HR Bulletin December 2017

**Early Payroll Processing: Winter Break**
Due to the declared holidays on December 21 (beginning at Noon) and December 22 and the Winter Break observed December 24 through January 1, 2018, online time sheets and leave reports for the December 17 through December 30 pay period must be submitted electronically no later than 3 p.m. Tuesday, December 19 and approved no later than 10 a.m. Wednesday, December 20.

Non-exempt leave accruing employees (*those who complete time sheets*) should report this time during the declared holidays and Winter Break as "Holiday" hours on their time sheets. Exempt employees are not required to complete a leave report for days included in the declared holidays and Winter Break.

All leave accruing employees should report any leave taken outside the declared holidays and Winter Break as annual or sick leave (as appropriate) on their online time sheets or leave reports.

Should you need assistance, please contact Nicole Zamary at 850-474-2608 or Carol Gentry at 850-474-2605.

**Remaining 2017 Holidays**
Declared Holidays (extended): the university will close 12:00 noon Thursday, December 21, 2017 and remain closed through the Winter Holidays Sunday, December 24, 2017 through Monday, January 1, 2018 (Regular workdays only). Work will resume Tuesday, January 2, 2018.

**Minimum Wage Increase**
Effective Monday, January 1, 2018, the Florida minimum wage will increase to $8.25 per hour. Human Resources will process pay increases for all hourly OPS student and OPS staff employees whose hourly wages are below that amount effective Monday, January 1, 2018. Departments do not need to prepare Personnel Action Forms for these increases. A Report of Personnel Action documenting these increases will be forwarded to the affected departments after the change is processed. If you have questions, please contact Nicole Zamary at 850-474-2608 or Carol Gentry at 850-474-2605.

**Resources for Living**

*The art of delegation*

It's hard to be a manager. You have a lot to do. You're responsible for making sure things are done well. Chances are you were promoted into a manager role because you're good at what you do. You work hard, you get things done and people know they can go to you. [Read more on quick and easy steps to become the kind of manager everyone wants to work for.](https://ui.constantcontact.com/rnavmap/emcf/email/view?flow=view&camefrom=view&campaign=5ddec48c-1431-4378-af37-49269352842f)

*Five healthy ways to unwind after a tough day at work*

Sometimes being a manager makes for a tough day - or week - at work. Maybe you had to make a decision or enforce a policy that wasn't popular with your team. Or maybe the budget needs cutting and you want to make sure everyone's job stays safe. [Find healthy ways to unwind.](https://ui.constantcontact.com/rnavmap/emcf/email/view?flow=view&camefrom=view&campaign=5ddec48c-1431-4378-af37-49269352842f)

*Help your employees stress less about money*

People in all income brackets can experience financial stress. When your team has their personal finances under control, it can help them:

- Miss less work
- Focus better while at work
- Feel good about their current income

My Secure AdvantageTM is an optional service your organization can provide for an additional cost. It offers personalized coaching and other resources that can help your employees:

- Assess their financial concerns and goals
- Create a spending plan
- Lower their debt
- Reduce their stress about money
- Build their best financial life

Interested in learning more? You or your benefits representative can contact your account executive or e-mail us at
Let the Savings Begin!
Did you know you can save money on over 3.5 million products and services? How? Through the Employee Assistance Program (EAP) online discount service!

EAP can help you find the deals you're looking for with easy search tools and discounts codes. EAP also has feature zones that highlight hot offers, limited time bargains and regional deals. The online discount service features savings on brand-name products and services like:

- Computers and electronics
- Travel, car rentals and hotels
- Gifts and retail shopping
- Flowers
- Fitness centers
- Shoes and clothes
- Movie tickets
- Concert and event tickets
- Theme parks
- Restaurants
- Books and DVDs
- and more!

See for yourself! Login today to begin saving!

Don't Lose Your Hard Earned Points
If you received a cogz last year, this is a reminder to make your service award selection prior to March 1, 2018, (if you have not done so already) to avoid your cogz expiring. You may do so by logging into the Boost
Rewards website to select your service award. To redeem your service award, please enter the redemption code on the back of your cogz. **Even if you wish to save your cogz until your next milestone year for a more valuable item, you must still log into the Boost Rewards website to activate your cogz within 12 months of issue date to avoid expiration.** Cogz that have not been activated will expire after 12 months.

**To log in, you should use your Argonaut username and UWF plus the current year (example: UWF2017, UWF2018, etc) as your password. Once you have logged in, you will be prompted to change your password.**

If you wish to donate your cogz to another employee's Boost Rewards account, you may do so by completing the Service Awards Cogz Transfer form under MyUWF. If the cogz has not been activated, this form must be completed prior to the 12-month expiration date.

