COM-HR GRADUATE PROGRAMS

Training 101

COM-HR Graduate Programs CONTACTS

Sally E Harvin, Assistant Director

COM-HR, Graduate Programs

PH: (352)273-9903 | sally@ufl.edu

Raina Carter, Admin Specialist III

COM-HR, Graduate Programs

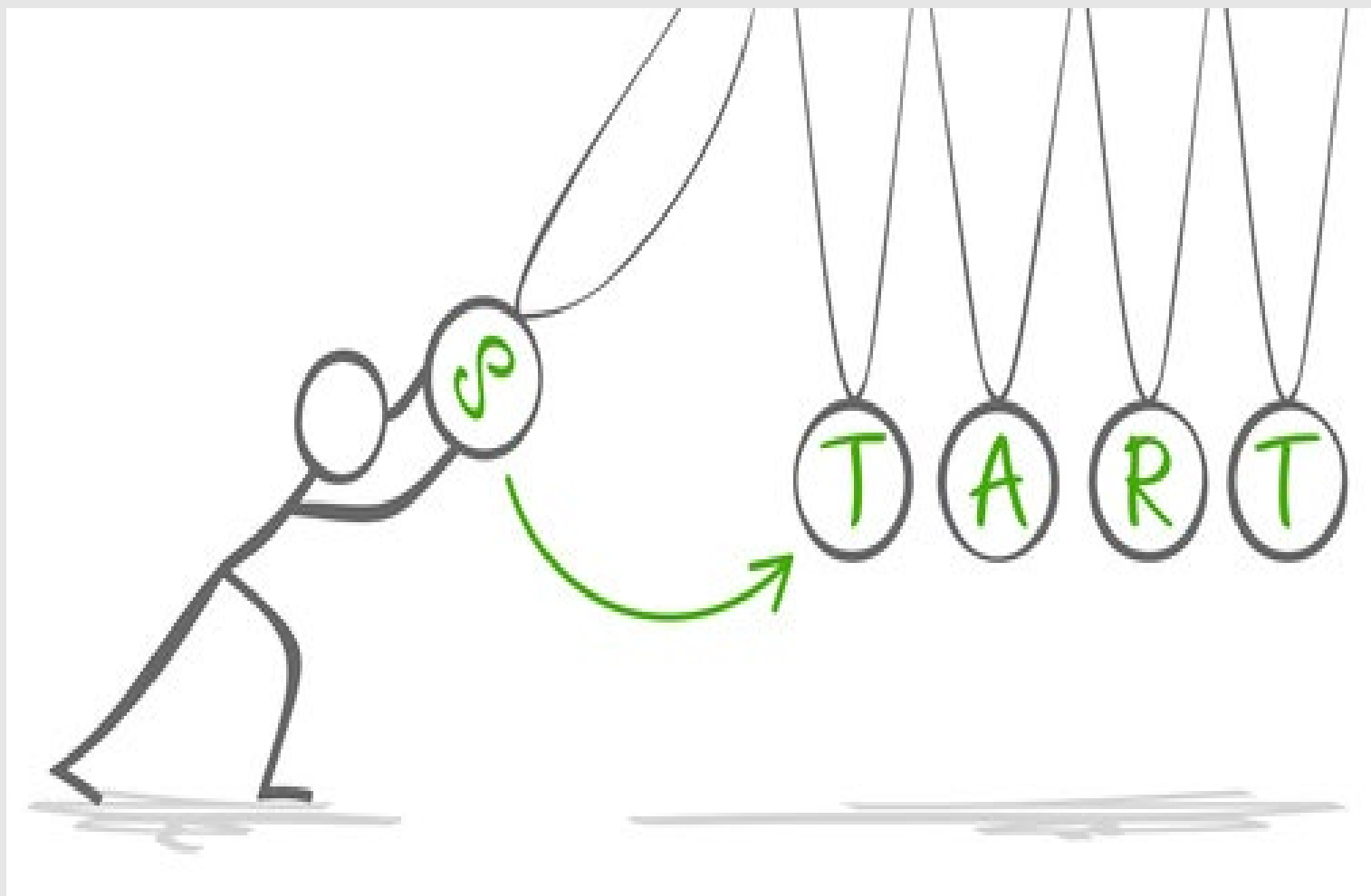**PH: (352)273-9914 | raina78@ufl.edu**

Robert Chinnis, Admin Specialist II

COM-HR, Graduate Programs

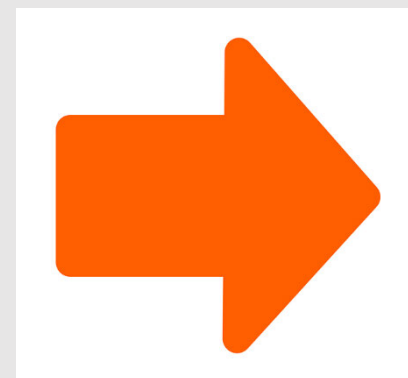**PH: (352)273-9915 | Robert.chinnis@ufl.edu**

Mormetha Johnson, Receptionist

COM-HR, Graduate Programs

**PH: (352)273-9916 | mormetha@ufl.edu**

Training Licenses

Let's get started!

Training Licenses
(Time-sensitive)

- Provide Resident/Fellow with MD or DO Training License Instructions:

  - _Training Licensure – Doctor in Medicine_ _(Paper Renewal / Online Initial)_

  - _Training Licensure – Doctor of Osteopathic_ _(Online Renewal / Online Initial)_

  - _Must use legal name on all documents_

- **Finger Printing**: Residents/Fellows are required to complete Live Scan fingerprinting and must use our Live Scan Provider "FieldPrint" Finger Printing should be completed ASAP!

- Fingerprints are good for up to 5 years and will likely only need to be done once, if that, during their Training.
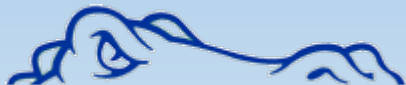
Training Licenses continued...
Live Scan Fingerprints – Retention Process

Live Scan Fingerprinting started in the 2017-2018 academic year

The retention notice is scheduled to mail out in March 2022. This notice will be sent to all licensees that are due for renewal (with prints expiring) in the months of July-December 2022. The notice gives the licensee the specific timeframe they can go online and pay a **retention fee of $43.25** to retain the fingerprint data on file.

