



December 2022

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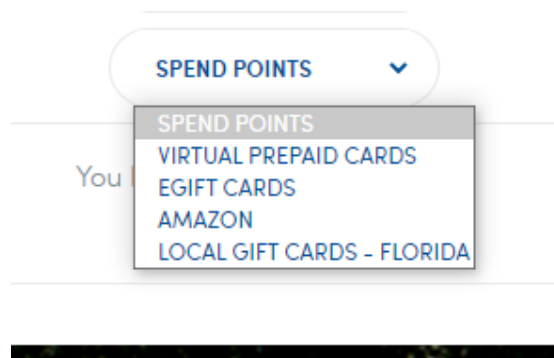
Please note: Any unspent points will be forfeited effective midnight on Dec. 31, 2022.

Employee Service Awards have been redesigned for 2022-2023. As a result, the platform for spending points (\$\$) will be discontinued effective January 1, 2023.

Spend your service award points by December 31, 2022, on virtual (Visa eReward Card), eGift (Amazon, Best Buy, Airbnb, etc.) and local Florida Gift Cards.

Log on to the platform through MyUWF [Employee Service Awards](#) to make selections.

Need assistance? Please reach out to [Lynne Randall](#) with any questions.



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Employee Tuition Fee Waiver for Spring 2023

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.

Insurance Elections for 2023: Deduction Updates

Employees who made insurance changes for the new year should verify deduction updates on the December 2, 2022 paycheck. Flexible spending account deductions begin with the January 13, 2023 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 2023. CVS/Caremark Prescription Plan cards will arrive separately for all those who have health insurance.

403(b) and 457 Contribution Limit Changes for 2023

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 2023**.

According to [Notice 2022-55](#), the contribution limit for employees who participate in 403(b) and most 457 plans is increased from \$20,500 to **\$22,500**. 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 \$6,500 to **\$7,500**.

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.

Retirement Provider Name Change, AIG Becoming Corebridge

Employees will note a branding change for AIG Retirement Services (formerly VALIC) to Corebridge Financial coming soon. The new name will not present a need for participants to take any action or make changes to their plans. A specific date of the change has not been set, as the transition will be made gradually. If you have any questions about your particular retirement plan, be sure to contact your provider representative directly for further information.

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, 2023. To ensure accurate rollover processing, all outstanding timesheets and leave reports reporting hours and leave through December 31, 2022 should be submitted and approved prior to Tuesday, December 13, 2022

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 Zamary](#) 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 20, 2022. If you have questions regarding leave, please contact [Jamie Sprague](#) at 850.474.2156.

Graduating Student Employees

Departments with student employees who will be graduating in the Fall 2022 semester should send in Personnel Action Forms to end their student positions. If you wish to have your graduated student employee(s) 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 850.474.2608 or [Christine Dillard](#) at 850.474.2508.

Leave Reports

Supervisors should review and approve leave reports at the end of each pay period to ensure employees are paid properly and their leave balances are up-to-date and accurate. Employees have the ability to submit their leave reports after the pay period has ended, therefore, it is important to check all pay periods periodically for approval needs. The ability to approve leave reports electronically expires after one year. Supervisors can monitor their department's leave

reports that need approval by using the Pending/In Progress Leave Reports (OHR0000068) report in Information Navigator. This report allows supervisors and office administrators to see what leave reports may be pending and require action for previous pay periods.

Effort and Leave Recaps: If a correction is needed, the supervisor should initiate an [Effort and Leave Recap via DocuSign](#) so Human Resources can make the necessary adjustments. When a correction is needed, the Effort and Leave Recap should be completed for the entire pay period (not just for the corrections) as a **replacement** of anything reported online. Employees are required to sign the Effort and Leave Recap attesting to their hours worked. In emergencies (i.e., employee hospitalization) departments may put "Unavailable for Signature" in the signature field. For more information, please contact [Nicole Zamary](#) at 850.474.2608 or [Christine Dillard](#) at 850.474.2508.

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.

Nominations for the Employee Recognition and Awards Program Open Thursday, December 1, 2022.

Each year our campus community has the opportunity to recognize and honor fellow team members for excellence, outstanding performance and a commitment to professionalism.

Effective December 1, 2022, you may nominate a team member by completing the appropriate nomination form and uploading the required three letters of recommendation.

Save the date! The Employee Recognition and Awards Program will be held on April 13, 2023, from 9:00 a.m. to 10:30 a.m. in the University Conference Center. Plan to join us for food, fun and fanfare!

Please visit our [ERAP website](#) for details.

New Professional Development Available through LinkedIn Learning!

"Every skill you acquire doubles your odds of success."

– Scott Adams

LinkedIn Learning



Learning and growth at work (and in life!) is a journey and life-long process. **University of West Florida** is committed to your professional and personal development and is now proud to offer LinkedIn Learning to faculty and staff!

Visit our [LinkedIn Learning page](#) for more information. Revisit frequently for new information and additional resources.

Staff may reach out to [Lynne Randall](#) at 850.474.2292 for assistance with the platform.

Supervisory Strength

If you are a new supervisor or even a seasoned leader and wish to assure you are checking all the boxes to go from "simple manager" to "great leader," check out this LinkedIn Learning training from the *Becoming a Manager Your Team Loves* series. In this [Effectively transition into leadership](#) presentation, educator, consultant, and speaker Dr. Eric Zackrisson discusses building strong relationships and key skills for becoming a great supervisor.

If you would like to join a Supervisory Strength email group and receive regular emails to grow your supervisory skills, please send a note with your request to [Lynne Randall](#).

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:

- 12/01 @ 2pm It's not me, it's you: Communicating with difficult people
- 12/08 @ 2pm The power of introverts in a world full of extroverts
- 12/15 @ 2pm Winning at life: success is for everyone
- 12/20 @ 2pm Kids and their techno-toys: Parenting in the age of technology

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.

Is Your Direct Report Missing an In-Process Performance Review?

Supervisors, please check your PageUp Team Performance Reviews to assure a 2022-2023 Annual Review was created for each of your direct reports. If you are missing a review, please reach out to [Lynne Randall](mailto:Lynne.Randall@uwf.edu) at 850.474.2292. (Note: This does not apply to the University President, Vice Presidents, General Counsel, or Athletic Coaches.)

A **Position Orientation Evaluation** covers the first year of a University Work Force employee's performance. Future annual reviews are launched on July 1 if the employee completes their POE year by June 30. If the employee completes the POE review year on or after July 1 of that performance season, they **will not** have an annual review initiated until the following July 1; a full year could transpire without a formal review.

If you have a University Work Force employee who falls in this situation ***and*** you would like a current-year, annual review created for the employee ***and*** there are at least **six months** left in the fiscal year for review, please reach out to [Lynne Randall](mailto:Lynne.Randall@uwf.edu) at 850.474.2292.

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