



August 2022

Early Payroll Processing: Labor Day Holiday

Due to the Labor Day holiday observed Monday, September 5, 2022, online timesheets and leave reports for the August 21, 2022 through September 3, 2022, pay period must be submitted electronically no later than 3:00 p.m. Thursday, September 1, 2022, and approved no later than 10:00 a.m. Friday, September 2, 2022.

If you have any questions, please call Nicole Zamary at 850.474.2608 or Christine Dillard at 850.474.2508.

Fall Hiring Rush

Please submit the [New Hires Needing Essential Documents](#) form and Personnel Action Forms to Human Resources as early as possible. This will allow Human Resources to meet with individuals to collect all required paperwork and to set up positions in the system as early as possible. This will ensure that new employees are paid on time and have access to online resources upon their start date. If you are unsure as to what may be required to hire or rehire your employee, please contact Human Resources prior to completing paperwork. For more information contact Nicole Zamary at 474-2608 or Kris Keating at 474-2601.

Graduated Student Employees

Departments with student employees who have graduated or will graduate in the Summer 2022 semester should send in Personnel Action Forms to end their student positions. If you wish to have your graduated student employees continue working in your department, they must be converted to OPS Staff employees. This will require a background screening and additional documentation to be completed prior to them working in an OPS Staff capacity. If you have any questions, please contact Nicole Zamary at 474-2608 or Kris Keating at 474-2601.

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

Hiring of Graduate Assistants and Personnel Action Form Processing

Graduate Assistantships are available to students through their respective academic departments, as well as non-academic departments. All Graduate Assistants must meet the requirements as outlined by the Graduate School in their Office Manager Handbook. Once an individual is selected and approved for a Graduate Assistantship, the department is responsible for routing a Student Personnel Action Form to Human Resources. If the individual is a new hire, please follow the process for onboarding as outlined on the Student Employment webpage.

All hourly Graduate Assistant appointments, which includes Graduate Assistants, Graduate Research Assistants, and Graduate Teaching Assistants, should have a start date no earlier than one pay period prior to the first day of the fall semester, not to exceed 2 weeks, and **must** have an end date. Regardless of the start date, the ending date is no later than the last day of the spring semester. Appointments ending in the fall should have an ending date of no later than the day before the spring semester begins.

Academic Departments have the option of submitting one Personnel Action Form for both the fall and spring semester or one per semester. HR and the Graduate School encourage departments to submit one Personnel Action Form for the 2 semesters combined, when feasible.

Exceptions to the beginning and end date rules are as follows:

- Any hourly Graduate Assistant appointment on an external grant should use the beginning and ending dates for the grant. These Personnel Action Forms must be signed by Research Administration and Engagement prior to routing to the Graduate School for signature.
- Graduate Teaching Assistants – Instructor of Record, which are salaried appointments, must follow the dates of the academic term and the model used for adjuncts. Please refer to the Payroll Calendar for these dates.

A separate Personnel Action Form should be processed for summer appointments. The beginning and end dates should be the dates notated in the Payroll Calendar for adjuncts and Graduate Assistants. However, summer appointments can begin as early as the next day following the last day of the spring semester and can extend as late as the day before the first day of the fall semester.

If you have any questions, please contact Nicole Zamary at 850.474.2608 or Kris Keating at 850.474.2601.

Outside Activity and Conflict of Interest

The University of West Florida encourages its employees to engage in activities supporting their professional growth, creating new knowledge and ideas, and furthering the University's mission of excellence in teaching, research, and service. University employees' primary professional obligation, however, is to act in the best interest of the University and to maintain the highest ethical and professional standards. A University employee's outside activities or interests, however, must not conflict, or appear to conflict, with their professional obligations to the

University of West Florida. Accordingly, the **HR-23.02-04/22, Outside Activities and Conflicts of Interest**, policy establishes standards and requirements to protect the University's financial well-being, reputation, and legal obligations and provides a system for identifying, reporting, and managing real or apparent conflicts. Disclosing outside activities fosters UWF's support of these efforts.

