



August 2025

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Early Payroll Processing: Labor Day Holiday

Due to the Labor Day holiday on Monday, September 1, 2025, and the designated holiday on Friday, August 29, 2025, online timesheets and leave reports for the August 17, 2025 through August 30, 2025 pay period must be submitted electronically no later than 3:00 p.m. Wednesday, August 27, 2025 and approved no later than 10:00 a.m. Thursday, August 28, 2025.

If you have any questions, please call [Nicole Zamary](#) at 850.474.2608 or [Sheri Jernigan](#) at 850.474.2884.

Change in Reporting of Special Compensation Leave and Overtime Compensation Leave Earned

Effective beginning with the July 6, 2025 through July 19, 2025 pay period, non-exempt employees will no longer report Special Compensation Leave earned or Overtime Compensation Leave earned unless they are in a position covered under the UWF Collective Bargaining Agreement with the Florida Police Benevolent Association (PBA). Non-exempt employees in positions that are not covered under the PBA's Collective Bargaining Agreement, will report all hours physically worked over 40 hours in a workweek as Overtime Pay. This change is being made to align with standard business practices.

Going forward, all hours that non-exempt employees physically worked over 40 hours in a workweek must be reported as overtime in accordance with FLSA

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guidelines. Employees will be compensated appropriately based on their FLSA status (non-exempt employees are eligible for overtime pay at time and a half). Details on this change is outlined in the approved policy [HR-18.03-05/25 – Hours of Work and Benefits](#).

Non-exempt employees who previously earned Special Compensation Leave or Overtime Compensation Leave will still have the ability to use the hours they have banked. To determine if you currently have hours to be used, please refer to your Leave Balance Information within your [Employee Dashboard](#).

Please ensure you are accurately reporting your hours and consult with your supervisor or the Human Resources department if you have any questions regarding this change. For specific questions on how to report your hours, please contact [Nicole Zmary](#) at 850.474.2608 or [Christine Dillard](#) at 850.474.2508.

Thank you for your attention to this matter and for your continued cooperation.

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 by September 17, 2025. 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 850.474.2604 or [Elsie Rivera](#) at 850.474.2921.

International Travel Screening

Florida law requires that the Research Integrity Office (RIO) screen any employment-related international travel and employment-related international activities engaged in by faculty, staff, and researchers.

If you are either (1) taking UWF equipment, (2) accessing UWF systems, (3) teaching a course, or (4) conducting, presenting, and/or collaborating on research; then an [International Travel support](#) Jira ticket must be submitted and reviewed.

This Jira ticket is in addition to the Concur travel request process and must be reviewed by the Research Integrity Office before a Concur request may be approved.

For more important and useful information, please visit the [UWF Employee Travel Guidance](#), or feel free to submit your questions via the [International Travel General Inquiry ticket](#).

If you have any questions, feel free to contact the [Research Integrity Office](#) by email, or at 850.474.2260

Start Dates for New Hires

As a reminder, all new hires cannot begin working until all Human Resources onboarding steps are fully completed. For all Faculty, University Work Force staff and OPS, this includes the PageUp process, official offer letter, new hire paperwork, clearing of background checks, and being entered into the payroll system.

Starting work before these steps are completed presents liability issues and can create legal employment concerns. Additionally, the new hire may have confusion about their actual start date.

Once final approval has been received from Human Resources, the hiring official may confirm the first day of employment. For University Work Force staff this date should be a non-holiday Monday aligning with the start of the University's pay period. If that Monday is a holiday, then the first day of employment will be Tuesday. Information submitted on the Personnel Action Form should match the offer letter.

If you have any questions or concerns, please contact the [Employment Team](#).

Reminder of New Employee Orientation (NEO) for Other Personal Services (OPS) Employees

All new OPS employees hired January 6, 2025 or later, (not including student employees) will now need to take an online New Employee Orientation (NEO) created especially for their employment classification as OPS. This is considered a mandatory training and must be completed within the first 30 days of employment. You can access the New Employee Orientation (NEO) for Other Personal Services (OPS) Employees Course in MyUWF through the [SCOOP](#) application starting on your initial day of employment. Failure to comply with mandatory trainings as directed by the University may result in disciplinary action in accordance with [University Policy HR-22: Standards of Conduct](#).

