

OPS RECRUITMENT WORKSHOP

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OPS Recruiter

Libraries Human Resources Office



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Agenda

Student OPS



Non-student OPS



Benefits



Recruitment



Hire Documentation



Onboarding Process



Canvas sites



Budget Reports

OPS

Other Personnel Services (OPS) employment comprises the University of Florida's at-will, temporary jobs. OPS employees have no expectation of continued employment, nor do they have grievance or layoff rights.

OPS can be split into three types:

1. Student OPS

- Student Assistant (STAS)
- Federal Work Study Student Assistant (FWSP)

2. Non-Student OPS

3. Academic OPS

Student OPS

Things you need to know:

- ❑ Can only work up to a total of 20 hours/week while classes in session
- ❑ Can work up to 31 hours per week during Spring Break, Summer Break, Winter Break, the intersession, and exam week
 - 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

Federal Work Study Award

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

- ▶ Undergraduates and graduates.
- ▶ International students not eligible

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

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

Federal Work Study Award

Fall/Spring Award

\$3000 awarded - \$1500 in the Fall, \$1500 in the Spring

Summer Award

\$600 awarded - \$300 summer A, \$300 summer B

- Prerequisite: Must be FWS in the Spring

Start of every semester, ask your student to prove their FWS status.

- ▶ Screenshot of their financial aid page at One.UF.

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

Florida Work Experience Program

FWEP is a need-based program providing eligible Florida students work experiences to complement and reinforce their educational and career goals.

- Undergraduates only

FWEP funding is dependent upon on-time (**December 15**) completion of the FAFSA application.

Libraries pay only 0% of the student's earnings, and state financial aid program pays 100%.

Non-student OPS

Things you need to know:

- ❑ Can work up to 40 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

Nonstudent Hourly OPS Policy

Effective August 2018, UF instituted a new policy to provide parameters on the appropriate use of general OPS employees on a term or as-needed basis.

Temporary employees perform work on special projects, assist with workload surges, serve as coverage for staff on leave, provide seasonal help, or work on an as-needed basis.

SCOPE

This policy applies to nonstudent hourly OPS classifications. This policy does not apply to student assistants, adjunct faculty, graduate assistants.

Non-Student OPS Job Classifications

All non-student OPS employees in the Libraries must fall under one of the ten new OPS job categories.

OPS - Health Care

OPS - Contract Services

OPS - Special Project

OPS - Seasonal

OPS - Special Risk*

OPS - As Needed

OPS - Time Limited*

OPS - Secondary

OPS - Sponsored Projects Non-Clerical*

OPS - Sponsored Projects Clerical*

*Limited to 4,176 hours

UF Hours Threshold Limit

4,176-hours employment limit is 2 years full-time.

Exception to the rule

An employee who has retired from the state of Florida Retirement System shall be exempt from the 4,176-hour threshold.

Clock Reset

- ▶ Clock resets after 6 month break from UF
- ▶ Clock resets if moving to Libraries from another college

Libraries' OPS Policy

- For OPS positions that last beyond a semester, supervisors should have a conversation with their Chair about converting the position to a time-limited TEAMS position if it makes sense.
- Smathers Libraries are placing limitations on nonstudent hourly OPS employment beyond UF's policy. The Libraries want to avoid institutionalizing OPS employment.

Benefits

INSURANCE

All OPS are eligible for insurance benefits if working a minimum FTE appointment of .75 (30 hours/week)

60-day window of eligibility

Next chance to enroll?

- ▶ Open Enrollment in Oct-Nov

RETIREMENT

FICA Alternative Plan - 401(a)

- ▶ Participants mandatorily contribute 7.5% of their pre-tax wages

Pay Plan Implication

0.25 FTE = 12 hours a week

Minimum Wage = \$8.46

Federal Work Study = \$2.12 (25% of \$8.46)

Pay Plan	OPSN	STAS	FWSP
Fringe	5.7%	1.6%	1.6%
	12 hours/wk over 16 weeks	12 hours/wk over 16 weeks	12 hours/wk over 16 weeks
Cost per Semester*	\$1,720	\$1,650	\$413

