**Kognito-At Risk Training**

Students today face increasing pressures that can lead to emotional distress, depression, anxiety, substance abuse, and even thoughts of suicide. As University of West Florida employees, we can take small steps that make a big difference.

The University of West Florida has partnered with Kognito to provide At-Risk Training, an online conversation simulation, to help us learn to notice signs of distress, use techniques to discuss our concerns, and, if necessary, refer students to appropriate resources. The At-Risk Training through Kognito will be available beginning November 8, 2019.

At-Risk Training lets you practice these challenging conversations at your own pace through role-play with virtual students. In a national study of effectiveness, this simulation has been shown to increase the number of student referrals to counseling. It is also listed in the Suicide Prevention Resource Center's Best Practices Registry and under review for inclusion in the National Registry of Evidence-based Programs and Practices.

This At-Risk Training can be found on your MyUWF Scoop Page. It can be completed in multiple sittings and your progress will be saved.

All Employees (Faculty, Work Force, OPS and Students) are highly encouraged to complete the simulation by **February 28, 2020**.

If you have any questions or concerns, please don't hesitate to contact Human Resources at 850-474-2694.

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**Page Up Assistance**

Employees wishing to review the process for submitting new Staff Job Descriptions, updating current Staff Job Descriptions and submitting...
OPS/Staff/Student Job Postings will be provided with step-by-step assistance. Please bring any work you need assistance with processing in the new PageUp system. This is a walk in clinic not a class, you may come and go as needed. Please sign up on the Human Resources Professional Development Training Reservation Desk. For more information contact Mysti van Hoose, Employment Specialist x2362.

Building 32/123

December 4th - 9am - 11am

December 5th - 1pm - 3pm

**Early Payroll Processing: Winter Break**

Due to the Winter Break observed Monday, December 23, 2019 through Wednesday, January 1, 2020, online timesheets and leave reports for the December 15 through December 28 pay period must be submitted electronically no later than 3 p.m. Tuesday, December 17 and approved no later than 10 a.m. Wednesday, December 18.

Non-exempt leave accruing employees (*those who complete timesheets*) should report the time during Winter Break as "Holiday" hours on their timesheets. Exempt employees are not required to complete a leave report for days included during the Winter Break.

All leave accruing employees should report any leave taken outside the Winter Break as annual or sick leave (*as appropriate*) on their online timesheets or leave reports.

Should you need assistance, please contact Nicole Zamary at 474-2608 or Carol Gentry at 474-2605.

**Minimum Wage Increase**

Effective Wednesday, January 1, 2020, the Florida minimum wage will increase to $8.56 per hour.

Human Resources will process pay increases effective January 1, 2020 for all non-exempt OPS student and OPS staff employees whose hourly wages are below that amount. Departments do not need to prepare Personnel Action Forms for these increases. A Report of Personnel Action documenting the increases will be forwarded to the affected departments after the change is processed.

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

**Insurance Elections for 2020: Deduction Updates**

Employees who made insurance changes for the new year should verify deduction updates on the December 6, 2019 paycheck. Flexible spending account deductions begin with the January 3, 2020 paycheck. Carefully review changes to pay details and report any discrepancies to Adrian Rowley at 850-474-2604 or Elsie Rivera at 850-474-2921.
For individuals electing new health plans, identification cards should be received by mid-January 2020. CVS/Caremark Prescription Plan cards will arrive separately for all those who have health insurance.

**Employee Tuition Fee Waiver for Spring 2020**
Eligible employees may apply to use credits for themselves or to assign credits to dependents beginning on or about November 22, 2019. Requests should be submitted at least one week before the first day of classes. If you have any questions, please contact Adrian Rowley at 850-474-2604 or Elsie Rivera at 850-474-2921.

**Tax Supplemental Accounts 403(B)**
The University of West Florida 403(b) plan provides six (6) companies that offer 403(b) Tax Deferred Annuity Plans and three (3) *Roth 403(b) plans to employees including adjuncts and OPS (non-student). The Tax Deferred Annuity plans allow employees to defer money prior to taxes being withheld. Under very limited conditions, funds may be withdrawn prior to retirement for loans or qualifying hardships, but in most cases a penalty may have to be paid; and, in all cases, the money withdrawn is income included for federal income tax calculations. Employees interested in information regarding UWF’s Tax Deferred Annuity Program may contact Human Resources or the agents shown below for brochures outlining the available plans.

<table>
<thead>
<tr>
<th>Company</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>AXA</td>
<td>Weston Cramer 850-470-2424</td>
</tr>
<tr>
<td>VOYA*</td>
<td>Samantha Wells 850-291-5379</td>
</tr>
<tr>
<td>MetLife*</td>
<td>Lori Brabham 850-207-8636</td>
</tr>
<tr>
<td>TIAA</td>
<td>Howard Reiff 877-267-4510 (x-265109)</td>
</tr>
<tr>
<td>AIG (formerly VALIC)*</td>
<td>Tom St. Clair 850-723-9713</td>
</tr>
<tr>
<td>Lincoln</td>
<td>Samantha Wells 850-291-5379</td>
</tr>
</tbody>
</table>

**403(b) and 457 Contribution Limit Changes for 2020**
The Internal Revenue Service (IRS) announced cost of living adjustments affecting dollar limitations for pension plans and other retirement-related items for tax year 2020.

