

## HR Liaison Network Meeting

December 1, 2015  
9-11 AM  
Key West Student Union

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<b>Meeting called by:</b> Human Resources	<b>Type of meeting:</b> HR Liaison Network Meeting
<b>Facilitator:</b> Dan Richardson	<b>Note taker:</b> Deborah Frankenbach
<b>Attendees:</b> 109 HR Liaisons including 18 HR staff members representing 46 colleges and departments	

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### *Minutes*

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<b>Agenda item:</b> Welcome	<b>Presenter:</b> Dan Richardson Interim Executive Director HR
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#### **Discussion:**

The quarterly HR Liaison Network meeting called to order on December 1 at 9:00 AM. Mr. Dan Richardson welcomed the group and introduced, Joshua Schenker from AXA Advisors. Mr. Schenker had a few minutes to share information on the new services available to UCF employees.

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<b>Agenda item: University Archives – Historical Materials</b>	<b>Presenter:</b> David Benjamin Head of Special Collections & University Archives
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#### **Discussions:**

Mr. Benjamin led a brief discussion on the University's Archives and Special Collections. The goal is to preserve and collect historical information located in our colleges and departments. UCF is a young university, but if we do not save this information, it might be lost for future generations.

#### **Conclusions:**

Information can be found on the Special Collection & University Archives at  
<http://library.ucf.edu/about/departments/special-collections-university-archives/>

If you think your department has information to donate please contact David Benjamin or Mary Rubin at 407-823-5427 or [mary.rubin@ucf.edu](mailto:mary.rubin@ucf.edu)

Information on Record Transfer can be found at <http://library.ucf.edu/about/departments/special-collections-university-archives/university-archives/records-transfer/>

#### **Q: Does University Archive pick up our department's Records?**

**A:** Please contact Mary Rubin at 823-5427 and we will come by and look at the items prior to taking the records. Not all records are saved by University Archives.

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<b>Agenda item: HR Updates</b>	Shelia Daniels, Interim Assoc Vice President and CHRO
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#### **Discussions:**

Ms. Daniels presented the HR Updates which included the recent completion of the PeopleSoft Upgrade. Ms. Daniels also told the group HR recently made changes to two of our sections. Recruitment will be Talent Acquisition, and Renee Grigor promoted to Manager. Records will be Employment Services and Records, and Garnette Garricks was promoted to Assistant Manager.

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**Agenda item: UCF Center for Success of Women Faculty  
(& Staff)**

**Presenter:** Dr. Linda Walters  
Prof of Biology and Director of the Center

**Discussion:**

Dr. Walters began the discussion by sharing the focus of the Center – building community, creating opportunities for and highlighting our successes, career-life balance and making UCF more family-friendly. Dr. Walters pointed out that many of the Center's events and activities are not for Women Faculty only but for all staff. She highlighted the "Distinguished Women Seminar Series, book clubs, campus tours and free classes. Each spring the Faculty Fellows series on Career-Life Balance include topics on new and expectant parents, eldercare, sending kids off to college and yoga. The Center also tackled some of the bigger issues on campus like parking for expectant mothers, lactation rooms on Campus and Stop-the-Clock Policy. The Center is currently exploring other areas. Again, many of the events are for all staff not just faculty so please, see the attached power point presentation highlighted in yellow for all staff.

**Conclusions:**

Go to the Center's website at <https://womenfaculty.afia.ucf.edu/> to find information, coming events, and resources "Best of the Best."

UCF Expectant Mothers Parking Application can be found at <https://womenfaculty.afia.ucf.edu/2015/11/10/ucf-expectant-mothers-parking-application/>

Contact Fran Ragsdale at [fran.ragsdale@ucf.edu](mailto:fran.ragsdale@ucf.edu) for additional information.

**Agenda item: Employment Services & Records**

**Presenter:** Abbee Camen  
Employment Services & Records Mgr.

**Discussion:**

Ms. Camen's discussion began with the name change to Employment Services & Records section. The email will remain [records@ucf.edu](mailto:records@ucf.edu). She continued with the additions and changes in the team members, including the promotion of Garnette Garricks to Assistant Manager.

**Student to Non-Student (OPS Hourly or Adjunct)**

- Once the student employees graduate, please submit an ePAF and attach the SSA-1945 form. Affirmation Forms can be submitted to [Employment@ucf.edu](mailto:Employment@ucf.edu) to initiate the background check.
- International employees must have a valid work authorization to continue to work after graduation.

