differential will not be paid for the hours worked before 6 p.m.)

As a result of the change in the definition of "premium" shift hours, the amount of compensation given to certain employees who currently are paid a shift differential may be reduced. Each vice-presidential area has the option of using other compensation tools, such as special pay increases, to make up for differences.

To review the change in policy, please visit the Departmental Administrators section <<http://www.hr.ufl.edu/departmental/shift.htm>> of our web site. Should you have any questions, please contact Classification and Compensation at 392-1213 (SC 622-1213) or classcomp@ufl.edu.

Open enrollment for term life insurance is here

Open enrollment for term life insurance will be held from March 1 to March 31, 2004, for all eligible employees with an FTE of .50 or greater. Current participants are able to increase or decrease coverage levels, and non-participants have an opportunity to enroll. This term life plan is underwritten by Jefferson Pilot Financial Insurance Company and is administered by Hilb, Rogal & Hobbs.

During open enrollment, a new enrollee may apply for coverage of \$10,000 for himself or herself and \$5,000 for his or her spouse and children. A current participant may increase his or her coverage by \$10,000 and coverage for his or her spouse and children by \$5,000. Greater amounts of coverage may be added for both current and new participants,

subject to medical approval by the company via a medical application. Coverage may be increased only during open enrollment or via medical application, but it may be decreased or cancelled at any time.

Please contact University Benefits at 392-1225 (SC 622-1225) or benefits@ufl.edu with questions.

Questions and answers about checking references

You've just finished interviews and think you have found the ideal candidate for your position vacancy. Should you go ahead and make a job offer? Not without conducting reference checks, which will give you insight into the applicant's past performance, help you find a better "fit," and protect the significant investment you make in any new hire.

Take the following quiz and see how you do.

1. If you or a coworker knows the applicant personally, you do not need to check references. *True or false?*
2. With concerns over liability, it's almost impossible to get a bad reference these days. *True or false?*
3. Even if a reference provides only basic information on a prior employee, this information can still be useful. *True or false?*
4. If you receive a negative evaluation on a candidate, you should not immediately disqualify him or her. *True or false?*
5. According to industry experts, what percentage of resumes and applications contain material falsehoods? *One-tenth; one-third; one-half.*

Did you answer correctly?

1. **If you or a coworker knows a candidate personally, you don't need to check references.**
False. References should be conducted on every person you want to hire regardless of your or a coworker's personal knowledge of the candidate, whether he or she already works at UF, the level of position for which he or she is applying, etc. Bypassing this step in the hiring process may be tempting, but it's a small investment of time that can pay huge dividends.
2. **With concerns over liability, it's almost impossible to get a bad reference these days.**
False. Although it is true that most references don't generally provide overtly negative comments, it is still possible to obtain information that is not positive. This may require you to evaluate the comments provided and compare them to the qualities, skills, and experience for which you are looking. For instance, if a reference states that the employee was a good worker, but not a good manager, he or she might be more appropriate for positions that do not have supervisory responsibilities.

In addition, section 768.095, Florida Statutes, provides that employers who disclose truthful information about former or current employees to a prospective employer at the employer's or employee's request will be immune from civil liability for the disclosure and such consequences. The idea behind this statute is to promote the fair exchange of information about employees among employers.

3. **Even if a reference provides only basic information on a prior employee, this information can still be useful.**
True. Although a more ideal reference is someone who shares evaluative information, being able to confirm basic information provided on a resume or application is helpful. These reference checks will allow you to confirm things such as dates of employment, job title, pay, and whether the employee is eligible for rehire. They also will enable you to determine the accuracy of the information provided and, hence, the honesty of the applicant.

4. **If you receive a negative evaluation on a candidate, you should not immediately disqualify him or her.**
True. While it is important to carefully consider any negative comments, they should not immediately disqualify the candidate from further consideration. There are two sides to every story. Should this situation arise, the best course of action is to check additional references (being sure to speak with at least three references) and to formulate a specific question that asks about the deficiency. For example, if one employer says that the employee had a problem with tardiness, ask other references if the candidate was prompt, dependable, and able to meet deadlines.

5. **According to human resources industry experts, what percentage of resumes and applications contain material falsehoods?**
One-third. With this in mind, reference checking is especially important and needed to verify information applicants have provided is accurate.

