

UF On Target File 2015-16: Classification changes for TEAMS employees

The UF On Target File is used to provide changes to employee job classifications as part of the UF On Target Classification Project. These changes, following approval by Classification & Compensation, are then automatically loaded into the myUFL system from this file.

The UF On Target project was launched in order to identify job titles for TEAMS employees that more accurately reflect the work that they perform. The UF On Target File is designed to support the implementation of the new job titles by providing a system by which managers and supervisors can map employees to the new job classifications. This guide has been developed to assist in reviewing and mapping TEAMS employees.

The UF On Target File will be available to departments from **Wednesday, October 7, 2015**, through the end of business on Friday, November 13, 2015.

For additional information regarding the UF On Target Classification Project, including job titles and FAQs, please visit the [UF On Target Project site](#).

Security

The security roles needed to review the UF On Target Review File are:

- UF_EPAF_Department Admin**
- UF_EPAF_Level 1 Approver**

Procedure

1. Log on to [myUFL](#) using your GatorLink username and password
2. Navigate to **Workforce Administration > UF On Target**

Figure 1: UF On Target Search Screen

On the **Find an Existing Value** tab search for departmental employees by:

1. Enter **Calendar Year** and **Department ID**
2. Click **Search**

The screenshot shows the 'UF OnTarget' search interface. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a tab labeled 'Find an Existing Value'. Underneath is a 'Search Criteria' section with two rows: 'Calendar Year: =' followed by a dropdown menu and an input field, and 'Department: begins with' followed by a dropdown menu and an input field. A red box on the right contains the text 'Enter Calendar Year = 2015' and 'Enter Department ID', with red arrows pointing to the respective input fields. At the bottom of the search area are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Figure 2: UF On Target Entry Screen

After completing the search, all employees with that department ID will be listed (see also **Special Notes** below).