The Florida Department of Health retains fingerprints on any applicant in the Care Provider Clearinghouse. One of the requirements for your Livescan to be retained in the Care Provider Clearinghouse is a photograph must be taken by the Livescan service provider at the time of fingerprinting. Your background screening results will be retained for five years. You will be notified when your retention date is approaching and will be provided with instructions on how to retain your fingerprints to avoid having to submit a new background screening.

Training Licenses continued…
## Live Scan Fingerprints – Retention Process

Departments will have two options:
- Have the Resident follow the board letter instructions and pay the fee of $43.25, the department will reimburse them, and then work with us on an E2E transfer of funds
- Provide the Resident with FieldPrint instructions to obtain new prints with the cost being covered upfront (use payment code)

I have included an example of the letter they will receive **by mail** with further instructions.

To retain your prints, go to the Clearinghouse Applicant Initiated (CHAI) Website at https://apps.ahca.myflorida.com/CHAI.Created by the Agency for Health Care Administration(AHCA). This site was created to allow Department of Health licensees to pay and manage the retention of fingerprints online and directly through the Clearinghouse. The window for retaining your fingerprints will begin **«RETENTION_START_DATE»** and will close on **«RETENTION_END_DATE»**. This process includes:

❶ Register to access your fingerprint subscription in the CHAI system. To avoid unnecessary delays, use the following last name when registering: **«BGS_LASTNAME»**

❷ Complete the retention process by selecting the "Check Renewal Availability" option. If your employer or another agency has already renewed the retention of your fingerprint data, you will see an updated retention expiration date, and you will not be able to proceed with payment.

❸ Pay the retention fee. The retained print fee is $43.25*. Additional service fees may apply.

