Faculty Information and Processing Procedures

Requirements for Faculty Hire
The University of Florida is a state educational institution that is regionally accredited by the Southern Association of Colleges and Schools (SACS). In keeping with the University’s mission and accreditation status, all newly hired faculty members will be required to undergo successful pre-employment screening which includes a review of criminal records, reference checking, and verification of education. Any offer of employment is contingent on verification of education. All new faculty hires must submit a(n):

- Degree confirmation for highest degree.
  - Request your UFHR recruiter to verify highest degree if obtained in the U.S.
  - If degree was obtained in the U.S., the transcript will meet this requirement if the degree type and awarded date are listed.
  - If degree was obtained outside of the U.S., please see the Foreign Degree Equivalency section below.
- Official copy of transcripts for highest degree.
  - If transcripts will not be received by the start date, please contact COM-HR.
- Minimum of three (3) reference letters or documented reference checks.

Additionally, all new hires are required to participate in E-Verify, the federal online employment verification system and complete Section 1 of Form I-9 on or before the first day of employment, and present documents that verify their identity and work authorization no later than the third day after the effective hire date.

Foreign Degree Equivalency
Degrees earned from an education institution outside of the United States are required to be evaluated by a professional credentialing service provider approved by National Association of Credential Evaluation Services (NACES), which can be found at [http://www.naces.org/](http://www.naces.org/). Degree equivalency refers to evaluation by a crediting agency that the degree achieved is equal to the same degree level in the U.S. Members of NACES are recognized by the institutional accreditation body (SACS) and immigration agencies. The equivalency process may take several weeks to generate results.

For medical graduates who will receive a medical license, a copy of the degree confirmation from the Federation Credentials Verification Service (FCVS) may be used to meet the foreign degree equivalency requirement. The FCVS is a service of the Federation of State Medical Boards (FSMB). This service is accepted or required by most state medical and osteopathic boards for physicians.

COM Faculty Benefits Eligibility
At the University of Florida, faculty titles are divided into categories driven by the funding of each position. This is important as the type of faculty appointment may determine if a faculty member is eligible for tenure, the type of pay, and benefits he or she may receive.

Benefits eligibility for College of Medicine faculty members is determined by employment classification and Full-Time Equivalency (FTE).

Employment Classification
- Benefit-eligible employment classifications include Academic Personnel (both clinical and research faculty). Clinical faculty are those faculty members who have practice privileges and bill for clinical services.
• Certain insurance plans, such as the GatorCare health insurance and the College of Medicine’s life insurance plans are available only to clinical faculty members. Whereas, the College of Medicine’s long-term disability plan is available to both clinical and research faculty members.
• Some positions with the Clinical modified title are not eligible for GatorCare health insurance and the COM’s life insurance plans.

For information about the COM Benefits and eligibility, please click on the following link:
https://financeadmin.med.ufl.edu/hr-admin/benefits/faculty-benefits/insurance/health-insurance/.

**Entering a Faculty Hire ePAF (Electronic Personnel Action Form)**

If the position number was recruited under multiple ranks (i.e., Ast/Aso/Full) update the classification title through Position Update ePAF before entering Hire an Employee ePAF.

The department may use the New Hire Demographic Form to gather essential information required to complete the Hire an Employee ePAF.

• A personal email address is required, if the new hire does not have an active UF email address, as it will be used to send login details for the online onboarding system, GatorStart.
• The department submits a Hire an Employee ePAF. Once the ePAF is generated, the GatorStart onboarding instruction email is sent to the employee.

**FACM: Faculty New to UF Hire with Clinical Benefits (1 Hire ePAF, 2 Employment Records)**

If faculty with clinical benefits is new to UF, you can enter both the State and AEF employment records together in one Hire ePAF.

