OPS RECRUITMENT WORKSHOP

Joe Piazza
Tina Litchfield
Libraries Human Resources Office
Agenda

1. OPS Employee Types
2. Federal Work Study Award
3. Recruiting OPS employees
4. Hire Documentation
5. Payroll Transaction Card
6. Onboarding Process
7. Employment of Relatives
8. Fiscal Services Webpage
Other Personnel Services (OPS) employment comprises the University of Florida’s at-will, temporary jobs.

The Smathers Libraries generally hire two types:

1. Non-Student OPS
2. Student OPS
   - Student Assistant (STAS)
   - Federal Work Study Student Assistant (FWSP)
Non-student OPS

Things you need to know:

- Can work up to 40 hours/week
- Eligible for benefits if working a minimum FTE appointment of .75 (30 hours/week)
- Not eligible to receive paid vacation, sick, or administrative leave, or paid holidays
- Eligible for 12 weeks unpaid leave under the Family and Medical Leave Act (FMLA)
- Hires are contingent on a background check
Student OPS

Things you need to know:

- Can only work up to a total of 20 hours/week while classes in session
  - Exception: Hours extension form allows students to work up to 32 hours/week

- Can work up to 32 hours per week during Spring Break, Summer Break, Winter Break, the intersession, and exam week
  - Hours extension form not needed
  - Applies to international students as well

- Must be enrolled at least half-time at UF (6 credit hours)

- Hires are contingent on a background check
Pay Plan Implication

0.25 FTE = 12 hours a week
Minimum Wage = $8.25
Federal Work Study = $2.06 (25% of $8.25)

<table>
<thead>
<tr>
<th>Pay Plan</th>
<th>OPSN</th>
<th>STAS</th>
<th>FWSP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fringe</td>
<td>6.6%</td>
<td>0.6%</td>
<td>0.6%</td>
</tr>
<tr>
<td>12 hours/wk over 16 weeks</td>
<td>12 hours/wk over 16 weeks</td>
<td>12 hours/wk over 16 weeks</td>
<td></td>
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<tr>
<td>Cost per Semester*</td>
<td>$1,658</td>
<td>$1,564</td>
<td>$392</td>
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*Includes salary + fringe
Federal Work Study Award

Federal Work-Study (FWS) is a need-based financial aid award made to enrolled, degree-seeking students.

Libraries pay only 25% of the student’s earnings, and financial aid funds pay the remaining 75%.

FWS funding is dependent upon on-time (December 15) completion of the FAFSA application. It is awarded on a first-come, first-serve basis.
Federal Work Study Award

Things you need to know:

- FWS awards are $1500 in the Fall, $1500 in the Spring
- Summer FWS is $600 and awarded separately.
  - Prerequisite: Must be FWS in the Spring
- Award dollars can be rolled over between semesters if requested
  - Example: $2000 in the Fall, and $1000 in the Spring
Federal Work Study Award

- Students can ask for more FWS dollars if unmet need is not met and there is still funds in the FWS award pool.
  - Requested when the award is about to be exhausted (Spring and Summer)

- Students can lose FWS if audited by the financial aid office.

- The award is sometimes not renewed, but a supervisor letter can sometimes reverse this.

- International students are not eligible for FWS.

- It is often difficult to recruit work-study for Summer A.
OPS Pay Rates

<table>
<thead>
<tr>
<th>Level</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
<th>Step 5</th>
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</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>8.10</td>
<td>8.27</td>
<td>8.52</td>
<td>8.76</td>
<td>9.01</td>
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<td>Level 2</td>
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<td>8.54</td>
<td>8.78</td>
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<td>Level 3</td>
<td>8.56</td>
<td>8.81</td>
<td>9.04</td>
<td>9.45</td>
<td>9.58</td>
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<tr>
<td>Level 4</td>
<td>8.81</td>
<td>9.04</td>
<td>9.45</td>
<td>9.60</td>
<td>9.87</td>
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<tr>
<td>Level 5</td>
<td>9.74</td>
<td>10.04</td>
<td>10.32</td>
<td>10.63</td>
<td>10.93</td>
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<tr>
<td>Level 6</td>
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<td></td>
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</tbody>
</table>

