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ERAP 2025 Ceremony - April 3rd

Join us this Thursday from 9:00 a.m. to 10:30 a.m. at the UWF Conference Center to celebrate our Nautilus, Newcomer, Gabor, Community Service, Marion Viccars, and Employee of the Year award winners, and to recognize employees who have reached their milestone service awards, 5, 10, 15, 20 years and up.

University Work Force Staff who reach service award milestones this year may pick up their service awards from Human Resources beginning April 3rd at noon (ID required). Faculty will be recognized at the Fall Faculty Forum and may pick up their service awards in Human Resources after the Forum.

If you have any questions or would like additional information, please contact the Employee Engagement Coordinator, [Jack Kolodziejcki](#), at 850.474.2292.



Student Minimum Wage Increase

Effective Sunday, July 6, 2025, the minimum wage for the University of West Florida undergraduate student employees will increase to \$15.00 per hour. This will also include Federal Work Study student employees.

The minimum hourly rate for Graduate Assistant positions is under review and will be determined at a later date.

If you have any questions please contact [Jamie Sprague](#).

Timesheet and Leave Report Access Issues

In June 2024, Human Resources upgraded to the new Employee Self-Service Timesheet and Leave report module, accessed via the Employee Dashboard. Shortly thereafter, we discovered that some users were experiencing issues accessing their timesheet/leave report if they were also acting as a proxy for another approver.

If a user acts as a proxy within the same session in which they open their own timesheet/leave report, their timesheet/leave report may become locked. In order to avoid this issue, users should ensure that they only perform one function at a time, without first logging out of their Employee Dashboard.

After a user has finished acting as a proxy, if they need to also complete their timesheet/leave report they should either:

1. Return to the “Proxy or Super User” page (accessed via the link in the upper right-hand corner) and in the “Act as a Proxy” dropdown field, select themselves and then click on the “Navigate to Time & Leave Approvals application” button in the bottom right-hand corner; or,
2. Log out of the Employee Dashboard by clicking on the person icon next to their name in the upper right-hand corner and then return in a new session to complete their remaining tasks.

HR is currently working with Ellucian to resolve this issue and will provide updates as they are made available. If you experience any issues with accessing your timesheet or leave report, please reach out to [Nicole Zmary](#) at 850.474.2608 or [Sheri Jernigan](#) at 850.474.2884 for assistance.

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. Information on the Nine Month Faculty Pay Over 12 Months option and how to enroll will be available on the [Human Resources web page](#) under News and Announcements beginning March 1, 2025. The enrollment dates for this year will be March 1, 2025 to June 30, 2025. Those who are enrolled and wish to discontinue must complete the termination form between March 1, 2025 and June 30, 2025. Enrollment and Termination forms must be sent to Human Resources, Bldg. 20 East and received by the close of business June 30, 2025.

If you have any questions contact [Tony Lindberg](#) at 850.474.2610 or [Kristie Peppers](#) at 850.474.3169.

Employee Tuition Waiver

The 2025 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.

If you have any questions, please contact [Elsie Rivera](#) at 850.474.2921 or [Adrian Rowley](#) at 850.474.2604.

Explore the Dream of Homeownership with Pensacola Habitat for Humanity

The University of West Florida is excited to partner with the Habitat for Humanity to support our eligible employees through this impactful program. To learn about eligibility requirements, please refer to the process breakdown provided below. Additional information and brochures are available on our main page at [HR Webpage](#) under the "News and Announcements" section and in the [HR Forms and Resources](#).

This program is not managed by the University of West Florida or Human Resources. All questions should be directed to the point of contact listed at the end of this article.

Pensacola Habitat for Humanity is excited to share details about their **Homebuyer Programs**, an opportunity for individuals and families in Escambia and Santa Rosa Counties to achieve affordable homeownership. This program is tailored to help those with modest incomes become homeowners through an engaging and supportive process. Pensacola Habitat is so grateful for the work you all do, now they want to give back to YOU!

