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Employee Self-Service Banner 9 Upgrade – Now Live!

The upgrade of Employee Self-Service has been completed and is now available in MyUWF. You will continue to log into Self-Service through MyUWF using your UWF credentials. To access Employee Self-Service, you may now search for “**Employee Dashboard**” from within MyUWF. The Employee Dashboard will function as your portal for a number of UWF related tasks and displays your employee information in one, convenient place. You may also continue to use the “Timesheet” and “Leave Report” apps within MyUWF if you wish to go directly these portions of the Employee Dashboard.

Employee Self-Service is used to access your Timesheet or Leave Report to submit hours of work and/or leave taken. Users will notice an improved interface for easier navigation, new features to allow for quicker access to information, and streamlined processes.

Employees should refer to the [Human Resources Time & Leave Reporting web page](#) for additional information, as well as links to [training materials](#).

Should you experience any issues or require assistance during the transition, please contact [Nicole Zamarly](#) at

Minimum Wage Increase – UWF – Effective July 7, 2024

Effective Sunday, July 7, 2024, the minimum wage for the University of West Florida OPS Student employees will increase to \$14.00 per hour and OPS Staff employees will increase to \$15.00 per hour. All Graduate Assistant positions will increase to \$15.50 per hour. Federal Work Study employees are still under review and will be determined at a later date.

Human Resources will process pay increases for all hourly OPS Student and OPS Staff employees whose hourly wages are below that amount effective Sunday, July 7, 2024. Departments do not need to prepare Personnel Action Forms for these increases. A Report of Personnel Action documenting these increases will be forwarded to the affected departments after the change is processed. If you have questions, please contact [Nicole Zamarly](#) at 850.474.2608 or [Christine Dillard](#) at 850.474.2508.

OPS Pay Plans

The 2024 OPS Student and OPS Staff Pay Plans have been posted to the HR web site. They can be found on the supervisor Staff Employment and Student Employment web pages. The documents have been revised to account for the July 7, 2024, UWF Minimum Wage Increase.

If you have any questions, please contact [Christine Dillard](#) at 850.474.2508 or [Nicole Zamarly](#) at 850.474.2608

Fall Hiring Rush

Please submit the [New Hires Needing Essential Documents form](#) and Personnel Action Forms to Human Resources as early as possible. This will allow Human Resources to meet with individuals to collect all required paperwork and to set up positions in the system as early as possible. This will ensure that new employees are paid on time and have access to online resources upon their start date. If you are unsure as to what may be required to hire or rehire your employee, please contact Human Resources prior to completing paperwork. For more information contact [Nicole Zamarly](#) at 850.474.2608 or [April Harvey](#) at 850.972.9005.

OUTSIDE ACTIVITY AND CONFLICT OF INTERESTS

All Outside Activity Forms are due to Human Resources by August 15, 2024

The University of West Florida encourages its employees to engage in activities supporting their professional growth, creating new knowledge and ideas, and furthering the University's mission of excellence in teaching, research, and service. University employees' primary professional obligation, however, is to act in the best interest of the University and to maintain the highest ethical and professional standards. A University employee's outside activities or interests, however, must not conflict, or appear to conflict, with their professional obligations to the University of West Florida. Accordingly, the [HR-23.02-04/22, Outside Activities and Conflicts of Interest](#), policy establishes standards and requirements to protect the University's financial well-being, reputation, and legal obligations and provides a system for identifying, reporting, and managing real or apparent conflicts. Disclosing outside activities fosters UWF's support of these efforts.

Faculty covered by the United Faculty of Florida Collective Bargaining Agreement (CBA) should refer to Article 21 of the CBA, Conflict of Interest/Outside Activity, for information regarding reporting outside activities. Certain terms of the CBA differ from the information in this notice; in which case, in-unit faculty should follow the provisions of the CBA.

The outside activity form is due in Human Resources by **August 15, 2024**, for all Executive Service, Faculty, University Work Force, and OPS employees.

OUTSIDE ACTIVITIES

An outside activity includes any activity, compensated or uncompensated, which is not part of the employee's assigned duties for the University and for which the University has provided the employee no compensation. Employees must disclose outside activities on the appropriate outside activity-conflict of interest form.