**Step 1:**

Hire an Employee

Step 4 of 8: Job Information

- **Personal Info**
  - Name:
  - Cit Status: Non-Resident Alien
  - Email Address: lodom@jiberio.it

- **Hire Form Data**
  - Effective Date: 03/19/2018
  - Salary Plan: FACM
  - Emp ID: 1072910
  - Empl Class: HSC: Clinical Faculty
  - Work County: ALACHUA
  - FICA Status: Subject

- **2nd Job Needed:** Yes
Step 2:
Comp Rate will be $26,000 for the State record.

Step 3:
AEF Comprate is the total salary minus $26,000 (State Comp Rate). Base Ben Rate is the total salary (State and AEF Comp Rates combined).

FACM: Faculty Not New to UF Hire with Clinical Benefits (2 Hire ePAFs, 2 Employment Records)
If the faculty with clinical benefits is NOT new to UF (e.g., has been employed with UF before, is a current UF employee, or has been a courtesy faculty) you can only enter one employment record at a time. Use the steps in the example above for ePAF set-up direction (Step 2 = State Record, Step 3 = AEF Record except for Base Ben Rate).

- Process the Hire ePAF for the State record first with position # and write the following in the comment box: “Upon approval, I will enter the AEF employment record.”
- Once UFHR (Level 2) approves the Hire ePAF for the State record,
- Enter the Hire ePAF for the AEF employment record (no position #).
  - Select Faculty AEF Benefits Elig, Med (AEM) for Empl Class
- Once the AEF employment record is approved at Level 2, COM HR will enter the Base Ben Rate.
**FA12: Faculty Basic Science Hire (1 Hire ePAF, 1 Employment Record)**

Faculty hired under the FA12 salary plan do not receive the COM Health or Life Insurance benefits; however, FA12 faculty under the Faculty Basic Science (FBS) Empl Class are eligible to participate in the COM’s long-term disability plans.

If a current UF Postdoctoral Associate is moving to a faculty position, please contact your COM-HR Business Partner or the COM Benefits Manager about effective dates to ensure a smooth transition.

Process the Hire ePAF following the example below.

**Example of Hire ePAF:**

![Hire ePAF example](image)

**FA12: Ast/Aso In (1 Hire ePAF, 1 Employment Record)**

Assistant/Associate In are hired under the FA12 salary plan, but are not eligible for COM’s long-term disability plans. They are hired under the Empl Class of Regular.
Process the Hire ePAF following the example below.

**Example of Hire ePAF:**

![Image of a completed Hire ePAF form]

**Faculty with VA Assignments**
Applies only to faculty who are assigned to the VA by their UF department chairs. To review the UF COM faculty with VA assignments Compensation, Leave & COM Fringe Benefits Eligibility Policy, please click on the following link: [https://financeadmin.med.ufl.edu/files/2015/08/VA-Compensation-policy-effective-August-14-2015.pdf](https://financeadmin.med.ufl.edu/files/2015/08/VA-Compensation-policy-effective-August-14-2015.pdf)

UF COM Faculty with VA Assignments Compensation and Appointment Procedures:
- Newly hired faculty with an assignment at the VA: The letter of offer should reflect the UF FTE associated with the College of Medicine work assignment and the VA FTE associated with the VA work assignment.
- The Hire ePAF process will involve Hire ePAF(s) for the UF assignment and a Hire ePAF for the VA assignment. All Hire ePAFs should have the same effective date (State, AEF, and VA courtesy).
- Any new appointment with a VA assignment must have all associated Hire ePAFs approved the same day to ensure all the leave and benefit plans are executed in to myUFL properly. Please contact COM-HR to expedite the ePAF approval process.
- For the UF assignment, submit Hire ePAF(s) following the applicable example from earlier in this instruction guide and write in the comment box about what ePAFs will follow once the initial Hire ePAF is approved.
  - Ex.: Upon approval, I will submit the AEF empl rcd and then VA Courtesy empl rcd.
• If the total UF salary is less than $26K (State & AEF), create UF appointment on one employment record (1 Hire ePAF for the State & AEF).
• Once the Hire ePAF(s) for the UF assignment are approved at Level 2,
• Submit a Hire ePAF under the Salary Plan Courtesy (CTSY) and Job Code 001913 (VA Faculty) for the VA assignment. (See Step 3 below)
• The Empl Class will depend upon the UF assignment (Clinical vs Faculty Basic Science).
  o Empl Class: **VA Health Science** (VHS) for Clinical Faculty.
  o Empl Class: **VA Basic Science** (VBS) for Basic Science Faculty.
• Write a message in the comment box of the ePAF for Academic Personnel (Level 2) to add VA salary to myUFL. Academic Personnel will add the VA salary to Create Additional Pay manually (will not pay out through myUFL).
  o Ex. Please add VA salary of $63,000.00 effective 04/01/2018.
• Once the VA salary is approved, COM-HR will enter the Base Ben Rate.