If you experience problems with the Boost Reward website, contact Boost Reward Customer Services at **1-800-324-9756.**

If you have any other questions, please call Human Resources at **850-474-2292.**

**Annual Leave Rollover**

Maximum rollover for annual leave accruing employees (except Executive Service 480 hours) is 352 hours. All annual leave hours over 352 will be converted to sick leave effective January 1, 2018. To ensure accurate rollover processing, all outstanding time sheets and leave reports should be submitted and approved prior to Tuesday, December 19, 2017. Any outstanding leave reports must be submitted and approved to accurately reflect your leave balances in preparation for year-end leave rollover. If you have leave reports that may be past the date to submit electronically, please contact Nicole Zamary at (850) 474-2608 for assistance.

Employees with more than the year-end maximum of 352 hours should make plans to schedule use of annual leave, with supervisory approval, as soon as possible. The last day to use accrued leave before the Winter Holiday will be before Noon Thursday, December 21, 2017. If you have questions regarding leave, please contact Jeff Comeau at (850) 474-2610.
Insurance Elections for 2018
Deduction Updates: Employees who made insurance changes for the new year should verify deduction updates on the December 8, 2017 paycheck. Flexible spending account deductions begin with the January 5, 2018 paycheck. Carefully review changes to pay details and report any discrepancies to Adrian Rowley at (850) 474-2604, or Elsie Rivera (850) 474-2921 or Jeff Comeau at (850) 474-2610.

For individuals with new health plans, identification cards should be received by mid-January 2018. Take note that CVS/Caremark Prescription Plan cards will arrive separately for all those with new enrollments in health insurance.

Employee Tuition Fee Waiver for Spring 2018
Requests for eligible employees and/or dependents should be submitted at least one week before the first day of classes. If you have questions, please contact Adrian Rowley at (850) 474-2604, or Elsie Rivera (850) 474-2921.

Tax Supplemental Accounts 403(B)
The University of West Florida 403(b) plan provides five (5) companies that offer 403(B) Tax Deferred Annuity Plans and *Roth 403(b) plans to employees including adjuncts and OPS (nonstudent).

The Tax Deferred Annuity plans allow employees to defer money prior to taxes being withheld. Under very limited conditions, funds may be withdrawn prior to retirement for loans or qualifying hardships; (in most cases a penalty may have to be paid); and, in all cases, the money withdrawn is income included for federal income tax calculations. Employees interested in information regarding UWF's Tax Deferred Annuity Program may contact Human Resources or the agents shown below for brochures outlining the available plans.

- **AXA**  
  Weston Cramer 1.850.470.2424

- **VOYA***  
  Samantha Wells 1.850.291.5379

- **MetLife***  
  Lori Brabham 1.850.207.8636

- **TIAA**  
  Howard Reiff 1.877.267.4510 (x265109)

- **VALIC***  
  Tom St. Clair 1.850.723.9713
For tax year 2018, the contribution limits are $18,500. Most employees age 50 and over will be entitled to an additional $6,000 catch up provision. Employees may start new Tax Deferred Annuities (TSA), change providers, change deferral amounts, or start/stop contributions at any time. Information on Tax Sheltered Annuities & Supplemental Plans:

Information on Tax Sheltered Annuities & Supplemental Plans:

* 403(b) (Pre-Tax) Investment Plans
* 457 Plans (Deferred Compensation)
* Roth 403(b) (Post-Tax) Accounts

For more information, contact Jeff Comeau at (850) 474-2610, or Adrian Rowley at (850) 474-2604 or Elsie Rivera (850) 474-2921.

**Spam Phone Calls Representing Health Insurance Provider**  
(Notice from the Florida Department of Management Services)  
The Division of State Group Insurance has been made aware that some employees are receiving spam calls designed to elicit personal information. The calls are from an out-of-state area code, and the caller attempts to verify the insurance plan in which the employee is enrolled and asks for personal information such as a member account number. The caller has verified personal information such as address and date of birth.

Please advise your employees to be cautious about disclosing confidential information. They should be certain that the source is legitimate. If they have any questions, they should contact their health insurance plan directly.

Please note that there is no evidence that these calls are the result of any type of breach of information with the Division or its insurance plans. The Division and plan providers will continue to monitor the situation.

If you have any questions, please contact HR at 850-474-2694.

**Connect with HR on Facebook and Twitter**  
Visit the Human Resources Facebook page, and Twitter account @UWF_HR for up-to-the-minute information regarding benefits, open positions, training, and much, much more! If you have any questions or comments, please contact Candace Freeman at 850-474-2694.
Welcome Aboard New Employees!

Maynor Alonzo Mendez
Environmental Services Technician
Building Services

Rondell Brooks
Environmental Services Technician
Building Services

Margo Eaddy
Board Administrative Specialist
Division of University Advancement

Susan George
Office Administrator
Exercise Science and Community Health

Keleigh Gibson
Enrollment Specialist
Enrollment Affairs

Traci Melton
Administrative Specialist
Provost Office

Allison Morgan
Assistant Director
Public Relations
Division of University Advancement

Shelly Nightengale
Coordinator-Athletic Marketing/Sales
Intercollegiate Athletics

Lydia Weaver
Videographer
CEPS Deans

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