OUTSIDE ACTIVITIES REQUIRED TO REPORT

- Employment outside of UWF
- Private consulting, advising, and speaking
- Teaching and/or research appointments for an entity other than UWF
- Seeking an elected public office
- Serving as an expert witness or legal consultant
- Practicing as a licensed professional
- Service on a Board of Directors
- Presentation at professional meetings in which an honorarium is being paid to the employee

- Professional activities provided in a foreign country, or directing the activities of others in a foreign country
- Activities involving more than incidental use of UWF facilities, equipment, or services
- Activities requiring the waiver or assignment of the employee's or UWF's rights or interests to any inventions or works that may be developed during the course of or from the activity
- Required use of books, supplies, equipment, or instructional resources at UWF when they are created or published by the employee or by an entity in which the employee has financial interest.

OUTSIDE ACTIVITIES NOT REQUIRED TO REPORT

- Peer review of articles or research proposals
- Unpaid scholarly collaborations at another domestic academic or research institution
- Receiving an honorary degree from another institution
- Editorial services for educational or professional organizations
- Conducting workshops for professional societies
- Musical or other creative performances and exhibitions that are consistent with the faculty member's discipline

CONFLICTS OF INTEREST

A conflict of interest generally means a situation in which regard for a private interest tends to lead to disregard of a public duty or interest.

WHEN MUST A FORM BE SUBMITTED

All employees (Faculty, Work Force, and OPS) must report as follows:

- Each year by August 15.
- Each time an employee plans to engage in a new activity requiring disclosure
- Any time there is a significant change in an activity which has previously been reported
- Where the uncompensated activity:
 - Creates or reasonably appears to create a conflict of interest
 - Interferes or reasonably appears to interfere with the full performance of the employee's responsibilities or other University obligations
 - Interferes with the employee's primary commitment of time, attention, and energies to the University

Note: Students and Adjuncts only need to complete the outside activity form if they participate in the design, conduct, and reporting of research or other types of sponsored projects.

WHY DO I HAVE TO REPORT

- Florida Statute requires that all employees must report conflicts and outside activities (See Florida Statute 112.313, Code of Ethics for Public Officers and Employees, and Florida Statute 1012.977)
- University Policy requires it

- The policy and statute were instituted to create an environment of transparency and fairness to the citizens of the state
- To prevent abuse, including bribery, nepotism, and exploitation of employment

USE OF UNIVERSITY FACILITIES, EQUIPMENT, AND SERVICES

- Any employee who wishes to request the use of University facilities, equipment, or personnel in conjunction with an outside activity or employment must submit a written request for such use using the appropriate [Request for Approval of Use of University Resources](#) form will need to be completed and approved. Failure to submit such a request constitutes specific lack of permission to use any University resources in conjunction with an outside activity or employment. Each request will be evaluated on its own merits. The University is under no obligation to grant any such request.
- An employee engaging in an outside activity shall not use the facilities, equipment, or services of the University in connection with the outside activity without prior approval of the appropriate supervisory authority. Approval of the use of University facilities, equipment, or services shall be conditioned upon reimbursement of the costs related to such use. A form for requesting approval for use of University resources must be completed and approved.
- Charges for the use of University facilities by employees for their outside activities shall be at the same rate as ordinarily charged to the general public.

USE OF TEXTBOOKS

- Any employee who wishes to require a class that the employee instructs to use a textbook or other educational material that the employee wrote or prepared, must complete the Textbook Authorization form. This form must be completed and approved up through the Provost prior to requiring the use of the textbook or other educational materials.
- If you are an instructor reporting to a chair and you wish to require a class that you instruct to use a textbook or other educational material that you wrote or prepared, please use this [Dynamic Form](#).
- If you are the chair of a department or dean of a college and you wish to require a class that you instruct to use a textbook or other educational material that you wrote or prepared, please use this [Dynamic Form](#).
- In order to proceed to the form, you will be required to fill in the name(s) and e-mail address(es) of your Chair, Dean, or Vice President as applicable. Be sure to click on the blue floppy disk icon to save after you fill in this information.
- If you do not click “sign electronically,” but have saved your information, the form will be available for you to complete and the process by clicking “draft forms” on the dynamic forms starting page.

ADDITIONAL REQUIREMENTS FOR FEDERALLY FUNDED RESEARCH

Federal regulations require that, when federal funds are allocated through a grant or contract, the University must examine conflicts and, where appropriate, report them to the federal agency. Federal regulations require that the University manage, reduce, or eliminate any actual or potential conflicts of interest that may be presented by certain compensated outside activities and other financial interests of persons involved in sponsored research projects funded by the federal government. The primary purpose of the federal regulations is to prevent bias in the design, conduct, or reporting of research projects.