**Example of Faculty with Clinical Benefits and VA Assignment Hire ePAF:**

**Step 1 (State record)**

**Step 2 (AEF record):**
Step 3 (VA Courtsey):

Postdoctoral Associates Appointments – FAPD salary plan
Postdoctoral Associate (Specialty OPS Faculty title) appointees must have received a doctorate in a field appropriate to the assigned duties and responsibilities related to research. This appointment is used when the individual renders compensable services to the University and is assigned specific duties and responsibilities. Such appointments are temporary, and appointees to these specialty OPS faculty titles shall have no continuing contractual relationship with the University. COM Postdoctoral Associates may be appointed for up to three (3) years. Appointments of the Postdoctoral Associate beyond three (3) years will require extension approval.

- The Empl Class for Postdoctoral Associate appointments in the COM is Post Doc Research
- Incorrect appointments can cause negative consequences to leave, benefits, income tax and FICA among other items.
- If a Postdoc Associate is moving to a faculty position, please contact your COM-HR Business Partner or the COM Benefits Manager on effective dates to ensure a smooth transition.
- Process the Hire ePAF following the example below.
**Example of a Postdoctoral Associate Hire ePAF:**

**Hire an Employee**

**Step 4 of 8: Job Information**

![Hire Form Data](image)

**Change Employment Status**
Use the Change Employment Status ePAF to submit a termination, retirement, leave of absence, or return from leave of absence for Faculty and Postdoctoral Associates (when applicable). Remember to process an ePAF for both records (State & AEF) when applicable.

Verify that the documents are uploaded with the correct Document Type from the drop-down box options so they are labeled accurately in the employee’s electronic personnel file prior to reaching Level 1 and Level 2. If you upload documents under the incorrect document type, please contact COM-HR for assistance.

**Extended Leave of Absence**
“Extended leave” encompasses forms of leave with or without pay that last longer than 15 consecutive workdays. Extended leave may be provided for medical (self and family), parental, military, and personal reasons.

**Required Paperwork**
- Extended Leave of Absence Form
- For FMLA Leave of Absence: Include Certification of Healthcare Provider for Employee’s Serious Health Condition or Certification of Healthcare Provider for Family Member’s Serious Health Condition if received.
  - If this form was submitted to UFHR Central Leave, please indicate this in the comment section of the ePAF.
  - This form must uploaded to ePAF separately from the Extended Leave of Absence Form so it can be placed under the right document type.
  - If Faculty/Postdoctoral Associate is returning before/after original return date on FMLA paperwork, contact COM-HR or UFHR Central Leave for any additional information that may be required.
Leave of absence (LOA) ePAF with two empl records:
For employees with two empl records, notate in the comment section (see below) that the employee has two job records & provide the empl record numbers.

- Upload documents to both records or indicate in the comment box that the documents are attached to ePAF #.
- Please use caution when entering information in the comment box. Please do not state any confidential information that is FMLA or medically related. The ePAF is considered public record.

