HR Bulletin January 2018

**Early Payroll Processing: Martin Luther King Day Holiday**
Due to the holiday observed Monday, January 15, 2018 online time sheets and leave reports for the December 31, 2017 to January 13, 2018 pay period must be submitted electronically no later than 3:00 p.m. Thursday, January 11, 2018 and approved no later than 10:00 a.m. Friday, January 12, 2018.

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

**Insurance & Flexible Spending Elections for 2018**
Flexible spending account deductions will begin with the January 5, 2018 paycheck. Carefully review changes to your pay details and report any discrepancies to Elsie Rivera at (850) 474-2921, Adrian Rowley at (850) 474-2604, or Jeff Comeau at (850) 474-2610.

For individuals electing 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
2018 Employee Recognition and Awards Program (ERAP)

Nominations for the 2018 Employee Recognition and Awards Program (ERAP) are now being accepted. Under this program, there will be four awards presented—Nautilus Excellence, Marion Viccars, Community Service and the Gabor award. Employees must have worked at UWF for three consecutive years, as of March 1, 2018, to be eligible.

The criteria and guidelines for the Nautilus Excellence, Marion Viccars, Community Service and Gabor awards are available on the Human Resources' ERAP website. The deadline for nominations is 5:00 p.m., Friday, March 02, 2018.

The awards ceremony will be held on Friday, April 6, 2018, from 9:00 a.m. - 10:30 a.m. at the UWF Conference Center, Building 22. All faculty and staff are invited to attend.

Nautilus Excellence Awards

Up to 21 eligible University Work Force will receive a $2,000 (gross) award and two OPS employees will receive $500 (gross) award. The Outstanding Employee of the Year recipient will be presented with an additional $3,000 (gross) award, a designated parking space and a plaque. University Work Force employees must have worked at UWF for three consecutive years and OPS employees must have worked at UWF for six months, as of March 1, 2018, to be eligible.

Marion Viccars Award

Employees at the director level and above and faculty administrators (including dean, associate and assistant deans, and chairpersons) and those retiring within the academic year are eligible to apply or be nominated for the award. The award recipient receives a $2,000 (gross) award and a certificate of appreciation. The award recipient will be selected based on outstanding job performance as well as service to the university and the community.

Gabor Award for Excellence

An award will be presented to one faculty member and one staff member. Each award recipient receives a $200 (gross) award and a certificate of appreciation. The honorees will be selected based on outstanding job performance as well as service to the university and the community.

Community Service Award

The Community Service Award recognizes University Work Force and Faculty employees (salaried, line item) for substantial contributions and outstanding service in the community. The award recipient receives a $500 (gross) award and a certificate of appreciation.

Committee Discretionary Award
Applications and additional information are available online at the Human Resources' Employee Recognition and Awards (ERAP) website.

Submit applications to Human Resources, Building 20E by 5:00 p.m. Friday, March 02, 2018.

If you have questions, please contact LaBratta Epting at 474-2292 or lepting@uwf.edu.

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.

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 (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

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:

- [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.

---

**We've Got You and Your Family Covered**

Aetna Resources for Living has certified counselors available 24/7 to help you and your household members. That includes adult children under the age of 26, whether or not they live at home or not. We're here to help with a wide variety of issues including:

- * Stress
- * Educational Choices
- * Family Conflict
* Career Decisions and More

Be sure to let your family know we're here for them. It's free and confidential for you and them to call anytime.
1-800-272-7252

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 mylifevalues.com. Your user name is UWF and 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:

1/4 Pennywise: Everyday budgeting and saving
1/11 Being your best self: Self-esteem for adults
1/23 No excuses! Get beyond the IFs and BUTs
1/30 Good humor = good health and more

For more information about these webinars, please contact Human Resources at 850-474-2694.

---

Welcome Aboard New Employees!