If your retained prints are not renewed by **«RETENTION_END_DATE»**, the Agency for Health Care Administration will not retain the prints in the Clearinghouse, which will require you to be fingerprinted again. The cost for a new fingerprint submission is almost double the retention fee. Thank you for your attention to this matter.
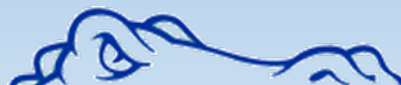
Training Licenses continued...
Previous License Verifications
(Resident/Fellow must start the process ASAP!)

- Residents must list all previous licenses and corresponding information per the application instructions.

- If the previous institution participates in **VeriDoc (22 states)** they may complete their verification electronically
https://www.veridoc.org/index.aspx

- For those that do not use VeriDoc they must request verification from their previous state boards be sent <u>directly</u> to the Florida Board of Medicine or Board of Osteopathic Medicine.

Mailing addresses for *Board to Board* Verifications:

Florida Board of Medicine

RE: License Verification for the UF-COM Applicant

4052 Bald Cypress Way, Bin C-03

Tallahassee, FL 32399-3257

Florida Board of Osteopathic Medicine

RE: License Verification for the UF-COM Applicant

4052 Bald Cypress Way, Bin C-06

Tallahassee, FL 32399-3257

Training License Application – Backup Docs

UO Training License listserv (include File #): MQA.Osteopath@flhealth.gov
MD Training License listserv (include File #): BOM_Initialapps@FLHeath.gov

Diplomas – ALL Initial and Renewal applications require a copy of the Diploma (ECFMG Certificate / Translation as needed)

      PGY 1's ONLY may be delayed (provide ASAP)

      PGY 1 Matriculation Letters (post-graduation) will be accepted for approval

      DO NOT DELAY PGY 1 Applications, They may submit the online application WITHOUT the Diploma

Department Letter – See Template Letter (s) to appropriate Board

      Initial or Continuation Letters are required for ALL applications

      Letters may be signed by Program Coordinator or Director

Permission Letter – Optional letter stating the Resident/Fellow gives us permission to follow up on their behalf

"YES" Answers – If a "YES" answer is checked, the applicant will need:

      Personal statement addressed to board

      Copies of Legal documents

NO GAPS IN HISTORY – Please ensure the applicant accounts for ALL time from the day after graduation to present

      EXAMPLE: Graduated 5/16/19, history must cover 5/17/19 – Present

      May state – Vacation, Relocating, etc…

FINAL PACKET TO INCLUDE:

Completed application → Copy of Diploma → Department Letter → Permission Letter → "Yes" answer backup → One copy of entire packet (for TRN Paper Renewals only) *We will track Online Applications using our bill pay system.*

Training License REMINDERS

- ✓ Its FREE!! We cover the cost for ALL in-house Initial and renewal applicants including Courtesy Military ONLY

- ✓ Visiting Courtesy Residents must pay for their FL Training License – See GME site for further instructions https://gme.med.ufl.edu/

- ✓ Graduation date on application should match diploma

- ✓ Confirm License is expiring / Include License Number

- ✓ Give us a heads up on your Foreign National Applicants without a SSN
    - ✓ *Will apply for 30-day TEMP*

- ✓ TRN Paper Renewals - ONLY SEND Application – ***DO NOT Include instructions***
    - ✓ ***M100 Drop-off Location***

New Hire Processing
We have options!