**Step 1: State Record**

**Step 2: AEF Record**

---

### Changing the FTE

**Pre-ePAF Process**
- When calculating salary based on FTE change, be mindful of any administrative supplements that are part of the salary.
  - If the administrative supplement will remain unaltered, subtract the administrative supplement from the salary before calculating the FTE change and then add back at the end.
  - If the administrative supplement will be altered with the FTE change, calculate using the total salary.

**Required Paperwork**
- Request for FTE change letter must be approved through HSC Employee Relations and signed by the department chair, COM Dean, and faculty member.
  - If the faculty member has an administrative supplement, this should be addressed in the letter to state whether or not the amount has been impacted by the FTE change and if impacted, list the new amount.
- **Transaction Information Form** (TIF)

For filled positions, verify that you have the correct position by going to the Add/Update Position Info and confirming the employee name on Budget and Incumbents tab.
- Submit Update Position ePAF
For Position Action, use Lookup function to select: FTE Change (FTE)
- Enter Effective Date, FTE/Std Hours, and Comp Rate to match the information written in the voluntary letter.
- Upload document(s) under appropriate Document Type
- Once approved at Level 2, check Position Update and Job Data to ensure Standard Hours, FTE, and Comp Rate are reflect the ePAF changes.

FTE Change with AEF record
- Follow process above for State record and then submit an Edit Existing Job ePAF to change the FTE and salary on the AEF empl rcd.

FTE change with VA assignment

FTE Assignment Changes
When a faculty member is assigned to the VA by his/her UF department chair, a letter outlining the faculty member’s assignment effort at both UF and the VA and the salary support from each should be drafted to include signature lines for the Chair, Dean, and faculty member after receiving approval through HSC Employee Relations.
- A template for the letter is available at: [http://www.med.ufl.edu/busforms/FacultywithnewVAassignment.docx](http://www.med.ufl.edu/busforms/FacultywithnewVAassignment.docx).
- The total of the UF + VA current salary and FTE should be used to determine the new total salary at UF.
  - Calculation:
    - \((\text{UF + VA salary}) \div (\text{UF + VA FTE}) = X \text{ total;}\)
    - \(X \text{ total} \times \text{new total FTE} = Y \text{ total;}\)
    - \(Y \text{ total} – \text{VA salary} = \text{new UF salary.}\)

For an FTE change that results in a total FTE reduction, a letter of request from the faculty member with the approvals of the Chair, Dean and the VA is required along with the TIF. The same calculation as described above is used for the salary determination.

Please review follow the FTE Changes process listed above the State and AEF records. For an existing VA appointment, submit an Edit Existing Job ePAF. For a new VA appointment, submit a Hire an Employee ePAF following the instructions under the Entering a Faculty Hire ePAF (Electronic Personnel Action Form) section above for Faculty with VA Assignments.

Termination from VA Employment
If a faculty member’s VA appointment terminates and he/she returns to employment only with UF, a TIF should be submitted along with a letter to the faculty member from the chair outlining the new UF FTE, effort assignments, and the UF salary.
- The total of the UF + VA current salary and FTE should be used to determine the calculated total salary.
  - Calculation:
    - \((\text{UF + VA salary}) \div (\text{UF + VA FTE (up to 1.0)}) = \text{calculated total salary.}\)
  - The department should compare the calculated total salary to salaries paid to the faculty member’s department peer group to determine whether a salary inequity will occur if using the total for the new UF salary.
    - Should the departmental review determine a salary inequity will occur, the department may reduce the new proposed UF salary necessary to resolve the inequity.
- Should a non-tenured faculty member’s appointment with the VA end for any reason, UF is under no obligation to offer the faculty member any additional FTE, appointment or assignment to replace the VA appointment.
Adding an Administrative Title and Supplement

