



Institute of Food and Agricultural Sciences
Florida Cooperative Fish and Wildlife Research Unit

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MEMORANDUM

DATE: February 28, 2007
TO: New Employee
FROM: Joan B. Hill
Administrative Assistant
SUBJECT: New Employee Orientation

Welcome to the Florida Cooperative Fish & Wildlife Research Unit! This letter is intended to cover some important items that you will be responsible for and may require some follow up by you. Please contact me at (352) 846-0534 or via email at hilljg@ufl.edu if you have any questions pertaining to the information below or if you encounter problems.

The University of Florida no longer uses the employee's social security number as a reference for student records and / or job actions. They transitioned to what is called a **UF ID number**. This is an 8 digit # used to identify who you are at the University and will remain with you during your entire career at UF. This includes academic affairs and human resources. If you have any form of student or personnel history with UF, then you most likely have a UF ID # already assigned. Most of you will know your 8 digit #. If not, then you can contact me with your social security # and date of birth and I can perform a search from UF's database and provide that # to you. If you do not have a UF ID, then we can establish one for you. We will need your full legal name, social security #, date of birth, and home address.

As an employee at the University of Florida, you are eligible for a **GatorLink account**. You will be required to set this up because our time reporting is completed on-line via PeopleSoft. Without this account you will not be able to report your time worked. Information pertaining to how to set up a user ID and password are located on the following website.

<http://help.gatorlink.ufl.edu/about.html>

The University implemented a policy in March 2005 that no longer allows students to forward their GatorLink email to a third party email address (i.e., "earthlink", "yahoo") due to security problems and an increase in spam mail. All forms of communication from UF are sent to your GatorLink email address so you will want to check that regularly. I will also need you to provide me with your **GatorLink email address** once your account is established so that I can update my contacts and email routing lists.

Your GatorLink account will allow you **security access to the computers located in our Building**. If you need to be able to view particular Drives and / or Folders, then contact the Department's IT person, Tom Barnash, at barnasht@ufl.edu. He will take care of this for you.

You will need to contact UF's Transportation & Parking Services to purchase a **parking decal** if you plan to park on campus. Please refer to their website for up to date information at <http://www.parking.ufl.edu/>.

Beginning March 2, 2007, all employees (excluding Federal Work-Study students) will be required to submit a **Direct Deposit** form before they can receive a paper check from the UF Payroll Services office in Tigert Hall. This is in accordance with UF regulation University rule 6C1-3.0422 which states, "All employees, including temporary hires and non-work study students, are required to participate in the Direct Deposit Program as a condition of employment, regardless of date of hire".

Employees who can demonstrate a hardship or that they have been unable to establish an account at a financial institution may request exemptions from participating in direct deposit. The employee will need to submit a written request, including supporting documentation, explaining the hardship. Once the written request is submitted, the employee will be allowed to receive their paper check. University Payroll Services will make a written determination within 14 days to the employee approving or denying the request. Those employees who are approved for exemption will be allowed to continue to receive a paper check.

Please be aware that you are required to have your **tetanus vaccination** up to date. I will need to have a copy of your vaccination record or the date and place when this was completed for your personnel file. It will be your responsibility to provide that to me before your first day of employment. If you are not able to provide the documentation needed, then you will be required to have a tetanus vaccination at the University's Infirmary. One of our employees who have a p-card can accompany you to your appointment to pay for the expense. You will need to return the receipt to me for your file.

Our **Department forms** are available on-line at **our website**. Please be sure to reference this site for up to date versions of our forms.

<http://www.wec.ufl.edu/coop/>

From the left hand menu, you will need to select "Useful Forms". Bookmark this for future reference.

Here is a list of some of the forms that you will commonly use.

P-card Form (Attached to business credit card receipts.)

Reimbursement Out of Pocket Expense

Requisition to Purchase Form (Required for Purchase Orders – items over \$1,000.)

Travel Authorization Request (Required in advance of a trip if foreign or conference related travel.)

Travel Expense Report (Required with original itemized receipts for reimbursement.)

Timecards

USGS Volunteer Form (Completed each calendar year with a copy of valid driver's license.)

UF work week is from Friday – Thursday. You are paid on a bi-weekly basis. Pay period dates are provided to you in a separate email.

Your **timecard** should be completed daily and the total hours transferred on-line into PeopleSoft to Report Weekly Elapsed Time. In order to be paid for the current pay period your timecard is due to me by noon Tuesday before the pay period ends (excluding some State holidays where the deadlines may be earlier). Our timecards are available on our website. It is in a fill-able PDF format. Please type in your name, UF ID#, pay period ending date (include year), and the hours for each day. Print and sign in ink. Please cut these so that I do not have 3 timecards on an 8 x 11 piece of paper. I need these stubs separated by pay period for filing purposes. Place the completed forms in my inbox for review and I will sign as the supervisor.

On-line time reporting deadlines for entry are due on the same day as your paper timecards. Go to <https://my.ufl.edu/ps/signon.html> and sign in using your GatorLink username and password. Click "Sign On". From the left hand menu, select "My Self Service" -> then "Time Reporting". This will bring you to the Time Reporting Home page. Select "Report Weekly Elapsed Time".

