

OPS FAQs

When will the OPS job code file open?

The job code file to move existing non-student hourly OPS into the newly created job codes opens on May 21, 2018 and will remain open until the close of business on June 8, 2018. A toolkit has been created and can be found at <http://hr.ufl.edu/learnandgrow/toolkits-resource-center/human-resources-toolkits/job-and-position-actions/>.

Can I change other fields in the OPS job code file?

Only changes to the job code can be made. Departments that need to change department IDs or other information will need to enter ePAFs separately for those changes.

What type of comment should be listed in the hire ePAF for OPS hires?

A brief statement regarding the type of work being performed is all that is needed for processing. Example: Employee will be responsible for data entry from survey results.

What does CAS Exemption required mean?

The CAS Exemption requirement is for individuals that are going to be hired and paid through grant funds. To comply with the federal government's Uniform Guidance, codified at 2 CFR 200, which incorporates the Cost Accounting Standards (CAS) 48 CFR 9905.501, 9905.502, 9905.505, 9905.506 and establishes the principle that administrative and clerical salaries as well as other non-salary cost items such as office supplies, postage, local telephone costs, subscriptions and memberships should normally be treated as indirect (F&A) costs, the University of Florida has established a policy for charging costs directly or indirectly to federally funded sponsored projects. The form can be found at http://research.ufl.edu/research/pdf/cas_exemption_form.pdf.

Additional information and an instruction guide is located at <https://researchaffairs.med.ufl.edu/researcher-resources/cas-exemption-form-submission/>.

If I hire a 9 or 10-month TEAMS/Faculty employee as OPS during the summer, what code would I use?

If hiring an existing TEAMS or Faculty employee, the correct job code to use is OPS Secondary.

Can we still use the old OPS Clerical and Non-Clerical job codes?

Beginning May 4, 2018 all new hires required a new OPS job code. In addition, the OPS job code file will allow departments to convert many of the existing OPS hourly employees into the new job codes without doing an ePAF. After all OPS employees have converted to the new titles, we will inactivate the old job codes.

What do I do in the OPS job code file with the employees that don't fit into one of the new job codes?

For those OPS positions that don't fit into one of the new codes or would be coded as OPS Time Limited, please leave them blank. Once the file closes and loads into myUFL, we will work with departments individually to review and address the remaining population.