WHAT IF I DON'T REPORT

- An employee's failure to fully and properly report outside activities and other interests as required by this Policy or failure to follow any conditions imposed pursuant to the University's approval of such activities, may be grounds for disciplinary action, up to and including dismissal.
- Where approval for an outside activity is based upon a report containing incomplete or inaccurate information provided by the employee, the approval is null and void.
- In accordance with Florida Statutes Section 1012.977, any employee engaged in the design, conduct, or reporting of research who failed to disclose an outside activity related to their UWF area of expertise or any financial interest shall be suspended without pay pending the outcome of an investigation which shall not exceed 60 days. Upon conclusion of the investigation, the university may terminate the contract of the employee. Failure by an employee to comply with this policy or a conflict of interest monitoring or management plan may result in disciplinary action up to and including termination for just cause.

PROCEED TO THE OUTSIDE ACTIVITY FORM

- If you have multiple outside activities, **each activity must be on a separate outside activity form.**
- Click the [Outside Activity Form](#) to proceed to the form
- When you click "NO" to "Do you have an outside activity?", you will receive an email to sign the DocuSign form. In order to complete the process, you must respond to this email and sign the form. This will complete the process.
- When you click "YES" to "Do you have an outside activity?", you will receive an email to complete additional questions before you sign the document. You must respond to this email in order to complete the process.
- Your routing for approval will be automatically populated. If the approval names are not correct or not available, you can manually change or input the correct names.
- You will need to check your email and review (open the pdf) your form to see if it was approved or declined.
- For additional guidance, the University of West Florida [HR 23.02-04/22, Outside Activities and Conflicts of Interest](#), policy provides guidance to employees seeking to engage in outside activities.

If you have any questions, please contact Jamie Sprague at jsprague@uwf.edu or 850.474.2156.

Hiring of Graduate Assistants and Personnel

Action Form Processing

Graduate Assistantships are available to students through their respective academic departments, as well as non-academic departments. All Graduate Assistants must meet the requirements as outlined by the [Graduate School](#) in their Office Manager Handbook. Once an individual is selected and approved for a Graduate Assistantship, the department is responsible for routing a Student Personnel Action Form to Human Resources. If the individual is a new hire, please follow the process for onboarding as outlined on the [Student Employment](#) webpage.

All new hire hourly Graduate Assistant appointments, which includes Graduate Assistants, Graduate Research Assistants, and Graduate Teaching Assistants, should have a start date no earlier than one pay period prior to the first day of the Fall semester, not to exceed 2 weeks, and **must** have an end date. Regardless of start date, the ending date is no later than the last day of the Spring semester. Appointments ending in the Fall should have an ending date of no later than the day before the Spring semester begins. Any reappointments to hourly Graduate Assistant appointments should have a start date no earlier than the first day of the Fall semester and should have an ending date of no later than the day before the Spring semester begins.

Academic Departments have the option of submitting one Personnel Action Form for both the Fall and Spring semester or one per semester. HR and the Graduate School encourage departments to submit one Personnel Action Form for the 2 semesters combined, when feasible.

Exceptions to the beginning and end date rules are as follows:

- Any hourly Graduate Assistant appointment on an external grant should use the beginning and ending dates for the grant. These Personnel Action Forms must be signed by Research Administration and Engagement prior to routing to the Graduate School for signature.
- Graduate Teaching Assistants – Instructor of Record, which are salaried appointments, must follow the dates of the academic term and the model used for adjuncts. Please refer to the [Payroll Calendar](#) for these dates.

A separate Personnel Action Form should be processed for summer appointments. The beginning and end dates should be the dates notated in the [Payroll Calendar](#) for adjuncts and Graduate Assistants. However, summer appointments can begin as early as the next day following the last day of the Spring semester and can extend as late as the day before the first day of the Fall semester.

If you have any questions, please contact [Nicole Zamarly](#) at 850.474.2608 or [Lori Werdann](#) at 850.474.2205.

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.

