

February 2026

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HR Required Vetting of All Departmental Faculty and Staff Professional Development

This is a friendly reminder that Human Resources has a required professional development vetting process which supports departments making efforts to offer training to the campus community. This review ensures that professional development offerings align with institutional goals, comply with applicable policies, and provide high-quality learning opportunities for employees. Departments are encouraged to engage Human Resources early in the planning process to support timely approval and successful implementation of professional development initiatives.

If you or a representative from your department would like to develop and deliver a professional development course for your area of expertise, please complete the [Request for Professional Development Form](#), which is located on the “Human Resources Forms” webpage.

If you have any questions, please contact [Jack Kolodziejksi](#), Assistant Director of Employee Relations, at 850.474.2292.

State Insurance Double Deductions

Double deductions for nine month faculty pre-tax insurance premiums will begin with the February 6, 2026 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.

Effort and Leave Recap Reports

Effort and Leave Recaps are required for various reasons:

1. An employee failed to submit their electronic timesheet by the biweekly deadline.
2. 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.
3. 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.

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 vary by Employee Class. Please be sure to use the correct form for the Employee Class of the person the Effort and Leave Recap is for. When completing the form, all hours worked during the 2-week pay period, not just for corrections, must be listed. 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.

As a reminder to all supervisors, if an employee has worked and did not submit their timesheet by the biweekly deadline, or needs to make a change on time already submitted and approved for a current or past pay period, please complete the Effort Recap form for the correct pay period in which this work has occurred and do not instruct the employee to add these hours onto a current or future pay period's timesheet. The Department of Labor requires that all hours of work be accurately recorded for each individual pay period. University Policy [HR-22.00-2004/07](#), Standards of Conduct, outlines the deliberate misrepresentation on official documents, including time and leave records, as a violation under falsification of records and may be grounds for disciplinary action.

Effort and Leave Recaps for hourly paid employees must be received in Human Resources by no later than 12:00 pm on the biweekly 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 [Sheri Jernigan](#) at 850.474.2884 or [Lori Werdann](#) at 850.474.2205.

Healthcare Bluebook is now Valenz Bluebook

One of our [Shared Savings Program](#) provider companies will no longer be known as Healthcare Bluebook, as they have now become Valenz Bluebook. While the branding has changed, everything members rely on will stay the same. For details, refer to the recent [Management Advisory](#) from the Department of Management Services.

If you have any questions, please contact [Elsie Rivera](#) at 850.474.2921 or [Adrian Rowley](#) at 850.474.2604.

Student Hires

Student positions advertised on the [Careers Webpage](#) through PageUp *must* follow the same recruitment process as any other PageUp posting. Once a recruitment is initiated in PageUp, the entire hiring process must be completed within PageUp.

Departments may not initiate a recruitment in PageUp to collect applications and resumes and then hire a student by submitting only the University of West Florida Employment Background Screening Request Form. All student hires must be moved to “Finalist/Tentative Offer” status in PageUp, and an offer letter must be sent out through PageUp. The Employment Team will then assign the appropriate background screening workflow. Bypassing this process circumvents the established recruitment procedures and results in unnecessary delays.

Student positions may be advertised through Handshake. If you choose to post your student position on Handshake, do not post the same position in PageUp. Handshake is monitored by the Department of Career Development and Community Engagement within the Division of Academic Engagement and Student Affairs.

If you have any questions or need assistance selecting the appropriate hiring platform, please contact Ronna Carden or Brianna Collins on the [Employment Team](#).

Voluntary Retirement Programs (403(b) & 457 Plans): How They Fit With FRS

UWF employees build their core retirement benefits through the Florida Retirement System (FRS), including the Pension Plan or Investment Plan. To further strengthen retirement savings, UWF also offers voluntary supplemental retirement options through 403(b) and 457(b) plans.

The 403(b) and 457(b) plans allow employees to contribute additional funds through convenient payroll deductions on a pre-tax or Roth (after-tax) basis. These contributions are separate from FRS and are designed to complement your state retirement benefits, helping you save more for the future based on your personal financial goals.

Both plans offer flexibility — you can start, stop, or adjust contributions at any time — making them a practical option whether you’re just starting your career or planning for retirement.

You can find detailed information about the 403(b) and 457(b) plans, including enrollment instructions and plan resources at [Voluntary Retirement Options](#), or by contacting the [HR Benefits Team](#) for assistance at 850.474.2694.

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 \$25,000 for a difficult to place child and \$10,000 for a non-difficult to place 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.

[General Adoption Benefit Information](#)

[Adoption Benefit Questions and Answers](#)

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

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 25-26. 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:

Supporting Family Members with Mental Health Issues - February 18

Don't Wait Until Monday - Get Motivated Now - March 11

Getting Unstuck - Breaking Old Habits - April 15

For a detailed description or to register, visit the [PageUp Learning Library](#) or Calendar today! Links to the online classes will be sent to all of the registered attendees as soon as they are received from the outside facilitators.

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

- 2/5 @ 2pm [Mindfulness in the workplace](#)
- 2/12 @ 2pm [Be present in the moment](#)
- 2/19 @ 2pm [Strengthening connection in relationships](#)
- 2/24 @ 2pm [Mindfulness practice](#)

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

University of West Florida | hr@uwf.edu | 11000 University Parkway

Pensacola, FL 32514

Phone: 850.474.2694 | Fax: 850.857.6030



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