*Includes salary + fringe

OPS Pay Rates

V. Pay schedule (effective January 1, 2019)

	Step 1	Step 2	Step 3	Step 4	Step 5
Level 1	8.46	8.63	8.90	9.15	9.41
Level 2	8.67	8.92	9.17	9.44	9.72
Level 3	8.94	9.20	9.44	9.88	10.01
Level 4	9.20	9.44	9.88	10.03	10.31
Level 5	10.17	10.49	10.78	11.11	11.41
Level 6	Open-ended schedule for special tasks				

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

Recruiting OPS Employees

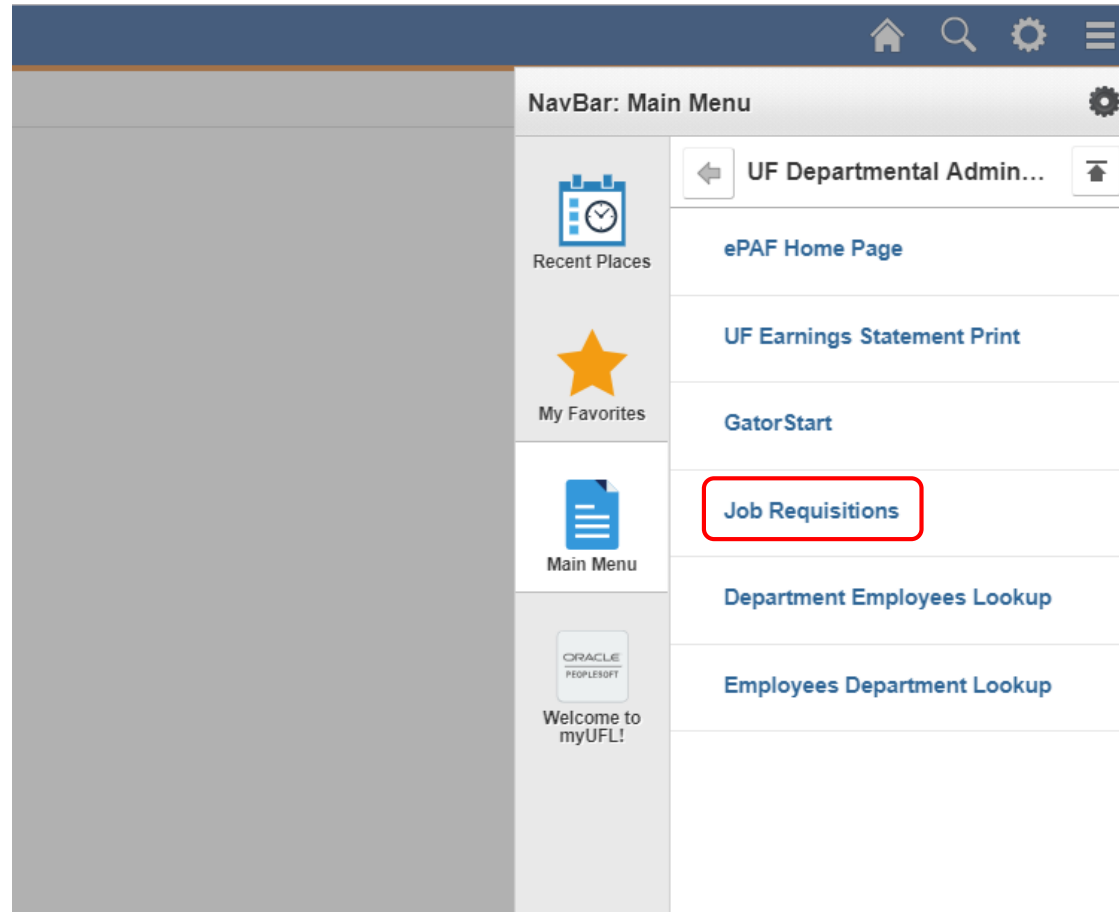
Work with Joe Piazza in Library HR to recruit temporary employees

- ❑ 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

Viewing Applications in myUFL



The screenshot shows the myUFL interface. At the top, there is a dark blue header with icons for home, search, settings, and a menu. Below this is a 'NavBar: Main Menu' section with a gear icon. The main menu is divided into four sections: 'Recent Places' with a calendar icon, 'My Favorites' with a star icon, 'Main Menu' with a document icon, and 'Welcome to myUFL!' with the Oracle PeopleSoft logo. The 'Main Menu' section contains a list of links: 'UF Departmental Admin...', 'ePAF Home Page', 'UF Earnings Statement Print', 'GatorStart', 'Job Requisitions' (highlighted with a red border), 'Department Employees Lookup', and 'Employees Department Lookup'.