Note: OPS Pay Rates are found on the Fiscal Services webpage.
Recruiting OPS Employees

Work with Joe Piazza in Library HR to recruit temporary employees

- Create job description
  1. Use your department’s previous posting, or
  2. Use a blank template from Library HR

Email exact job description to jpiazza@ufl.edu
  - Allow 2 business days for position to post
Employing Department: Architecture and Fine Arts Library

Position Title: Federal Work Study Library Student Assistant

Location: (optional)

Phone:

Viewing applications: Tisha Mauney

Number of Students / FWS Staff Needed: 5

Rate of Pay: $8.30

Job Duties

Student Assistant needed for the Map & Imagery Library at the University of Florida. Duties include, but are not limited to: filing maps and atlases, maintaining databases, organization projects, assisting library patrons, other tasks as needed.

Minimum Requirements

- Must have Federal Work Study.
- Once trained, will be able to work independently and with minimal supervision.
- Must be punctual, reliable, detail oriented, and work well with others.
- Basic computer skills and familiarity with Microsoft Office Suite (Word, Excel, etc…) is also required.

Preferred Qualifications

- Availability to work evenings (5-7pm) and/ or Sundays.
- Able to lift 25 lbs
- Knowledge of world geography
- Previous library experience.

Posting date of job requisition: 5/1/2017

Closing date of the job requisition: 05/15/2017

How would you like applicants to apply for this position (online, in person…)? Apply online AND in person.
Viewing Applications in myUFL
Viewing Applications in myUFL

Welcome <Your Name>

- NEW JOB: 0 jobs open
- ADVERTISEMENTS: 0 open advertisements
- SEARCH COMMITTEE REVIEW: 5 jobs requiring search committee review
- APPLICATIONS: 0 applicants assigned to you for review

Please see the Hiring Manager and Search Committee reference guides for navigation instructions. For more recruitment tools, please visit the Careers at UF toolkit.
Viewing Applications in myUFL

<table>
<thead>
<tr>
<th>Job number</th>
<th>Date added</th>
<th>Status</th>
<th>Posting Title</th>
<th>User</th>
<th>Total applications</th>
<th>Your role</th>
<th>View Applicants</th>
<th>View job</th>
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<tbody>
<tr>
<td>498121</td>
<td>19 Jul 2016</td>
<td></td>
<td>Approver, OPS Library West Night Shift Assistant</td>
<td>JP</td>
<td>300</td>
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<tr>
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<td>View job</td>
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<td>TL</td>
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<tr>
<td>502980</td>
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<td>Approver, 24-Hour Assistant (OPS Time-Limited Assignment)</td>
<td>JP</td>
<td>75</td>
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<td>View job</td>
</tr>
</tbody>
</table>
Viewing Applications in myUFL
OPS supervisors should inform Library HR as to who are being interviewed and who are being eliminated from consideration.

Applicants can be split into three groups:

1. Applicants you wish to interview,

2. Applicants you may interview if your preferred candidates are not hired, and

3. Applicants you are not considering.
Removing Applicants

Give a reason given for applicants who are removed from consideration.

Common reasons

- Less Relevant Experience
- Less Relevant Skills

When you are removing interviewed candidates from consideration, your reasons may be more specific. Please contact interviewed applicants.
Hiring Employees

Things to discuss with your new hires before they are sent to Library HR:

1. Does the candidate have another UF job?
   - If yes, no paperwork required but Library HR still wants their photo ID.

2. What is the citizenship status of the candidate?
   - Status dictates what documentation is needed.
Hiring Employees

Send new hire to the Library HR office with the following documents:

1. Appropriate hiring documentation (Photo ID + SS Card)
   - Original Social Security Card. If they don’t have one, they will need to apply for one.