Be sure the Week Beginning date is the week that you want. If not, then click on the small icon that resembles a calendar to the right and select the year, month and date that you need. (Note: You will need to click "Refresh Date" if you did change the beginning date. You will notice that the days changed in the blue box below.) Begin entering the total hours worked for each day EXACTLY as it appears on the paper timecard.

Record minutes as follows:

.25 = 15 minutes

.50 = 30 minutes

.75 = 45 minutes

Select the Time Reporting Code from the drop down box. (Note: Generally the code is OPS Temporary.)

Click "Save". It will jump to a new window and click o.k.

It will take you back to the window where you entered your hours for the 1st week. Click on "Next Week". Repeat the procedure for the 2nd work week.

Both of these actions must be completed by the deadline for you to be paid in a timely manner. If you do not meet the deadlines, then plan to be paid the next pay period.

The pay period dates, deadline schedule, and pay days are provided by fiscal year and will be emailed to you. Please contact me if you have not received this information.

Please notify me if your supervisor needs you to obtain a **business purchasing card** (commonly referred to as a **p-card**). I will forward you the instructions on how to do this.

Our policy regarding p-card charges requires all original itemized receipts be submitted to me *the day of the transaction* to allow for processing and so that we meet the University's reconciliation deadline. If you are out of town, then you will need to either call me at (352) 846-0534 or send an email at hilljg@ufl.edu with the pertinent information needed to process the payment for the expense. Our P-card record form is available on our website, which you will need to complete for each transaction and include with your itemized receipt.

Please be aware that **foreign travel and / or conference travel** requires a Travel Authorization (TA) in advance of the trip. Please submit this request with your back up paperwork at least 1 week before you begin making arrangements and paying for the expenses. For example, do not pay for a conference registration with your p-card before the TA has been approved and TA # assigned.

Please submit your **travel reimbursement** requests to our office within 10 days of returning from the trip. Provide copies of your itemized receipts. This would include items that were paid for by either your p-card and / or personal funds.

We have a fleet of **vehicles** that are the property of either the University of Florida (State property) or U.S. Geological Survey (Federal property) that our employees use for field research. There are requirements by each agency, and some differ, that we must abide by. If you wish to check out a vehicle for a specified period of time, you need to speak with the respective person in each research group for availability. Dr. Kitchens' group has a white board in the hallway that lists all their vehicles and where it is located currently and who has it checked out. A similar system will be developed for Dr. Carthy and Percival shortly. You will need to see the following people to check out the vehicle keys.

Faculty Managing Fleet:	Contact Person for Keys:
Raymond Carthy	Lori Brinn
Wiley Kitchens	Zach Welch
H. Franklin Percival	Adam Watts

One of the things that you will be required to do when you use our vehicles is complete the **Vehicle Logs** located within each vehicle. It should be on a clipboard with a pen or pencil. It will have the Month / Year for which you are completing the log, Primary Vehicle Location, Tag #, Vehicle Make / Year. You are responsible for logging in the Date you use the vehicle, your Origination / Destination, Purpose of the Trip, Time Out / In, Mileage Out / In, your Printed Name, and Signature stating have in your possession a valid Driver's License. There is a back-side to this form that you need to complete as well. This data is collected and entered into a database each month. This includes logging in all your fuel purchases, maintenance dates and associated costs, dates of the safety inspection, etc.

It is the responsibility of the above contact person to collect these logs monthly and enter the data into VROOM. They initial and date the logs themselves and submit them to the Office Manager because we are required to keep these on file for 3 years.

If you are in a **vehicle accident** while driving one of our vehicles, there is an accident reporting kit in the glove compartment. The instructions, required documents, and forms are in a small brown envelope labeled "Accident Forms". Please open the envelope immediately so you can collect information needed before you leave the scene of the accident.

IN CASE OF ACCIDENT:

1. Stop immediately.
2. Take steps to prevent another accident at the scene.
3. Call an ambulance if necessary.
4. Notify police. *Note: If you are injured, have the police notify your supervisor who will assume your responsibilities for gathering information for reporting the accident.*
5. DO NOT sign any paper or make any statement as to who was at fault (except to your supervisor or to a Federal Government investigator).
6. Get name and address of each witness (if form(s) are available, ask him/her to complete SF-94, Statement of Witness).
7. State your name, address, place of employment, name of your supervisor and upon request, show your operator's permit (federal government vehicles do not have registration cards).
8. Notify your supervisor immediately and provide all reports and information collected (see 9 below).
9. The following information will be needed for the Unit to report the accident and complete the required forms:
 - ❖ Registration information for the other vehicle(s) involved including owner's name, tag number & State, serial number, and vehicle description.
 - ❖ Information on other driver(s) including name, address, operator's permit number and expiration date.
 - ❖ Name and address of each person involved and extent of injury, if any.
 - ❖ Name and address of insurance company of other vehicle(s).
 - ❖ General information such as location, time, weather, damage, measurements, etc.

Due to the nature of our Cooperative Agreement and because you not only represent the University of Florida but also the U.S. Geological Survey (USGS), we are required to follow the USGS rules regarding **certification requirements**. Some of the certifications required are aviation (OAS certified), diving (also requires a physical through UF's EH&S), firearm training, MOCC boat safety training, airboat training, wildlife netting, electro-fishing, blasting, defensive driving, and first aid training. If you possess certification for any of the above, please provide a copy of the documentation at the time of hire. A photocopy will need to be maintained in your personnel file.