

# Spherion Supervisor Guide University of Florida



A guide for supervising Spherion employees assigned to work at the University of Florida

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## Welcome and Important Contacts

### WELCOME

In this supervisor guide you will find helpful instructions and forms for using Spherion services to recruit and staff for your open positions or process a UF referred candidate for employment through Spherion.

As a client supervisor of Spherion employees at your worksite, you will provide:

- Job training, including job site or job duty specific safety training
- Daily worksite supervision
- Timesheet review and approval

Whether Spherion has recruited and staffed your position or you have referred the person being placed in your position, remember, **Spherion is the employer**. You will need to contact Spherion to handle all Spherion employee matters.

Our team is here to help every step of the way and we look forward to working with you!

Sincerely,  
Your Spherion Team

### IMPORTANT CONTACTS

Below are primary contacts on our team for servicing the University of Florida:

#### UF Account Team

[UFaccount@spherion.com](mailto:UFaccount@spherion.com)

This contacts all management and team members managing our UF account

Carolynn Buchanan, Owner

[carolynnbuchanan@spherion.com](mailto:carolynnbuchanan@spherion.com)

O (352) 378-2300 x.19

C (352) 215-1020

Amber Buchanan, Branch Manager

[amberbuchanan@spherion.com](mailto:amberbuchanan@spherion.com)

O (352) 378-2300 x.17

C (352) 262-7625

Suzanne Ojeda-Clark, Billing Manager

[suzanneclark@spherion.com](mailto:suzanneclark@spherion.com)

C (352) 213-2494

Lou Carlton, Staffing Manager

[loucarlton@spherion.com](mailto:loucarlton@spherion.com)

C (352) 213-8871

Primary contact for Spherion recruited  
Office/Administrative orders

Rose Crane, Industrial Staffing Manager

[rosecrane@spherion.com](mailto:rosecrane@spherion.com)

C (352) 213-8870

Primary contact for Spherion recruited  
Industrial/Labor orders

Spherion Office

4740 NW 39th Place, Suite A

Gainesville, FL 32606

O (352) 378-2300

F (352) 371-2573

[staff-gfl@spherion.com](mailto:staff-gfl@spherion.com)

[spherion.com/gainesville-fl](http://spherion.com/gainesville-fl)

## Job Orders and Applicant Referrals

Following are detailed instructions for placing an order for a position with Spherion and referring an applicant to Spherion for your position.

### JOB ORDERS

To place an order with Spherion, complete the **University of Florida Job Order/Applicant Referral Form** and email the form to the Spherion UF Account Team at [UFaccount@spherion.com](mailto:UFaccount@spherion.com).

You will need to provide a detailed job description on the form including:

- Worksite location
- Work schedule
- All required job responsibilities
- Special skills required
- Equipment used by position
- Physical requirements
- PPE (personal protective equipment) requirements – PPE means any device or appliance designed to be worn or held by an individual for protection against one or more health and safety hazards

**IMPORTANT:** Any change in assignment location or job duties must be reported to Spherion and receive prior written approval from Spherion.

### PRICING AND PAY RATES

The UF Department placing the order will select the hourly pay rate for the position. Spherion will assess the job description at the time of order to determine the job type category as either clerical, light industrial or medium/regular industrial. To calculate the hourly bill rate, please review the **UF Spherion Pricing Matrix** (also located at <https://procurement.ufl.edu/contracts/temp-services/>) for the applicable markup percentage (multiplier) for your job type category. The hourly pay rate for the position will be marked up by this percentage to total the hourly bill rate.

EXAMPLE:      Hourly Pay Rate of \$10.00, Clerical Job Type, UF Referred Talent  
\$10.00 x 1.281 (28.1%) = \$12.81 Hourly Bill Rate

### PURCHASE ORDER

A requisition for a Purchase Order will need to be placed for Spherion services. Spherion is located in myUF Marketplace under "Career Center Inc."

