

Business Affairs Human Resources Services

The Business Affairs Human Resources (BA HR) office is located at 3274 Radio Road, Bldg 701. The team includes an Associate Director, a HR Generalist III, two (2) HR Generalist II, a HR Assistant, and an OPS HR Assistant.

The BA HR office services the following departments:

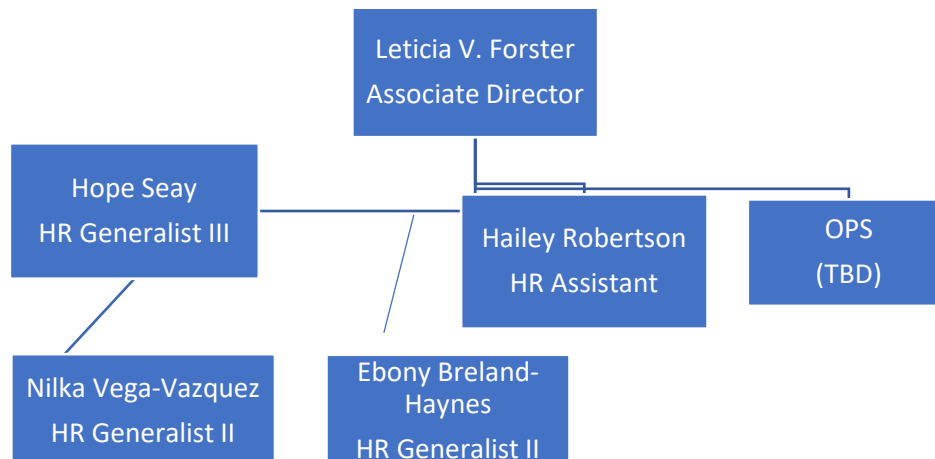
- Vice President of Business Affairs
- Vice President of Real Estate
- Business Affairs Technical Services (BATS)
- Business Services
- Emergency Management
- Environmental Health & Safety
- Facilities Services
- Physical Security
- Planning, Design & Construction
- Small Business Relations
- Stephen O'Connell Center
- Transportation and Parking Services (TAPS)
- University of Florida Police Department (UFPD)

Since inception, the office has begun to provide formal and informal guidance to all BA departments. Team members are hired and separated within the systems utilized, such as PeopleSoft and HireRight. All changes for team members during their employment are facilitated and processed within this office. Team members are counseled and provided resources for personal and/or professional challenges.

Below is information detailing activities that occur on a daily, monthly, quarterly and yearly basis within the BA HR office.

Department Organization:

- Associate Director: Leticia V. Forster
- Human Resources Generalist III: Hope Seay
- Human Resources Generalist II: Nilka Vega-Vazquez
- Human Resources Generalist II: Ebony Breland-Haynes
- Human Resources Assistant: Hailey Robertson
- OPS Human Resources Assistant: To be determined



BA HR provides the following services to all Business Affairs departments:

- Benefits and Retirement Administration
- Classification and Compensation
- Employee Relations
- HR training
- Offboarding
- Onboarding
- Performance Management

Services are available in person, virtual, phone, email, and Teams.

- Benefits
 - New hire enrollment
 - Assist on first date of employment and within sixty (60) of employment
 - Assist during New Employee Orientation (NEO)
 - Qualifying status change
 - Conduct dependent verifications due to enrollment and/or removal of dependents
 - Family Medical Leave Act (FMLA) / Leave of Absence (LOA)
 - Initiate request
 - Monitor progress
 - Submit leave electronic Personnel Action Form (ePAF) (if applicable)