For assistance with this course, please contact the HR Benefits Team at hr@uwf.edu.

Employing International Students (F1 and J1 Visa) - Work Hour Limitations

Departments with international student employees (F-1 or J-1 status) are advised that these employees are limited to working 20 hours per week while school is in session (all positions combined) based on United States Citizenship and Immigration Services (USCIS) regulations. Working over the allowed hours could jeopardize their visa status.

However, they may be eligible to work additional hours per week during the Summer and semester breaks. (Note: UWF does not allow students to work 1.0 FTE and remain in a student position.)

Work authorization typically expires when these international students graduate and the student is no longer eligible to work for UWF. Additionally, any student who is graduating in a given semester cannot work past the last day of the semester listed on the University's Academic Calendar.

If you have any questions, please contact [Christine Dillard](#) at 850.474.2508 or [Nicole Zamary](#) at 850.474.2608.

US BENCOR MidAmerica Changes to Daybright Financial

We're excited to share some big news—U.S. BENCOR/MidAmerica is becoming Daybright Financial!

This change is part of a larger rebrand by their parent company, U.S. Retirement & Benefits Partners, bringing all of its affiliated firms under one unified name. While the name is new, everything you rely on remains the same.

- Your account access is unchanged
- Your contacts stay the same
- Our commitment to your retirement goals is stronger than ever

You will continue working with the same dedicated team—now with a name that reflects a shared vision for a brighter financial future.

This change only affects our OPS/Adjunct employees that are automatically enrolled in this retirement benefit. Employees are encouraged to speak with a financial advisor directly through Daybright if they have any questions about their individual accounts.

Outside Activity and Conflict of Interests

All Outside Activity Forms are due to Human Resources by August 15, 2025

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, the in-unit faculty should follow the provisions of the CBA.

The outside activity form is due in Human Resources by **August 15, 2025**, 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 with 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 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 will need to be completed and approved. 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 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 and 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.

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 25-26. 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:

The Sandwich Generation - September 10

Self-Care: The Importance of Saying "No" - September 24

Compassion Fatigue - October 15

The Importance of Connection - Addressing Loneliness and Isolation - November 19

Family Finances - Teaching Children Money Concepts - December 10

Breathe Your Way to a Better Life - January 14

Supporting Family Members with Mental Health Issues - February 18

Don't Wait Until Monday - Get Motivated Now - March 11

Getting Unstuck - Breaking Old Habits - April 15
Neurodiversity in the Workplace - May 13

For a detailed description or to register, visit the [PageUp Learning Library](#) or Calendar today! Links to the online classes will be sent to all of the registered attendees as soon as they are received from the outside facilitators.

HR Certificate Program Courses Open for Registration – Fall 2025

We're excited to announce that multiple courses from our HR Certificate Programs have opened for registration for the Fall semester. Get a sneak peek below:

- Active Assailant & Emergency Procedures – October 14
- Essential Campus Services – Business & Auxiliary Overview – September 23
- How to Create a Facilities Work Request & Submit Key Request in UWF's Jira System – September 25
- Background Screening Procedures – September 29
- FERPA Training – September 23
- Conducting an Effective Performance Evaluation (for Supervisors only) – September 17
- The Power of Progressive Discipline and Performance Documentation (for Supervisors only) – October 2

These courses are designed to be practical, flexible, and career-focused – with many offered in online or hybrid formats to fit your schedule.

Please visit the [Professional Development Learning Library](#) to view course availability and registration details.

STAY TUNED! Additional course offerings will become available shortly.

Questions? Please contact the Employee Relations Coordinator, [Jack Kolodziejki](#), at 850.474.2292.

Fall Financial Fridays Schedule Announced

Please see below for upcoming sessions designed to assist employees in planning for their financial future.

Friday, 09/05 - 1:30pm-3:30pm - Pamela Giles - [Medicare Made Easy](#)
Friday, 09/19 - 1:30pm-3:30pm - Dan Grable - [Planning for Retirement with the FRS](#)
Friday, 09/26 - 1:30pm-3:30pm - Mark Fisher - [Protecting Your Family's Future: Estate Planning](#)
Friday, 10/03 - 1:30pm-3:30pm - Sandra Pitts - [A Different Kind of Savings Plan: Deferred Compensation 457](#)
Friday, 10/10 - 1:30pm-3:30pm - Provider Representative Panel - [Investing 101: Tax-Deferred Annuities and the Optional Retirement Plan \(ORP\)](#)

For more information, contact the [Human Resources Benefits Team](#) at 850.474.2694.

