

# **NEW EMPLOYEE ORIENTATION MANUAL**

**DEPARTMENT OF HEALTH OUTCOMES & BIOMEDICAL  
INFORMATICS  
INSTITUTE FOR CHILD HEALTH POLICY  
UNIVERSITY OF FLORIDA**

**Citizen Scientist (Part Time OPS)  
Hire Information**

## Welcome

Congratulations! We strive to choose only the best candidates for our employees, and want to welcome you to the team. We know that getting started in a new job can seem like an overwhelming task, and we hope this manual can help you navigate the beginning steps.

## University of Florida Policies

All employees should be aware of the University's policies and procedures, in particular:

- [Acceptable Use of Computing Resources Policy](#)
- [Children in the workplace](#)
- [Drug-Free Workplace Policy](#)
- [Fraudulent or Other Wrongful Acts Policy](#)
- [Health Insurance Portability and Accountability Act \(HIPAA\)](#)
- [HIV/AIDS Policy](#)
- [Political Activity Policy](#)
- [Sexual Harassment Policy](#)
- [Social Media Use Guidelines and Policy Implications](#)
- [Software Copyright Policy](#)
- [Tobacco Policy](#)
- [Workplace Violence Policy](#)

All UF policies can be found here: <http://hr.ufl.edu/working-at-uf/policies/>

## Training Requirements

All new employees need to complete specific trainings during their first few weeks. Required trainings vary depending on your assigned duties and projects

Most trainings are conducted online through the **myTraining** portal: <http://mytraining.ufhealth.org/>

To log in, select "University of Florida" and use your GatorLink username and password.

**The list of required trainings at UF changes often- confer with your supervisor for more details.**

## Parking

A UF parking permit is required for you to park on campus. Once your hire is complete, you will be eligible to obtain your campus parking permit. If your hire is not complete in the UF system by your first day of work, the department can provide a letter confirming your employment that can be taken to the Transportation and Parking office to obtain your permit. The parking permit is your own expense and not covered by the

department. You will want to explore the website below for determination of your best options. Please reach out to your supervisor who can provide insight to the best parking options for your specific office location.

**Note: The parking permit does NOT guarantee parking. It's a permit to hunt for parking.**

<http://www.parking.ufl.edu/>

## MyUFL

The myUFL website is an important portal for many resources and functions, and requires your GatorLink username and password for access.

<https://my.ufl.edu/ps/signon.html>

There is a myUFL Basics toolkit that can help familiarize you with the functions of the myUFL system:

<http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/myufl-basics/>

Once you have logged in, you will see a Main Menu button, which contains several important features pertinent to your job and employment with UF. Depending on your specific job responsibilities, you may use a few or many of the other functions within myUFL beyond those described below.

### **Entering Your Time**

#### **Hourly Employees**

Main Menu-->My Self Service-->Time Reporting-->Report Time-->Timesheet

*Time is due on the Tuesday of a non-pay week. This means you will be estimating your time worked for the last Wednesday and Thursday of each pay period.*

#### **Notes about entering time:**

- There will be several accelerated time reporting periods throughout the year, specifically around holidays.
- You will have an administrator assigned to your time reporting to approve your time entered. This person may or may not also be your immediate supervisor. Please confirm who this is for you, and be cognizant that your supervisor will also be informing this person of your time off.
- It is your responsibility to check your time weekly to ensure it is displaying properly. You will not receive a paycheck if time is not entered.

### **Print Copy of Paycheck**

Main Menu-->My Self Service-->Payroll and Compensation-->View Paycheck

### **Check Leave Usage & Balances**

Main Menu-->My Self Service-->Payroll and Compensation-->UF Leave History

### **Change Address**

Main Menu-->My Account-->Update My Directory Profile

\*Also, ensure your information has the privacy settings you desire.

### **Change Password**

Main Menu-->My Account-->Change My Password

### **Change Direct Deposit Information**

Main Menu-->My Self Service-->Payroll and Compensation-->Direct Deposit

### **Change W-4 Information**

Main Menu-->My Self Service-->Payroll and Compensation-->W-4 Tax Information

### ***Summary of Annual Earnings & Deductions (prior to receiving your W-2)***

Main Menu-->My Self Service-->Payroll and Compensation-->UF Employees Year End Statement

### ***Print W-2***

Main Menu-->My Self Service-->Payroll and Compensation-->View W-2/W-2c Forms

## **IT Help**

UFHealth IT tickets can be submitted via: <https://ithelp.ufhealth.org/HEAT/#1594985003231>

For **urgent requests (work stoppages)**, you can contact IT directly at 352-265-0526.

