August 2019

**Fall Hiring Rush**
When possible, submit Personnel Action Forms and new hire essential documents to Human Resources as early as possible. This will allow us to set up positions in payroll in advance and ensure that new employees have access to online resources upon their start date and that they are paid on time.

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

**Non-UWF Student Employees**
Departments with student employees who are enrolled at an institution other than UWF are classified as Non-UWF student employees. Documentation of enrollment/status is required and must be updated each semester. The deadline to turn in proof of enrollment and fee payment is the last day of Drop/Add for the institution in which the student is enrolled. Please make sure all Non-UWF student employees in your department understand these requirements.

If you are unsure whether documentation for your student employee is current, please contact Kris Ledbetter at 474-2601 or Sheri Jernigan at 474-2884.

**Administrative Leave**
Administrative leave is a benefit available to Executive Service, University Work Force and Faculty employees. Administrative leave counts as hours of pay, but does not count as hours of work for overtime purposes. Administrative leave includes the following: bereavement, jury duty, court appearances, emergency closing, emergency response, military training (not active duty), voting, and volunteer service. More details on each of these types of administrative leave can be found in HR Policy 18.02 - "Hours of Work."
New Hires

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and Benefits" and on the HR Leave web page. Hours missed should be recorded as Administrative leave on the time sheet or leave report and the reason and date(s) should be noted in the Comments section (i.e. Jury Summons, Bereavement, Emergency Closing, etc.) Documentation should be provided where noted in HR-18.02. In the event of an Emergency Closing, be sure to check the News and Announcements section of our main Human Resources web page for specific details regarding reporting hours and completing time sheets.

For more information, please contact Carol Gentry at 474-2605 or Nicole Zamary at 474-2608.

Ending OPS Appointments
As soon as it is known that a student or OPS staff employee will no longer be working in an individual position within a department, a Personnel Action Form should be generated to end that appointment. Leaving students and OPS Staff in active positions when they are not working artificially inflates payroll encumbrances and affects a department's financial reports. The payroll encumbrance calculation is based on current and future job records.

If the employee resigned, please be sure to indicate that on the Personnel Action Form and attach a copy of their resignation letter. OPS employees who separate from UWF may often be seeking to withdraw funds from their 401(a) FICA Alternative plan and the employee must be terminated before that can occur.

If you have any questions, please contact Sheri Jernigan at 474-2884, Nicole Zamary at 474-2608 or Carol Gentry at 474-2605.

Verify Updated Contact Information
Employees can edit their address and phone number records any time in the MyUWF menu "Contact and Privacy Information," but it is especially important to do so in advance of the upcoming Open Enrollment season. In order for Open Enrollment statements to be sent to the correct addresses, any updates must be made prior to September 25, 2019. In addition, you may wish to log in to People First to be certain your notification email address is up-to-date.

If you have any questions, please contact Adrian Rowley at 474-2604 or Elsie Rivera at 474-2921.

New Hire Assistance
As in the past, Human Resources anticipates many new employees will be starting work this August. We will once again offer two New Employee Orientation sessions this month (August 8 and August 22) and Insurance Enrollment Assistance classes for new staff and faculty wishing to enroll in insurance plans. These workshops will be held in the Library Classroom (Building 32, Room 123) on August 13, August 26, and August 29 at 10:00 am.

Please register via the Reservation Desk or call 474-2694.
Change to Background Screening Process
Effective September 1, 2019, background screening requests will be initiated by completing the Employment Background Screening Request Dynamic Form located on the HR website. The department contact person will complete the form and attach any needed documents (i.e., Staff Certification, Contingent Offer Letter, Volunteer Agreement, etc.). The form will prompt for any required or optional documents. When Human Resources receives the Employment Background Screening Request Dynamic Form, Human Resources will contact applicants/potential hires to complete the remaining pre-employment documents (i.e., Controlled Substance form, FRS form, OPS application, etc.). This means that the departments will no longer be required to request or provide these pre-employment documents to Human Resources. The department contact person listed on the background screening form will be notified when the background screening process is complete.

If you have any questions, please contact Mary Claridge at 474-2602 or April Harvey at 474-2606.

Deadline Approaching: Employee Tuition Fee Waivers
Eligible employees who have not done so may apply for tuition waivers for the Fall 2019 semester at this time. Remember to allow a minimum of five business days for processing of waiver requests. For employees assigning waivers to dependents, allow additional time for the verification of dependent documentation by Human Resources.

If you have questions regarding your account, balances due, or particular course coverage under the tuition waiver, please contact the UWF Cashier's Office at 474-3035.

Faculty Premium Deductions Resume in September
Nine-month faculty will notice that insurance premiums are not being deducted from pay in the month of August. Beginning with the September 13, 2019 paycheck, these deductions will resume.

If you have any questions, please contact Adrian Rowley at 474-2604 or Elsie Rivera at 474-2921.

2018-2019 Annual Performance Evaluations for University Work Force Employees
The annual performance evaluation process is a method through which supervisors provide employees with feedback on their performance. An annual performance evaluation should be completed on all University Work Force employees that you supervise. The evaluation period is July 1, 2018 through June 30, 2019. The deadline for submitting completed evaluations is October 1, 2019.

Please note that the Position Orientation Year evaluations are a separate process and should be completed at the end of the employee's first year at the university.