2. Payroll Transaction Card

3. Federal Work Study Permit (if applicable)
<table>
<thead>
<tr>
<th>Citizen</th>
<th>Permanent Resident</th>
<th>International (F-1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Photo ID</td>
<td>• Permanent Resident Card</td>
<td>• Foreign Passport</td>
</tr>
<tr>
<td>• Social Security Card</td>
<td>• Social Security Card</td>
<td>• US Visa</td>
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<td></td>
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<td>• Social Security Card</td>
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<tr>
<td></td>
<td></td>
<td>• I-94</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Travel History</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• I-20</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Voided Check or Letter from Bank</td>
</tr>
</tbody>
</table>
Payroll Transaction Card

Payroll Transaction Request

Name: ____________________________ UF ID: ____________________________

Department Code: ____________________________ (see key on back)

1. Please check and complete all that apply:
   - New Hire
   - Rehire
   - Pay Rate: $ __________
   - Weekly Hours: __________
   - Job Requisition #: __________

   □ Pay Increase/Decrease
   - Old Rate: $ __________
   - New Rate: $ __________

   □ Other (explain) __________

   □ Termination

2. Effective Date: __/__/____

   HR Signature & Date: __/__/____
   Fiscal Serv. Signature & Date: __/__/____

   Hiring Authority Name (Print or Type): ____________________________

   Hiring Authority Signature and date: __/__/____
   HR Accr Code: ____________________________
Payroll Transaction Card

A card is submitted to Library HR for every job action.

- **Hire**

- **Pay Increase/Decrease**
  - Up Step: every 2 semesters
  - Up Level: increased duties/responsibilities

- **Weekly Hours (FTE) Change**

- **Salary Plan Change**
  - Ex. Graduating students, FWSP to STAS

- **Funding Source Change**

- **Termination**
  - Effective Date: Day after last day worked
Onboarding Process

- Two Stages of Paperwork
  1. Paperwork completed in the Library HR office
     - All paperwork for International Students is completed in the office
  2. Gatorstart
     - Online paperwork (W4, Direct Deposit, etc.)
     - Not for International Students

Citizens and permanent residents: Paperwork could be completed within a single day

International students: Assume a two-week delay of the start date
Permissions and Access

- Library HR submits all hire Grovers.

- New hires cannot begin until their OPS supervisors receive a Grover email and a background check has cleared.

- Supervisors will be asked to state what the necessary permissions are. (Ex. ALEPH, list serves, computer access)
Required Training

OPS hires will need to complete at least one of the following:

1. **Maintaining a Safe and Respectful Campus**
2. **FERPA** (Family Educational Rights and Privacy Act)
   - Anyone who deals with student information
3. **HIPAA** (Health Insurance Portability and Accountability Act)
   - HSCL and Borland Library

Diplomas should be sent to jpiazza@ufl.edu.
Time Approval Role

If you need a time approval role, please do the following:

1) Open an IT Grover ticket
2) Add your supervisor as a notify on the ticket
3) Requesting time approval role
4) Indicate for which employees and department you will need to approve time

Questions about the time approval role should be directed to the Smathers Libraries’ Fiscal Office (273-2555).
Employment of Relatives

OPS cannot be hired in same department as a relative staff/faculty employee.

Related OPS employees can be hired in same department as long as one doesn’t supervise the other.

- Ex. Siblings

Hire cannot start prior to approval from UF HR.
Employment of Relatives

The following documentation must be submitted to receive approval:

1. Employment of Relatives Form
2. Organizational chart that includes both positions and reporting lines, with the individuals to be covered by the plan clearly indicated
3. Position descriptions
4. Resume or CV, and any additional information that makes the case for why the relative is uniquely qualified for the position
5. Description of the plan to mitigate the conflict, addressing all aspects of the conflict, name of supervisor(s), financial activity, grant oversight, etc.
Libraries Fiscal Services

- Fiscal Services website: [http://cms.uflib.ufl.edu/fiscalservices/Home.aspx](http://cms.uflib.ufl.edu/fiscalservices/Home.aspx)

- Things you will find:
  1. OPS Budget Reports
     - OPS Report
     - OPS Detail Report
  2. Payroll Dates and Deadlines
  3. Time Approver Handout
  4. Fringe Pool Rates
Questions?

Contact us:

- Human Resources 273-2595
  - Joseph Piazza, OPS Recruiter, jpiazza@ufl.edu
- Fiscal Services 273-2555
  - Greg Krueger, Payroll Processor, g.krueger@ufl.edu