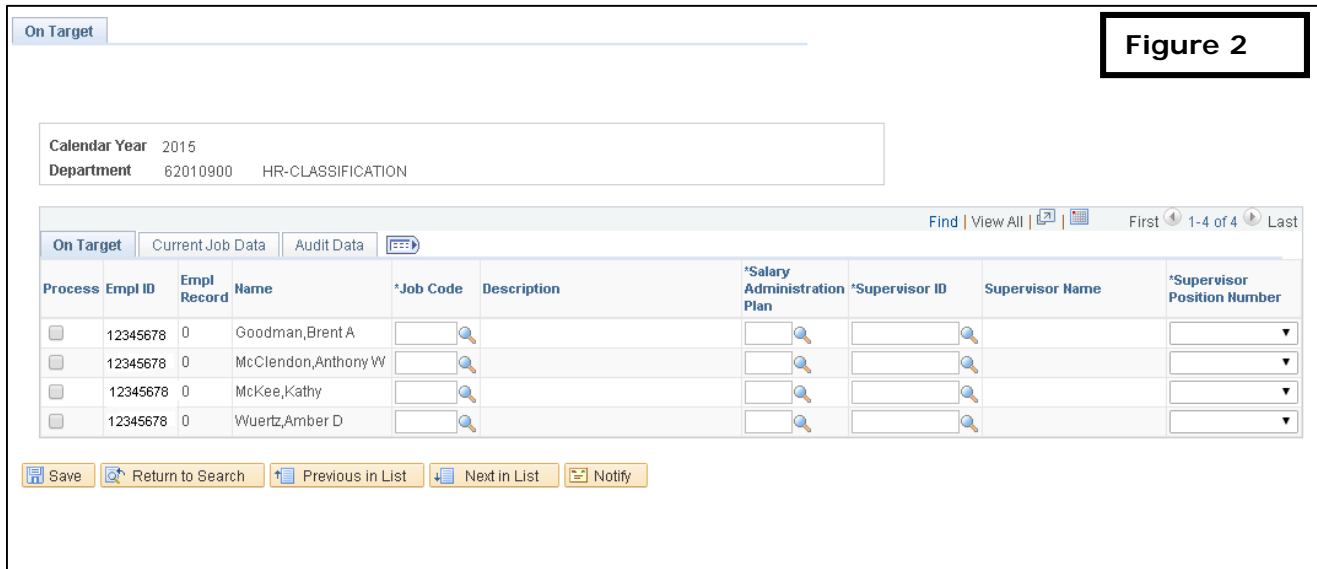


Figure 3: UF On Target Entry Screen – Exporting to Excel

In order to complete the UF On Target File, colleges and departments will need to collect the new job code and supervisor UFID. The UF On Target File can be exported to an Excel file to aid in data collection.

1. Download the UF On Target File by clicking the **icon** indicated below
2. Once the download is complete, **Save** the file to your computer

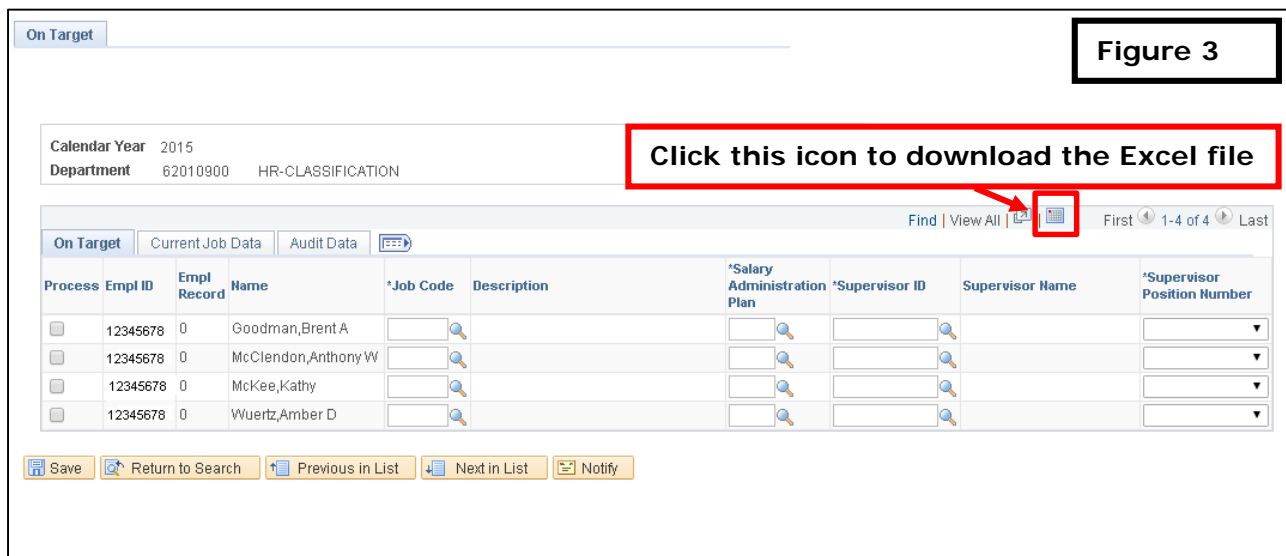


Figure 4: UF On Target Entry Screen – Entering Data

Once you have received the appropriate approval from unit/college administrators, you may begin to enter the new job codes into the On Target File in myUFL.

1. Enter the **New Job Code** and **Supervisor UFID** for each employee
2. Once complete, click **Save**

Figure 4

Calendar Year 2015
Department 62010900 HR-CLASSIFICATION

Process	Empl ID	Empl Record	Name	*Job Code	Description	*Salary Administration Plan	*Supervisor ID	Supervisor Name	*Supervisor Position Number
<input type="checkbox"/>	12345678	0	Goodman,Brent A						
<input type="checkbox"/>	12345678	0	McClendon,Anthony W						
<input type="checkbox"/>	12345678	0	McKee,Kathy						
<input type="checkbox"/>	12345678	0	Wuertz,Amber D						

Buttons: Save, Return to Search, Previous in List, Next in List, Notify

Enter **New Job Code**
Enter **Supervisor UFID**

Figure 5: UF On Target Entry Screen – Auto-populated Data

NOTE: Several fields of the review screen will auto-populate based your entries. In cases where the supervisor has more than one position number, departments will have to select the position number the employee reports to.

