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Connect With Us

National Disability Employment Awareness Month
October is National Disability Employment Awareness Month (NDEAM). National Disability Employment Awareness Month aims to provide education about disability employment issues and celebrate the many contributions of Americans with disabilities in the workforce. Throughout the month, there will be a variety of campus activities providing information on disability employment issues and how to foster a disability-friendly work culture. Please join us in recognizing National Disability Employment Awareness Month. For more information about disability services at UWF, please visit the ADA Programs website or contact the ADA office at ada@uwf.edu or 474-2518.

Open Enrollment October 15 - November 2
Employees wishing to make changes, cancel, or enroll in insurance plans should take advantage of this year’s Open Enrollment opportunity beginning Monday, October 15 and continuing through Friday, November 2, 2018.

Any changes made as part of this event will take effect January 1, 2019.

Details on specific items related to Open Enrollment may be found throughout this issue of the HR Bulletin:

- Five Reasons to Pay Attention During Open Enrollment
- Online Benefits Enrollment Information
- People First Website Tips
- Open Enrollment Assistance Sessions - Schedule & Locations
- What's New for 2019
- Benefits Fair October 30, 2018

Employees must provide confirmation of any changes or enrollments made through People First to Human Resources (these may be emailed, faxed, mailed or hand-delivered). Failure to send a copy of the confirmation statement 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 850-474-2921.

**Five Reasons to Pay Attention During Open Enrollment**

Open Enrollment is the one time of the year when all eligible employees have the opportunity to sign up for or change their health, life, dental, or vision insurance coverage. Many people think Open Enrollment is only for those who are either starting their coverage or know they want to make a change to their plans, but Open Enrollment is important for everyone. Here are 5 reasons why you should check Open Enrollment every year:

1. **Check to see if there are changes in your plan**
   The Florida Legislature meets each spring and often passes language that affects health insurance coverage. The changes that are implemented may be big or small and could affect your plan. Checking during Open Enrollment gives you the opportunity to learn about upcoming changes and make sure your current plan is still the best choice for you.

2. **Check the dollar amounts in your Saving and Spending Account**
   Flexible spending accounts (FSAs) are continuous until cancelled. Therefore, if you had an active FSA in the last year and don't make changes the same dollar amount deductions will be made for the following year. You want to make sure your contributions accurately reflect your need for the following year so that you don't lose the money you put into the account.

3. **Make sure your dependents are still eligible**
   There are specific rules for which dependents are eligible for healthcare benefits and for how long. Continually claiming a dependent who is no longer eligible is considered fraud. Make sure that all of your dependents are still eligible and learn when they lose eligibility to avoid the headache of dealing with the consequences of a lapse.

4. **Explore new programs and opportunities**
   The State Group Insurance Program is constantly working to roll out new benefits and opportunities to better serve Florida's state employees. Various pilots and programs are offered throughout the years, and if you don't check out open enrollment you could miss out on amazing opportunities.

5. **Browse other plans**
   As you move through different stages of life, you will have different needs and your health insurance plan should always be able to cover them. Don't make the mistake of signing up for a plan at the start of your career and keeping it out of convenience. Be sure that you're on the plan that will do the most for you at this moment in time.

Beginning Oct. 1, 2018, visit mybenefits.myflorida.com to learn what's new this Open Enrollment period and check out the 2019 Benefit Guide.

**Online Insurance Enrollment Information**

Employees wishing to make changes during Open Enrollment Monday, October 15 through Friday, November 2, 2018 please note that this is a two-step process.

**Step 1**
After deciding which plans to enroll in, changes must be requested through the People First website (preferred) or by calling People First at 1-866-663-4735.

**Step 2**
Next, it is imperative that employees provide information on their enrollment to Human Resources (the easiest way to provide this information is by printing out a copy of the Confirmation Statement and emailing, dropping off or faxing it in to the secure fax line at 857-6030).

Anyone in need of information on how to use the People First website or basic login instructions
should refer to the Open Enrollment page online. Here you will find various helpful tips on how to navigate the People First site.

If you have further questions regarding the enrollment process, please contact Adrian Rowley at 474-2604 or Elsie Rivera at 474-2921.

People First Website Tips

- **General** - The People First website has been redesigned so that more up-to-date browsers such as Google Chrome can now be used. If you have previously saved settings for this site in Internet Explorer, those should be reset, as Compatibility Mode is no longer needed and will result in errors. There have not been changes to the web address (https://peoplefirst.myflorida.com), User IDs, or passwords with the upgrade to the new portal.
- **User ID** - A six- or seven- digit number assigned when first loaded into the People First system as an employee. The number is listed on your benefits statements that come by mail from People First or can be obtained online by clicking "Forgot Login ID."
- **Password Reset** - On the website there is a "Forgot Password" link that will guide you through the process, which requires a verification code that can be sent via text or email. UWF Human Resources does not have access to passwords or capability to reset your password.
- **Step-by-Step Assistance** - For additional help with the enrollment process, refer to our guide: People First Benefits Enrollment or attend an Open Enrollment Assistance session.

