

OPS RECRUITMENT WORKSHOP

Joe Piazza

OPS Recruiter

Libraries Human Resources Office

Agenda

1. OPS Employment
2. Nonstudent Hourly OPS Policy
3. Benefits
4. Federal Work Study Award
5. Recruiting OPS employees
6. Hire Documentation
7. Student Payroll Transaction Card
8. Nonstudent Hourly OPS Hire and Job Action forms
9. Onboarding Process
10. Fiscal Services Webpage

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
 - Exception: Hours extension form allows students to work up to 31 hours/week
- ❑ Can work up to 31 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

Non-student OPS

Things you need to know:

- ❑ No longer indefinite
- ❑ 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 16th, UF is instituting 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, postdoctoral associates, or residents/house staff.

Non-Student OPS Job Classifications

Effective August 16th, all non-student OPS employees in the Libraries must now 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

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

Non-Student OPS Job Classifications

1. OPS - Health Care For employees in the health care industry who are employed on an as needed basis
2. OPS - Contract Services For employees delivering a specific end product
3. OPS - Special Project Working on a project that isn't an externally sponsored project
4. OPS - Seasonal Employment for 120 days or less for work only available a portion of the year
5. OPS - Special Risk* For employees that require extensive background checks such a 435 and FBI Live Scan due to working with minors

*4,176 hours

Non-Student OPS Job Classifications

6. OPS - Secondary
Already has a primary appointment as TEAMS or Faculty with UF and are taking on a temporary secondary OPS position
7. OPS - As Needed
Employed on an as-needed basis, those who are called into action when their skill set is required
8. OPS - Time Limited*
Temporary employment due to an increase in work volume, illness cover, maternity/paternity cover, and various other temporary needs for coverage
9. OPS-Sponsored Projects Non-Clerical*
Hiring for a externally sponsored project
10. OPS-Sponsored Projects Clerical*
Hiring in a grants administrative position for a externally sponsored project

*4,176 hours

Policy Thoughts

- Nonstudent hourly OPS policy has been finalized.
- Contact me with any questions or hypothetical scenarios that you can think of.
- The policy goal is the place limitations on nonstudent hourly OPS employment. The Libraries want to avoid institutionalizing OPS employment.
- For OPS positions that last beyond a semester, OPS supervisors should have a conversation about converting the position to a time-limited TEAMS position if it makes sense.

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 = \$8.25

Federal Work Study = \$2.06 (25% of \$8.25)

Pay Plan	OPSN	STAS	FWSP
Fringe	5.6%	1.3%	1.3%
	12 hours/wk over 16 weeks	12 hours/wk over 16 weeks	12 hours/wk over 16 weeks
Cost per Semester*	\$1,673	\$1,604	\$401

*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

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

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 federal work-study for Summer A.

OPS Pay Rates

V. Pay schedule (effective January 1, 2018)

	Step 1	Step 2	Step 3	Step 4	Step 5
Level 1	8.25	8.42	8.68	8.92	9.18
Level 2	8.45	8.70	8.94	9.21	9.48
Level 3	8.72	8.97	9.21	9.63	9.76
Level 4	8.97	9.21	9.63	9.78	10.05
Level 5	9.92	10.23	10.51	10.83	11.13
Level 6	Open-ended schedule for special tasks				

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

Recruiting OPS Employees

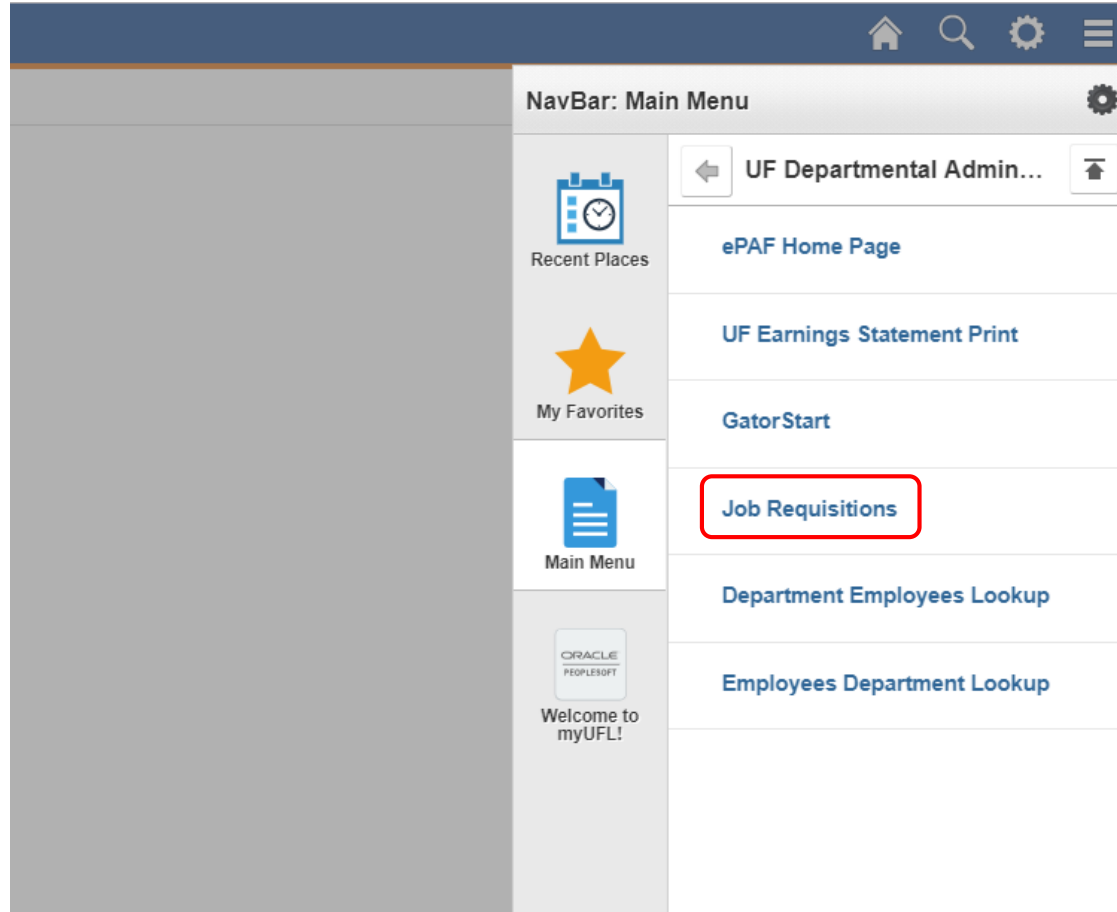
Work with Joe Piazza in Library HR to recruit temporary employees

- ❑ 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



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 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

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: __/__/____

Hiring Authority Name (Print or Type)

_____ / __/____

Hiring Authority Signature and date

_____/____/____

HR Signature & Date

_____/____/____

Fiscal Serv. Signature & Date

HR Acct 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

What's changed?

Departments will submit to Joe Piazza a fillable pdf document when hiring non-student hourly OPS instead of the payable transaction cards (blue/orange cards).

New job information:

1. Job Category field
2. Description of Duties section
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 will be available on the OPS Info page found on the Libraries Human Resources webpage.

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

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 for nonstudent OPS go through Tina Litchfield

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
- 4. Compliance: A Collaboration for Success!**
 - ▶ Deadline: Oct. 15, 2018

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 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