



UNIVERSITY OF CENTRAL FLORIDA

Division of Student Development and Enrollment Services
Human Resources Business Center

SDES HR Training and Meet & Greet 8.31.22 Agenda and **Recap**

- **Introductions**
This portion of the meeting introduced all attendees
- **Quick information topics**
 - a. **Early Payroll Deadline and GameDay code**
There are three weekday games this season (9/1; 9/9; 10/13). Staff can submit their leave requests for all three games using the GameDay code.
[https://www.myworkday.com/ucf/d/inst/4d3fec2f03331001b4804eb0fba20000/rel-task/2998\\$40834.html](https://www.myworkday.com/ucf/d/inst/4d3fec2f03331001b4804eb0fba20000/rel-task/2998$40834.html)
 - b. **Minimum Wage**
Minimum wage will increase to \$11.00 per hour on 9/30/22. Salaries below \$11.00 will automatically increase to \$11.00. If you are wanting to increase someone from \$10.25 to \$11.25 or similar, you will need to submit a case (bulk submissions are acceptable). I will be sending a spreadsheet to each Director the week of 9/12/22.
 - c. **Remote Work Arrangement (RWA) process**
RWA's at most last one year. If your RWA needs to be extended or modified, you must submit those to bps@ucf.edu.
 - d. **Perquisite Request Form process**
Perquisites should be submitted as a case in Workday. Dave reviews all requests prior to sending them to HR. Once HR approves you will receive a signed copy and then can proceed with the financial aspect of ordering the items.
 - e. **Time Keeping and Timekeepers**
[https://www.myworkday.com/ucf/d/inst/0092824c0cd910009855f65308010000/rel-task/2998\\$40834.html](https://www.myworkday.com/ucf/d/inst/0092824c0cd910009855f65308010000/rel-task/2998$40834.html)
 - f. **Delegation**
[https://www.myworkday.com/ucf/d/inst/635046ad179710010efc03bfd67d0000/rel-task/2998\\$40834.html](https://www.myworkday.com/ucf/d/inst/635046ad179710010efc03bfd67d0000/rel-task/2998$40834.html)
- **Website**
Both the SDES Finance and HR Business Centers will utilize one website. View our site for important forms and other valuable resources.
<https://businesscenter.sdes.ucf.edu/>
<https://businesscenter.sdes.ucf.edu/humanresources/>



- **Forms**

It was communicated that many forms (Central HR and SDES) are being revised frequently (sometimes daily) and therefore it is critical that staff do NOT save the form template to their desktop but go to the SDES Business Center website and download the form. Outdated forms will likely be returned.

- a. **SDES HR Action Form**

Time was spent reviewing the form. Emphasizing that all fields in the appropriate section are required. Regarding start dates, departments should provide at least 10 business days from the date the case is submitted. If there is an emergency we will do our best to work with you but this is the exception and not the standard.

- b. **Background Check Request Form**

This form is required for all OPS non-students, graduate students, and undergraduate students in which your department or a statute/regulation requires a background check. Level 1 checks can take 3 weeks and Education and Employment Review can take 60 days.

- c. **JAQ (Job Assessment Questionnaire) and Justification Form**

This is a new form that central HR created and replaces the position description (PD). Some of the information requested is identical to the old PD, but there is additional information required. See website for sample JAQ. Below are some areas we want to stress.

1. Section 3.1 and 3.2 each percentage of time should be in 5% increments.
2. Section 4.1 and 4.2 should be pulled from the A&P and USPS employee pay plan document (link on our website).
3. The justification form is the same document that has been required for quite some time but just renamed as the JAQ justification form.

- d. **TARP (Talent Acquisition Recruitment Plan)**

This form is required by central HR and replaces the SDES PVA application. See website for sample TARP. Time was focused on “work arounds” for current Workday limitations.

1. By default the supervisor is the recruiter. If your department wants to delegate the “recruiter” role you can add ONE additional recruiter by listing the persons name in the search committee member section but specify “not a search committee please add “Joe Smith” as a recruiter.
2. There are pros and cons in determining if you want the position posted as “Negotiable” or “Minimum to Negotiable”. This is up to the Director, but we are happy to provide advice.
3. Non-exempt positions (which are almost all OPS and USPS) do not post the annual salary, it posts the minimum hourly salary. If you want the minimum annual salary posted you can list that in the Special Instructions to the Applicant section.
4. We strongly suggest the department state “Position will close “X” weeks after posted” in the Special Instructions to the Applicant section.



