

# OPS RECRUITMENT WORKSHOP

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# Agenda

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2. [Federal Work Study Award](#)
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# OPS

**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 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

# Pay Plan Implication

0.25 FTE = 12 hours a week

Minimum Wage = \$8.10

Federal Work Study = \$2.03 (25% of \$8.10)

Pay Plan	OPSN	STAS	FWSP
Fringe	6.6%	0.6%	0.6%
	12 hours/wk over 16 weeks	12 hours/wk over 16 weeks	12 hours/wk over 16 weeks
Cost per Semester*	\$1,658	\$1,564	\$392

\*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

## V. Pay schedule (effective January 1, 2015)

	Step 1	Step 2	Step 3	Step 4	Step 5
Level 1	8.10	8.27	8.52	8.76	9.01
Level 2	8.30	8.54	8.78	9.04	9.31
Level 3	8.56	8.81	9.04	9.45	9.58
Level 4	8.81	9.04	9.45	9.60	9.87
Level 5	9.74	10.04	10.32	10.63	10.93
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](mailto: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.**

Sample

# Viewing Applications in myUFL



Navigation menu for myUFL:

- Favorites ▾
- Main Menu ▾

Top Page

New User Help

Staff News

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- Organizational Development
- Payroll for North America
- Project Costing
- Purchasing
- Recruiting
- Services Procurement
- Set Up Financials/Supply Chain
- Set Up HCM
- Space Utilization
- Supplier Contracts
- Suppliers
- Time and Labor
- Travel and Expenses
- UF Campus Solutions
- UF Departmental Adm
- UF Document Imaging
- UF Financial Custom A
- UF Projected Pavroll

- ePAF Home Page
- UF Earnings Statement Print
- GatorStart
- Job Requisitions

# Viewing Applications in myUFL



Home Jobs People

Recent items ▾

Welcome <Your Name>

NEW JOB

0 - jobs open

ADVERTISEMENTS

0 - open advertisements

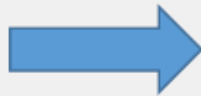
SEARCH COMMITTEE REVIEW

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



Home Jobs People

Recent items ▾



## My search committee jobs

Job number	Date added	Status	Posting Title	User	Total applications	Your role	
498121	19 Jul 2016	Approver	OPS Library West Night Shift Assistant	JP	300	Search committee memt	<a href="#">View Applicants</a>   <a href="#">View job</a>
498495	16 Aug 2016	Approver	Federal Work Study Student Assistant - Library West Circul	JP	54	Search committee memt	<a href="#">View Applicants</a>   <a href="#">View job</a>
499385	3 Nov 2016	Approver	OPS Night Shift Assistant - Library West Circulation	JP	143	Search committee memt	<a href="#">View Applicants</a>   <a href="#">View job</a>
502691	10 Jul 2017	Approver	Conservator - Library Coordinator 2	TL	24	Search committee memt	<a href="#">View Applicants</a>   <a href="#">View job</a>
502980	17 Jul 2017	Approver	24-Hour Assistant (OPS Time-Limited Assignment)	JP	75	Search committee memt	<a href="#">View Applicants</a>   <a href="#">View job</a>

Records 1 to 5 of 5

Page 1 of 1 |

# Viewing Applications in myUFL

Home Jobs People Recent Items ▾



















24-Hour Assistant (OPS Time-Limited Assignment) (502980) Saved: ✓

**Bulk compile and send**

Select Sort: First name (A-Z) ▾ Outcome: Select ▾

all

**New**

-   Adrienne McCray  
19 Jul 2017
-   Afzal Qureshi  
24 Jul 2017
-   Aleah Dukes  
19 Jul 2017
-   Ali Iskender  
25 Jul 2017
-   Alicia Jones  
19 Jul 2017
-   Annkid Milce  
25 Jul 2017
-   April Searcy  
19 Jul 2017
-   Asia Mckenzie  
19 Jul 2017
-   Avinash Rajaraman

**Save and next** Close



# 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 personal 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)

# Hire Documentation

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

\*Student OPS only

# 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

**Funded By (Required)**

A. Dept. OPS Budget - Y / N \_\_\_\_\_

B. Grant - Y / N project # \_\_\_\_\_

C. Foundation \_\_\_\_\_

D. Other \_\_\_\_\_

# 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. **Preventing Harassment Training**
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](mailto: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).

# 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>
  
- ❑ 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](mailto:jpiazza@ufl.edu)
- Fiscal Services 273-2555
  - Greg Krueger, Payroll Processor, [g.krueger@ufl.edu](mailto:g.krueger@ufl.edu)