If your department has a central HR contact,

please continue to coordinate with them ☺
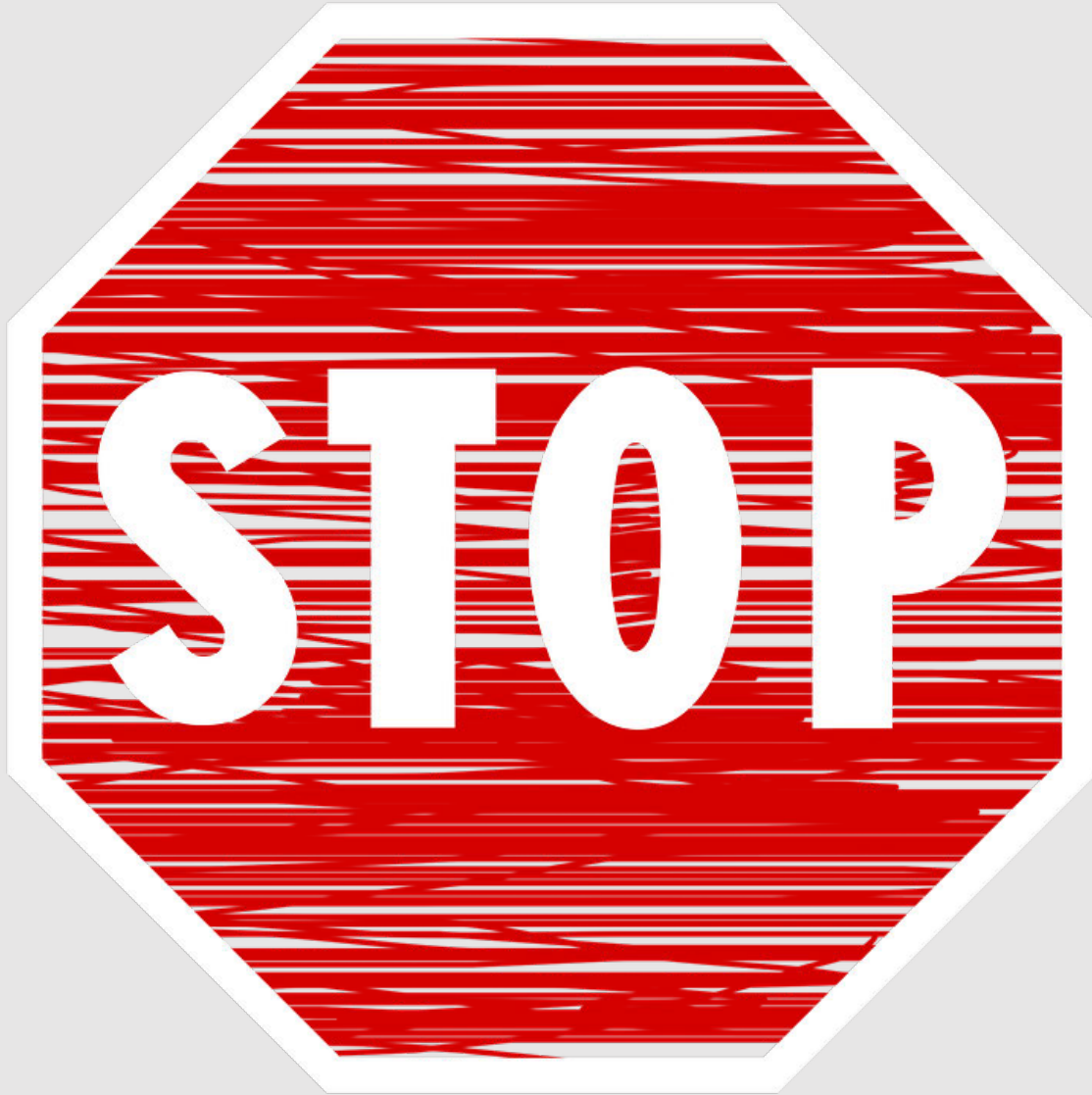
Creating UFID
*Identity Management

Search for existing UFID before creating a new one!

New Hire ePAFs
Entered by Graduate Programs
Option 1

Upload Gator Start Form to Dropbox. "Dept Use Section" required, SSN & valid Personal email address (NOT .edu) We'll use this to kick off GatorStart while you collect the remainder of the Hire Packet to be uploaded by or before the deadline.

OR

Uploaded complete Hire Packet to Dropbox by or before the deadline.