**Student Termination ePAFs**

- For students who will not continue to work after graduation, submit a termination ePAF.

**December ePAF Deadlines**

- 12/01 – Spring Adjunct and Graduate Assistantships
- 12/02 – PPE 12/17
- 12/09 – PPE 12/31
- 12/21 – PPE 01/14

**Spring Dual Compensation**

- Acceptable effective dates would be 01/11/2016 to 05/07/2016 for 9-Month faculty.
- Cannot have an end date later than **05/07/2016 for 9-Month faculty**. If it does, the ePAF will be **recycled** to the department.

**Annual Performance Appraisals – Due Date: February 15, 2016**

- 01/01/2015 to 12/31/2015 is the Appraisal Period.
- USPS and Non-Unit A&P Employees only
- Be sure all appraisals submitted to HR have the required three signatures: Supervisor, Department Head, and Employee. If the employee refuses to sign, please indicate on form.

**Conclusions:**

Use the September '15 updated USPS Appraisal with revised rating form found at [http://hr.ucf.edu/files/Perform\\_Appraisal\\_Form\\_USPS.pdf](http://hr.ucf.edu/files/Perform_Appraisal_Form_USPS.pdf)

FAQs at <http://hr.ucf.edu/files/PAFFAQ.pdf>

Register for PA training on **December 9<sup>th</sup>** from 9am to 11am at Employee Self-Serve. <https://idp-prod.cc.ucf.edu/idp/Authn/UserPassword> Course Number PER067

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**Agenda item: Workers' Compensation**

**Presenter:** Ben Anderson  
Leave Administration Manager

**Discussion:**

From an HR Liaison request, Mr. Anderson continued the meeting with a discussion on Workers' Compensation and DIS (Disability Pay.) DIS is paid by the University and should not be charged to the employee's accrued leave. Mr. Anderson's power point presentation outlines useful information on the correct timecard entries. Should an employee lose time from work with a Workers' Compensation physician notice time should be recorded as follows:

- First seven (7) days or 40 hours of lost time should be charged to **DIS** on timecard.
- Returns to work WITHIN the first seven days and has not used the entire 40 hours, **DIS** may be used on the date of the accident. **DIS** hours can be used intermittently for injury-related medical treatment (doctor visits, physical therapy, etc.)
- Return to work AFTER the first seven days or 40 hours, **DIS** cannot be used on the date of the accident.
- Once **DIS** hours are exhausted, the employee who returned to work must use accrued leave for injury-related medical treatment.

**Conclusions:**

The Workers' Compensation process is fully outlined in the Workers' Compensation Checklist, available on the Human Resources website. <http://hr.ucf.edu/files/WorkersCompensationEEDeptChecklist.pdf>  
Contact Leave Administration with any questions to [loandworkcomp@ucf.edu](mailto:loandworkcomp@ucf.edu)

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## Messages

**USPS Sick Leave Pool and the Faculty/A&P Sick Leave Pool**

Ben Anderson

Information can be found on the Human Resources website at <http://hr.ucf.edu/current-employees/leave-and-general-attendance-information/usps-sick-leave-pool/>. If you have questions or need to submit a request for hours; you can reach us at [loandworkcomp@ucf.edu](mailto:loandworkcomp@ucf.edu).

**2015-16 Increases and One-Time Payment for Non-Unit Employees**

Sarah Lovel

Guidelines and criteria can be found on the HR Website at: 2% across-the-board increase <https://hr.ucf.edu/files/Non-UnitAcrossTheBoard-Increases.pdf>, 1% discretionary Merit increase pool <https://hr.ucf.edu/files/Non-UnitMeritPoolIncreases.pdf>, and \$800 one-time payment <https://hr.ucf.edu/files/800BonusCriteria.pdf>.

**Back to College Update**

Beth Scheitzach

Ms. Scheitzach reported at the beginning of the year, 33 HR Liaisons responded they were interested in a class on "Back to College." In October, over 100 people attended a "mini" Back to College conference. <http://hr.ucf.edu/collegebound101>

ODT plans to offer another class in the spring 2016. For future classes, please let us know what questions you have and what topics you have to suggest. Ms. Scheitzach will follow up on the responses as soon as possible.