



December 2021

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Background Screening Payments

Effective January 1, 2022, the hiring department will be responsible for the payment of the level one background screening. Each background screening costs approximately \$46.90. This cost may increase depending on the number of states the applicant has lived in.

Human Resources is working on the process of how to provide the index number to be charged for the background screening. An email will be sent to the Divisional Budget Managers prior to Winter Break.

If you have any questions, please contact [Jamie Sprague](#) at 850.474.2156.

Early Payroll Processing: Winter Break

Due to the Winter Break observed Wednesday, December 22, 2021 through Tuesday, January 4, 2022, online timesheets and leave reports for the December 12 through December 25 pay period must be submitted electronically no later than 3 p.m. Wednesday, December 15 and approved no later than 10 a.m. Thursday, December 16.

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.

Employee Tuition Fee Waiver for Spring 2022

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 [Adrian Rowley](#) at 850-474-2604 or [Elsie Rivera](#) at (850) 474-2921.

403(b) and 457 Contribution Limit Changes for 2022

The University of West Florida 403(b) plan provides six (6) companies that offer 403(b) Tax Deferred Accounts and three (3) Roth 403(b) accounts to employees including adjuncts and OPS (non- student). The Tax Deferred plans allow employees to defer money prior to taxes being withheld.

The Internal Revenue Service (IRS) announced cost of living adjustments affecting dollar limitations for pension plans and other retirement-related items for **tax year 2022**.

According to [Notice 2021-61](#), the contribution limit for employees who participate in 403(b) and most 457 plans is increased from \$19,500 to **\$20,500**. 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 unchanged at **\$6,500**.

Employees may start new Tax Deferred Accounts (TDA), 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 Deferred Compensation Plans](#)
- [Roth 403\(b\) \(Post-Tax\) Accounts](#)

For more information, contact the Human Resources Benefits Team at (850) 474-2694.

Insurance Elections for 2022: Deduction Updates

Employees who made insurance changes for the new year should verify deduction updates on the December 3, 2021 paycheck. Flexible spending account deductions begin with the January 14, 2022 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 2022. CVS/Caremark Prescription Plan cards will arrive separately for all those who have health insurance.

Annual Leave Rollover

Maximum rollover for annual leave accruing employees is 352 hours, except Executive Service - annual max equals 480 hours. All annual leave hours over 352 (480 for Executive Service) will be converted to sick leave effective January 1, 2022. To ensure accurate rollover processing, all outstanding timesheets and leave reports reporting hours and leave through December 31, 2021 should be submitted and approved prior to Wednesday, December 15, 2021.

Any outstanding leave reports must be submitted and approved to accurately reflect your leave balances in preparation for the year-end leave rollover. If you have leave reports that may be past the date to submit electronically, please contact [Nicole Zarny](#) at (850) 474-2608 for assistance.

Employees with more than the year-end maximum of 352 (480 for Executive Service) hours should make plans to schedule use of annual leave, with supervisory approval, as soon as possible. The last day to use accrued leave before the Winter Holiday will be Tuesday, December 21, 2021. If you have questions regarding leave, please contact [Jamie Sprague](#) at (850) 474-2156.

Job Postings

Please review all job postings your department currently has open. All student and OPS postings should be closed before winter break and new ones posted in January if needed. If a posting is ready to be closed/finalized, please update applicant statuses, sending the corresponding emails to applicants, and contact [Mysti van Hoose](#) to complete the hiring process. Instructions on How to Update Applicant Statuses and Create Status Emails can be found in PageUp on the Dashboard.

For additional information, please contact [Mysti van Hoose](#) or 850-474-2362.

New Training Platform

EverFi's new training platform, Foundry, has replaced LawRoom. This is effective November 29, 2021. With the Foundry platform, employees will be able to complete 20 to 60-minute online video and tutorial modules. Each module may have a quiz and mini-tests throughout and at the end of a course to reinforce new insights and skills. You may access Foundry online courses through the Learning Library. If you have any questions please contact [Kristin Masson](#) at 850-474-2602.

2022 ERAP Announcement

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, 2022 to be eligible.
- OPS staff employees must have worked at UWF for six months as of March 1, 2022 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, 2022 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, 2022 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, 2022 to be eligible.
- Will be awarded to one employee (either University Work Force or Faculty).

Visit the [ERAP website](#) for specific information and links to nomination forms.

The deadline for submission is March 4, 2022.

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 4, 2022 will be declared ineligible.

Mark your calendar to attend the
2022 UWF Employee
Recognition and Awards Ceremony
Friday, April 1, 2022 | 9 to 10:30 a.m.
UWF Conference Center

All questions can be directed to [Jamie Sprague](#) at 850-474-2156.

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! Log in 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 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:

- 12/02@ 2pm (CST) Train Your Brain to Manage Your Thoughts
- 12/09@ 2pm (CST) Giving the Gift of Forgiveness
- 12/16@ 2pm (CST) Just the Way You Are
- 12/21@ 2pm (CST) It's All Relative: Understanding Family Dynamics

Please visit 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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