Faculty covered by the United Faculty of Florida Collective Bargaining Agreement (CBA) should refer to Article 21 of the CBA, Conflict of Interest/Outside Activity, for information regarding reporting outside activities. Certain terms of the CBA differ from the information in this notice; in which case, in-unit faculty should follow the provisions of the CBA.

The outside activity form is due in Human Resources by **August 15, 2022** for all Executive Service, Faculty, University Work Force, and OPS employees.

OUTSIDE ACTIVITIES

An outside activity includes any activity, compensated or uncompensated, which is not part of the employee's assigned duties for the University and for which the University has provided the employee no compensation. Employees must disclose outside activities on the appropriate outside activity-conflict of interest form.

OUTSIDE ACTIVITIES REQUIRED TO REPORT

- Employment outside of UWF
- Private consulting, advising, and speaking
- Teaching and/or research appointments for an entity other than UWF
- Seeking an elected public office
- Serving as an expert witness or legal consultant
- Practicing as a licensed professional
- Service on a Board of Directors
- Presentation at professional meetings in which an honorarium is being paid to the employee
- Professional activities provided in a foreign country, or directing the activities of others in a foreign country
- Activities involving more than incidental use of UWF facilities, equipment, or services
- Activities requiring the waiver or assignment of the employee's or UWF's rights or interests to any inventions or works that may be developed during the course of or from the activity
- Required use of books, supplies, equipment, or instructional resources at UWF when they are created or published by the employee or by an entity in which the employee has financial interest.

OUTSIDE ACTIVITIES NOT REQUIRED TO REPORT

- Peer review of articles or research proposals
- Unpaid scholarly collaborations at another domestic academic or research institution
- Receiving an honorary degree from another institution
- Editorial services for educational or professional organizations
- Conducting workshops for professional societies

- Musical or other creative performances and exhibitions that are consistent with the faculty member's discipline

CONFLICTS OF INTEREST

A conflict of interest generally means a situation in which regard for a private interest tends to lead to disregard of a public duty or interest.

WHEN MUST A FORM BE SUBMITTED

All employees (Faculty, Work Force, and OPS) must report as follows:

- Each year by August 15
- Each time an employee plans to engage in a new activity requiring disclosure
- Any time there is a significant change in an activity which has previously been reported
- Where the uncompensated activity:
 - Creates or reasonably appears to create a conflict of interest
 - Interferes or reasonably appears to interfere with the full performance of the employee's responsibilities or other University obligations
 - Interferes with the employee's primary commitment of time, attention, and energies to the University

Note: Students and Adjuncts only need to complete the outside activity form if they participate in the design, conduct, and reporting of research or other types of sponsored projects.

WHY DO I HAVE TO REPORT?

- Florida Statute requires that all employees must report conflicts and outside activities (See Florida Statute 112.313, Code of Ethics for Public Officers and Employees, and Florida Statute 1012.977)
- University Policy requires it
- The policy and statute were instituted to create an environment of transparency and fairness to the citizens of the state
- To prevent abuse, including bribery, nepotism, and exploitation of employment

USE OF UNIVERSITY FACILITIES, EQUIPMENT, AND SERVICES

- Any employee who wishes to request the use of University facilities, equipment, or personnel in conjunction with an outside activity or employment must submit a written request for such use using the appropriate [Request for Approval of Use of University Resources](#) form. Failure to submit such a request constitutes specific lack of permission to use any University resources in conjunction with an outside activity or employment. Each request will be evaluated on its own merits. The University is under no obligation to grant any such request.
- An employee engaging in an outside activity shall not use the facilities, equipment, or services of the University in connection with the outside activity without prior approval of the appropriate supervisory authority. Approval of the use of University facilities, equipment, or services shall be conditioned upon reimbursement of the costs related to such use. A form for requesting approval for use of University resources must be completed and approved.
- Charges for the use of University facilities by employees for their outside activities shall be at the same rate as ordinarily charged to the general public.