➤ Grad Programs will confirm GatorStart deploys within 24 hrs / update email / resend as needed

➤ Grad Programs will forward GatorStart confirmation prompting department to complete eVerify

New Hire ePAFs
Entered by Department
Option 2

- Enter New Hire ePAF to kick off GatorStart while you collect the remainder of the Hire Packet to be uploaded to ePAF by or before the deadline
- Note ePAF to be recycled as needed pending complete Hire Packet
- Resubmit Hire ePAF once remaining documents are uploaded

OR

Enter New Hire ePAF and uploaded complete Hire Packet by or before the deadline

➢ Confirm GatorStart deploys within 24 hrs, update email address / resend as needed

➢ Forward Gator Start confirmation email to Graduate Programs (Sally, Raina, Robert)

➢ Department completes eVerify through I9 management

Contact Graduate Programs if you're interested in initiating your own ePAFs

Entering New Hire ePAFs
HOUS and CPFI → US Citizens

Hire an Employee ePAF [Simulation](#)

Entering New Hire ePAFs
HOUS and CPFI → Foreign Nationals

[Hiring a Foreign National](#)

Entering New Hire ePAFs
HOUS and CPFI → Foreign Nationals continued

Hiring a Foreign National
Avoid Payroll delay!

- Use the following workgroup as a Default for HOUS & CPFI – Tax Services will tell you if a change is required

Workgroup	OPEHSC

OPS - Exempt - House Staff

➢ W/O SSN, submit FNIS Shell Request prior to initiating ePAF, TempID will be generated *Requires follow-up*

➢ With SSN, ePAF may be entered first to kick off GatorStart, must upload foreign national documents for Tax Services review. FNIS Shell Request must be entered following ePAF *Requires follow-up*

➢ Select correct drop down for Foreign National when uploading documents to ePAF.

Maintaining J-1 Visa Status

It is important to know the difference between "visa" and "visa status."

- **A visa is the physical stamp** affixed to a passport page reflecting the approved visa classification for which the foreign national may enter the United States. Visas are issued only at U.S. consulates outside of the United States.

- **Visa status is the legal grouping** under which the foreign national is categorized once physically present in the United States. Visa status is granted by the customs official at the U.S. port-of-entry or by the regional service center of U.S. Citizenship and Immigration Services (USCIS).

New Hire ePAF Reminders and Tips!

➢ Avoid Duplicate UFID's

➢ Must provide / enter correct Supervisor ID (Programs Director Name & UFID)

➢ **Must complete** "Department use only" section of Gator Start form. Department ID Required *NOT OPTIONAL*

➢ Both US Citizens and Foreign Nationals will complete GatorStart

➢ Must have a personal email address such as: Gmail, AOL, Yahoo, etc… May not use .EDU. If UFL.EDU address auto populates during ePAF creation, leave as is and update to personal email address in GatorStart, then resend invite

➢ Use Gator Start form to generate Hire ePAF ASAP to kick off Gator Start

➢ Follow up on Gator Start and encourage completion within 3-days

➢ Assign Deadlines

NEW HIRES

Resident and ADJ PDA Checklists

We've got you covered! Let's Review...

New Hire Checklists

Non-Match Off-Cycle Application

The purpose of this policy is to establish guidelines for the recruitment of residents and fellows taken outside of the AAMC/NRMP (or other nationally recognized match processes) pathway, in accordance with federal law, state law, and institutional policies.

Non Match/Adj. Clinical PDA Application

- **NEW** COM_Non-Match Off-Cycle Application_Short

- **NEW** COM_Non-Match Off-Cyle Application_Long

- GME Policy

NOTE: Programs are responsible for keeping application in education file. If there are yes answers Program Directors should review with Dr. Close directly.

Webpage: https://financeadmin.med.ufl.edu/graduate-programs/academic-ops-faculty/

Department I-9 REMINDERS

- ✓ Give clear instructions on WHEN and WHERE to bring ORIGINAL I9 documents for verification by department

  - ✓ *I9 section 1 MUST be completed by employment effective date*

  - ✓ *I9 section 2 MUST be completed within 3 business days of effective date*

  - ✓ *I9 Documents used for HIRE PACKET must be the same as those used in I9 Management*

- ✓ I9 Reverifications – Upon receipt of a renewed DS2019, I-797, Employment Authorization, Permanent Resident Card, etc… I9 section 3 should be completed.

