November 2018

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Open Enrollment Ending November 2

Time is running out to make insurance changes for the 2019 plan year. You can find information on the HR Open Enrollment Web Page to take action now. The deadline is November 2, 2018. Don’t wait until the last minute and risk any possible technical difficulties. Additional guidance in using the online system is available by attending the Open Enrollment Assistance sessions by registering on the Professional Training Reservation Desk.

Take note of the two-step process for Open Enrollment at UWF. After enrolling with People First, employees must provide confirmation of any changes or enrollments made to Human Resources (these may be emailed, faxed 857-6030, mailed or hand-delivered). Failure to send a copy of the confirmation of open enrollment changes to Human Resources prior to the end of the open enrollment period, may result in inaccurate deductions and possible interruption in benefits.

For assistance with benefits items, please contact Adrian Rowley at 474-2604 or Elsie Rivera at 474-2921.

Check Your People First Statements

* Review your statement: All employees should carefully review their Open Enrollment mailing from People First that shows the options and enrollments on record. The section regarding the health plan will indicate with asterisks the coverage that the employee would default into if no action is taken.

* Log in to verify elections: It is also recommended that employees log in to People First and follow the Open Enrollment steps online to confirm benefits are as desired.
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*Send Confirmation Statement to Human Resources*: Employees who change benefits for Plan Year 2019 must provide a Confirmation Statement of People First enrollment to UWF Human Resources for proper processing to avoid lapses in coverage.

For assistance with benefits items, please contact Adrian Rowley at 850-474-2604 or Elsie Rivera at 474-2921.

**Insurance Elections for 2019: Deduction Updates**
Employees who made insurance changes for the new year should verify deduction updates on the December 7, 2018 paycheck. Flexible spending account deductions 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 at 474-2921.

For individuals electing new health plans, identification cards should be received by mid-January 2019. CVS/Caremark Prescription Plan cards will arrive separately for all those who have health insurance.

**Dependent Eligibility Verification**
The Division of State Group Insurance (DSGI) will be requesting documents as part of a monthly quality assurance review to confirm that an employee's newly added dependents are eligible for insurance coverage. This process applies to new hires, marriages, births and other life events during the year as allowed by a qualifying status change (QSC) event. All employees who add new dependents during these QSC events will receive the documentation request. Documentation requests will be generated through People First to the employee's notification email in People First.

View a list of eligible dependents on the State of Florida MyBenefits website.

**Early Pay Date and Payroll Processing: Thanksgiving Holidays**
Due to the Thanksgiving holidays observed Thursday, November 22 and Friday, November 23, there will be an early pay date on Wednesday, November 21. Online time sheets and leave reports for the November 4 to November 17 pay period must be submitted electronically no later than 3 p.m. Wednesday, November 14, and approved no later than 10 a.m. Thursday, November 15.

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

**2018 Employee Relations Symposium-"Building A Culture of Respect"**
You are invited to attend the 2018 annual Employee Relations Symposium! The Employee Relations Symposium will be held Friday, November 16, 2018, from 9:00 am - 4:00 pm, in the University Conference Center, Building 22 Ballrooms A, B & C. The Symposium is designed to provide supervisors and employees with proactive approaches and solutions for employee relations issues. Division and department heads are asked to encourage their supervisors and employees to attend.

Employee relations encompasses a broad range of concepts, transactions, practices, behaviors, and objectives that arise out of the relationships between supervisors and employees, and among the employees themselves. The University of West Florida is committed to promoting positive environments and relationships by focusing on good management practices and workplace behaviors. The University's goal continues to be a pro-active approach towards maintaining positive communication among employees and supervisors in order to minimize the occurrence of employee relations problems.

This year's theme is "Building A Culture of Respect." Participants will take-away the knowledge of knowing the importance of promoting trust and respect in the workplace and making everyone feel respected and cared for in order to minimize the risk of discrimination charges. A respectful work environment promotes productivity and helps keep employees motivated and engaged.

The topics to be presented are:

- **Respect Starts at the Top - Leading by Example**, Dr. Kimberly McCorkle, Vice Provost, Academic Affairs
- **Diversity Matters - Let's Learn From One Another**, Ms. Mikia Carter, Assistant Director, Equity and Diversity
- **Building Trust Within Your Team - Making Trust Pay Off**, Ms. Allison Williams, Attorney, Williams Law Group
- **Avoiding Discrimination and Retaliation Claims - Bulletproofing the Workplace**, Ms. Karen Rentz, Executive Director, Equity, and Diversity
- **Professional & Ethical Behavior in the Workplace - Making the Right Decisions**, Mr. Matthew Packard, Compliance Officer, Internal Auditing and Compliance

A copy of the facilitator's presentation will be emailed to everyone who has registered through the Reservation Desk by 12:00 pm on November 15, 2018. **Please do not forget to wear your name badge!** The webcast link will be provided for those employees who are unable to attend in person.

Sign up via the Professional Development Reservation Desk or call 850-474-2694. For more information contact LaBratta Epting at 474-2292.

**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 time sheets 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 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 Friday, December 21, 2018. If you have questions regarding leave, please contact Jeff Comeau at 474-2610.

