

## February 2025

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## 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 [Elsie Rivera](#) at 850.474.2921 or [Adrian Rowley](#) at 850.474.2604.

## State Insurance Double Deductions

Double deductions for nine month faculty pre-tax insurance premiums will begin with the February 7, 2025 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 [Elsie Rivera](#) at 850.474.2921 or [Adrian Rowley](#) at 850.474.2604.

## 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. Information on the Nine Month Faculty Pay Over 12 Months option and how to enroll will be available on the [Human Resources web page](#) under News and Announcements beginning March 1, 2025. The enrollment dates for this year will be March 1, 2025 to June 30, 2025. Those who are enrolled and wish to discontinue must complete the termination form between March 1, 2025 and June 30, 2025. Enrollment and Termination forms must be sent to Human Resources, Bldg. 20 East and received by the close of business June 30, 2025.

## Revised Tentative Offer Letter Templates in Pageup

Human Resources has made revisions to the tentative offer letter templates in Pageup. Please discard any templates you may have downloaded and utilize the newly revised tentative offer letter templates located in Pageup. Contact the Employment Team with questions or for assistance at [jobs@uwf.edu](mailto:jobs@uwf.edu) or by phone at 850.474.2694.

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## Adoption Benefits for Employees of UWF and Other Qualified Applicants

The Department of Children and Families administers a benefit for which UWF employees and others qualify. The [State Employee and Other Eligible Applicants program](#) allows qualifying individuals to receive a one-time lump sum benefit of up to \$10,000 for a special needs child and \$5,000 for a non-special needs child when adopting through Florida's child welfare system. The law has been expanded several times to include additional employment types. The employee must meet all eligibility criteria to receive the one-time benefit.

The annual application period for this benefit began the first business day of January and concludes on the last business day of March.

[Adoption Benefit Flyer](#)

[Adoption Benefit Questions and Answers](#)

Please contact [Tony Lindberg](#) in Human Resources at 850.474.2610, the Adoption Information Center at 1-800-96-ADOPT, or [StateEmployee.Adoption@myflfamilies.com](mailto:StateEmployee.Adoption@myflfamilies.com) for additional information regarding the State Employee Adoption Benefit Program.

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## Effort and Leave Recap Reports

Effort and Leave Recaps (*replacement timesheets and leave reports*) are required for various reasons:

- A correction needs to be made to a timesheet that has already been submitted and approved and the deadline for web time processing is past.
- A correction needs to be made to a leave report that has already been submitted and approved. Leave reports cannot be returned for correction once they are approved due to leave balances being automatically adjusted.
- An employee failed to submit their electronic timesheet by the bi-weekly deadline.
- An employee was hired in a previous pay period, but not set up in Banner until the current pay period.

Effort and Leave Recaps vary by Employee Class. Please be sure to use the correct form for the Employee Class of the person submitting the Effort and Leave Recap. The Effort and Leave Recap should be completed for all hours worked during the 2-week pay period, not just for corrections. An Effort and Leave Recap is a **replacement** to anything previously submitted online in the Web Time Entry system.

Effort and Leave Recaps should be accompanied by a copy of the timesheet or leave report that was originally submitted for the period in which the error occurred. This provides a single complete record to make comparisons to other documents submitted.

Supervisors should immediately complete an Effort and Leave Recap by following the detailed instructions located on the HR webpage under the [Effort and Leave Recap Forms](#) section.

Effort and Leave Recaps for hourly paid employees must be received in Human Resources by no later than 12:00 pm on the bi-weekly payroll deadline to be processed in the current period. Please refer to the current Payroll Calendar on the [Controller's Office webpage](#) for all pay period start and end dates. When completing the Effort and Leave Recap, fill in the start date of the pay period in the top portion of the form and the pay period dates will automatically populate on the form.

Employees are required to sign the Effort and Leave Recap attesting to their hours worked. In extenuating circumstances (i.e., employee illness), departments should contact HR prior to completing and sending an Effort and Leave Recap.

For more information, please contact [Nicole Zamary](#) at 850.474.2608 or [Sheri Jernigan](#) at 850.474.2884.

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## 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:

**Managing the Difficult Interaction** – February 12  
**Mindful at Work – Nurturing Focus and Well-being** – February 26  
**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!

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

- 2/6 @ 2pm [Time For You: Don't Be A Part Of The No Vacation Nation](#)
- 2/11 @ 2pm [Your Body Language Speaks Volumes](#)
- 2/20 @ 2pm [What's Your EI? Becoming Aware Of Your Emotional Intelligence](#)
- 2/27 @ 2pm [Take Time To Relax: A Stress Reduction Experience](#)

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! ('Company log in/Register' then Username= UWF, Password = UWF).

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