### SPHERION RECRUITED AND STAFFED POSITIONS

If you are placing an order for Spherion to assist in recruiting and staffing your position:

- At the time of placing an order, Spherion will discuss if resumes and/or interviews are requested or necessary for the position
- Spherion will match talent with the position requirements and submit resumes for review and work with the order contact or position supervisor to set up interviews
  - If resumes and/or interviews are not required, Spherion will work to select the best qualified candidate for the position
- Once a talent is selected, Spherion will work with the order contact or position supervisor to coordinate the talent's start details

## APPLICANT REFERRALS

To refer applicants please follow the process below:

1. Select your candidate for referral
  - **IMPORTANT:** All referred candidates remain a “candidate” for employment until they have successfully completed the Spherion application and screening process and is made an official offer of employment through Spherion
  - Selected candidates should be advised that, although they are being considered for a position to work at UF, they must first apply with Spherion who is under contract with UF as their staffing provider
  - All referred candidates must complete the Spherion application, screening and hire process which includes:
    - Completing an application
    - Interviewing
    - Previous employment verification and references
    - Criminal background screening
    - Pre-employment drug testing
2. Advise selected candidate to contact Spherion to make an appointment to complete our application and screening process
3. Provide selected candidate the **University of Florida Referred Applicant Instructions** which will introduce them to Spherion and our screening and hiring process – this form provides important information to the candidate including contact information, directions to our office, as well as information on what documents they need to bring with them to help expedite their application process
4. Complete the **University of Florida Job Order/Applicant Referral Form** with the job order and referred applicant information and send completed form to Spherion
5. Once the referred candidate has completed the Spherion process, Spherion will notify you by returning the **University of Florida Job Order/Applicant Referral Form** and will indicate if the candidate is ready to begin their assignment or if they are not eligible for employment with Spherion
6. **IMPORTANT:** Please make it clear to candidates that Spherion is the employer for this position and they are required to follow our application procedures and meet our standards for hire to receive an official offer of employment and to become employed for this University of Florida position

## REFERRAL RE-HIRES

If you plan to re-hire a referred candidate that has worked for your department or another University of Florida department previously through Spherion, please note that the above process for placing an order and referring the candidate still applies. Once the referred candidate contacts Spherion we will advise them on the requirements for re-hire through Spherion.

- **IMPORTANT:** If a Spherion employee goes for a period greater than 30 days without working or receiving a payroll through Spherion, they are required to contact Spherion prior to working again to be sure they are still in an active employee status.

## NON-LOCAL REFERRAL REQUESTS

The above procedures are required for all non-local referral requests; however, the application, screening and hire process will be completed online and remotely. Once the referred candidate contacts Spherion we will advise them on the process for hire through Spherion.

## Safety Guidelines for Restricted Job Duties

### SAFETY FIRST, SAFETY SMART

To Spherion, safety is first. One of our guiding safety principles for our employees is that they are 200% responsible for safety – 100% for their safety and 100% for the safety of those around them.

As a rule, we rely heavily on the safety rules established and enforced by our client for their staff and work place. We instruct our talent that they are required to comply with all established policies and procedures of both our client and Spherion. In certain instances, we may have more structured requirements and it is our practice to discuss these rules and policies with our client and review them with the talent before they begin the assignment based on the job description received at the time the job order is placed.

Spherion requires that all supervisors submitting a job order/referral form also provide detailed job descriptions including any physical requirements, regardless of the frequency, before our talent begins in the position. This is necessary in order to determine if any safety restrictions will need to be discussed so that all parties involved have complete clarification.

### PROTOCOL FOR RESTRICTED JOB DUTIES

Below are our standard protocols for some of our primary areas of concern regarding restricted job duties requested and safety concerns while performing work. Any position requiring any of the following responsibilities or safety issues **must be discussed with Spherion and have written consent from Spherion if approved:**

- Lifting of items weighing in excess of fifty (50) pounds individually
- Operation of motor vehicles (including forklifts/powered industrial trucks) or unguarded machinery
- Working greater than three (3) feet above floor level or work greater than three (3) feet below ground level
- Work involving extremes of temperature
- Work requiring use of a respirator
- Work on or around navigable bodies of water
- Work in confined spaces
- Work involving handling of hazardous substances (as defined by OSHA)
- Handling of cash, negotiable instruments, social security numbers, bank account numbers, or other non-public personally identifiable information, credit card information, valuables, merchandise, or similar property
- Work involving out-of-area travel or overnight stay
- Work involving any of the below listed safety concerns

### DRIVING

It has been our standard policy that Spherion employees are not allowed to drive their personal vehicles or client vehicles in the performance of their job. They are allowed to ride as a passenger in client owned vehicles to various job sites as necessary. In the event that a Spherion employee may be required to ride in a University of Florida vehicle as a passenger, Spherion must be notified for proper documentation of the job description.