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- **Walk thru case submission**

We ran out of time and were unable to demonstrate this during the meeting but attachments at the end of this document will show the steps involved in submitting a case as well as a sample communication from the SDES HR Business Center to a new hire.

- 1. How to submit a case instructions**

- a. Type “create case” in top search box.**

- b. Click Create Case.**

- c. Determine who the case is for. If your Admin submits it, all communication will return to them. If they submit on your behalf then all communication will return to you. There is no “watchlist” like Service Now had to list additional employees.**

- d. For case type, scroll down to HR and then select “Employment Actions”**

- e. Put in appropriate case title.**

- f. For Detailed Description we recommend that you type “Please route to the SDES HR Business Center” then be sure to click on the paperclip icon and attach the appropriate form(s).**

- g. Finally click create case.**

- 2. Sample e-mail to employee re: I-9**

Hi Elizabeth,

Welcome to UCF! You are getting this email because you already completed part of your hire packet in Workday.

The next step is to complete 2 more forms:

- 1. Loyalty Oath / Rights to Inventions** > must be notarized; can be notarized in our office - If choosing this option, do not sign the bottom portion until you are in front of the notary.
- 2. I-9 Form** > To be completed electronically; requests a copy of Driver License and Social Security Card or U.S. Passport for approval of form.

Please let me know when you can stop by my office for the completion of these forms. I am available all this week starting Monday, August 22 from 9AM to 4PM.

Bring all necessary documentation (valid Driver License and Social Security Card or Passport). Originals of these documents are required to successfully process your paperwork – please wait to schedule your appointment until you have these items.

My office is in the Housing Administration Building (HAB) (bldg. 73), across from the Recreation and Wellness Center. If you have any questions or concerns regarding the HR process, please do not hesitate to contact me.

Sincerely,



The following was not covered during the training but has been incorporated due to numerous I-9 violations.

After the OPS employee has completed the in-person I-9 process, the SDES HR Coordinator will send an e-mail to the employee's supervisor notifying they have been cleared to work. Departments should **NOT** schedule the employee to work until after they have received an email from the SDES HR Business Center.

- **Next steps—SDES HR Resource Guide**
As we learn more about Workday and specific steps involved in various processes we will create an SDES HR Resource Guide to assist you and members of your team with the most common tasks.
- **Pain Points & Snacks**
Throughout the presentation individuals shared some pain points but we ran out of time to discuss at length. We strongly encourage you to share these with Dave, Wendy, and Andrew so we can try to find resolutions to these pain points.



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- Quiz questions and answers

Where should RWA's be sent?

RWA's should be sent to bps@ucf.edu This email account is only utilized for specific limited purposes (i.e. RWA's). Do not send general questions or other documents to this e-mail account unless specifically instructed to do so.

Where should you go to look for the most up to date SDES and HR related forms?

<https://businesscenter.sdes.ucf.edu/humanresources/>

What are the steps involved in submitting an HR Action Form?

- Type "create case" in top search box.
- Click Create Case.
- Determine who the case is for. If your Admin submits it, all communication will return to them. If they submit on your behalf then all communication will return to you. There is no "watchlist" like Service Now had to list additional employees.
- For case type, scroll down to HR and then select "Employment Actions"
- Put in appropriate case title.
- For Detailed Description we recommend that you type "Please route to the SDES HR Business Center" then be sure to click on the paperclip icon and attach the appropriate form(s).
- Finally click create case.

When does the new minimum wage in Florida go into effect and what is the new amount?

September 30 of each year until it reaches \$15 per hour in 2026. In 2022 the new minimum wage will be \$11.00 per hour.

Can a timekeeper approve time?

No, a timekeeper can only adjust time.

Who can change a candidate's status within Workday?

Only the recruiter. The supervisor by default is a recruiter. The department can choose to add an additional recruiter on the TARP if they would like to delegate the task of changing candidate's status.

Who will notify a new employee that it is time to make an appointment to process their I-9?

The appropriate SDES HR Coordinator will e-mail the new employee and they will CC: their supervisor.

What form should be submitted when terminating an employee?

The SDES HR Action Form.