**Remaining 2018 Holidays**
Veteran's Day (Observed) Monday, November 12, 2018
Thanksgiving Day Thursday, November 22, 2018
Day After Thanksgiving Friday, November 23, 2018
Winter Holidays Monday, December 24, 2018 - Tuesday, January 1, 2019

**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.

**Empower Retirement Representative to Offer Advising Meetings**
Diana Morse, the UWF agent for Empower Retirement (formerly Great West) will be on campus in Pensacola November 6, 2018, from 9 a.m. to 3 p.m. to meet with employees for a "Retirement Readiness Review." Those interested in scheduling may do so by contacting Diana Morse at 484-294-5988. The location of these appointments will be in the Commons, Room 268. Come prepared by bringing any retirement account statements, projections of Pension benefits if applicable, and a recent paystub. For additional detail, contact Adrian Rowley at 474-2604 or Elsie Rivera at 474-2921.

**Applicant Experience in the Recruitment Process**
Ever have the ideal candidate withdraw their application or decline an offer because they have accepted another offer elsewhere? In today's candidate-driven employment market, it is important to conduct an efficient and effective job search and provide applicants with a positive experience. WorldAtWork (2018) identified a number of frustrations applicants face when participating in the job search process.

Job seekers reported their biggest frustrations in the hiring process as:
1) Employers cancelling or postponing interviews.
2) Lack of transparency with compensation packages.
3) Employers failing to respond in a timely manner.

Applicants also indicated they would withdraw from the application process because of a negative first impression from a hiring manager or recruiter, reading negative employee reviews, employers announcing layoffs or hearing about company scandals.

While some factors are out of the organization's control, they still have the ability to overcome these obstacles and create a positive experience for applicants by:

1) Clearly and regularly communicating with applicants.
2) Indicating clear expectations for applicants to prepare for the hiring process.
3) Providing feedback to applicants.
4) Explaining the interview process in detail (number of interviews to expect, with whom the applicant will be interviewing, etc.).
5) Completing the interview process in less than one month.

The University of West Florida is a great place to work so let us do all we can to relay that message to our applicants through our hiring practices and continue to hire the best candidates available.

For more information, please contact Candace Freeman, Employment Manager, at 474-2205.

References

University Organizational Charts
Human Resources is responsible for housing updated organizational charts for the University. The Office of the President updated the University Organizational Chart effective September 6, 2018. Each department should review the updated University Organizational Chart on the Human Resources website and verify that your department has a recent organizational chart posted. If there is not a link attached to your department name on the page then there is no organizational chart on file for your department. When verifying or creating your organizational chart, the best practices are to:

- Start your department with the President of the University
- Label with your department and date in the top right corner
- Use names and position titles, unless the position is rotating (student or short term) and then use only the position title
- Save in PDF format, using department and date

Andrea Case will be reaching out to divisions in order to facilitate this project. Please identify one point of contact within the division that she can coordinate the timely review and update of the organizational charts. Please contact Andrea Case at 474-2602 if you have any questions.
**Loyalty Oath**
As part of the hiring process at the University of West Florida, all new hires are required to sign a Loyalty Oath to the State of Florida. Please instruct your new hires not to fill out or sign the Loyalty Oath until they are in the presence of a notary. New hires will be required to present an original photo ID (i.e., UWF ID, Driver's License, Passport) as proof of identification. Human Resources has notaries available during regular business hours to assist with completion of this form or any other university documents that require a notary's signature. A complete list of UWF notaries is available on the UWF website. If you have any questions, please contact Carol Gentry, 474-2605 or Nicole Zamary, 474-2608.

**Higher Education Excellence in Diversity (HEED) Award**
UWF is a third-time recipient of the Higher Education Excellence in Diversity (HEED) Award from Insight Into Diversity magazine.

In celebration of this achievement, the offices of Equity & Diversity and Human Resources will advertise your open positions in the diverse publication, Insight Into Diversity, at no cost to you from November 1, 2018 to October 31, 2019. Insight Into Diversity will automatically pull jobs from the UWF job site so no action is required by departments other than the usual job posting process. This free inclusion in Insight Into Diversity will include faculty, staff, and OPS postings.

In return, the Office of Equity & Diversity and Human Resources encourage departments to invest the money saved to pay for additional diversity advertising or to increase inclusive recruitment and retention efforts within your area.

To learn more about how you can support inclusive excellence on campus and in our community, please contact Office of Equity & Diversity at 474-2059 and for questions about job postings, contact Human Resources at 474-2694.

**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:
- 11/1 @ 2pm (CST) Holiday Stress: What to expect and how to cope
- 11/6 @ 2pm (CST) It's all relative: Understanding family dynamics
- 11/15 @ 2pm (CST) Learning the art of small talk
- 11/20 @ 2pm (CST) Understanding Alzheimer's

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!

Arron Apro
Enrollment Specialist I
Argo Central

Frank Ferguson
Environmental Services Technician
Building Services

Dr. Guillermo Francia III
Academic Administrator
Center for Cybersecurity

Joseph Jones

Dana King
Graphic Designer
Florida Virtual Campus Innovation Institute

Emily Kirchharr
Academic Advisor I
First Year Advising

John Lucas

Ryne Milheim
Veterans Services/Desktop System Coordinator
Military and Veterans Resource Center

Sridhar Natarajan
Lab Manager
Electrical and Computer Engineering

Sandra Taylor
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