### NO WORK ALLOWED IN PRIVATE, OCCUPIED DWELLINGS

Spherion employees are not allowed to perform work in any private, occupied residence with or without supervision.

## **NO WORK ALLOWED DIRECTLY WITH CHILDREN/MINORS**

Spherion employees are not allowed to work directly with children/minors. Should the need arise for this at any worksite; Spherion must be notified prior to starting in order to assess the requirements of the position and, if it is determined to proceed, establish specific guidelines for the position.

## **USE OR OPERATION OF MOTORIZED/POWERED EQUIPMENT**

This would include, but is not limited to all operations of fork lifts, pallet jacks, chain saws, jack hammers, power tools, saws, etc. In the event a Spherion employee may need to operate any equipment listed or similar, Spherion must be notified in advance to determine if the talent obtains the required skills and will receive proper training and supervision. The operation of this type of equipment may require special training and certification as well. This type of duty, regardless of frequency, should be provided in a detailed job description including an estimation of how frequent this may be required and the protocol that will be followed for safety training and supervision by the client facility and supervisors. This needs to be provided along with the job order/referral form.

## **SMOKING WHILE ON DUTY**

Spherion employees are not allowed to smoke while performing their jobs except during designated breaks and in designated smoking areas established at our client facilities only.

## **ADDITIONAL RESTRICTIONS FOR SPHERION EMPLOYEES**

The Spherion hiring process requires all employees to sign our policies and procedures which include, but are not limited to: restrictions on use of personal electronics (i.e. cell phones, tablets, etc.), restrictions on receiving personal visitors at the job site and contacting Spherion for absences from work.

## General Employment Topics

### OVERTIME

Spherion pays time and a half for any hours worked over 40 hours in the same work week consistent with the State of Florida overtime regulations. Please also note the following:

- The Spherion work week is Monday – Sunday
- All hours worked in a work week, including overtime, must be reported and paid for the work week the hours were worked within
- Spherion employees may not collect compensatory ("comp") time

### PAID TIME OFF (PTO) REQUESTS

Spherion employees must contact Spherion to verify if they qualify for PTO and get instructions on how to request pay.

- UF supervisors do not approve payment for PTO – that is handled through Spherion only
  - Spherion employees will need UF supervisor approval to take time off from their assignment whether as PTO or unpaid leave
- Employees will need to submit a **Spherion UF PTO Request Form**
- PTO requests are not to be included on the employee's regular weekly timesheet

For a complete list of benefits please see the **Spherion UF Employee Benefits Program** handout.

### SPHERION EMPLOYEES REQUIRING COUNSELING/REPRIMANDS

Spherion must be notified immediately should there be any situation involving a Spherion employee that warrants a counseling session and/or a written reprimand including, but not limited to:

- Attendance concerns
- Violation of policies or procedures
- Conflicts with co-workers and/or supervisors
- Insubordination
- Safety violations

In such occurrences Spherion should be notified to discuss the situation and determine the steps that should be taken to address the issue. Spherion requests that the UF supervisor complete the **Spherion Employee Status Form** to provide a written statement detailing any events involving a Spherion employee. The completed form should be emailed to the Spherion UF Account Team at [UFaccount@spherion.com](mailto:UFaccount@spherion.com).

### SPHERION EMPLOYEES ENDING THEIR ASSIGNMENT

Spherion must be notified immediately when a Spherion employee's assignment has ended for any reason. Complete a **Spherion Employee Status Form** with detailed information and all required signatures and email the form to Spherion UF Account Team at [UFaccount@spherion.com](mailto:UFaccount@spherion.com).

### SPHERION EMPLOYEES REQUIRING TERMINATION

Spherion must be notified immediately should any event occur involving a Spherion employee that would warrant possible termination. Using the **Spherion Employee Status Form**, a detailed statement will need to be completed by the UF supervisor regarding the incident(s) that led to this decision. The completed form should be emailed to Spherion UF Account Team at [UFaccount@spherion.com](mailto:UFaccount@spherion.com).