Supporting a Positive Applicant Experience: Updating Applicant Statuses Effectively

Human Resources is committed to creating a positive applicant experience from start to finish, and that requires your commitment as well! Hiring managers play a key role in the candidate journey by regularly updating applicant statuses in PageUp.

What's the process?

When a candidate submits an application, the system automatically sends a confirmation email acknowledging receipt. Once the position reaches its preferred response or close date, HR will manually update all applicant statuses to 'Under Review by Department.' From there, the hiring department is responsible for reviewing applications and updating statuses throughout the remainder of the recruitment process. Applicants selected for interviews should be moved to the 'Selected for Interview' status, and once a finalist is identified, all remaining applicants should be moved to the appropriate 'Not Hired' status. Each status change triggers an automated communication to the applicant, unless otherwise configured in the system.

Why does it matter?

The candidate experience begins with the first interaction between a potential employee and UWF. Regular status updates help increase transparency in the hiring process and demonstrate that UWF is thoughtfully reviewing applications. Lack of updates can lead to frustration or concern and may result in follow-up inquiries to HR. Providing timely status updates allows applicants to stay informed and continue their job search, while also reinforcing UWF's reputation as a great place to work.

How can I help?

Hiring managers can support a positive applicant experience by being thoughtful and consistent when updating statuses to reflect each stage of the search process. Avoid changing statuses to 'Not Hired' immediately after the job posting closes, as this can give the impression that applications were not fully reviewed or considered. Please notify HR once a posting can be removed from the Careers webpage. Be sure to complete the recruiting process by submitting all required search documents to jobs@uwf.edu, updating applicant statuses appropriately, and finalizing the close of the search.

Instructions on how to update applicant statuses are located on the right-hand side of your PageUp Recruitment Dashboard. If you have any questions or concerns, please contact the [Employment Team](#).

Employee Tuition Fee Waiver for Fall 2025

Eligible employees may apply to use credits for themselves or to assign credits to dependents at this time. Requests should be submitted at least one week before the first day of classes.

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

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 [Deborah Baker](#) at 850.474.2605 or [Lori Werdann](#) at 850.474.2205.

The Deferred Retirement Option Program (DROP) Is Now Online!

Effective June 2, 2025, the Division of Retirement has introduced a streamlined process for employees entering the Deferred Retirement Option Program (DROP). To enhance efficiency, applications can now be completed entirely online via the [FRS Online](#) website. During the digital application process, required documents can be directly uploaded, and notarization is no longer necessary, simplifying the experience for all users.

Below are the steps for completing the online application:

Login to MyFRS

- Navigate to the DROP Retirement tab under Member Services.

Begin Application

- Select **"Who is Applying?"** (You as the employee must complete this step).

Enter Member Information

- Pre-filled fields based on existing records (all fields remain editable).
- Provide **position title, marital status, and spousal information.**

Estimate DROP Begin Dates

- System provides **six months** of possible DROP start dates.
- **Current month applications cannot be completed online—only paper applications allow same-month DROP start.**
- Option descriptions available via dropdown menu.
- Option to add a **joint annuitant** for an estimated payout breakdown.

Select Participation Dates

- Dates only need to be submitted **once** in the online application.
- Acknowledge the required checkboxes.

Select Retirement Option

- If choosing **Option 1 or 2**, an **SA-1 form** must be submitted separately.
- Upload the SA-1 form through the online portal (it will be provided electronically after submission).

Add Beneficiaries

- Fill in all necessary details.
- If leaving benefits to a **trust**, select from dropdown options.

Upload Required Documents

- **Proof of Date of Birth (for self and joint annuitant).**
- **Marriage certificate (required for Options 3 or 4).**

Review & Submit

- Allow time for the screen to **load and process.**
- After submission, **downloaded forms** will be sent to the member's inbox.