Higher Education Administration Graduate Certificate Program

The School of Education (SOE) offers a [Higher Education Administration](#) graduate certificate program. This 9 credit certificate was created with employees who are newer to higher education/student development in mind. The following courses are required to complete the certificate:

- EDH6634 - Intro to College Student Affairs Admin - Fall semester
- EDH6045/6368 - Theories of Development OR Equity & Justice - Spring semester
- EDH6362 - Foundations of Supervision & Leadership - Summer semester

The fall and spring courses are taught in the evening and the summer course is online. These courses are eligible for the employee tuition waiver. These courses will count toward the College Student Affairs Administration (CSAA) M.Ed. should an employee decide to advance further. [Dr. Eric Kollar](#) is the point of contact.

Annual Performance Review Season Is Here!

To assist, register for one or all of the Summer PageUp Performance Working Sessions (Virtual or In-person) from the [PageUp Calendar](#) today.

Completing the Employee Self-Evaluation (July 8, 10:30 – noon) Learn best practices for acing your self-evaluation.

Setting Performance Objectives (for Supervisors) (July 9, 10:30 – noon) Learn how to set performance objectives using SMART goals.

Journal, 1 on 1, and Mail Matcher Performance Features (July 15, 10:30 – 11:30) Learn performance features which will help track your performance throughout the year, making you year-end performance tasks a breeze.

Supervisor Evaluation of Employee (August 5, 10:30 – noon) Learn how to use the STAR method to provide substantiated feedback aligned with competency metrics.

The 2024-2025 University Work Force Annual Reviews have launched!

Please check to ensure a correct 24-25 annual review (non-supervisor, supervisor, or coach) launched for the University Work Force employee. * If an incorrect review launched or a review is missing, please email [Lynne Randall](mailto:Lynne.Randall) or reach out by phone 850.474.2292 as soon as possible.

If you or your direct report has a 2024-2025 annual review, please notate these dates on your calendar or print this page for reference.

Step	Open Date	Due Date
2024-2025 Supervisor Creates Objectives	July 1, 2024	September 1, 2024
2024-2025 Employee Acknowledges Objectives	September 2, 2024 (or sooner if the supervisor creates objectives and advances the review)	October 2, 2024
Evaluating Period	Begins July 1, 2024	Ends June 30, 2025
Employee Self-Evaluation	July 1, 2025	July 31, 2025
Supervisor Evaluation of Employee	August 1, 2025 (or sooner if the direct report completes the self-evaluation and advances the review)	September 15, 2025
Employee Acknowledges Evaluation	September 16, 2025 (or sooner if the supervisor completes the employee evaluation and advances the review)	September 30, 2025

* This timeline does not apply to employees in their Position Orientation Year, to Fall/Winter Coaches, Faculty, or to those who report to the University President, Vice Presidents, or General Counsel.

2023-2024 Executive Service Memos have launched for employees who report directly to the University President, Vice-Presidents or General Counsel. If you have questions about these memos, please reach out directly to [Lynne Randall](mailto:Lynne.Randall), Employee Relations Manager.

Position Orientation Evaluations cover the first year of a University Work Force employee's performance. If the POE review year ends on or after the new fiscal year annual reviews launch (July 1), the employee will not have an annual review initiated until the following July 1. To prevent this situation, if a University Work Force employee's POE review ends between July 1, 2024, and December 31, 2024, the Employee Relations Manager will launch a **2024-2025 Abbreviated Annual Review**. Please email [Lynne Randall](mailto:Lynne.Randall) or reach out by phone at 850.474.2292. *Note: This does not apply to executive service employees reporting directly to the University President, Vice Presidents, or General Counsel.

2023-2024 University Work Force Employee Annual

Reviews – Remaining Timeline

Step	Open Date	Due Date
2023-2024 Employee Self -Evaluation*	July 1, 2024	July 31, 2024
2023-2024 Supervisor Evaluation of Employee**	August 1, 2024	August 31, 2024
2023-2024 Employee Acknowledges Evaluation	September 1, 2024	September 30, 2024

*If an employee does not complete their self-evaluation by July 31, the Employee Relations Manager will move the review to the Supervisor Evaluation of Employee step on August 1.

** If a supervisor does not complete the evaluation for a direct report by August 31, the supervisor, the employee, and the 1-up supervisor will receive auto-generated, past-due emails until complete.

[Supervisors, please remember to add comments to substantiate each rating above or below 3 Stars.*](#)

The **STAR** method for performance feedback is one method to provide substantiated feedback. For more information on the STAR method, revisit the May 2024 [HR Bulletin](#) article “Supervisor Strength – PageUp Competencies, Ratings, and the STAR Method for Performance Feedback.”

