



January 2025

In This Issue

Early Payroll Processing:
Martin Luther King Jr.
Holiday

Other Personal Services
(OPS) Employees Now
Required to Complete New
Employee Orientation
(NEO) Course Online

Revised Tentative Offer
Letter Templates in Pageup

Health Insurance Tax Form
1095-C

ERAP 2025 Nominations
Still Open!

Non-UWF Student
Employees

Employee Tuition Fee
Waiver for Spring 2025

Graduating Student
Employees

Employing International
Students (F1 and J1 Visa) -
Work Hour Limitations

Early Payroll Processing: Martin Luther King Jr. Holiday

Due to the Martin Luther King Jr. holiday on Monday, January 20, 2025, online timesheets and leave reports for the January 5, 2025 through January 18, 2025, pay period must be submitted electronically no later than 3:00 p.m. Thursday, January 16, 2025 and approved no later than 10:00 a.m. Friday, January 17, 2025.

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

Other Personal Services (OPS) Employees Now Required to Complete New Employee Orientation (NEO) Course Online

All new OPS employees hired January 6, 2025 or later, (not including student employees) will now need to take an online New Employee Orientation (NEO) created

[Insurance Elections for 2025: Deduction Updates](#)

[Shared Savings Program - Three Ways to Save Healthier U and EAP Wellness Wednesday Partnership Continues!](#)

[Change in FBI Level 2 Background Screening Charges](#)

[Meet the New Employment Team](#)

[Employee Assistance Program \(EAP\) Webinars](#)

especially for their employment classification as OPS. This is considered a mandatory training and must be completed within the first 30 days of employment. Supervisors should direct their new OPS/Adjunct employees to locate the training in the SCOOP application via MyUWF starting on their initial day of employment.

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

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 or by phone at 850.474.2694.

Health Insurance Tax Form 1095-C

People First is responsible for generating and providing 1095-C forms to employees by January 31, 2025. These will be available online by logging in to People First, but employees have a choice as to whether or not they would also like the form mailed to them in hard copy. In order to update your preferences, you may log in to [People First](#) and click the “Contact Information” Quick Link then review the “Notification Email” settings.

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

ERAP 2025 Nominations Still Open!

There’s still time to submit your nominations for the Employee Recognition and Awards Program 2025! Don’t miss this opportunity to recognize your exceptional colleagues who make a positive impact at UWF every day. This year, alongside the *Nautilus Excellence*, *Gabor*, and *Community Service* awards, we’re introducing the *Newcomer Excellence Award* and an expanded *Marion Vickers Award* to honor both a rising star and an additional outstanding leader within our UWF community.

Submit Your Nominations Today!

- **Deadline: January 24, 2025**
- Simply fill out the nomination form and include two letters of recommendation.

Visit the [ERAP webpage](#) for more information about the awards and to submit your nominations.

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!

Non-UWF Student Employees

Departments with student employees who are enrolled at an institution other than UWF are classified as Non-UWF student employees. Documentation of enrollment/status is required and must be updated each semester. The deadline to turn in proof of enrollment and fee payment is the last day of Drop/Add for the institution in which the student is enrolled. Please make sure all Non-UWF student employees in your department understand these requirements.

If you are unsure whether documentation for your student employee is current, please contact [Deborah Baker](#) at 850.474.2605 or [Lori Werdann](#) at 850.474.2205.

Employee Tuition Fee Waiver for Spring 2025

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

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 Zamary](#) 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 Zamary](#) at 850.474.2608.

Insurance Elections for 2025: Deduction Updates

Employees who made flexible spending account changes for the new year should verify deduction updates on the January 10, 2025 paycheck. Carefully review changes to pay details and report any discrepancies to [Elsie Rivera](#) at 850.474.2921 or [Adrian Rowley](#) at 850.474.2604.

For individuals electing new health plans, identification cards should be received by mid-January 2025. OptumRx Prescription Plan cards will arrive separately for all those newly enrolling in health insurance.

Shared Savings Program - Three Ways to Save

Get rewarded for shopping! Use your rewards towards your next healthcare out-of-pocket expense. Check out the State Group Insurance FREE voluntary Shared Savings Program that could keep your hard-earned cash in your pocket!

By utilizing the Shared Savings Program, you can earn tax free money to pay for out-of-pocket medical, dental, vision, and prescription costs through the Shared Savings Program. The Shared Savings Program is available to all State Group Insurance health plan enrollees and their dependents via Shared Savings vendors, Healthcare Bluebook, and SurgeryPlus.

Healthcare BlueBook - Members can earn rewards by searching online and having their medical procedure completed at a high quality, low cost facility. To learn how, visit the [Shared Savings Program](#) page on the myBenefits site.

Download the Healthcare Bluebook Mobile app on the AppStore or GooglePlay! Access code: SOF

SurgeryPlus - Having a planned, non-emergency surgery? By using SurgeryPlus for your procedure, you can earn a reward and collect your share of the state's savings.

To learn more about the Shared Savings Program, employees can visit the [State of Florida MyBenefits](#) website or the Human Resources [Shared Savings Program Benefit Topic](#). A [video training](#) is also available for employees wishing to learn more.

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

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:

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

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!

Change in FBI Level 2 Background Screening Charges

The Federal Bureau of Investigation (FBI) has completed a review of the fees charged for fingerprint-based and name-based national Criminal History Record Information (CHRI) checks. As a result of the review, the FBI has concluded that the current fingerprint fee will be reduced by \$1.25. Therefore, the level 2 background screening charge will decrease from \$37.25 to \$36.00. The effective date for the fee change is January 1, 2025.

If you have any questions, please contact [Grace Giddens](#) at 850.474.3481.

Meet the New Employment Team

We are delighted to introduce the new Human Resources Employment Team at UWF! Please welcome Ronna Carden, Assistant Director, and Karen Mason and Jack Kolodziejcki, Employment Specialists. We are excited to assist you with any classification, compensation, recruitment, and PageUp need you may have. We look forward to working with you!

Be on the lookout for PageUp training sessions offered by the Employment Team on updating job descriptions, waivers, offer letters, etc. in early 2025.

Should you have any questions or concerns, please contact the Employment Team via email: jobs@uwf.edu or by phone: 850.474.2694.



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

- 1/9 @ 2pm [Ready, Set, Relax](#)
- 1/16 @ 2pm [Raising Confident Kids: Tips for Parents](#)
- 1/23 @ 2pm [Perils of Perfectionism and Procrastination](#)
- 1/30 @ 2pm [The Many Faces of Loss: Healing Through Grief](#)

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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