- Communicate return to work to department
 - Return to work process and ePAF
 - Military Leave
 - Receives and maintain orders
 - Monitor leave and training hours
 - Initiate leave request if over fifteen (15) working days
 - Submit leave ePAF (if applicable)
 - Communicate return to work to department
 - Perform return to work process and submit ePAF
 - Benefits Open Enrollment
 - Facilitate once per year in the fall
 - Meet with team members in person or virtual
 - Collaborate with UFHR-Benefits on hosting benefits presentation
 - Retirement
 - Provide resources and information via email, Zoom, Teams, phone, or in person
 - Plan and implement
 - Documents completed
 - Notarization
 - UFHR-Benefits, State of Florida, and departmental communication
- Classification and Compensation
 - Position Description
 - Update, which may include a reclassification of the position with / without a pay change
 - Update department ID
 - Implement Full-time equivalent (FTE) changes
 - Create new Job Code, if necessary
 - Supervisor IDs, reassignments, schedule changes, employment verifications, and UF Engaged transfers
 - Perform transfer
 - Electronic Personnel Action Form (ePAF)
 - Submit, review, and approve
 - Salary market analysis
- Employee Relations
 - Coaching
 - Complaints
 - Discipline
 - Special Performance Improvement Plan (SPIP)
 - Employee Assistance Program (EAP)
 - Separation (Voluntary, Involuntary, Both)
 - Workers' Compensation claims
 - Collaborate with Workers' Compensation Specialist
 - Accommodations

- FMLA / LOA
 - Return to work
 - Maximum Medical Improvement (MMI)
- HR training
 - HR 101
 - Conduct training for supervisors and managers on a quarterly basis, which includes an overview of UF policies, procedures, regulations, and state and federal laws.
 - Interviewing Skills, Communication Skills training, and UF Engaged
 - Conduct as a stand-alone class.
- Onboarding
 - Recruitment
 - Post job
 - Receive name of final candidate
 - Complete background check process
 - Verify legal documents for eligibility to work
 - Verify education, experience, and licensure meet the minimum qualifications of the position
 - Process Employment of Relatives form for UF HR approval (if applicable)
 - Verify salary being offered is with the approved salary range
 - Verify physical requirements are cleared
 - Create UFID# for Gatorlink
 - Create GatorStart packet
 - Clear applicants for hire / start date
 - Every other Friday (or the following Monday if Friday is a holiday), new hires meet with HR representative to complete new hire paperwork. *
 - NEO is conducted every seven (7) to eight (8) weeks at the Phillips Center for Facilities Services, Planning, Design & Construction, & Real Estate.
 - NEO for all Business Affairs departments is conducted every other month via Zoom.
- Offboarding
 - Dismissal / Job Abandonment / Layoff / Non-Reappointment
 - Present separation document
 - Provide resources and information regarding benefits via email, Zoom, Teams, phone, or in person
 - Verify with the department that all UF property is returned
 - Support department with Exit Checklist
 - Enter ePAF termination
 - Separation documentation attached
 - Submit IT Exit Ticket
 - Process Vacation leave cashout*
 - Resignation / Retirement
 - Accept resignation

- Provide resources and information regarding benefits via email, Zoom, Teams, phone, or in person
 - Verify with the department that all UF property is returned
 - Support department with Exit Checklist
 - If retirement and employee has twenty-five (25) or more of years of service, order and deliver plaque / shadow box
 - Conduct Exit interviews
 - Enter ePAF termination
 - Separation documentation attached
 - Submit IT Exit Ticket
 - Process Vacation leave cashout*
- Performance Management
 - UF Engaged
 - Communicate value of UF Engaged as a resource for formal communication between the team member and supervisor.
 - Succession planning guidance
 - Recommend UFHR-Training & Organizational Development classes
 - Supervisory Challenge
 - Manager's Cohort
 - UIF Leadership Academy
 - Reorganization
 - Determine reason and impact
 - Within department
 - Within UF
 - Update position description
 - Reassign team members

All departments must submit their request for HR services through the [Personnel Action Request \(PAR\)](#) system.

The BA HR team is excited for this journey and anticipates much success and collaboration with all the BA departments and throughout the UF family.

***Excludes University of Florida Police Department (UFPD)**

Updated: March 2025