December 2018

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Early Payroll Processing: Winter Break
Due to the declared holiday on December 21 and the Winter Break observed December 24 through January 1, 2019, online timesheets and leave reports for the December 16 through December 29 pay period must be submitted electronically no later than 3 p.m. Tuesday, December 18 and approved no later than 10 a.m. Wednesday, December 19.

Non-exempt leave accruing employees (those who complete timesheets) should report this time during the declared holiday and Winter Break as "Holiday" hours on their timesheets.

Exempt employees are not required to complete a leave report for days included during the declared holiday and Winter Break.

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

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

Minimum Wage Increase
Effective Tuesday, January 1, 2019, the Florida minimum wage will increase to $8.46 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, 2019. 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 474-2608 or Carol Gentry at 474-2605.

All job postings in PA7 with wages lower than $8.46 per hour will be revised by Human Resources by the January 1, 2019, deadline. For all future job postings, the department is responsible for entering a wage that is compliant with the new minimum wage requirement. For additional information, please contact Candace Freeman, at 474-2205.

Employee Tuition Fee Waiver for Spring 2019
Eligible employees may apply to use credits for themselves or to assign credits to dependents beginning on or about November 23, 2018. Requests should be submitted at least one week before the first day of classes. If you have any questions, please contact Adrian Rowley at 474-2604 or Elsie Rivera at 474-2921.

Remaining 2018 Holidays
The university will close Friday, December 21, 2018 for a declared holiday and remain closed through the Winter Holiday of Monday, December 24, 2018 through Tuesday, January 1, 2019. Work will resume on Wednesday, January 2, 2019.

Employee Recognition & Award Program (ERAP)
Submit your nominations for the Employee Recognition & Awards Program (ERAP)

Award Nomination Requirements

Nautilus Excellence Award
* University Work Force employees must have worked at UWF for three years as of March 1, 2019 to be eligible.
* OPS staff employees must have worked at UWF for six months as of March 1, 2019 to be eligible.

Marion Viccars Awards
* Employees must have worked at UWF for three years as of March 1, 2019 to be eligible.
* This award is for employees at the Director level and above, and Faculty Administrators (Including Dean, Associate and Assistant Deans, and Chairperson).

Gabor Awards
* Employees must have worked at UWF for three years as of March 1, 2019 to be eligible.
* Will be awarded to one University Work Force employee and one Faculty employee.

Community Service Awards
* Employees must have worked at UWF for three years as of March 1, 2019 to be eligible.
* Will be awarded to one employee (either University Work Force or
Faculty).

Visit https://uwf.edu/offices/human-resources/i-am-a/employee/erap/ for specific information and links to nomination forms. Deadline for submission is March 1, 2019.

All award applications must be submitted on the official nomination form and include three letters of recommendation. Previous awardees are not eligible for three (3) years. Nominations may be self-nominated or nominated by others.

**Nominations received after 5 p.m. on the deadline date of Friday, March 1, 2019 will be declared ineligible.**

Mark your calendar to attend the
**2019 UWF Employee Recognition and Awards Ceremony**
Friday, April 5, 2019 | 9 to 10:30 a.m.
UWF Conference Center

**Annual Leave Rollover**

Maximum rollover for annual leave accruing employees is 352 hours (except Executive Service - 480 hours). All annual leave hours over 352 will be converted to sick leave effective January 1, 2019. To assure accurate rollover processing, all outstanding timesheets and leave reports reporting hours and leave through December 31, 2018 should be submitted and approved prior to Tuesday, December 18, 2018.

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 and/or approve electronically, please contact Nicole Zamary at 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 Thursday, December 20, 2018. If you have questions regarding leave, please contact Jeff Comeau at 474-2610.

**Insurance Elections for 2019**

Deduction Updates: Employees who have made insurance changes for the new year should verify deduction updates on their December 7, 2018 paycheck. Flexible spending account deductions will begin with the January 4, 2019 paycheck. Carefully review changes to pay details and report any discrepancies to Adrian Rowley at 474-2604, or Elsie Rivera 474-2921 or Jeff Comeau at 474-2610. For individuals with new health plans, identification cards should be received by mid-January 2019. Take note that CVS/Caremark Prescription Plan cards will arrive separately for all those with new enrollments in health insurance.

