



December 2024

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Early Payroll Processing: Winter Break

Due to the Winter Break being observed Monday, December 23, 2024 through Friday, January 3, 2025, online timesheets and leave reports for the December 8, 2024 through December 21, 2024, pay period must be submitted electronically no later than 3 p.m. Friday, December 13, 2024, and approved no later than 10 a.m. Monday, December 16, 2024.

Should you need assistance, please contact [Nicole Zamary](#) at 850.474.2608 or [Sheri Jernigan](#) at 850.474.2884.

Coming Soon: New Employee Orientation (NEO) for OPS Employees – Mandatory Training

In 2025, Human Resources will release a version of online New Employee Orientation for OPS employees. Effective January 6, 2025, this training will be mandatory for all new OPS hires except Student Employees. As with the online NEO for other classifications, the new OPS NEO is accessed in the

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[SCOOP](#) application via MyUWF and should be
completed within 30 days of hire.

If you have any questions, please contact Human
Resources at 850.474.2694.

Employee Tuition Fee Waiver for Spring 2025

Eligible employees may apply to use credits for themselves or to assign credits to dependents beginning 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.

ERAP 2025 Kicks Off December 2!

The time has come once again to celebrate the incredible contributions of our campus staff! Each year, we have the privilege of recognizing outstanding individuals who go above and beyond, exemplifying excellence, outstanding performance, and an unwavering commitment to professionalism.

Thanks to your valuable feedback, we're excited to announce that we've made some key updates to our awards process! Your insights helped shape ERAP 2025, and we're proud to introduce changes that reflect what matters most to our campus community.

One of the biggest recommendations we received was the need to better recognize our rising stars – and we listened! That's why we've introduced the **Newcomer Excellence Award**, honoring a full-time University Work Force staff member who is newer to our community but already making a big impact. This staff member must have completed at least one year of service by March 1, 2025, but no more than three years by the same date.

We're also thrilled to announce an additional **Marion Viccars Award** recipient to honor staff at the Director level and above and Faculty Administrators (including Dean, Associate and Assistant Deans, and Chairpersons). This award will honor two leaders making a big impact at UWF!

Starting **Monday, December 2, 2024**, you'll have the chance to nominate a deserving colleague. Simply fill out the nomination form and upload two letters of recommendation to support your nomination.

Save the Date April 3, 2025, for the ERAP ceremony!

We're committed to making ERAP a celebration that truly honors our employees' hard work and dedication. Your feedback has been instrumental, and we can't wait to see this year's nominations roll in! Visit our [ERAP webpage](#) for more information.

Graduating Student Employees

Departments with student employees who will be graduating in the Fall 2024 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 [Sheri Jernigan](#) at 850.474.2884 or [Nicole Zmary](#) at 850.474.2608.

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 Zmary](#) at 850.474.2608.

Insurance Elections for 2025: Deduction Updates

Employees who made insurance changes for the new year should verify deduction updates on the December 13, 2024 paycheck. Flexible spending account deductions begin with the January 10,

2025 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.

403(b) and 457 Contribution Limit Changes for 2025

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). In addition, the State of Florida 457(b) plan provides three (3) companies that offer 457(b) and Roth 457(b) accounts. 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 2025**.

According to [Notice 2024-80](#), the contribution limit for employees who participate in 403(b) and most 457 plans is increased from \$23,000 to **\$23,500**. 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 remains at **\$7,500** for 2025.

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.

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, 2025. To ensure accurate rollover processing, all outstanding timesheets and leave reports reporting hours and leave through December 31, 2024 should be submitted and approved prior to Friday, December 13, 2024.

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 [Tony Lindberg](#) at 850.474.2610 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 Friday, December 20, 2024. If you have questions regarding leave, please contact [Tony Lindberg](#) at 850.474.2610.

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 24-25. 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:

- Mindful at Work – Nurturing Focus and Well-being** – December 11
- Effective Communication – Body Language & Email and Technology** – January 15
- Effective Communication – Getting Your Message Across & Listening Skills** – January 29
- Managing the Difficult Interaction** – February 12
- Learning About Your Conflict Management Style** – March 12
- Strengthening Work Relationships – Team Building** – April 16
- Time for You – Don't Be Part of the No Vacation Nation** – May 7

For a detailed description or to register, visit the [PageUp Learning Library](#) or Calendar today!

Departmental 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). For security reasons, please do not include employee names on the organizational chart.
- Save in PDF format, using Department and date indicated on the document.

Please email the updated organization chart to [Karen Mason](#); contact Karen at 850.474.2417 if you have questions.

PageUp Upgrade Delay – Job Menu Structure

The Job Menu Structure upgrade previously announced to go live on November 7 th will be delayed as PageUp works on improvements to show or hide the left-side page menu on smaller screen sizes (E.g. phones & tablets).

Further communication will be sent out to the campus community once a new launch date is announced, please stay tuned.

Should you have any questions or concerns, please contact the [Employment Team](#) via email or at 850.474.2694.

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

- 12/5 @ 2pm [How to Disagree and Stay Friends](#)
- 12/12 @ 2pm [Breathe Your Way to Less Stress and Better Health](#)
- 12/17 @ 2pm [Holiday Stress: What to Expect and How to Cope](#)

Our Aetna Resources for Living EAP is available for you and your family. Explore the [website](#) for related resources. You'll be glad you did! (Username= UWF, Password = UWF, then 'Company log in/Register').

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