Open Enrollment Assistance

Employees considering changes to insurance elections are invited to attend one of several assistance sessions in order to ask questions and/or sign up online for the 2019 plan year.

This year, we will once again be holding the Open Enrollment Assistance sessions in the Library Computer Lab Classroom (Room 123).

Please come prepared with a verified People First User ID number and recently confirmed password. The People First website has "Forgot Login ID" and "Forgot Password" links that may be used if needed. If any dependents are covered, employees should also bring the date of birth and Social Security number for each eligible person.

A benefits representative will be available during the following times:

- Oct. 16th- 2:30pm-3:30pm
- Oct. 18th- 9:30am-10:30am
- Oct. 22nd- 9:30am-10:30am
- Oct. 25th- 2:30pm-3:30pm
- Nov. 1st - 9:30am-10:30am

To sign up for any of these sessions, please visit the Reservation Desk or call 474-2694.

Additionally, an Open Enrollment Assistance Day will be held at the Emerald Coast Campus in Building 2, Room 210 - Student Services on:

- Tuesday, October 17 from 9:00 am to 4:00 pm (please schedule an appointment by emailing Elsie Rivera).

What's New for 2019

Please review your Open Enrollment package, which will be mailed in October. Beginning Oct. 1, 2018, visit mybenefits.myflorida.com to learn what's new this Open Enrollment period. A summary of the news items for this year is also available on our HR Open Enrollment page, including the What's New for 2019 overview.
**Benefits Fair Highlights**

This year's Benefits Fair on Tuesday, October 30 is not to be missed! Vendors will be on hand with giveaways and door prizes. Refreshments will be served. Additionally, UWF Recreation will be offering complimentary chair massages (first come, first served). The following providers (and more!) will be in the Commons Conference Center from 10 a.m. to 3 p.m. to answer questions:

- Florida Blue and Aetna
- State of Florida Employees' Prescription Plan
- The Gabor Agency
- Securian Financial (formerly Minnesota Life)
- AFLAC, Cigna, Colonial and New Era Supplemental Plans
- Humana Vision Plan
- Ameritas, Sun Life, Cigna, MetLife, and Humana Dental Plans
- VOYA, MetLife, TIAA, VALIC, AXA, Empower Retirement, Nationwide, and T. Rowe Price
- Chard Snyder
- Shared Savings providers Healthcare Bluebook and SurgeryPlus
- The Division of State Group Insurance
- People First

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

**VECHS Level 2 Background Screening Cost Increase**

The Federal Bureau of Investigations (FBI) supports the Florida Department of Law Enforcement’s (FDLE) national portion of the criminal history record checks. An official notice has been sent regarding a change to the FBI fee schedule.

Effective January 1, 2019, the fee for the national check portion of criminal history record requests will INCREASE from $12.00 to $13.25. For those organizations performing criminal history record checks on VOLUNTEERS, through FDLE's Volunteer and Employee Criminal History System (VECHS), the cost will INCREASE from $10.75 to $11.25. These fee changes will impact all electronically submitted civil applicant fingerprint-based requests involving state and national criminal history checks. This only impacts the FBI's portion of the fee schedule.

Please anticipate the increase on all level-two Volunteer and Employee Criminal History Searches (VECHS) starting January 1, 2019.

Direct questions to Andrea Case, 474-2602.

**Level Two Background Screening**

The Level Two Background Screening requires collection of applicant fingerprints and is required for certain departments or for certain positions identified by the university. Visit the Background Screenings page to determine who must be screened. There are two types of Level Two Background Screenings: one is administered by the Department of Children and Family Services (DCF) and the other by the Florida Department of Law Enforcement (FDLE). The DCF Level Two Background Screening must be scheduled by Human Resources (HR) and generally applies to the ERCCD and individuals working with minors. The FDLE Volunteer and Employee Criminal History Search (VECHS) Level Two Background Screening is broadly utilized throughout the university and is scheduled by the department. The department point of contact will request that the applicant complete a VECHS Waiver Agreement and will forward that form to HR. The department then schedules an appointment for the applicant via the IdentoGo by Morphotrust link on the Background Screenings page using the qualified entity number (listed on the page) and adds the individual to the Level Two tracking spreadsheet. Once the results are received by HR, the department point of contact will receive an email informing if the applicant is eligible for hire.

If you have any questions, please contact Andrea Case at 474-2602.