## Reporting Incidents/Accidents

### SPHERION EMPLOYEES INVOLVED IN ANY INCIDENT/ACCIDENT

Spherion employees are fully covered for Workers' Compensation and Spherion is responsible for the complete handling of any claim. Please follow the instructions below for reporting all incidents/accidents to Spherion:

1. NOTIFY SPHERION IMMEDIATELY – All incidents/accidents involving a Spherion employee are to be reported IMMEDIATELY (the day of the event and, when possible, at the time of the event) to Spherion for instruction on handling the incident
  - All incidents/accidents must be reported to Spherion, **regardless if the Spherion employee request or requires medical attention or not**
  - Spherion has primary facilities we use for any employees requiring medical attention and it is important to contact Spherion for direction on what medical facility our employees should report to for treatment
2. CONTACT 911 IF AN EMERGENCY – If a Spherion employee is involved in an incident/accident which requires immediate medical attention by ambulance, please call 911
  - If the employee is transported, contact Spherion immediately afterwards to provide details and the facility where the employee was transported to
3. Additionally, follow all University of Florida reporting protocol for incidents/accidents on campus

Spherion will need to speak to and/or meet with our employee involved as quickly as possible following the incident in order to complete our reporting process and mandatory protocols. We will work with the employee and the UF department to coordinate this. Spherion is required to report all incidents/accidents, regardless of injury or if the employee wishes to seek medical treatment, for documentation in the event the employee decides to seek treatment at a later time.

If you have completed a report with the University of Florida Police Department or Safety and Risk Management, please advise Spherion so we may work to obtain a copy of the report. Additionally, Spherion may request supervisor and witness statements to assist us with our reporting of the incident.

For incidents occurring during standard business hours, Monday – Friday 7 AM – 5 PM, please contact our main office number below. For incidents that occur outside of Spherion's standard business hours, please contact one of our afterhours cell numbers listed below.

#### SPHERION INFORMATION

4740 NW 39th Place, Suite A  
Gainesville, FL 32606  
(352) 378-2300 Office  
(352) 371-2573 Fax  
[UFaccount@spherion.com](mailto:UFaccount@spherion.com)  
[spherion.com/gainesville-fl](http://spherion.com/gainesville-fl)

#### AFTERHOURS CONTACT INFORMATION

Carolynn Buchanan – (352) 215-1020  
Amber Buchanan – (352) 262-7625

#### HOURS OF OPERATION

Monday – Friday, 7 AM – 5 PM

Should you have any questions at any time, please contact our office and we will promptly assist you.

## Spherion Time Entry and Invoicing

### TIME ENTRY

Spherion utilizes a web-based timekeeping system called Spherion WebTIME (operated by TreeRing Workforce Solutions) for our employees to submit their hours worked and for UF supervisors to review and approve their hours.

At the time a job order is placed you will need to provide contact information (name, email and phone number) for a primary and secondary time approver. Each week the time approvers will be able to review and approve employee hours and/or expenses directly in the Spherion WebTIME tool. Time approvers will receive an email that contains a direct link to the time entered awaiting your approval.

To review the time approver training guide for Spherion WebTIME [click here](#).

To request access to Spherion WebTIME or with any questions or issues you may have with this system, please contact the UF Account Team at [UFaccount@spherion.com](mailto:UFaccount@spherion.com).

**IMPORTANT:** Spherion employees are not allowed to approve their own or any other Spherion employee timesheet and they may not login as a supervisor to approve any Spherion time.

### REMINDERS

- PTO is not entered on an employee's regular weekly timesheet, employees must complete the **Spherion UF PTO Request Form** for this
- All hours worked in a single work week, Monday – Sunday, must be reported in the week the work is performed, including any overtime hours (any hours above 40 for the week)

### INVOICING

Spherion invoices are emailed to [UFL.invoices@edmgroupp.com](mailto:UFL.invoices@edmgroupp.com) using our Spherion eBilling system when utilizing a purchase order.

### ONLINE ACCESS TO REVIEW INVOICES

Spherion eBilling is the one-stop access to all your online invoicing needs. Spherion eBilling provides you the ability to:

- Receive weekly invoices via email
- View invoices and invoice details including timesheets
- View account balances
- View payments and open invoice history
- Run on-demand reporting

To review the training guide for Spherion eBilling [click here](#).

To request access to Spherion eBilling or with any questions or issues you may have with this system, please contact the UF Account Team at [UFaccount@spherion.com](mailto:UFaccount@spherion.com). In order to ensure you receive emails from Spherion eBilling, please add [SpherionE-billing@spherion.com](mailto:SpherionE-billing@spherion.com) to your safe sender list.