Figure 5

Calendar Year 2015
Department 62010900 HR-CLASSIFICATION

Process	Empl ID	Empl Record	Name	*Job Code	Description	*Salary Administration Plan	*Supervisor ID	Supervisor Name	*Supervisor Position Number
<input type="checkbox"/>	12345678	0	Goodman,Brent A						
<input type="checkbox"/>	12345678	0	McClendon,Anthony W	003107	Compensation Specialist II	TA12	12345678	Goodman,Brent A	00021798
<input type="checkbox"/>	12345678	0	McKee,Kathy						
<input type="checkbox"/>	12345678	0	Wuertz,Amber D						

Buttons: Save, Return to Search, Previous in List, Next in List, Notify

Description and Salary Administration Plan will auto-populate based on job code entered

Supervisor Name and Position Number will auto-populate based on the UFID entered

Tips

1. In some instances, an employee's job title may not change. For example the Grounds Superintendent job title will continue to be used. However, employees may notice a change in how the job title appears in PeopleSoft. For example, "Grounds Superintendent" now appears as "Superintendent, Grounds." This change in the naming convention of our job titles is intended to more accurately group positions for reporting purposes. **While the job title may not change, departments will still need to enter the job code information into the file.**
 - a. The Program Assistant classification will continue to be used. However, as part of the project a number of titles were developed to address the work performed by employees in this classification. These titles align with the employee's functional area. Examples include Human Resources Assistant, Academic Assistant, Administrative Support Assistant, etc. When mapping these employees, please consider whether or not one of the new functional titles more accurately reflects the work they perform.
2. Job titles of Assistant Vice President or higher were not changed as part of the project. However, like the previous example, the naming convention was updated to more consistently group job titles for reporting purposes.
3. When entering supervisory information, departments should provide the UFID of an employee's direct supervisor. While the supervisory information will not be loaded into myUFL at this time, accurate supervisory information is important in the event Classification & Compensation has questions about the proposed job titles.

Special Notes

1. If changes to the UF On Target File are needed for employees (add, delete, or transfer an employee to a new department ID or change an FTE), please submit the request to ontarget@ufl.edu.
2. All changes to the On Target File should be submitted by end of business on **November 13, 2015**.
3. Job/Position Actions and Special Pay Increases
 - i. Reclassifications with pay change or reclassifications without pay changes must be submitted prior to **September 25, 2015**.
 - ii. Special pay increases for additional duties, market equity, and counter offers are not impacted by this project.
 - iii. An ePAF that modifies a TEAMS employee's job data record and has an effective date of October 7, 2015 or later, can cause an error to occur when the UF On Target File is executed. As a result, departments should minimize position actions that impact employee job data records.
 - iv. For ePAFs requiring special consideration after October 7, 2015, please e-mail your request to ontarget@ufl.edu.

Timeline Review

- ▶ **October 7, 2015 – November 13, 2015:** UF On Target File will be available to departments.
- ▶ **November 2015 – February 2016:** New job titles will be loaded into myUFL by job family, following review and approval by Classification & Compensation.

Questions?

Employees with questions about the UF On Target Classification Project or their proposed job titles are encouraged to speak with their supervisors or the Human Resources contact for their assigned areas.

Departments with questions regarding the UF On Target Classification Project may contact Classification & Compensation at (352) 392-2477 or ontarget@ufl.edu.

For technical questions: Call UF Help Desk at (352) 392-HELP or email helpdesk@ufl.edu.