

UF Remote Work

UF Human Resources has opened a file in myUFL to allow colleges and department to efficiently place employees in an alternate work location status. Use the following instructions to complete this process.

my.ufl.edu navigation

Main Menu → Human Resources → Workforce Administration → Job Information
→ UF Remote Work

Security

Individuals with the following Departmental Security Roles are able to access the UF Remote Work file in myUFL: **UF_EPAF_Department Admin** -OR- **UF_EPAF_Level 1 Approver**

1. Enter all or part of your **Department ID** in the Search field
2. Click the **Search** button
3. Select the appropriate department
4. In the **Essential** column, click the dropdown menu and select Yes or No for each employee, as appropriate**
5. In the **Address Type** column, click the dropdown menu and select Work, Home or Other
 - a. If you select Other, click **Edit/View Address Detail**
 - b. Enter the appropriate **address** for the employee
 - c. Click **Ok**
6. Click the **Save** button when done editing the file

UF Remote Work
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Search by: Department | begins with 62

Search Advanced Search

Search Results

View All First 1-15 of 15 Last

Department	Description
62010000	HR-HR ADMINISTRATION
62010100	HR-VICE PRESIDENTS OFFICE
62010200	HR-BENEFITS
62010300	HR-EMPLOYMENT
62010400	HR-CENTRAL LEAVE
62010500	HR-RETIREMENT
62010600	HR-EMPLOYEE RELATIONS
62010700	HR-TRAINING-DEVELOPMENT
62010800	HR-WORKERS COMPENSATION
62010900	HR-CLASSIFICATION
62011100	HR-COMMUNICATIONS & WORKLIFE
62060100	HR-BABY GATOR CHILD DEV CENTER
62060200	HR-BABY GATOR HSC
62060400	HR-BABY GATOR DIAMOND VILLAGE
62070000	HR-TITLE IX OFFICE

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Department 62010000 HR-HR ADMINISTRATION

Empl ID	Empl Record	Name	Essential	*Address Type	Edit/View Address Detail
1 12345678	0	Grimes, Nikki	No	Other	Edit/View Address Detail
2 98765432	0	Brown, Jarvis	No	Work	Edit/View Address Detail
3 12457896	0	Mendoza, Jose	No	Home	Edit/View Address Detail

Save Return to Search Previous in List Next in List

Edit/View Address Page

Empl ID 12345678 Grimes, Nikki

Country USA Address Type Other

*Address Line 1 123 N Main Street

Address Line 2

Address Line 3

*City Gainesville State FL

Postal 32601

County ALACHUA

OK Cancel

****Considerations for Essential Personnel by colleges and departments should include:**

- Continuation of critical and essential services
- Maintaining integrity of infrastructure, property or systems
- Staffing or functions needed at any point during a period when offices are closed
- Method of communication to employees deemed essential personnel prior to, and during an event requiring the service of the employee executing the functions of an essential position
- Response or assessment immediately following an emergency event

Essential employees also have a responsibility to monitor official University of Florida communications related to an emergency, including [UFAAlert](#) and [UFL.edu](#), as well as maintain up to date contact information in [myUFL](#).

For additional information, refer to the [Essential Employees](#) Policy on the UFHR website.

For assistance with policies & procedures contact UFHR at humanresources@ad.ufl.edu or 352-392-2477.

For technical assistance, contact the UF Computing Help Desk at 352-392-4357.