I-9 Reverification Process: https://hr.ufl.edu/manager-resources/employment-operations-and-records/i-9-reverification/

Link: I-9 Reverification Portal

TERMINATIONS / ADDRESS UPDATES / INCREASES / TRANSFERS

Submitted by email from Department, Processed by Graduate Programs

- Housestaff on-cycle TERMS – Sally will provide a list for you to confirm and work with Central HR on a TERM FILE
  - Requires update to address in New Innovation and People Soft prior to departure

- Housestaff on-cycle PGY Increases – Sally will contact you when the Raise File is ready for completion

- Housestaff Off-cycle TERMS (any date other than 6/30) – Submit Job Action by email
  - Requires update to address in New Innovations and People Soft prior to departure

- Housestaff Off-cycle PGY Increases – Submit Job Action by email

- Transfers – HOUS → HOUS Transfers submit Job Action with new Dept ID AND new Contract by email (should come from new home department).

TERMINATIONS / INCREASES / TRANSFERS Continued…
Submitted by email from Department, Processed by Graduate Programs

- *Transfers* – HOUS → ADJ PDA Hire Transfers submit Job Action with new Dept ID, signed Offer Letter, and Official Transcripts, request NACES report as needed for Foreign National Graduates

  - ADJ PDA Letter process is separate and still requires: Hiring Form, Permission to hire letter, Offer letter, copy of CV, OIG Search results, and confirmation of license

- <u>*ALL*</u> *Adjunct Clinical Post Doc TERMS & PGY Increases (on-cycle & off-cycle)* – Submit Job Action & backup by email
  - ADJ PDA Offer Letters are limited to one-year
  - Continuing ADJ PDA's require an addendum
  - Original Permission to Hire Letter should state full length of program
  - Hiring Form may state full length of program

- <u>*Existing UF Appointments*</u> – If your incoming Resident/Fellow/ADJ PDA has another job at UF prior to starting training such as FAC, GA, TEAMS, OPS… The previous appointment must TERM

RAISE FILE

- Please Do not include new Chief Residents effective July 1 or Chief Residents going back to a Resident effective July 1 on Raise File

- Remember Residents that did not start on July 1 will receive the PMD level increase but will not move to the next PMD level salary until they have been in training for one (1) year. Please submit a Job Action form for off-cycle increases

- Sally Harvin will contact you regarding the Due Date of the Raise File

CHIEF RESIDENT APPOINTMENTS & REAPPOINTMENTS
Submitted by Department, Processed by Graduate Programs
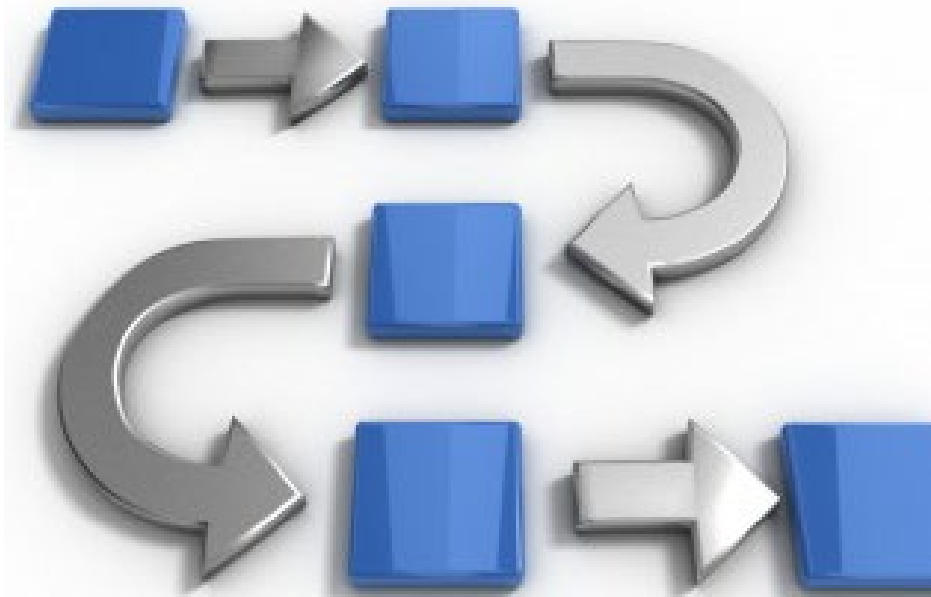
- Chief Letter signed by Program Director required – See Template as needed