The evaluation is accessible electronically in PeopleAdmin 7 (PA7). To log into PA7, go to the "MyUWF" desktop page and type PeopleAdmin 7 in the search box and click on the yellow "click here to log in with SSO" link.
Additional instructions for completing the evaluation process are available in the performance management module on the HR Website.

Training on the performance evaluation process will be offered on August 29, and September 18, 2019. Please register via the Professional Development Reservation Desk or call 474-2694.

If you have any questions, please contact LaBratta Epting at 474-2292.

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**2019-2020 Performance Objectives**

Human Resources is currently in the process of implementing a new performance software system for managing and tracking performance evaluations. During this process, performance objectives will not be entered into PeopleAdmin 7 (PA7). However, supervisors will still need to create, review, and provide objectives to employees. Once the new software for performance management goes live, supervisors will be able to input performance objectives into the performance management software system. Estimated go-live time-frame is February 2020.

If you have any questions, please contact LaBratta Epting at 474-2292.

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**Human Resources Is On Social Media**

Did you know that Human Resources is on FaceBook and Twitter? We can also now be found on YouTube. Follow us to keep up with last minute updates, helpful articles, reminders of upcoming deadlines and events. The links can be found on our website as well as on all of our monthly newsletters in the left hand column. Join us today!

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**2019 Employee Relations Symposium**

You are invited to attend the 2019 annual Employee Relations Symposium! The Employee Relations Symposium will be held Thursday, October 31, 2019, from 8:00 am - 4:00 pm, in the University Conference Center, Building 22 Ballrooms A, B & C.

This year's Employee Relation Symposium theme is "**Cultivating Civility in the Workplace.**" The topics to be presented are:

- **Equality and Diversity Under the Law: Holding Everyone Accountable**, Mrs. Amie Remington Esq., Landrum General Counsel, 9:15 a.m. - 10:15 a.m.
- **Managing Emotions: The Value of a Psychological Healthy Workplace**, Dr. William Mikulas, Professor Emeritus (UWF) - Psychology, 10:20 a.m. - 11:15 a.m.
- **The Respect Effect: Sensitivity in the Workplace**, Mrs. Faith Chapman, Bridges Consulting Services, 11:20 a.m. - 12:20 a.m.
- **Enforcing Equal Treatment: Understanding and Correcting Incivility**, Mr. Russell Van Sickle Esq., Beggs & Lane, RLP, 1:35 p.m. - 2:35 p.m.
- **Perception Matters: It's Not What You Say, But How You Say It**, Dr. M. Kelly Carr, Department of Communications, 2:40 p.m. - 3:40 p.m.

This event is open to the public and has been approved for 5
recertification credit hours through HRCI and SHRM.

This event is free for UWF retirees this year, to register please email lepting@uwf.edu or call 850-474-2694.

For more information please visit Employee Relations Symposium or contact LaBratta Epting at 474-2292.

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**Don't Lose Your Hard-Earned Points**

This is a reminder to service award recipients make your service award selection, (if you have not done so already). You should have received an email on Friday, April 5, 2019, with a unique redemption code for a dollar value based on your years of service to redeem your service award.

You may also access the Awardco website through the Employee Service Awards app under MyUWF. Once logged in hover over "Spend Points" and search for anything OR if you're not sure what you want, click a sub-category and browse products. Select the item(s) you wish to purchase with points then click checkout and type in your shipping address before submitting your order. To check the shipping status, click on "Profile" and then "My Redemptions."

You may save your service award until your next milestone year for a more valuable item or donate it to another employee's Awardco account by completing the Service Awards Transfer form. The form may be completed online under MyUWF.

**Gift Card Disclaimer**: Gift cards are taxable income. If you select a gift card(s) as your service award, taxes will be withheld on the value of the gift card at approximately 30%.

If you experience problems with the Awardco website, contact Awardco Customer Service at 1-801-845-9273.

If you have any questions, please contact LaBratta Epting at 474-2292.

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**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:**

- 8/6 @ 2pm (CST) Surviving the college application process
- 8/13 @ 2pm (CST) Are you ready? Emergency preparedness
- 8/22 @ 2pm (CST) Being a team with your child’s teacher
- 8/27 @ 2pm (CST) Understanding postpartum depression

Please visit [www.resourcesforliving.com](http://www.resourcesforliving.com) for more information about these webinars and to view the Webinar Library or you may contact Human Resources at 474-2694.

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**Welcome Aboard July New Employees!**

Brittan Braddock  
Assistant Professor  
Music Department

Jenn Brinkley  
Assistant Professor  
Administration and Law

Kerrie Brock  
Office Administrator  
Parking & Transportation Services

Mike Brumfield  
Coordinator  
FLVC

Liza Campbell  
Assistant Librarian  
Library Admin

Rachel Conway  
Associate Director  
Financial Aid

Melissa Dandridge  
Associate Director  
Creative Communication  
University Marketing Communications

Kristen Dorsey  
Women's Golf Coach  
Intercollegiate Athletics

Michele Fero  
Academic Advisor I  
College of Health

Dr. Kristi Gilmore  
Assistant Professor  
Department of Communication

Jerry Harkness  
HVAC Specialist  
Utility Operations

Charlene Holmes  
Office Administrator  
Executive Mentor & Career Prep Program

Danita Marcum  
Lab Manager  
Mechanical Engineering

Kristin Masson  
Office Specialist  
Human Resources

Tiffany Miner  
Environmental Services Technician  
Building Services

Earnestine Mosley  
Environmental Services Technician  
Building Services