**Tax Supplemental Accounts 403(B)**
The University of West Florida 403(b) plan provides five (6) companies that offer 403(B) Tax Deferred Annuity Plans and (3) *Roth 403(b) plans to employees including adjuncts and OPS (non-student). 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, but 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   (850) 470-2424  
VOYA*       Samantha Wells  (850) 291-5379  
MetLife*    Lori Brabham     (850) 207-8636  
TIAA       Howard Reiff      (877) 267-4510 (x-265109)  
VALIC*     Tom St. Clair     (850) 723-9713

**403(b) and 457 Contribution Limit Changes for 2019**
The Internal Revenue Service (IRS) announced cost of living adjustments affecting dollar limitations for pension plans and other retirement-related items for tax year 2019.

According to Notice 2018-83, the contribution limit for employees who participate in 403(b) and most 457 plans is increased from $18,500 to $19,000. The catch-up contribution limit for employees aged 50 and over who participate in 403(b), most 457 plans and the federal government’s Thrift Savings Plan remains unchanged at $6,000.

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:

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

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

**Special Open Enrollment for Whole Life Insurance**
Gabor is pleased to announce A Special Open Enrollment for Whole Life Insurance written through Mass Mutual Life Insurance. Enrollment dates are January 2nd- February 15th, 2019. MassMutual@Work Whole Life Insurance combines death benefit protection, cash value accumulation and a simple application process.

- Employees can qualify for up to $50,000 in coverage, Guaranteed Issue* (some exclusions apply)
- Spouses/Domestic partners may qualify for $25,000 or $50,000, Simplified Issue.
- Dependents may qualify for $25,000, Guaranteed Issue
Please contact your Gabor Representative, Samantha Wells at (850) 291-5379.

If you have any questions, please contact Human Resources at 474-2694 and ask to speak with a Benefits Specialist.

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!

www.resourcesforliving.com | Username: UWF | Password: UWF

Employee Assistance Program (EAP) Webinars
The Employee Assistance Program (EAP) offers monthly webinars on a variety of topics such as communication, stress management, coping skills, parenting, relationships, healthy living and more. Each webinar is one hour, which includes the presentation and allotted time for questions and answers. You may also click on the "Webinar Library" to view the training archive and print out a certificate of completion for webinars that you have already viewed. If you are interested in viewing the webinars from your desk, please sign up immediately at resourcesforliving.com. Your user name is UWF and the password is UWF.

Seating for webinar participants is limited. Please register early to ensure availability. If you do not have access to a computer, Human Resources will arrange for you to view the webinar in the Human Resources training room upon availability.

Upcoming Webinars:
- 12/06 @ 2pm (CST) Taking your zzz’s seriously
- 12/13 @ 2pm (CST) Ready, set, relax
• 12/18 @ 2pm (CST) Getting unstuck: Breaking old habits

Please visit www.resourcesforliving.com for more information about these webinars and to view the Webinar Library or you may contact Human Resources at 474-2694.

Welcome Aboard New Employees!

Madison Atchley
Information Specialist
University Libraries

Joshua Camacho
Textbook Reserves Specialist
University Libraries

Talisha Dean
Environmental Services Technician
Building Services

Yolanda Dubose
Licensed Clinical Social Worker I
Counseling and Psychological Services

Christina Joseph
Office Administrator
First Year Advising

Graham Lamb
Technology Coordinator
Institutional Effectiveness

Tina Leonard
Executive Specialist
Division of Enrollment and Student Affairs

Lori McDuffie
Collections Manager
UWF Historic Trust

Christopher Perez
Environmental Services Technician
Building Services

Chelsea Scott
Assistant Director of Facilities
Recreation and Sports Services

Dr. Damarcus Smith
Academic Support Coordinator
Office of Registrar

Claire Stewart
Assistant Director, University Advancement
Communications Division of University Advancement

Jacqueline Streenz

Ashley Wolter
Academic/Classroom Scheduling Coordinator
Office of Registrar