- Residents being appointed as Chief Residents – Submit Job Action form & approved letter for change in title and stipend

- Chiefs going back to Resident title – Submit Job Action form for title and stipend change

- Our Goal is to have Job Actions completed by mid-June

DROPBOX

Use for New Hires ONLY

➢ We are only using Dropbox for New Hire packets entered by graduate programs due to sensitive information

➢ All other requests without sensitive information should be sent to Sally, Raina, Robert by email

Leave of Absence

➢ Resident/Fellow should notify Program Coordinator

➢ Resident should be referred to Portal:
https://benefits.hr.ufl.edu/time-away/fmla/fmla-preliminary-request-form/

➢ If the Program Coordinator or the Resident has any questions, they may contact our Talent Management Specialist or Sally Harvin

➢ Sally follows the process through to completion

➢ Always work with your Department Payroll to ensure that time and labor is manually input. This is very important for Residents on paid LOA

New Innovations / Other

Educational Leave

Research

Block Schedules

J1 VISAs

VA Invoicing

Extra Duty

Distributions: Off-Cycle and Late Hires entered by Department

New Innovations/Other Reminders

– Shands Educational Leave: Over 8 hours in a workweek needs to be logged in New Innovations Block Schedule Primary Rotation.

– New Innovations Block Schedules: should be updated as soon as you are notified of a change to the schedule. Programs should have an initial schedule in New Innovations block prior to the beginning of the Fiscal Year.

– J1 Visa: Graduate Programs is accepting Renewal and New Applications now. ECFMG turnaround time is approximately 2 to 3 weeks for continuing and 4 to 6 weeks for new.

– VA Invoicing: Keep a watch on your schedules and make sure you give us your Vacation schedule when requested. Unfortunately, the VA is still behind in Invoicing, but hopefully will be caught up by next quarter.

– Extra Duty: J1 and PGY 1 should not be doing extra duty.

– Payroll distributions: Graduate Programs will complete all 7/1 distributions for Resident/Fellows. All Adj. Clinical PDA's and all Off-Cycle Resident/Fellows should be entered by the department.

IMPORTANT DEADLINES

- Feb 10th   **PAPER** Renewal Training License Applications DUE (TRN) *Drop off in M100

- Feb 10th   **ONLINE** Renewal Training License Applications DUE (DO)

- Feb 10th   **ONLINE** Initial Training License Applications for Incoming Fellows (*early match*) DUE (TRN & UO)

- March 28th or ASAP   **ONLINE** Initial Training License Applications for Remaining Residents/Fellows DUE (TRN & UO)

- April 26th   Resident/Fellow/Adjunct PDA New Appointment Packets to be entered by Graduate Programs DUE

   (*our goal is to have all in Job Data by 6/17*)

- May 10th   Resident/Fellow/Adjunct PDA New Appointment Packets to be entered by Department DUE

- May 17th   Housestaff Job Actions: Off-Cycle TERMS & Off-Cycle PGY Increases DUE (*from present through 8/30 only*) *send by EMAIL

- May 17th   Housestaff Department Transfers DUE (HOUS → HOUS) *send by EMAIL

   (*include Job Action form with new Dept ID & contract, request should come from new Department*)

- May 26th   Housestaff Chief Letters & Job Actions DUE (see template) *send by EMAIL

   *Requires Program Director approval signature

- May 26th   Adjunct PDA Transfers DUE (HOUS → CPFI) *send by email

   (*include Job Action with new Dept ID, Offer Letter, Official Transcripts / NACES*)

- May 26th   Adjunct PDA Job Actions for ALL PGY increases & ALL Terms DUE (*from present through 8/30 only*) *send by EMAIL

- June 1st or ASAP   PGY 1 Medical School Letter of Matriculation (post-graduation) or Diploma DUE

   *Need Diploma ASAP if letter is provided (PGY 1's only, PGY 2 or higher must have Diploma)

- TBA   Budget Database

- TBA   Raise File Deadline

QUESTIONS?

Just let us know, we'd love to help!