

February 2022

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Background Screening Payments

As a reminder, 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. An index number for chargeback is required at the time of requesting the background screening.

If you have any questions, please contact [Kristin Masson](#) at 850.4774.2602.

Gabor Special Open Enrollment

UWF and Gabor Financial Solutions are pleased to announce a special open enrollment period in the following University plans:

- Group Disability Insurance
- Group Whole Life Insurance

To learn more or enroll please visit www.gaborfs.com/uwfoe

These Special Open Enrollments are being offered from February 7th to April 8th, 2022.

Additional enrollment information will be sent via campus email. Please contact Human Resources at 850-474-2694 if you have any questions.

If you need any assistance with enrollment contact Samantha Wells at 850-291-5379 or swells@gaborfs.com.

State Insurance Double Deductions

Double deductions for nine month faculty pre-tax insurance premiums will begin with the February 4, 2022 paycheck. The premiums will be applied to June-September coverage dates. See the HR [website](#) for further explanation.

If you have any questions, please contact [Adrian Rowley](#) at 850-474-2604 or [Elsie Rivera](#) at 850-474-2921.

New Background Screening and Reference Checking Requirements

As of January 10, 2022, reference checks are required as a part of the pre-employment process. Hiring Officials or designees must complete reference checks for all positions (except student positions) prior to making an offer of employment. Human Resources has a [Reference Check Template](#) available for departmental use. A minimum of two completed reference checks are required with one reference check being provided by a current or previous supervisor.

A completed background screening is required prior to an official start date. Human Resources will notify the contact person/Hiring Official when the background screening is completed. A background screening will not be approved until a minimum of two completed reference checks, including one completed reference check from a current or previous supervisor, have been submitted to Human Resources.

Faculty Associates and courtesy appointments must have a completed background screening and a minimum of two completed reference checks, including one completed reference check, from a current or previous supervisor, on file in Human Resources prior to the commencement of any activities for the university, on the university's behalf, or at any university location.

Visit the [Recruitment Information for Supervisors page](#) for more information on the recruitment process and associated requirements.

For assistance, please [email HR](#) or call 850-474-2694.

Job Posting Requirement for All Positions (except Student Positions) Effective 1/31/2022

As of January 31, 2022, all vacancies (except student positions) must be advertised for a minimum of ten business days on the [online career site](#) unless an exception or exemption exists. This site is the official means of advertising position vacancies at UWF. Requests to recruit shall be submitted to Human Resources online through PageUp. The PageUp system is accessed via the [MyUWF Desktop](#). Employees log into the PageUp system by utilizing the PageUp app in MyUWF.

Visit the [Recruitment Information for Supervisors page](#) for more information on the recruitment process and associated requirements.

For assistance, please [email HR](#) or call 850-474-2694.

Financial Planning Series Scheduled

Sign up for any of the seminars in our six 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 Professional Development Learning Library for more information and to sign up.

All sessions will be held from 1:30 pm to 3:30 pm in Building 20W, Room 156A with the option to attend remotely via Zoom upon request.

- Friday, 02/04/2022 - Protecting Your Family's Future: Estate Planning
- Friday, 02/11/2022 - Medicare Made Easy
- Friday, 02/18/2022 - A Different Kind of Savings Plan: Deferred Compensation 457
- Friday, 03/04/2022 - Investing 101: Tax-Deferred Annuities and the Optional Retirement Plan (ORP)
- Friday, 03/11/2022 - Planning for Retirement with the FRS
- Friday, 03/25/2022 - Financing and Planning Your Benefits Transition to Retirement

If you have any questions, please contact [Adrian Rowley](#) at 850-474-2604 or [Elsie Rivera](#) at 850-474-2921.

Guest Speakers Help Employees Manage Money Matters

During February and March, experts in various financial fields will provide an abundance of valuable information and answer questions from the most basic to advanced. These sessions are free for faculty, staff, and spouses. Visit the [PageUp Learning Library](#) for more information and to sign up.

If you have any questions, please contact [Adrian Rowley](#) at 850-474-2604 or [Elsie Rivera](#) at 850-474-2921.

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.

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:

- 02/03@ 2pm (CST) Strengthening Your Relationship in Today's Tough Times
- 02/10@ 2pm (CST) Siblings: Rivalries, Relationships and More

- 02/17@ 2pm (CST) Finding Comfort Beyond the Comfort Zone
- 02/24@ 2pm (CST) Healthy Boundaries in Online Relationships

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.

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