**IMPORTANT:** To avoid duplicate invoice and payment issues, please use the Spherion eBilling tool to review invoices only. When using a purchase order, Spherion automatically emails your invoices for you to [UFL.invoices@edmgroupp.com](mailto:UFL.invoices@edmgroupp.com). If you are using an alternate form of payment, please contact Spherion to confirm your billing method at [UFaccount@spherion.com](mailto:UFaccount@spherion.com).

## APPENDIX

### THE FOLLOWING GUIDES AND FORMS ARE INCLUDED:

- UF Spherion Pricing Matrix
- Spherion University of Florida Referred Applicant Instructions
- Spherion University of Florida Job Order/Applicant Referral Form
- Spherion Employee Status Form
- Spherion UF Employee Benefits Program
- Spherion UF PTO Request Form

This supervisor manual is available electronically via email or by download from the University of Florida Procurement website: <https://procurement.ufl.edu/contracts/temp-services/>

**IMPORTANT:** Additional electronic and hardcopies of this complete manual are available by request to the UF Account Team at [UFaccount@spherion.com](mailto:UFaccount@spherion.com).

**University of Florida**  
Amendment to Contract - Temporary Personnel Services  
Exhibit B - Pricing Matrix - **EFFECTIVE July 1, 2018**

**MARKUP PERCENTAGE (MULTIPLIER)**

(Includes Administrative Costs, Standard Backgrounds, Standard Drug Tests, Workers Comp, Payroll Taxes, ACA and Other Standard Service Costs)

<b>CLERICAL*</b> Sample Job Types: Secretary, Clerks, Adimin/Office, Accountants, Paraprofessionals, Professionals, Cashiers		<b>LIGHT INDUSTRIAL*</b> Sample Job Types: Lab Techs, Custodial, Warehouse Clerks, Clerical w/ Lt Ind Duties		<b>MEDIUM/REGULAR INDUSTRIAL*</b> Sample Job Types: General Labor, Grounds, Bldg Maintenance	
<b>UF-Referred Talent</b>	<b>SPH-Recruited Talent**</b>	<b>UF-Referred Talent</b>	<b>SPH-Recruited Talent**</b>	<b>UF-Referred Talent</b>	<b>SPH-Recruited Talent**</b>
28.1% (1.281)	31.6% (1.316)	36.6% (1.366)	47.6% (1.476)	40.6% (1.406)	51.6% (1.516)

\*All job descriptions will be assessed at the time of order to determine job type category. Risk and physical requirements of position will be assessed for determination.

\*\*All SPH-Recruited Talent mark-ups will reduce to the UF-Referred Talent mark-ups after the talent has completed working 4 complete work weeks on the UF assignment.

## University of Florida - Referred Applicant Instructions

CONGRATULATIONS! You have been selected as a candidate for employment with Spherion and a position at the University of Florida.

- Please contact the Spherion UF Account Team at (352) 378-2300 or by email at [UFaccount@spherion.com](mailto:UFaccount@spherion.com) to begin your application process
- **BE SURE TO IDENTIFY YOURSELF AS A REFERRED CANDIDATE FOR A POSITION AT UF**
  - NOTE: although you are being referred, you will still be required to complete our full application and screening process including employment verification, references, criminal background screen and a drug test
- You will need to complete our online application located at [spherion.com/apply/75796/](https://spherion.com/apply/75796/) and, once completed, we will email you our online onboarding packet (eOnboarding)
  - The online application and eOnboarding must be completed before we can process your application and an appointment for hire can be made
  - The online application and onboarding may be completed at the Spherion office if needed
  - Paper applications are available at the Spherion office if needed
- Once your application is processed, a Spherion team member will contact you to schedule an appointment to be hired
  - Hire appointments may be done remotely or in person
  - You will need to allow yourself up to one hour for your appointment if in person
- At the time of hire you will also be required to have proper identification to complete the e-Verify Form I-9 for employment authorization – A complete list of acceptable identification documents may be found on the following site: <https://www.uscis.gov/i-9-central/acceptable-documents>

Spherion Address/Directions:

4740 NW 39<sup>th</sup> Place, Suite A  
Gainesville, FL 32606  
Located in Magnolia Park off of NW 39<sup>th</sup> Avenue