According to Notice 2019-59, the contribution limit for employees who participate in 403(b) and most 457 plans is increased from $19,000 to $19,500. The catch-up contribution limit for employees aged 50 and over who participate in 403(b), most 457 plans and the federal government's Thrift Savings Plan is increased from $6,000 to $6,500.

Employees may start new Tax Deferred Annuities (TSA), change providers, change deferral amounts, or start/stop contributions at any time. Information on Tax Sheltered Annuities & Supplemental Plans:

- 403(b) (Pre-Tax) Investment Plans
- 457 Plans (Deferred Compensation)
- Roth 403(b) (Post-Tax) Accounts

For more information, contact Jeff Comeau at (850) 474-2610, Adrian Rowley at (850) 474-2604, or Elsie Rivera (850) 474-2921.
Claim Your Healthier U! Incentives
Healthier U! participants, we appreciate your active participation in Healthier U! trainings and activities. As a participant of Healthier U, you have the opportunity to earn several different types of incentive items! In order to receive your incentive items, please be sure to complete a Verification of Professional Development Completion Form for each level upon completion and submit it to Human Resources.

If you have any questions, please contact HealthierU@uwf.edu.

Submit Your Nominations for the Employee Recognition & Awards Program (ERAP)

Award Nomination Requirements

Nautilus Excellence Award

- University Work Force employees must have worked at UWF for three consecutive years as of March 1, 2020 to be eligible.
- OPS staff employees must have worked at UWF for six months as of March 1, 2020 to be eligible.
- Employees who are classified as Director and above are not eligible.

Marion Viccars Awards

- Employees must have worked at UWF for three consecutive years as of March 1, 2020 to be eligible.
- This award is for employees at the Director level and above, and Faculty Administrators (Including Dean, Associate and Assistant Deans, and Chairperson).

Gabor Awards

- Employees must have worked at UWF for three consecutive years as of March 1, 2020 to be eligible.
- Will be awarded to one University Work Force employee and one Faculty employee.

Community Service Awards

- Employees must have worked at UWF for three consecutive years as of March 1, 2020 to be eligible.
- Will be awarded to one employee (either University Work Force or Faculty).

Visit https://uwf.edu/offices/human-resources/i-am-a/employee/erap/ for specific information and links to nomination forms.

The deadline for submission is March 6, 2020.

All award applications must be submitted on the official nomination form and include three signed letters of recommendation on letterhead. Previous awardees are not eligible for three (3) years. Nominations may be self-nominated or nominated by others. The selection committee members may not submit a nomination(s) or recommendation letters.

Nominations received after 5 p.m. on the deadline date of Friday, March 6, 2020 will be declared ineligible.
Mark your calendar to attend the
2020 UWF Employee Recognition and Awards Ceremony
Friday, April 3, 2020 | 9 to 10:30 a.m.
UWF Conference Center

Let the Savings Begin!
Did you know you can save money on over 3.5 million products and services? How? Through the Employee Assistance Program (EAP) online discount service!

EAP can help you find the deals you're looking for with easy search tools and discounts codes. EAP also has feature zones that highlight hot offers, limited time bargains and regional deals. The online discount service features savings on brand-name products and services like:

- Computers and electronics
- Travel, car rentals and hotels
- Gifts and retail shopping
- Flowers
- Fitness centers
- Shoes and clothes
- Movie tickets
- Concert and event tickets
- Theme parks
- Restaurants
- Books and DVDs
- and more!

Just in time for the holidays! See for yourself! Login today to begin saving!

www.resourcesforliving.com | Username: UWF | Password: UWF

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:
- 12/3 @ 2pm (CST) Giving the gift of forgiveness
- 12/10 @ 2pm (CST) Pet parenting 101
- 12/17 @ 2pm (CST) The power of paying it forward
Welcome Aboard November New Employees!

Dr. Zakaria Al Qudah  
Assistant Professor  
Computer Science

Benjamin Bell  
Reference Librarian  
University Libraries

Edgar Carter  
Environmental Services Technician  
Building Services

Brandi Melissa Helmly  
Mentor Coordinator  
Military and Veterans Resource Center

Kailan Jones  
Coordinator  
Office of the Registrar

Dana McCoy  
Accountant  
Controller's Office

Abraham Rosa Gonzalez  
Desktop Systems Specialist  
Technology Support Services

Elan Travis  
Senior Grants Specialist  
Research Administration and Engagement

Diana Williams  
Office Administrator  
Accounting and Finance

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

University of West Florida | | [hr@uwf.edu](mailto:hr@uwf.edu) | 11000 University Parkway  
Pensacola, FL 32514  
Phone: 850-474-2694 | Fax: 850-857-6030