***Supervisor Ninth Competency - Performance Management** – Sets measurable objectives (quantitative and/or qualitative) for direct reports aligned with the department’s (and university’s) strategic plans. Provides regular feedback on performance as measured against objectives. Addresses performance issues promptly. Fosters direct report’s learning and development opportunities. Provides public and private recognition of accomplishments. Completes all direct reports’ performance reviews as assigned, including written feedback on competency scores above or below a rating of “3 Stars.”

Supervisor Performance Management Resources Available on Your PageUp Recruitment/Administration Dashboard

Resources include performance competency definitions, directions for setting objectives with SMART Goals, and documentation for performance feedback. Reach out to [Lynne Randall](#) with questions.

[Ratings Explanations \(from HR-17.04-06/20 and PageUp Performance Rating Descriptions\)](#)

Superior Performance

Employee significantly exceeds position requirements. (This is the highest performance rating and should be used only when an employee consistently exceeds the performance standards, goals and/or objectives set for the position. Additionally, the employee should be well above

expectations in terms of completeness, timeliness, and independence. The employee should contribute to university goals and objectives beyond position requirements. The employee should require little supervision and be an exemplary employee with a strong potential for advancement.)

Above Performance

Employee consistently exceeds expectations and demonstrates the ability to surpass position requirements. (This rating indicates that the employee's performance is above the performance standards, goals and/or objectives set for the position. The employee's performance should be timely and embody a high degree of accuracy and independence. The employee should demonstrate initiative and innovation in performance of duties and responsibilities and require minimal supervision.)

Satisfactory Performance

Employee meets all position requirements. (This rating indicates that the employee satisfactorily performs the assigned duties and meets performance standards set for the position. The employee's work should be timely and efficient. The employee should require an average level of supervision.)

Needs Improvement Performance

Employee is not satisfactorily completing the assigned duties. (This rating indicates that the employee is not satisfactorily completing the assigned duties and needs to make improvement toward meeting performance standards. The employee requires more supervision than the average employee, and continued improvement in performance is required. Supervisors will be contacted by Human Resources upon submission of an employee evaluation with an overall rating of needs improvement.)

Below Performance

Employee is not meeting standards, goals, or objectives set for the position. (This rating indicates that the employee does not demonstrate the knowledge or ability needed to perform the assigned duties, and consistent supervision is required. The employee must show significant improvement toward satisfactory completion of performance standards or may be removed from the University in accordance with UWF policy. Supervisors will be contacted by Human Resources upon submission of an employee evaluation with an overall rating of below performance.)

Coming Soon: New Employee Orientation Changes

Human Resources is currently working on moving to a hybrid (online and in-person) mode for the New Employee Orientation (NEO) currently offered once a month. Our goal is to provide employees with the opportunity to learn at their own pace during times that may fit their schedule more conveniently. Most of the information currently provided during NEO will be conveyed in an online Canvas course, but new hires will still be encouraged to sign up for in-person sessions as a "part 2" of the process, and this is when they will receive hands-on benefits assistance.

Departments should prepare to update any existing materials referencing HR's NEO beginning in July and make sure that anyone supervising or working closely with new employees is aware of the changes. We are excited for this hybrid NEO to go live and look forward to seeing how incoming new hires will engage with the learning opportunity.

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

Financial Planning Assistance Available

For many of us, summer is a time of readjusting and goal-setting for a new academic year. Now might be a good time to reflect on your finances as well. If you did not have a chance to attend the Financial Planning Series workshops in February and March, or if you are simply interested in learning more, take a moment to review the [variety of resources](#) provided by MyFRS. You may watch any of the recorded seminars online at your own pace during a time that is convenient for you.

All employees are encouraged to take advantage of the opportunity to reassess financial goals and take steps towards achieving them.

If you have questions, please contact [Adrian Rowley](#) at 850.474.2604, [Elsie Rivera](#) at 850.474.2921, or [Tony Lindberg](#) at 850.474.2610.

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

- 7/2 @ 2pm [Pet Parenting 101](#)
- 7/11 @ 2pm [Communicating with Teens](#)
- 7/18 @ 2pm [Hobbies: Good Medicine for the Mind and Body](#)
- 7/23 @ 2pm [Making Stress Your Friend](#)

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! (Username- UWF Password – UWF).

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