To submit a ticket:

1. Select "UF"
2. Enter your GatorLink username and password
3. Select the type of request from the options on the right side of the screen. The main screen will also show you the status of any open or recently resolved service requests.

UF Health IT can assist with workstation setup (including program installation), registering phones, creating a voicemail, and connecting email accounts with Outlook.

## **Dress Code**

Attire when attending research meetings or workgroups is clean and presentable business casual. For Citizen Scientist meetings, informal attire is acceptable.

## **Work Hours**

Citizen Scientists are part time employees, and typically do not work more than 10 hours per pay period. However, there will be times when additional hours are needed to complete work on a time-sensitive project. If you habitually enter more than 10 hours over a pay period, your supervisor will be contacting you for an explanation. Therefore, it is important that you maintain notes and records about the time you enter into the system and why. Citizen Scientists are expected to come to campus to attend meetings as needed during the standard workday (8-5).

Any periods of time when you will be unavailable for work (due to illness, vacation, or other reasons) should be reported in advance to your manager so that we know you will be unavailable for work during those dates.

## **On-Campus Transportation**

The UF Campus Cab Taxi Service is available to take you around the UF campus. Reservations must be booked at least 60 minutes in advance. Reservations may be requested or cancelled by calling (352) 392-RIDE.

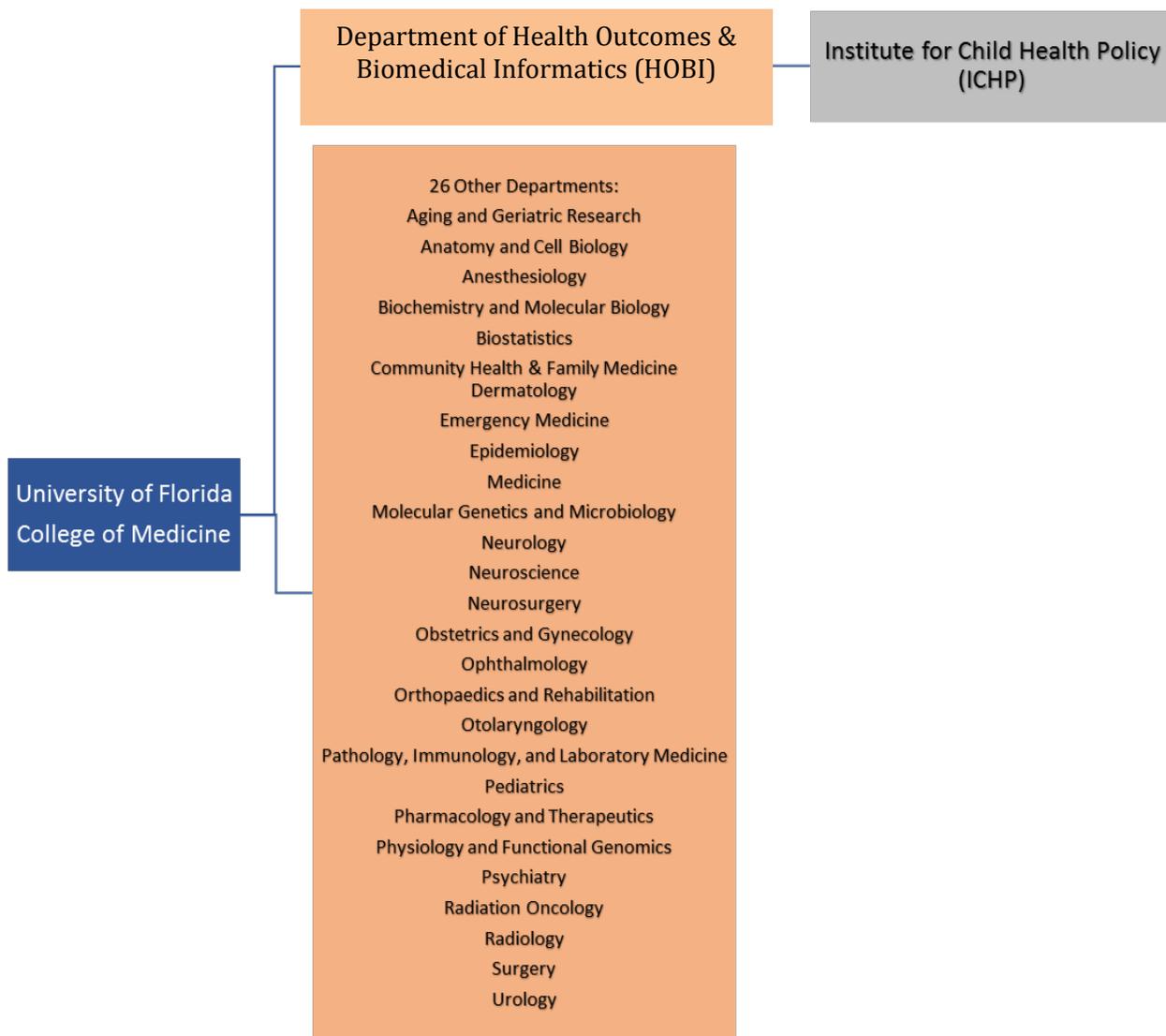
Advance reservations may also be made by emailing [campuscab@ufl.edu](mailto:campuscab@ufl.edu).