USE OF TEXTBOOKS

- Any employee who wishes to require a class that the employee instructs to use a textbook or other educational material that the employee wrote or prepared, must complete the Textbook Authorization form. This form must be completed and approved up through the Provost prior to requiring the use of the textbook or other educational materials.
- If you are an instructor reporting to a chair and you wish to require a class that you instruct to use a textbook or other educational material that you wrote or prepared, please use this [Dynamic Form](#).
- If you are the chair of a department or dean of a college and you wish to require a class that you instruct to use a textbook or other educational material that you wrote or prepared, please use this [Dynamic Form](#).
- In order to proceed to the form, you will be required to fill in the name(s) and e-mail address(es) of your Chair, Dean, or Vice President as applicable. Be sure to click on the blue floppy disk icon to save after you fill in this information.
- If you do not click “sign electronically,” but have saved your information, the form will be available for you to complete the process by clicking “draft forms” on the dynamic forms starting page.

ADDITIONAL REQUIREMENTS FOR FEDERALLY FUNDED RESEARCH

Federal regulations require that, when federal funds are allocated through a grant or contract, the University must examine conflicts and, where appropriate, report them to the federal agency. Federal regulations require that the University manage, reduce, or eliminate any actual or potential conflicts of interest that may be presented by certain compensated outside activities and other financial interests of persons involved in sponsored research projects funded by the federal government. The primary purpose of the federal regulations is to prevent bias in the design, conduct, or reporting of research projects.

WHAT IF I DON'T REPORT?

- An employee's failure to fully and properly report outside activities and other interests as required by this policy or failure to follow any conditions imposed pursuant to the University's approval of such activities, may be grounds for disciplinary action, up to and including dismissal.
- Where approval for an outside activity is based upon a report containing incomplete or inaccurate information provided by the employee, the approval is null and void.
- In accordance with Florida Statutes Section 1012.977, any employee engaged in the design, conduct, or reporting of research who failed to disclose an outside activity related to their UWF area of expertise or any financial interest shall be suspended without pay pending the outcome of an investigation which shall not exceed 60 days. Upon conclusion of the investigation, the university may terminate the contract of the employee. Failure by an employee to comply with this policy or a conflict of interest monitoring or management plan may result in disciplinary action up to and including termination for just cause.

PROCEED TO THE OUTSIDE ACTIVITY FORM

- If you have multiple outside activities, **each activity must be on a separate outside activity form.**
- Click the [Outside Activity Form](#) to proceed to the form.

- When you click “NO” to “Do you have an outside activity?”, you will receive an email to sign the DocuSign form. In order to complete the process, you must respond to this email and sign the form. This will complete the process.
- When you click “YES” to “Do you have an outside activity?”, you will receive an email to complete additional questions before you sign the document. You must respond to this email in order to complete the process.
- Your routing for approval will be automatically populated. If the approval names are not correct or not available, you can manually change or input the correct names.
- You will need to check your email and review (open the pdf) your form to see if it was approved or declined.
- For additional guidance, the University of West Florida **HR 23.02-04/22, *Outside Activities and Conflicts of Interest***, policy provides guidance to employees seeking to engage in outside activities.

If you have any questions, please contact Jamie Sprague at jsprague@uwf.edu or 850.474.2156.

University Organizational Charts

Human Resources is responsible for housing updated organizational charts for the University. Please complete an updated Organizational Chart for your department and forward to Human Resources. You may review your current organizational chart on the [Human Resources website](#). 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 organizational chart with the President of the University.
- Label with your division, department name, and date in the top right corner.
- Indicate the title and position number for each job in the Department (if including Student or OPS positions then only provide title). Please do not include employee names for security purposes.
- Save in PDF format, using Department and date indicated on the document.

Please email the updated organization chart to hr@uwf.edu; contact [Kristin Masson](#) at 850-474-2602 if you have questions.

Use Your Awardco Points by December 31, 2022

Employee Service Awards are redesigned for 2022-2023. As a result, the platform for spending points (\$s) will be discontinued effective January 1, 2023. Log on to the platform through MyUWF [Employee Service Awards](#) and spend your points on virtual prepaid cards, eGift Cards, Amazon, or other Florida Local Gift Cards.

