April 2019

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Medical and Dependent Care Flexible Spending Account Deadlines
For the healthcare FSA and limited purpose FSA, December 31, 2018, is the last day to incur claims for the 2018 plan year. All claims must be submitted by April 15, 2019. Otherwise, if you have funds remaining at the end of 2018, a maximum of $500 will carry over to the next plan year while any funds in excess of $500 will be forfeited. Click on this link for more information about Flex-Spending Accounts.

Employees should be aware that April 15, 2019 is the last day employees may submit claims for their Dependent Care 2018 accounts. If there is a balance in the 2018 account after eligible claims have been processed, the employee will lose that remaining balance. Claim forms may be found on the Human Resources website. Instructions for submission are on the claim form.

If you have questions, call Daniela Casta at 474-2604, Elsie Rivera at 474-2921, or Jeff Comeau 474-2610. Click on this link for more information about Dependent Care Flex-Spending Accounts.

Employee Tuition Waiver
The 2019 Summer Semester will soon begin. Faculty/staff members wishing to use credits personally or to assign credits to dependents for this semester should submit their requests at least one week before the first day of classes per UWF policy. Additional information about the Employee Tuition Fee Waiver can be found on the HR website.

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

Alcohol and Drug-Free Workplace
UWF is required to provide Alcohol and Drug-Free Workplace professional development to supervisors and individuals with direct Federal grants. Therefore, the Alcohol and Drug-Free Workplace professional development
opportunity will be offered on April 24, 2019, from 11:30am-12:30pm in Building 20W, Room 156A. You may register for the Alcohol and Drug-Free Workplace professional development online on the Human Resources Professional Development Reservation Desk or by contacting 474-2694. If you hold a supervisory role or work with Federal grants at UWF, you are highly encouraged to attend.

For more information about this professional development opportunity, please contact LaBratta Epting at 474-2292.

**Nine Month Faculty Pay Over 12 Months Option**

Nine-month faculty have the option to have their pay deferred over 12 months. This option is voluntary. For information on the Nine Month Faculty Pay Over 12 Months option and how to enroll, please visit the Human Resources web page under News and Announcements. The enrollment dates for this program will be March 1, 2019 to June 29, 2019. Those who are enrolled and wish to discontinue must complete the termination form between March 1, 2019 to June 28, 2019. Enrollment and Termination forms must be sent to Human Resources Bldg. 20 East and received by close of business June 28, 2019.

If you have any questions contact Jeff Comeau at 474-2610 or Billy Pollard at 474-3025. You may visit the Human Resources Web page under News and Announcements for more information and forms.

**People First Correspondence and Direct Payments**

In order to provide the best service, Human Resources must be informed of any action an employee takes with People First. The Human Resources Benefits Team works to reconcile premium discrepancies through payroll adjustments, and knowledge of payments made outside of payroll is essential to proper updates being made. Employees are asked to send information in writing any time changes in enrollment are made or payments are sent to People First in an effort to avoid potential interruptions in coverage.

If you have questions, call Daniela Casta at 474-2604, Elsie Rivera at 474-2921, or Jeff Comeau 474-2610.

**Job Search Document Retention Process Change for 2019**

For PeopleAdmin 7 (PA7) job searches that close in, are withdrawn/canceled, or result in a hire in 2019, Human Resources will now ask for and retain the job search records for the required four year retention period. That means for job postings that close in or result in a hire in 2019, hiring officials will no longer be required to retain search documents for the required four years. For all searches that conclude in 2019 (faculty, staff, OPS, student), the hiring official or designee must scan and forward search related documentation to HR. This includes faculty and staff Sunshine Recruitments, closed searches that utilized an advisory committee, and those searches that only utilized the hiring official to make the hiring decision. Documents should be emailed to jobs@uwf.edu. Hiring officials are still required to retain search documents for job postings that were withdrawn/canceled or resulted in a hire prior to 2019.
VECHS Level 2 Background Process Update
UWF has been approved to conduct background fingerprinting through the Volunteer and Employee Criminal History System (VECHS) program with the Florida Department of Law Enforcement (FDLE) for employees and volunteers in positions that involve care, instruction, or supervision of minors, elderly persons, or other vulnerable populations during camps, classes, or events.

Level 2 background screenings for positions of special trust remain suspended. Student employees or volunteers in positions of special trust should continue to follow the Level 1 Background Screening Procedures.

Human Resources will now be setting up appointments for VECHS Level 2 background fingerprinting so departments only need to complete the Background Screening Request form (including index number) and submit to HR for Level 2 applicants, employees, or volunteers.

If the applicant requires a Level 1 background then follow the standard Level 1 procedure (have the applicant complete/sign the applicant part of the form). The department submits the form along with the employment application (staff or OPS), FRS form, Statement on Controlled Substance Conviction, and Staff Certification (if a Staff - University Workforce line position) to HR.

Screening results will be delivered by VECHS to Human Resources. The employing department will be notified via email by Human Resources of the candidate’s eligibility for employment.

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 username 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:
• 4/04 @ 2pm (CST) Anger: How it helps and how it hurts
• 4/11 @ 2pm (CST) Pennywise: Everyday budgeting and saving
• 4/16 @ 2pm (CST) Yes or no? Secrets of sound decision-making
• 4/25 @ 2pm (CST) Making stress your best friend

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!

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