<http://parking.ufl.edu/subpages/campuscab.html>

You may also access the UF Health shuttles that take patients around the Health Science Center. These shuttles frequently pick up outside the parking garages during the day.

# Structure of the Department of Health Outcomes & Biomedical Informatics and The Institute for Child Health Policy

The Institute for Child Health & Policy is housed within the Department of Health Outcomes & Biomedical Informatics, within the College of Medicine at the University of Florida.



## Department Faculty & Staff Directories

<https://hobi.med.ufl.edu/about/faculty-directory-2/>

<https://hobi.med.ufl.edu/about/staff-directory/>

## **The College of Medicine (COM)**

Overall Mission: The College of Medicine strives to improve health care in Florida, our nation, and the world through excellence and consistently superior leadership in education, clinical care, education, discovery, and service. To achieve this mission, we aspire to the following goals:

- To develop humanistic, skilled, intellectually disciplined, and authoritative medical professionals who are committed to the highest ideas and standards of the profession and who model an exceptional standard of care for those they treat, lead, and serve.
- To educate and inspire the next generation of leaders in health care, biomedical sciences, health services research, and academic medicine to seek, provide, and sustain unparalleled achievements in service, teaching, and research.
- To provide comprehensive, patient-centered, culturally sensitive, compassionate, and innovative health care of the highest quality to all.
- To develop and utilize innovative models of interdisciplinary health care delivery that optimize safety, service, outcomes, and resource use.
- To provide leadership to the State of Florida, the nation, and the world in efforts to promote health, to predict and prevent disease, and to deliver care.
- To improve our understanding of human health and disease through groundbreaking research and to translate these discoveries into new solutions that promote health, and improve health outcomes and quality of care.
- To recruit, develop, and nurture a diverse and academically outstanding community of faculty, students, trainees, and staff, who each contribute to excellence in our missions.
- To promote sustained, robust professional and personal growth, productivity, accountability, integrity, and synergistic collaboration, and synergy of faculty, students, and staff.

## **Department of Health Outcomes & Biomedical Informatics (HOBİ)**

The Department of Health Outcomes & Biomedical Informatics falls within the College of Medicine. HOBİ is a diverse multidisciplinary faculty of health services researchers, epidemiologists, biomedical informaticians, economists, biostatisticians, psychologists and medical sociologists whose goal is to advance the scientific knowledge necessary to improve health care delivery, leverage big data, advance health research, and help the most vulnerable populations.

The department evaluates health effects of public policies, and conducts controlled field trials of preventive interventions in community and clinical settings. An area of particular focus is examining factors that contribute to disparities in health and healthcare outcomes among disadvantaged populations.

The department is also the home of the Institute for Child Health Policy, which conducts innovative policy studies and intervention trials to promote the health of children, adolescents, and young adults.

Explore the website to learn more about the department, our faculty, current research activities, and our educational programs: <https://hobi.med.ufl.edu/>

## **Institute for Child Health Policy (ICHP)**

The Institute for Child Health Policy (ICHP) is a part of HOBI. ICHP brings together a multidisciplinary faculty from the University of Florida to conduct innovative and rigorous science to inform policy to promote and protect the health of children and adolescents.

HOBI serves as an important support infrastructure for the ICHP and is the academic home for many of its faculty members. ICHP faculty come from diverse disciplines, and wish to pursue careers primarily focused on research and education for child and adolescent health.

Child and adolescent health is vital to securing a positive future for Florida and the nation. Our goal is to be a catalyst for scientists to work together to advance scientific knowledge that will be used by policymakers to promote and protect child and adolescent health. Our research programs include the use of rigorous scientific methods which are transdisciplinary and innovative. Funding for The Institute's grants and contracts are through competitive state, federal, and foundation sources.

The Institute provides a rich intellectual environment conducive to productive research collaborations and extensive mentoring opportunities for students, faculty, and scientists interested in child and adolescent health research.

The Institute has a long-standing history of providing leadership in interpreting and disseminating research results to policymakers and the public. In addition, we actively collaborate with diverse state and federal agencies in research and policy change.

Website: <http://ichp.ufl.edu/>



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