### WHAT YOU NEED – Please be prepared to provide us with the following documents and information:

- LEGAL FORM(S) OF IDENTIFICATION – For completion of Form I9
  - Some **examples** of acceptable documents are: State issued Drivers Licenses/Identification Card, Social Security Card, Current Passport, Original or Certified copy of your Birth Certificate, Work Authorization Card, etc. – See the above link to view a complete list of acceptable ID's
- COMPLETE WORK HISTORY FOR ALL EMPLOYERS 10 YRS PRIOR – this should include company names, addresses, phone numbers, dates of employment, positions held, names of supervisors and supervisor emails if available
  - If part of your work history includes service in a branch of the U.S Military, you may provide a copy of your DD214
  - If you have worked for companies that have been sold, are no longer in business or may be difficult to contact for verification, providing W-2's from those employers for each year you worked will assist in faster processing of your application for hire – PLEASE NOTE: You may obtain **Wage and Income Transcript** history from the IRS by completing using Get Transcript Online or Form 4506-T found online at <http://www.irs.gov/Individuals/Tax-Return-Transcript-Types-and-Ways-to-Order-Them>
- PERSONAL REFERENCES – Names, email addresses and phone numbers to contact – Please be prepared with a minimum of 3 references that are professional contacts that you have worked for, volunteered with or have been mentored by (i.e. teacher, guidance counselor, coach, etc.)

**SPHERION IS A DRUG FREE WORKPLACE**  
SHOULD YOU BE OFFERED EMPLOYMENT  
YOU WILL BE REQUIRED TO TAKE A PRE – EMPLOYMENT DRUG SCREEN

## UNIVERSITY OF FLORIDA – JOB ORDER/APPLICANT REFERRAL FORM

Please email or fax this form to the Spherion UF Account Team at [UFaccount@spherion.com](mailto:UFaccount@spherion.com) or  
fax# (352) 371-2573 to begin the staffing process.

**IMPORTANT:** If referring multiple applicants for the same position type and all information submitted on this form is identical, you may complete one referral form, notating "Multiple Applicants/See List" under applicant information, and attach a list with this form.

Order Date: \_\_\_\_\_

Department Name: \_\_\_\_\_ Department ID# \_\_\_\_\_

Order Contact Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Order Contact Email: \_\_\_\_\_ Fax # \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Supervisor Email: \_\_\_\_\_ Fax # \_\_\_\_\_

Primary Timesheet Approver Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone # \_\_\_\_\_

Secondary Timesheet Approver Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone # \_\_\_\_\_

Position Title: \_\_\_\_\_ Hourly Pay Rate: \_\_\_\_\_

Weekly Hours/Schedule: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Purchase Order: \_\_\_\_\_

Campus/Worksite Location: \_\_\_\_\_

Detailed Job Description (*Please note if you will be attaching the job description separately*): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Physical Requirements (*i.e. lifting, tools/equipment, long periods of standing, etc.*): \_\_\_\_\_

\_\_\_\_\_

☐ PPE Required – If so, What PPE is required? (*i.e. hard hats, gloves, goggles, etc.*) \_\_\_\_\_

### Referred Applicant Information

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Applicant has been advised to contact Spherion to schedule an appointment: ☐ Yes ☐ No

UF Supervisor Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

### THIS SECTION TO BE COMPLETED BY SPHERION:

- ☐ Applicant does not meet Spherion hiring criteria
- ☐ Applicant has completed the required application and hiring process and is eligible to begin work as of  
(Date) \_\_\_\_\_

*If you have any questions, please contact the UF Account Team at (352) 378-2300 or [UFaccount@spherion.com](mailto:UFaccount@spherion.com). Thank you!*

## University of Florida Assignments

## EMPLOYEE BENEFITS PROGRAM

Spherion has worked to develop a competitive benefits program for our employees. The success of Spherion depends on the quality of talent we attract and retain. Through Spherion, you receive individual attention, career development opportunities and recognition as a valued employee.

While on assignment at the University of Florida through Spherion employment the following benefits are available to you:

- **Paid Time Off (PTO)**

Employees will qualify for ten (10) PTO days per anniversary year\* after completing twelve hundred (1200) working hours consecutively<sup>†</sup> from their most recent date of hire<sup>‡</sup>, re-hire<sup>§</sup> date or re-activation\*\* date. Employees will continue eligibility for PTO, and the qualifying hours must only be met once, provided there is not a termination<sup>††</sup> of employment or break in actively<sup>††</sup> working an assignment of thirty (30) calendar days or more with Spherion. If an employee has a termination<sup>††</sup> of employment or break in actively<sup>††</sup> working an assignment of thirty (30) calendar days or more, at the time of re-hire<sup>§</sup> or re-activation\*\* a new anniversary year\* would start for that employee and they would be required to meet the qualifying hours for PTO once again, twelve hundred (1200) consecutive<sup>†</sup> working hours. Unused PTO within an anniversary year\* does not carry over at the start of a new anniversary year\* – only ten (10) PTO days are available per anniversary year\*. Employees must be in an active employee status to request and receive PTO – if employment with Spherion is terminated<sup>††</sup> for any reason, voluntary or involuntary, qualification for PTO will no longer be available.

