In This Issue

State Insurance Double Deductions
Double deductions for nine month faculty pre-tax insurance premiums will begin with the February 14, 2020 paycheck. The premiums will be applied to June-September coverage dates. See the HR website for further explanation.

For more information, contact Adrian Rowley at 850-474-2604, Elsie Rivera at 850-474-2921, or Jeff Comeau 850-474-2610.

Revised Form I-9, Employment Eligibility Verification, Effective January 31, 2020
The U.S. Citizenship and Immigration Services (USCIS) has issued a revised edition of the Form I-9, Employment Eligibility Verification. Beginning January 31, 2020, the revised edition of the form dated 10/21/2019 will become mandatory for employers to complete with all new hires. The revision date is found at the bottom left hand side of both the form and instructions.

The revised edition of the form and "Tips on Form I-9 Completion" can be found on the Human Resources website. We encourage users to review these tips prior to completing and/or certifying a Form I-9.

If you have any questions regarding completion of the revised form, please contact Carol Gentry at 474-2605 or Nicole Zamary at 474-2608.

New Employment Site
Human Resources has moved all employment opportunities to the new job posting website, careers.uwf.edu. Please be sure to update your departmental information to direct applicants to
PageUp Has Replaced People Admin 7
Page Admin 7 (PA7) has been replaced by PageUp for all job postings and position description transactions. PageUp can be accessed through MyUWF. An instruction manual will soon be posted on the Human Resources website. Sign up for training on the Professional Development Reservation Desk. Class dates include:

- **February 6, 2020 from 1pm - 3:30pm**
- **February 20, 2020 from 9am - 11:30am**

For assistance with PageUp or to schedule individual training, please contact Mysti van Hoose at 850-474-2362.

Position Orientation Performance Evaluations
Human Resources is currently in the process of implementing a new performance software system for managing and tracking performance evaluations. During this process, position orientation performance evaluations will be completed in Word format. Employees whose position orientation evaluation will be due from January 1-June 30, 2020, will receive an email notification with instructions on or before the employee's anniversary date to complete the process in Word format.

Supervisors will initiate the process by adding the objectives that they created, reviewed, and provided to the employees upon hire and forward the evaluation to the employee to complete their self-evaluation. After the employee has completed their self-evaluation, the supervisor will evaluate the employee, meet with the employee to review their evaluation, allow the employee to sign and leave comments if they wish then send the original copy to Human Resources.

The estimated go-live time-frame for the new performance management software is July 1, 2020.

If you have any questions, please contact LaBratta Epting at 474-2292.

Money Management Workshops Scheduled
Sign up for any of the seminars in our seven-session series on various financial planning topics to strengthen your knowledge on a variety of
money matters. Each week a different guest speaker will be featured who will provide a wealth of valuable information and will be available to answer questions from the most basic to advanced. Visit the Reservation Desk for more information and to sign up.

February 7, 2020 - When Employment Income Fades: Social Security and Medicare

February 14, 2020 - Investing 101: Tax-Deferred Annuities and the Optional Retirement Plan (ORP)

February 21, 2020 - A Different Kind of Savings Plan: Deferred Compensation

February 28, 2020 - Protecting Your Family’s Future: Estate Planning

March 6, 2020 - Medicare Made Easy

March 13, 2020 - Using the Florida Retirement System to Plan for Your Retirement

March 20, 2020 - Financing and Planning Your Benefits Transition to Retirement

All sessions will be held from 1:30 pm to 3:30 pm in Building 20W, Room 156A.

If you have questions, please contact Elsie Rivera at 850-474-2921, Adrian Rowley at 850-474-2604, or Jeff Comeau at 850-474-2610.

---

**Nine Month Faculty Pay Over 12 Months Option**
Nine-month faculty have the option to have their pay deferred over 12 months. This option is voluntary. For information on the Nine Month Faculty Pay Over 12 Months option and how to enroll, please visit the Human Resources web page under News and Announcements. The enrollment dates for this program will be March 1, 2019 to June 29, 2019. Those who are enrolled and wish to discontinue must complete the termination form between March 1, 2020 to June 30, 2020. Enrollment and Termination forms must be sent to Human Resources Bldg. 20 East and received by close of business June 30, 2020.

If you have any questions contact Jeff Comeau at 850-474-2610 or Billy Pollard at 850-474-3025.

---

**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).

Please visit the Employee Recognition and Awards Program website 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

**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.

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.

---

**Coronavirus Outbreak**  
*Updated: January 27, 2020*

"Deaths rise to at least 80 as China records thousands of new cases. An outbreak of a new coronavirus that began in the Chinese city of Wuhan has already killed 80 people in China. Infections have been confirmed in many other countries. But of the nearly 3,000 people who have so far contracted the virus, the vast majority live in China."


**Centers for Disease Control and Prevention (CDC)**

The Centers for Disease Control and Prevention (CDC) is closely monitoring developments around a novel (new) coronavirus first identified in Wuhan, Hubei Province, China. The new coronavirus has resulted in close to 300 confirmed cases in China and has spread to several countries internationally. The first case in the United States was announced on January 21, 2020 and there are ongoing investigations. To learn about the coronavirus, how they spread, symptoms, diagnosis, treatment, and prevention visit the CDC website for more information.

- To learn about guidance for travelers, please visit the CDC Guidance for Travelers section for more information.

**World Health Organization (WHO)**

WHO works worldwide to promote health and helps prevent emergencies by identifying risks and developing tools needed during outbreaks. WHO published a range of interim guidance for all countries on how they can prepare for the coronavirus, including how to monitor for sick people, test samples, treat patients, control infection in health centers, maintain the
right supplies, and communicate with the public about this new virus. To learn more about the coronavirus and for updates, visit the WHO website for more information.

- To view commonly asked questions and answers about the coronavirus, visit the Q&A Page for more information.
- For the most recent updates on Coronavirus, visit the Disease Outbreak News page

**U.S. Department of State**
For information on current travel advisories to China, travel advisory levels and assistance for U.S. citizens, please visit the Department of State website here

This guide provides referrals to resources. It does not endorse or recommend the resource providers. While every effort is made to maintain current provider information, information may change without notice.

---

**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:

- 2/6 @ 2pm (CST) Putting play into your daily life
- 2/13 @ 2pm (CST) All work and no play: Avoiding burnout
- 2/20 @ 2pm (CST) Ways to console someone who is grieving
- 2/27 @ 2pm (CST) How small changes can lead to big results

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.

---

Welcome Aboard January New Employees!
Johnny Cabrera  
Coordinator I  
Graduate School

Debora Calibuso  
Environmental Services Technician  
Building Services

Audrey Eagle  
Assistant Director  
CEPS/Academic Excellence in Instructional Strategies (AXIS)

Kevin Fletcher  
Lead Enterprise Systems Engineer  
Florida Virtual Campus

Connie Grimsley  
Environmental Services Specialist  
University Commons and Event Services

Trish Holmes  
Coordinator I  
Graduate School

Chad Hoye  
Assistant Server System Administrator  
Center for Cybersecurity

Amanda McKinley Schillinger  
Law Clerk  
General Counsel

Kenneth Mealy

Brent Parmer  
Director of Recreation  
Recreation Services

Colleen Parsons  
Accountant  
UWF Foundation

Jolie Tow  
Office Administrator  
Procurement and Contracts

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