Welcome

Graduate Assistant Employment Workshop

June 13, 2018

HR Academic and Student Personnel
Agenda for the Morning

1. Introductions
2. I-9, E-Verify, and repercussions
3. HR deadlines
4. Letter of Appointment for Graduate Assistants and requirements to be a Graduate Assistant
5. Terminations
6. Graduate Assistant process and paperwork
7. Common ePAF problems
8. Question and Answer Time
I-9, eVerify and Repercussions
with Jeff Durant and Johannes Traster
• Schedule of paydays and critical dates can be found at
  http://www.fa.ufl.edu/departments/payroll-tax-services/payroll-schedules/

• HR adheres to these deadline dates

• Process new hires for Fall 2018 by deadline or before to avoid students not being paid. You may enter August 16th job actions now.
Appointment Letters

Required by HR for all Hire and Job Edit ePAFs

• Use the template letters found on the Academic Personnel website
• Created by mutual agreement between the Graduate School and Graduate Assistants United (GAU) union
• This is a contract
• Changes to contract must have an addendum letter signed by the student and supervisor
Terminating Appointments

• Article 4.7 – Changes in Appointment
• Appointments may end for reasons such as failure to perform, misconduct, unable to maintain satisfactory student status or progress toward a degree.
• When terminating a GA appointment you must be careful not to term before the end of the academic semester due to the waiver will not pay.
• If you have to term a GA before the end of the term, please contact Academic Personnel for guidance.
Requirements to be a GA

- Classified as a Graduate Student
- GPA – 3.0 or higher
- Proper Registration per combined FTE
- Proper title chosen for work being done
- Minimum salary met
- Registration requirements can be found at [http://gradcatalog.ufl.edu](http://gradcatalog.ufl.edu) and Academic Personnel Office: [http://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/preparing-an-offer/requirements-for-an-appointment/#gradstudent](http://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/preparing-an-offer/requirements-for-an-appointment/#gradstudent)
• To waive requirements, petition the graduate school - [http://graduateschool.ufl.edu/faculty--staff/resources/petition-guidelines/](http://graduateschool.ufl.edu/faculty--staff/resources/petition-guidelines/).

• Graduate Assistant being appointed at .01 to .24 FTE requires a petition – registration is for 12 hours and no waiver.
Steps for the GA Appointment

- Process the ePAF
- Enter the Tuition Waiver (LOA)
- Enter Payroll Distribution (Commitment Accounting)
Remember: signed addendum needed for HR approvals

• When an appointment changes
  – Rate change
    Requires change in duties or responsibilities
  – Change in FTE
    FTE changes must have corresponding and proportional change in salary up or down, unless duties or responsibilities change
GA Appointment Changes

• When an appointment changes
  – Change in title
    Need appropriate student classification
    **Reminder:** teaching titles require international students (from non-English speaking countries) to pass the Test for Spoken English (TSE)
  – NOTE: If you are changing a Salary Plan from STAS to GA or GA to STAS, do not use a Job Edit ePaf. Use a Hire ePaf and check *Leaving Another Job*. 
• When making a change on any GA or Fellow appointment do the following:

  – **Always use the COMMENT section of the ePAF to communicate what you are attempting to do with that ePAF. This would reduce the need for RECYCLING.**

  – Examples are:

    • Change in title
    • Change in FTE
    • Change in salary
    • Change department ID
    • Terminating before end of term
• All US Citizens and Permanent Residents must use GatorStart portal to fill out hiring paperwork – the following must be attached to the ePAF.

  – Notarized Loyalty Oath and Intellectual Property Agreement
  – I-9 supporting documents, i.e., driver’s license and Social Security card or US passport, Permanent Resident card, or US Naturalization certificate
  – Selective Service Registration (males 18-25)

If Fellowship appointment is the only active appointment in Job Data, GatorStart will need to be manually created. Please call 392-2477.
• Required paperwork for Foreign Nationals
  – I-9 form – filled out per federal guidelines
  – Windstar form from Tax Services
  – W-4 – all necessary boxes filled out, signed, dated
  – Direct deposit form – with voided check or bank letter
  – Social Security Card
  – Passport
  – Visa
  – I-94
  – I-20 or DS-2019 (if F1 or J1 visa holder)
  – Notarized 4n1 form (HR50 – includes Loyalty Oath, Intellectual Property Agreement, Veteran Survey, Ethnicity and Race Form)
  – Marketplace Acknowledgment form
  – Invitation to Self Identify form
Common ePAF Problems

• Don’t get an ePAF denied or recycled.

Examples are:

– Missing required paperwork or GatorStart not complete
  **NOTE:** For GA’s who have nothing but a fellowship payment in PS and moving to a graduate assistant appointment, you need to notify Academic Personnel to create a GatorStart packet for US citizens.
– Wrong job code – ePAF code should match the title in the letter
– Incorrect comp rate – must be what is on the letter of offer and if change in FTE, must be proportional.
– Combined FTE is over 0.50 for Foreign National
– Effective date is wrong on the ePAF – does not match offer
Common ePAF Problems

• Don’t get an ePAF denied or recycled for these reasons!
  – 4 in 1 form not completed accurately, example: employee signature date and the notary signature date are two different dates.
  – No current signed letter attached to ePAF
  – For GA one time payments ePAF – the effective date needs to be in the current pay period and not a past pay period.
  – FTE should be 2 decimal places only – not .25255, but .25 FTE, because PeopleSoft will round up and the comp rate could be incorrect.
  – Recycles do not come back to their place in queue when resubmitted. They go to the back of the line!
  – There is no reason for any recycles if the HR originator re-reviews materials and the Level 1 approver reviews all paperwork, checking it against the ePAF to make sure all is correct.
Janet Malphurs  
**jmmalph@ufl.edu**  
(352) 273-1737  
Assistant Director