To learn more, see our guidelines for checking references <<http://www.hr.ufl.edu/departamental/refguidelines.htm>>. If you have questions about reference checking, please contact Central Employment at 392-4621 (SC 622-4621) or employment@ufl.edu.

Buckle-up when traveling in state vehicles

During tenure at UF, most employees will either ride in or operate a state vehicle. A long-standing university policy requires all employees to wear seat belts while operating or riding in a state vehicle. The Florida Safety Belt Law, which states that drivers and passengers in motor vehicles must wear seat belts, supports this policy.

Because university policy and state law require seat belt use, disciplinary action may be taken if employees do not use seat belts while in a state vehicle. As stated in the university's Standards for Performance and Conduct <<http://www.hr.ufl.edu/emprelations/standards.htm>>, disciplinary action ranges up to and includes termination. In addition, workers' compensation benefits will be reduced by 25 percent if an employee is injured while driving or riding in a state vehicle without wearing a seat belt.

It is university policy that an individual must be at least eighteen (18) years of age and possess a valid Florida driver's license in order to operate any state motor vehicle, including farm equipment.

Please be safe by buckling up and reminding your fellow passengers to do the same whenever you travel in a state vehicle.

Questions about the state vehicle seat belt requirements may be directed to Workers' Compensation at 392-4940 (SC 622-4940) or workerscomp@ufl.edu.

GATORBYTES

Are you using the most recent version of OPS employment application?

Did you know that Central Employment often receives versions of OPS employment applications that are more than five years old?

Since the OPS application <<http://www.hr.ufl.edu/job/forms/opsapp-web.pdf>> has been updated several times in recent years, departments are asked to submit only the most recent version of this form, which was last updated in February 2004. In addition, departments should carefully review all information applicants provide on this application, including work and education history, reasons for termination, and answers given to the background questions. Any disclosures of terminations or convictions must be reviewed by Central Employment and approved prior to the position being offered to an applicant.

Central Employment may be reached at 392-4621 (SC 622-4621) or employment@ufl.edu. We look forward to assisting you with any employment-related questions.

Open house for custodial worker and trades positions set for March 17

Spread the word! The Division of Human Resources is hosting an open house for custodial worker and trades positions on Wednesday, March 17, from 4 to 7 p.m. on the second floor of Emerson Alumni Hall (located at 2012 West University Avenue).

Hiring representatives from the Physical Plant Division, Housing, and the Reitz Union will be on hand to conduct initial interviews with interested applicants. Staff from Central Employment also will be available to discuss UF employment opportunities and assist with the application process.

Please contact Central Employment at 392-4621 (SC 622-4621) or employment@ufl.edu for more information.

Silver Springs annual passes are available

You should already have received a payroll stuffer announcing the availability of annual passes to Silver Springs for this year. UF employees are eligible to purchase an annual pass for \$16.05, and family members may purchase passes for \$38.51. If you are interested, present your Gator-1 card at Silver Springs by March 31, 2004, or follow the instructions on the payroll stuffer for alternate means of obtaining passes.

For more information, please contact University Benefits at 392-1225 (SC 622-1225) or benefits@ufl.edu.

Want IT training without travel? Attend the Peer2Peer event on March 31

Peer2Peer is an informal, informative series of training sessions that strives to provide UF's information technology community with resources and information available from experts across campus.

The next Peer2Peer session will be held on Wednesday, March 31, from 9 a.m. to 12 noon in room 282 of the Reitz Union. Peer2Peer sessions are free of charge and open to all employees.

The schedule for this event is as follows:

- 9 a.m.: New E-Mail Standards, Jordan Wiens, Computing & Networking Services
- 10 a.m.: Web CT Vista Implications for IT Professionals, Doug Johnson, Academic Technology
- 11 a.m.: GatorLink Password Management, Mike Conlon, UF Bridges

For more information, please visit Peer2Peer's web site <<http://www.it.ufl.edu/training/peer2peer>> or send an e-mail to it-training@lists.ufl.edu.

Annual Small Business Conference and Trade Fair slated for April 1

The Annual Small Business Conference and Trade Fair will be held on Thursday, April 1, from 8:30 a.m. to 4:00 p.m. at the J. Wayne Reitz Union. Workshops with a range of topics and speakers as well as networking opportunities will be offered.

Please visit the Division of Small Business & Vendor Diversity Relations web site <<http://www.sbvdr.admin.ufl.edu>> for more information, pictures from last year's fair, and an online registration form.