**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 or Daniela Casta at 474-2518.

**Cell Phone Allowances**

To initiate a cell phone allowance, a Personnel Action Form should be prepared and forwarded to Human Resources. The Personnel Action Form should indicate the start date and bi-weekly amount of the allowance. An original, signed Cell Phone and/or Mobile Data Plan Allowance Agreement should accompany the Personnel Action Form. This form can be accessed by logging into MyUWF and searching for "cell phone".

A Personnel Action Form is also required in order to cancel a cell phone allowance.

Cell phone allowances are not automatically carried forward from one position to another as the allowance is attached to the default earnings on the individual position. So, if an employee changes position number (within the same department or in a new department) and their cell phone allowance is to be continued, the department must note this on the Personnel Action Form for the new position.

If you have questions, please contact Carol Gentry, 474-2605 or Nicole Zamary, 474-2608.
**Rehires**

Often departments wish to rehire a retiree, former employee or former student employee.

Even if your potential rehire worked for UWF in the recent past, please be sure to check with HR to receive clearance prior to making an offer of employment as many factors come in to play when rehiring an employee.

All rehires (with the exceptions of student employees) must complete a new Florida Retirement System (FRS) Certification Form which must be cleared by our Employment Section before starting to work. This is required because certain restrictions apply to hiring former employees who are collecting a pension or who have taken any kind of distribution from their FRS Investment Plan or Optional Retirement Program (ORP).

An HR Processing and Records team member, will also need to check the employee's Form I-9 to determine if their work authorization is still valid and to determine if the Form I-9 needs to be redone due to the date last signed.

Other documentation requirements depend on the particular circumstances and how long the person has been gone.

If you have questions, please contact:

Carol Gentry, 474-2605 (University Work Force, Faculty)
Nicole Zamary, 474-2608 (OPS Staff, Adjuncts, GAs)
Sheri Jernigan, 474-2884 (Undergraduate Students)

**Hurricane Preparedness**

Hurricanes don't only affect people living along the coast. They can still cause damage even if you live hundreds of miles from the shore. If you're in an area where hurricanes are a risk, you need a plan. CDC can help you make an emergency plan. Go to Make a Plan: Develop a Family Disaster Plan for help.

Even if there's no risk of a hurricane right now, make sure you and your family are prepared.

- Stock up on emergency supplies for your home and car.
- Write down emergency phone numbers and keep them near every phone in your house or on the refrigerator. Program them into your cell phone, too.
- Buy a fire extinguisher and make sure your family knows where to find it and how to use it. Read the National Fire Protection Association's tips for using fire extinguishers.
- Find out where the nearest shelter is and the different routes you can take to get there if you have to leave your home.
- Make sure that everyone in your family knows what the warning sirens in your area sound like - and what to do if they go off.
- Make sure you have all the health and safety supplies you need before the storm.

Check out Family, Health, and Safety Preparation for a guide on what you'll need to prepare for the storm.


**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:

- 10/2  @ 2pm (CST) Don't be part of the no vacation nation
- 10/9  @ 2pm (CST) Putting kids first: Co-parenting with your ex-
- 10/16 @ 2pm (CST) Building healthy in-law relationships
- 10/25 @ 2pm (CST) Social anxiety: Overcoming the fear of being judged

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!

Alison Bardin  
Office Specialist  
School of Nursing

Lacey Berry  
Graphic Designer  
Institutional Communications

Samantha Brooks  
Residence Life Coordinator  
Housing and Residence Life

Kharas Denson  
Public Relations Specialist  
College of Business Deans Office

Aliya Eggleton  
Program Specialist  
Office of Financial Aid and Scholarship

Suzanne Encardes  
Enrollment Specialist I  
Enrollment Affairs

Brett Haskell  
GIS Programs Coordinator  
Earth and Environmental Sciences

Theresa Huynh  
Executive Secretary  
Division of Finance and Administration

Rene Malaise  
Business Process Analyst  
Controller’s Office, Office of University Budgets

Jennifer McKeon  
Digital Content Producer/Reporter  
WUWF Public Media

Janae Miller  
Student Program Support Specialist  
Innovation Institute

Brittany Mixon  
External Testing Coordinator  
Testing Services

Dr. Billy Morales  
Assistant Professor of Professional / Clinical Practice  
School of Nursing

Khang Nguyen  
Desktop Systems Administrator  
Enrollment Affairs

Julie Novak  
Senior Program Coordinator  
Office of Registrar

Sheri Porreca  
Student Program Support Specialist  
Division of Continuing Education

Dr. Jacqueline Thomas  
Assistant Professor  
School of Nursing

Lisa Warren  
Accountant  
Controller’s Office

Dr. Karen White Trevino  
Assistant Professor of Professional / Clinical Practice  
School of Nursing

Shelby Womack  
Fiscal Specialist  
Housing and Residence Life