Employees are strongly encouraged to meet with a Human Resources benefits specialist to review the DROP program and any related updates to their employee records. Please note that this new online process is intended to complement, not replace, your meeting with Human Resources. It serves as a tool to help streamline the overall experience. For questions or assistance, contact [Human Resources](#) by email, or call 850.474.2694.

Mandatory Anti-Harassment Associate Training

All employees are required to complete the Anti-Harassment Associate training within 30 days of their hire date and then every two years thereafter. To check the status of your training, go to [SCOOP](#) and look for Anti-Harassment Associate training. If you have completed the training, your training expiration date will be listed. If you have not completed the training or your training has

expired, please complete it as soon as possible. If you have any questions or concerns, please contact [Candace Freeman](#), Equal Opportunity Coordinator, at 850-474-2602.

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 submitting a Personnel Action Form. For more information contact [Nicole Zamar](#) at 850.474.2608 or [Ronna Carden](#) at 850.474.2601.

Hurricane Season Is Here! - Emergency Preparedness 101

Hurricane season runs from June 1 to November 30, 2025, and preparedness is crucial. To ensure the safety of our campus community, we have developed a quick checklist to help you plan for potential closures as we enter the peak months. Please review the following reporting steps to stay informed and ready:

- Please be sure to review your office procedures for closing and securing offices.
- Instructions for leave reporting for each emergency closing will be posted to the [Human Resources](#) webpage.
- Remember to submit all outstanding leave reports and timesheets prior to your departure.
- Be sure to print out a copy of your insurance contacts list, [Employee Assistance Program \(EAP\)](#) information, and [Report of Injury](#) form from the [Workers' Compensation](#) webpage.
- Any questions regarding Hurricane and [Emergency Management](#) please direct any questions to Chris Hinnant, the Interim Emergency Manager at 850.474.2415.
- Official information about University closings, re-openings, and resumption of classes will be available from the campus radio station, WUWF 88.1 FM, or via the UWF website (UWF.edu). and [Mobile Alert](#).
- Unplug computers, servers (if possible), and other sensitive electronic equipment. Cover equipment with plastic sheeting. Buildings and offices should be locked before leaving campus.

Essential personnel are required to confirm during any closures their contact information is up to date with their supervisor prior to departure and review the Emergency Worker's Compensation Injury reporting process for that period.

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 5, 2025 paycheck, these deductions will resume.

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

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 Zamary](#) at 850.474.2608 or [Sheri Jernigan](#) at 850.474.2884 for assistance.

Benefit Highlight of The Month: Retirement Benefits

Eligible employees of The University of West Florida will receive employer contributions into one of three plans starting from their first day of employment. The options available to an employee depend upon their position within the classification system at UWF. All plans fall under the larger umbrella of the FRS, the fourth largest public system in the nation.

The [Florida Retirement System](#) (FRS) offers two retirement plans for state employees. These are the FRS Pension Plan and the FRS Investment Plan. In addition, the State University System Optional Retirement Plan is an alternative to the FRS plans for Faculty and qualified University Work Force staff employees.

You may also want to visit the [MyFRS website](#), which is a cooperative website of the Department of Management Services and the Florida State Board of Administration. It is part of the MyFRS Financial Guidance Program and offers online planning models and choice tools to help employees eligible for membership in the FRS to choose between the FRS Pension Plan and the FRS Investment Plan. The website also provides access to resources available under both plans and the ability to [compare the plan options](#).

Employees looking to learn more about a specific plan may access the pages for each, or to learn about all of the plans, an [Overview brochure](#) is available, courtesy of the FRS. New hires to UWF will also learn about the plans during the New Employee Orientation (NEO) and will communicate their elections (form dependent on classification) to the Human Resources Benefits Team.

Whether you are new to the retirement world, or a seasoned veteran, understanding the options available to you as an employee can help you make the right decision. Information regarding retirement options can also be found on our HR webpages at [Retirement Plans and Options](#).

If you have any questions, please contact [Human Resources](#) at 850.474.2694

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

- 8/7 @ 2pm [Think Yourself Healthy](#)
- 8/14 @ 2pm [The Importance of Rest](#)
- 8/21 @ 2pm [Taking Your Zzzs Seriously](#)
- 8/28 @ 2pm [Making Time for Me: Finding Work/Life Balance](#)

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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