The PTO benefit is available only by employee request. All requests must be submitted on a ***Spherion UF PTO Request Form*** (this form will be included with your new hire orientation packet and is available via email by request). PTO request must be submitted prior to the dates PTO is being requested for or no later than the Sunday week ending two (2) weeks following the work week the PTO is being requested for. PTO may only be requested for up to two (2) days in a single pay period (Spherion pay periods run weekly Monday to Sunday). PTO may only be requested each year for dates between the third (3<sup>rd</sup>) Monday of January through the third (3<sup>rd</sup>) Sunday of November. PTO is not available to request on an hourly basis, it may only be requested per day.

PTO will be calculated using the average daily Straight Time Hours worked over the six (6) weeks prior to the work week the PTO is being requested for, up to a maximum of 8 hours per day of PTO. PTO will be paid at the current pay rate of the requesting employee for the work week the PTO is being requested for. Qualified requests for PTO may take a period of up to two (2) weeks to process for payment following the work week the PTO is being requested for or following the date the PTO request is submitted, whichever is latest.

The PTO benefit program is administered by the local Spherion Gainesville, FL office. Please direct all inquiries regarding qualifying, including total hours worked, to the Gainesville office at [payroll-gfl@spherion.com](mailto:payroll-gfl@spherion.com).

- **Health Insurance Program**

Upon hire, employees receive a detailed insurance information packet for the plan available through Spherion including how to enroll, plan options, a dedicated benefits hotline, email and website. Available with the Health Insurance Program are:

- Major Medical and Indemnity Plans
- Dental Plan
- Vision Plan
- Short Term Disability Plan
- Term Life and Accidental Death Insurance

- **401(k) Retirement Savings Plan**

Employees become eligible to participate in the 401(k) Retirement Savings Plan immediately upon the start of working. Employees are able to make contributions on a pre-tax basis. For more information about this plan please email the Spherion Gainesville office at [payroll-gfl@spherion.com](mailto:payroll-gfl@spherion.com) and we will connect you with our corporate benefits department.

- **Multiple Payroll Methods**

Spherion employees have multiple methods to select from to receive their payroll. Spherion offers Direct Deposit, the Money Network Card or Printed Check (mailed from our corporate office). Employees may update their payment method selection anytime on their Spherion NetWORK account at [www.spherionnetwork.com](http://www.spherionnetwork.com).

- **Spherion NetWORK**

This online application enables employees to view and update personal pay and profile information twenty-four (24) hours a day, seven (7) days a week, from any computer with Internet access. They can update their home or mailing address, update contact information (phone, e-mail, emergency contact, etc.), view and print pay statements online, reprint prior year's W-2, update federal W-4 information, change direct deposit information and much more. Employees can set up or access their Spherion NetWORK account here: [www.spherionnetwork.com](http://www.spherionnetwork.com).

By signing below, I confirm that I have received a copy of the Spherion Employee Benefits Program for my records. I also confirm that I have read this document and have been instructed on where to direct any questions I may have.

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Employee Full Name (Printed)	Signature	Date
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Spherion Representative Name (Printed)	Signature	Date
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\*  
Anniversary Year – a twelve (12) month period starting at an employee’s date of hire‡, re-hire§ date or re-activation\*\* date, whichever occurs latest, and indicates the period of time used for PTO qualification and availability  
†  
Consecutive or Consecutively – (referring to working the required hours to receive a benefit) to not have a break in employment or a break in actively‡ working an assignment for a period of thirty (30) calendar days or more  
‡  
Date of Hire – initial (first time) hire date with Spherion  
§  
Re-hire – a secondary or subsequent hire process with Spherion after a previous voluntary or involuntary termination†† of employment with Spherion  
\*\*  
Re-activation – a process Spherion completes to update essential information on file and screening processes with a talent who has not actively‡ worked an assignment for a period of thirty (30) calendar days or more, who has not been inactive for a period of six (6) months or greater and whose employment has not been terminated††  
††  
Terminate, Terminated or Termination – (referring to the ending of employment with Spherion) may be a voluntary or involuntary action or notice to end the duration of employment  
‡‡  
Actively – (referring to “actively working an assignment”) working hours for a Spherion assignment on a weekly basis or as required by the assignment so long as the assignment required schedule does not allow for a break in hours worked of a period of thirty (30) calendar days or more (any break for a period of thirty (30) calendar days or more without hours worked is not considered consecutively† working, even if the employee is still considered actively assigned)