Melisa Smith  
**g8rfan44@ufl.edu**  
(352) 273-1712  
Grad Student Appointments

Anthony Bowman  
**adbowman@ufl.edu**  
(352) 273-1711  
Fellowships

Brandon Saldana  
**bs@ufl.edu**  
(352) 273-1702  
Student Assistants

Patricia Cook  
**pcook@ufl.edu**  
(352) 273-1715  
Faculty

Jeff Durant  
**jdurant@ufl.edu**  
(352) 273-1752  
I-9 Management & E-verify

Kay Barrera and Stewart King  
**kbarrera@ufl.edu / svking91@ufl.edu**  
(352) 273-1748  
Benefits
I-9 & E-Verify

GA Resource Workshop
Presented by Jeff Durant & Johannes Traster
Agenda

E-Verify
- Background & Purpose
- Financial Consequences
- UF Current Results
- Workplace Enforcement

- Presented by Johannes Traster

I-9 Form
- Section 1 Reminders
- Section 2 Reminders
- 2 Case Studies
- Q&A Session

- Presented by Jeff Durant
The I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States.

E-Verify compares what is entered on the employee’s I-9 to the Social Security Administration (SSA) and the Department of Homeland Security’s (DHS) databases to confirm employment authorization.

Research funding is tied to federal contractor designation within grants.
Fines related to I-9 violations have increased in the last year. Those fines are assessed on errors like missing or incorrect fields, dates beyond the allotted time for completion and incomplete or missing forms.

Fines now range from $224 to $2,236 per I-9.

If there are fines to access, departments will be held financially responsible for payment of fines.
UF in a 12-Month Period*:
Section 1 Late Completions – 3436/9399 or 37%
Section 2 Late Completions – 2909/9399 or 31%
The average fine per I-9 is $1,835
These figures do not include fees for possible mistakes within the I-9; keep in mind each line carries a different fine amount.
* 12-Month period is between March 2017-February 2018
Workplace Enforcement

- DHS to increase the amount of time spent on I-9 audit compliance worksite enforcement by four to five times.
- Employee must complete Section 1 on or before their first day of employment.
- Employer must complete Section 2 within three business days from the date of hire.
- If Section 1 is not completed by start date or authentic documents are not presented by third business day, employee cannot continue to work.
E-Verify Summary

- Required for all employees working for UF
- Research funding tied to E-Verify clause
- Departments are responsible for fines
- Improvements needed for Section 1 & Section 2 time requirements
Section 1 Reminders

- All fields must be completed in its entirety with the appropriate documentation.
- Employee must complete Section 1 on or before their first day of employment.
- In the Preparer and/or Translator Certification Box, ensure the box is checked.
- If Social Security Number (SSN) is not established you can still proceed with entering the remaining information.
Section 2 Reminders

- Section 2 must be completed within three business days from the date of hire.
- Verify appropriate documents correspond with their citizen status; ensure documents are authentic, not photocopied and unexpired.
- Carefully write necessary document information, ensuring numbers are not transposed when entering them into E-Verify.
- Ensure certification section is completely filled out with appropriate dates and signature.
Sections 1 & 2
Case Studies
Case Study #1

An employee has completed Section 1 on his start date 1/1/20, and he has an EAD card for work authorization which he provided on 1/10/20. The department HR has decided to wait until the employee receives his Social Security card from SSA before they complete Section 2 on the I-9 and within I-9 Management.
EAD Sample Section 1

1. A citizen of the United States

2. A noncitizen national of the United States (See Instructions)

3. A lawful permanent resident (Alien Registration Number/USCIS Number):

4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy):

Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:

1. Alien Registration Number/USCIS Number: 23-456-789

OR

2. Form I-94 Admission Number: 0070089

OR

3. Foreign Passport Number: G147820

Country of Issuance: Qatar Nation

Signature of Employer: [Signature]

Today's Date (mm/dd/yyyy): 01/01/2020
2. A noncitizen national of the United States (See Instructions)

4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy):

123-456-789

Signature of Employer: Jack E. Chan

Today's Date (mm/dd/yyyy): 01/01/2020
Case Study #2

The HR department at a small college starts a Foreign National tomorrow (1/1/18). The department is unsure what documents are required for this H1B employee, not sure why GatorStart has not been initiated, and has only a photocopy of the employee’s passport.

How Can We Help?
H1B Sample Section 1

1. A citizen of the United States

2. A noncitizen national of the United States (See instructions)

3. A lawful permanent resident (Alien Registration Number/USCIS Number):

4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy):

   Some aliens may write "N/A" in the expiration date field. (See instructions)

   Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
   An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

   1. Alien Registration Number/USCIS Number:

   OR

   2. Form I-94 Admission Number:

   OR

   3. Foreign Passport Number: B198705

      Country of Issuance: Canada

Signature of Employee: Allen J. Doster

Today's Date (mm/dd/yyyy): 01/01/2018
<table>
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<tbody>
<tr>
<td></td>
<td>Canada</td>
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Signature of Employee: [Signature]

Today's Date (mm/dd/yyyy): 01/01/2018
Human Resource Services
903 West University Ave

Recruitment & Staffing
PB BOX 115002
Office 352.273.2841
Fax 352.846.0668

Immigration Compliance Services
PB BOX 115002
Office 352.273.2841
Fax 352.392.8419