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. Where is your Social Security Card?
 - Required for all hires
2. Does the candidate have another UF job?
 - If yes, no paperwork required but Library HR still wants their personal ID.
3. 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, signed Social Security Card. If they don't have one, they will need to apply for one.
2. Student Payroll Transaction Card or Nonstudent Hourly OPS Hire Form
3. Proof of Federal Work Study (if applicable)

Hire Documentation

Citizen	Permanent Resident	International (F-1)
<ul style="list-style-type: none">• Photo ID• Social Security Card	<ul style="list-style-type: none">• Permanent Resident Card• Social Security Card	<ul style="list-style-type: none">• Foreign Passport• US Visa• Social Security Card• I-94• Travel History• I-20• Voided Check or Letter from Bank

Student Payroll Transaction Card

Student 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 #: _____

 FWS - Y / N _____

Pay Increase/Decrease

 Old Rate: \$ _____ New Rate: \$ _____

Other (explain) _____

Termination

2. Effective Date: ___/___/___

Hiring Authority Name (Print or Type)

Hiring Authority Signature and date

_____/_____/_____
HR Signature & Date

_____/_____/_____
Fiscal Serv. Signature & Date

HR Act Code

Student 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

Nonstudent OPS Hiring Process

Departments will submit to Joe Piazza a fillable pdf document when hiring non-student hourly OPS.

Important job information:

1. Job Category field
2. Description of Duties section, why it's necessary
3. Termination date

Two signatures are required: supervisor and department head/chair/dean. Plus, the hire must be approved by Brian Keith, Associate Dean.

This OPS form is available on the Libraries' HR [OPS Information page](#).

Onboarding Process

□ Two Stages of Paperwork

1. Library HR office

- All paperwork for International Students is completed in the office

2. Online - Gatorstart

- W4, Direct Deposit, Retirement, 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

Ongoing Term

Library Student Assistants

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Settings



Welcome to our library family!

We are glad you have joined the George A. Smathers Libraries. Student assistants are the backbone of our libraries. Your job supports students, staff, faculty, and the University of Florida community.

The Library Student Assistant Training is designed to guide you through the onboarding process with the Smathers Libraries. Through this Canvas site, you will complete the required compliance trainings for employment and learn about Time and Labor as a student assistant at the University of Florida.

Course Status

To Do

44 **Grade Maintaining a Safe and Respectful Campus: Sexual Violence, Harassment and Discrimination Awareness and Prevention**

 0 points • No Due Date

43 **Grade FERPA Basics**

 0 points • No Due Date

46 **Grade Compliance: A**

OPS Supervisors

 Edit 

Home

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** Picture Here **

Welcome, OPS Supervisor!


The OPS Supervisor page is intended to be a guide for supervisors of OPS employees in the Smathers Libraries. In this Canvas site, you will find resources about the hiring process and other important information.




If you encounter any issues or have questions, please contact Joseph Piazza, Libraries' OPS coordinator, at jpiazza@ufl.edu or 352-273-2595.


Course Status


 Unpublished  Publish

 Import from Commons

 Choose Home Page

 View Course Stream

 Course Setup Checklist

 New Announcement

 Student View

Coming Up

 View Calendar

Nothing for the next week

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. **Compliance: A Collaboration for Success!**
4. **HIPAA (Health Insurance Portability and Accountability Act)**
 - HSCL and Borland Library

Student diplomas should be uploaded to the Canvas site. Non-student OPS diplomas should be sent to jpiazza@ufl.edu.

Permissions and Access

- ❑ Library HR submits all hire and termination 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)
- ❑ Gator 1 card requests. Contact Tina Litchfield
- ❑ Lenel card swipe access. Contact Facilities

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 you will need to approve time

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

Libraries Fiscal Services

- ❑ Fiscal Services website:
<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