Basic Eligibility Requirements for PHFH Homebuyer Program:

- Applicants must currently live or work in Escambia or Santa Rosa County.
- Demonstrate a steady income and the ability to make affordable monthly mortgage payments.
- Show a need for housing (e.g., overcrowding, high rent, unsafe living conditions).
- 640+ credit score
- Total household income falls between [income guidelines](#)
- Be willing to partner with Pensacola Habitat, including completing required "sweat equity" hours and attending educational workshops.
- Other eligibility requirements can be found here: <https://pensacolahabitat.org/homebuyer>

Program Highlights:

1. **Application Process:** Submit an initial application to determine eligibility.
2. **Partnering with Habitat:** Approved applicants will complete sweat equity hours and educational workshops before closing on their home.
3. **Financial Assistance:** Pensacola Habitat for Humanity staff will help the applicant find and secure available down payment assistance.
4. **Homeownership:** Once all requirements are met, participants purchase their home with an affordable mortgage!

To view the different homes HFH builds, visit the [Virtual Home Tours](#) on their website!

We invite you to [schedule an appointment](#) with their Programs Team to discuss your specific situation and determine if this program is a good fit for you and your family. Let HFH help you take the first step toward owning a home you can call your own. Schedule your appointment with them today!

[SCHEDULE A MEETING TO DISCUSS HOMEOWNERSHIP OPPORTUNITIES](#)

You can also complete the [form attached](#) and email it to emcdonald@pensacolahabitat.org.

Ready to Apply?

Visit [Habitat for Humanity Website](#) for detailed information and to complete the online application.

Habitat looks forward to supporting you on your journey to affordable homeownership!

PageUp Implementation

As we navigate through our PageUp implementation to improve our customer experience, the Employment Team is actively updating PageUp user permissions. If you notice that your PageUp permissions have changed and you are unable to access needed job descriptions and/or job postings, please contact the [Employment Team](#) for assistance by email or phone: 850.474.2694.

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 any questions, please contact [Elsie Rivera](#) at 850.474.2921 or [Adrian Rowley](#) at 850.474.2604.

FRS Pension Plan Member Annual Statements (MAS)

Florida Retirement System (FRS) Pension Plan and Hybrid Plan members receive a new Member Annual Statement (MAS) each year in their birth month. These statements include information such as whether or not the member is vested, the total service credit earned, and estimated benefit amounts depending on retirement date.

Members with a valid email address on file will be notified when their MAS is available on FRS Online. The MAS will continue to be available on the member's [FRS Online](#) account throughout the year. If a member's FRS Online account is not yet established and there is an email address on file, an email including a temporary 60 day access code to view their MAS will be provided while the member establishes their FRS Online account. The MAS is only available to pension plan and hybrid plan members who are actively working in an FRS retirement eligible position. DROP participants will not receive the MAS.

The information in the MAS is designed to assist members in retirement planning. Further planning resources are available with the MyFRS Financial Guidance Program, which offers free access to experienced and unbiased financial planners. This benefit may be accessed by calling toll free 866.446.9377 and selecting option 1.

If you need further assistance, please contact [Elsie Rivera](#) at 850.474.2921, [Tony Lindberg](#) at 850.474.2610, or [Adrian Rowley](#) at 850.474.2604.

Healthier U and EAP Wellness Wednesday Partnership Continues!

We are excited to announce the continuation of the Healthier U and EAP Wellness Wednesday partnership for fall and spring semesters 2024-2025. Working with our EAP, we identified workplace wellness hot topics for our faculty and staff. Pack a lunch or schedule a team lunch-and-learn. This year our lineup includes:

Strengthening Work Relationships – Team Building – April 16
Time for You – Don't Be Part of the No Vacation Nation – May 7

For a detailed description or to register, visit the [PageUp Learning Library](#) or Calendar today!

EAP Resources for Living Webinars – Click [here](#) to register for a webinar.

- 4/3 @ 2pm [Balance: Relaxation Techniques](#)
- 4/10 @ 2pm [Financial Worries in the House:nWhat Do We Tell the Kids](#)
- 4/17 @ 2pm [Kids and Their Techno-Toys: Parenting in the Age of Technology](#)
- 4/24 @ 2pm [10 Questions to Become a Better You](#)

Our Aetna Resources for Living EAP is available for you and your family. Explore the [website](#) for related resources. You will be glad you did! ('Company log in/Register' then Username= UWF, Password = UWF).

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