**PAID TIME OFF REQUEST FORM – University of Florida Assigned Talent****Request Information**

Date Form Completed: \_\_\_\_\_

Requesting Employee Name: \_\_\_\_\_

Last 4 Digits of SSN: ###-##-\_\_\_\_\_

**PLEASE NOTE:** In accordance with the Spherion Employee Benefits form for employees assigned to the University of Florida, employees may request up to two (2) days of Paid Time Off (PTO) in a single work week, for a total of ten (10) PTO days per anniversary year. Please reference your Spherion Employee Benefits form for additional details regarding PTO.

Date(s) of Requested Paid Time Off:

\_\_\_\_\_  
Requested Date 1\_\_\_\_\_  
Requested Date 2

By signing below I verify that I am submitting this as a request and Spherion will determine my eligibility for approval of this request based on the qualifying requirements for the benefit listed above. I verify that I have received and read a list of the benefits offered to me as an employee of Spherion including all required qualifications.

Further, I understand that it may take a period of up to two (2) weeks to process this request if approved.

\_\_\_\_\_  
Employee Printed Name\_\_\_\_\_  
Signature\_\_\_\_\_  
Date**For Spherion Use Only (Non-Approved/Non-Qualifying Requests Only)**

As according to the required qualifications listed on the Spherion benefits information list, the above request for Paid Time Off was not processed for the following reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please contact our Payroll Department if you have any questions at 352-378-2300 or [payroll-gfl@spherion.com](mailto:payroll-gfl@spherion.com).

\_\_\_\_\_  
Spherion Staff Printed Name\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

**Employee Status Form****Employee Name:** \_\_\_\_\_**Date:** \_\_\_\_\_**Employee ID #:** \_\_\_\_\_**Job Site & Department:** \_\_\_\_\_**Last Date of Assignment** (if applicable): \_\_\_\_\_**Reasons for Leaving, Counseling Session, Warning or Termination:**

- |                       |  |
|-----------------------|--|
| 1. Other Employment   | 9. Layoff  |
| 2. Transportation     | 10. Deceased                                     |
| 3. Relocation         | 11. Absenteeism/Punctuality                      |
| 4. Medical Reasons    | 12. Insubordination                              |
| 5. Family Obligations | 13. Violation of Company Policies and Procedures |
| 6. Retirement         | 14. Inability to Perform Job                     |
| 7. Abandonment of Job | 15. Insobriety, Alcohol and/or Drugs             |
| 8. Contract Expired   | 16. Other _____                                  |

**Check One:** \_\_\_\_\_ Counseling Session \_\_\_\_\_ Warning Notice \_\_\_\_\_ Termination \_\_\_\_\_ Voluntarily Quit**Warning Notices (Check One):**\_\_\_\_\_ 1<sup>st</sup> Warning-Verbal/Written \_\_\_\_\_ 2<sup>nd</sup> Warning-Written \_\_\_\_\_ 3<sup>rd</sup> Warning-Written**Choose all applicable numbers from the above listed reasons and include an explanation of the event that occurred:**# \_\_\_\_\_ **Explain:** \_\_\_\_\_

\_\_\_\_\_

# \_\_\_\_\_ **Explain:** \_\_\_\_\_

\_\_\_\_\_

# \_\_\_\_\_ **Explain:** \_\_\_\_\_

\_\_\_\_\_

**Additional Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Employee:** \_\_\_\_\_  
Print Name\_\_\_\_\_  
Signature\_\_\_\_\_  
Date**Supervisor:** \_\_\_\_\_  
Print Name\_\_\_\_\_  
Signature\_\_\_\_\_  
Date**Witness:** \_\_\_\_\_  
Print Name\_\_\_\_\_  
Signature\_\_\_\_\_  
Date