Required Paperwork

- Supplement letter signed by the Chair, Dean, and the faculty member.
  - The letter to the faculty member from the department Chair needs to state what the administrative supplement is for, the effective date, the effort percentage associated with the role and the amount of the administrative supplement.
  - If the payments will be paid out in lump sum payments (e.g., quarterly, annually) be sure to clarify this in the letter.
  - The letter must also state when the faculty member is no longer performing the duties that came with the administrative title, they will no longer receive the administrative supplement.
- **Transaction Information Form (TIF)**

To process the update in myUFL to match the information in the administrative title/supplement letter:

- Submit a Position Update to:
  - Update the title and/or salary as applicable for Faculty with only one empl rcd for UF appointment (i.e. Faculty with only a State record; no AEF record).
  - Update the title as applicable for Faculty with two empl rcds for UF appointment (i.e. Faculty with a State and AEF record).
    - Do not update the salary on the State empl rcd.
    - If there is no title change, skip to the next step.
- For those with an AEF record, submit an Edit Existing Job ePAF to update the title and/or salary as applicable.

Entering Faculty/Postdoc Termination ePAF

Pre-ePAF Process

- Follow Off-Boarding Faculty Guideline: [https://financeadmin.med.ufl.edu/com-hr/off-boarding-faculty-staff/](https://financeadmin.med.ufl.edu/com-hr/off-boarding-faculty-staff/).

Required Paperwork

- Postdoctoral Associates: Resignation/45 Day Notice Letter
- Faculty: Resignation/Retirement letter
- **Transaction Information Form (TIF)**

To process the termination/retirement in myUFL:

- Submit a Change Employment Status ePAF
- Enter effective date as the day after the termination/retirement date
- Choose an Action code (Retirement or Termination)
- Choose Reason code
- Upload the Documents using the appropriate Document Type label

Make sure you terminate all applicable employee records. Faculty may have multiple job records such as State & AEF employment records, VA appointment, and Courtesy, Affiliate or Joint appointments. Department should notify and work with other departments to terminate applicable employment records.

When terminating a VA appointment, type “Please terminate VA salary, effective MM/DD/YY” in the Comment History box. Academic Personnel will update Create Additional Pay to reflect the end date.
Please verify that your documents are uploaded under the correct Document Type so they are labeled accurately in the employee’s electronic personnel file prior to reaching Level 1 (COM-HR) and Level 2 (UFHR). If you have placed documents under the incorrect document type, please contact COM-HR for assistance.

**Processing a Faculty Cash Out**

Note: Postdocs are not eligible for leave cash outs.

A leave cash out should be submitted no earlier than the Monday following the pay period in which the employee’s termination was effective, or as soon as possible after this timing if there any time-entry issues with Payroll.

All employees, including Faculty, who receive vacation leave cash out of $5,000 or more will participate in the Special Pay Plan. Therefore the cash out funds, which are not subject to Social Security taxes, are used to set up a tax-deferred account in the participant’s name with VALIC. Participants decide how to allocate the money in their account among the available investment funds. Employees can contact VALIC by phone - Client Care Center: (800) 448-2542 once the payment has been transmitted from UF Payroll Services.

Leave cash outs are reviewed by several areas including Central Leave, UFHR Benefits & Retirement and Payroll & Tax Services. Once fully reviewed and approved, Payroll & Tax Services will process this payment, and you will be able to review the cash out in PeopleSoft myUFL Review Pay Check. The leave cash out process generally takes four (4) to six (6) weeks if submitted timely.

**Faculty with One Empl Record**

If the annual salary is only on one empl record, process through Submit leave cash out ePAF.

**Before You Begin**

- Submit any employee’s leave adjustments and ensure these are posted and reflected in balances. Has all used leave been entered? Are there any outstanding 60-day requests for adjustments? This information should be taken into account by the department when completing the ePAF.