Want to see June’s Top 10 redemptions chosen by Awardco members?
[Click here to view.](#)

Please reach out to Lynne Randall in Human Resources at lrandall1@uwf.edu or 850.474.2694 with any questions.

Supervisor Competency Added to the 2022-2023 PageUp Performance

Reviews

This competency now appears on the PageUp Performance “2022-2023 Annual Review (Supervisor)” for University Work Force staff supervisors. In addition to University Work Force supervisors, Human Resources encourages faculty members who supervise University Work Force employees to read, understand, and own this competency to better serve the employees they supervise.

This competency aligns with the University of West Florida 2022-2027 Strategic Direction 2: Employee Success and Strategic Direction 6: Operational Excellence Goal 6.3 Assure accountability of operations and outcomes appropriate for internal and external stakeholders.

This competency assures that a supervisor is aware of and complies with the responsibility to set objectives, provide regular feedback, foster employee development, provide reward and recognition, and complete the yearly performance review. This competency will be rated equally with the other nine existing supervisor competencies. Competency wording below:

10. Performance Management – Sets measurable objectives (quantitative and/or qualitative) for direct reports aligned with the department’s (and university’s) strategic plan. Provides regular feedback on performance as measured against objectives. Addresses performance issues promptly. Fosters direct report’s learning and development opportunities. Provides public and private recognition of accomplishments. Completes all direct reports’ performance reviews as assigned, including written feedback on competency scores above or below a rating of “3 Stars.”

If you have any questions about this competency (or need resources to support reaching the competency), please reach out to Lynne Randall in Human Resources at lrاندall1@uwf.edu or 850.474.2694.

Deadline Approaching: Employee Tuition Fee Waivers

Eligible employees who have not done so may apply for tuition waivers for the Fall 2022 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 (cashier@uwf.edu) at 850.474.3035.

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 9, 2022, paycheck, these deductions will resume. If you have any questions, please contact Adrian Rowley (arowley@uwf.edu) at 850.474.2604 or Elsie Rivera (erivera@uwf.edu) at 850.474.2921.

Guest Speakers Help Employees Manage Money Matters

During September and October, experts in various financial fields will provide an

abundance of valuable information and answer questions, from the most basic to advanced. These sessions are free for faculty, staff, and their spouses. Visit the Professional Development Learning Library (<https://uwfes.pageuppeople.com/learning/>) for more information and to sign up.

Friday, September 16 – Financing and Planning Your Benefits Transition to Retirement

Friday, September 23 – Protecting Your Family's Future: Estate Planning

Friday, September 30 – A Different Kind of Savings Plan: Deferred Compensation 457

Friday, October 7 – Medicare Made Easy

Friday, October 14 – Provider Representative Panel - Investing 101: Tax-Deferred Annuities and the Optional Retirement Plan

Friday, October 21 – Planning for Retirement with the FRS

All sessions will be held from 1:30 pm to 3:30 pm in the HR Training Room in Building 20 West - Room 156A.

If you have any questions, please contact Elsie Rivera (erivera@uwf.edu) at 850.474.2921 or Adrian Rowley (arowley@uwf.edu) at 850.474.2604.

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, all updates must be made by September 21, 2022. In addition, you may wish to log in to People First (<http://peoplefirst.myflorida.com>) to be certain your notification email address is up-to-date.

If you have any questions, please contact Adrian Rowley (arowley@uwf.edu) at 850.474.2604 or Elsie Rivera (erivera@uwf.edu) at 850.474.2921.

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.

EAP Resources for Living Webinars for August:

- 08/04 @ 2 pm (CST) What's Your Personal Brand
- 08/09 @ 2 pm (CST) Bullying In The Workplace

- 08/18 @ 2 pm (CST) Communicating To Get What You Want
- 08/25 @ 2 pm (CST) Making Your Doctor's Visit Count

Please visit www.resourcesforliving.com for more information about [these webinars](#) and to view the [Webinar Library](#) or you may contact Human Resources at 850.474.2694.

University of West Florida | | hr@uwf.edu | 11000 University Parkway
Pensacola, FL 32514
Phone: 850.474.2694 | Fax: 850.857.6030