**Submit Leave Cash Out ePAF**

- The Effective Date and the Reason on the ePAF also must match the effective date and the associated job action in Job Data. If they do not, the form will be recycled for correction.
- If the hours indicated on the form are different from the balance in myUFL, a brief explanation must be included in the comments field on the ePAF to explain the difference. If clarifying comments are not provided, the form will be recycled back to the department for explanation.
- Employees can cash out vacation hours up to individual pay plan maximums upon joining DROP. If the leave cash out Reason code is End of DROP, the employee’s record should be reviewed to verify whether, and how much, vacation was cashed out when the employee joined DROP. If less than the maximum was cashed out upon joining, any remaining hours of eligibility must be cashed out when the employee separates from the University.
- Faculty can cash out their annual leave up to 200 hours.

**Faculty with State & AEF Employee Records**

If the annual salary is split between State and AEF records, process a Manual Leave Cash out on both employment records.
Before You Begin

• Submit any employee’s leave adjustments and ensure these are posted and reflected in balances. Has all used leave been entered? Are there any outstanding 60-day requests for adjustments?

To Process a Manual Leave Cash Out

• Complete two Manual Leave Cash out Forms (1 for the State record and 1 for the AEF record).
  o Enter the terminated faculty member’s information.
  o To get the hourly rate, take the annual salary and divide it by 2,088 for full-time employees. If the employee is part-time, divide the annual salary by the FTE; then divide that total by 2,088.
  o Supervisor/HR Dept Rep and Director/Dept Chair/Dean signatures required in designated fields.
• Scan the original Manual Leave Cash out Forms and submit to the following listserv for processing (see below): hrs-payroll-reconciliation@ad.ufl.edu.
• UFHR Central Leave will email UF Payroll Services a form listing the final leave hours, hourly rate and payment amount (before taxes). They will copy you on this email. Department is advised to check the amounts to ensure accuracy and notify UFHR Central Leave & UF Payroll Services of any errors.

Example of HR Manual Leave Cash out Form:
Example of Manual Leave Cash out Email to HRS Payroll-Reconciliation

Subject: FW: Manual cash-out - Dr.XXXX

Attached: manual cashout.pdf

Sent: Friday, April 13, 2018 11:54 AM
To: HRS Payroll-Reconciliation <hrs-payroll-reconciliation@ad.ufl.edu>
Cc: 
Subject: Manual cash-out - Dr. <Name>

Hi,
Attached is a manual cash-out for the following employee: Dr. <Name>, uniqid: 00000000. This faculty member has two job records.

Please let me know if you have any questions.

Thanks,
Sonya

Example of Leave Cashout Form Sent by UFHR Central Leave to UF Payroll Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Emp No</th>
<th>Dept ID &amp; Name</th>
<th>M.D.-Dept Name</th>
<th>UF ID</th>
<th>Empl Rec</th>
<th>Ben Rec</th>
<th>Empl Class</th>
<th>Fed Rec</th>
<th>Federal Employee</th>
<th>FTE</th>
<th>Cashout Reason</th>
<th>Effective Date</th>
<th># of Hours</th>
<th>Hourly Rate</th>
<th>EAC</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>20000000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1.00</td>
<td>Termination</td>
<td>2/24/2018</td>
<td>200.0000</td>
<td>12.640000</td>
<td></td>
<td>25.3760</td>
</tr>
<tr>
<td>VCP - Vacation</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VCA - Vacation (AEF)</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>200.0000</td>
<td>12.688000</td>
<td></td>
<td>25.3760</td>
</tr>
<tr>
<td>SCC - Special Comp</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OCC - OT Comp</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SLL - Sick Leave</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SLL - Sick Leave (AEF)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Gross Value: $27,904.00

403(b) Deferral: 403(b) Provider
457 Deferral: 457 Provider
Medical Reimb.: Balance to EE No
Beneficiary Pymnt: Eligible for SPP Yes

Additional Comments:

Dept contact: Sonya Jones

Balance to SPP

Sent to Payroll: 3/22/2018