June 2018

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Early Payroll Processing: Independence Day Holiday
Due to the Independence Day holiday observed Wednesday, July 4, 2018, online time sheets and leave reports for the June 17, 2018 to June 30, 2018 pay period must be submitted electronically no later than 3:00 p.m. Thursday, June 28, 2018 and approved no later than 10:00 a.m. Friday, June 29, 2018.

If you have any questions, please call Nicole Zamary at 474-2694 or Carol Gentry at 474-2605.

Veterans' Preference
As a public entity in the State of Florida, UWF proudly promotes the hiring of active reserve members, veterans, and their qualified family members. Under Florida law, active reserve members of the United States Armed Forces and National Guard, honorably-discharged veterans, and certain eligible family members, are entitled to preference over non-veterans in the hiring and promotion process for all University Support Personnel System positions. UWF posts all vacant positions on the UWF jobs website and clearly identifies those positions eligible for veterans’ preference. Active duty reserve members, qualified veterans, and/or their eligible family members need only indicate on their application that they wish to claim veterans' preference and upload the required documentation before the position's closing date to notify us of their intent to claim preference. Eligible applicants who meet the minimum requirements for a position are guaranteed preference at every step throughout the hiring process. For full details and application instructions, please visit the UWF Human Resources Job Seekers page or the UWF Human Resources Veterans’ Preference page. Contact Candace Freeman at 474-2205, for further information.

FRS Certification Forms Update
As a result of the passage of Senate Bill 7026, the Florida Retirement System (FRS) has updates to the FRS Certification Form that is required to be completed by all new employees.

What has changed?
The new form takes into consideration a change for reemployment of certain employees. Wording regarding this classification has changed. At the bottom of the most up-to-date form, the label reads "CERT Revised 05/2018."

What is the same?
Each prospective employee must sign and date this form before the hiring
process is completed and an offer of employment is made. Human Resources must verify with FRS Retirement Online that the prospective employee has NOT received an Investment Plan or SUSORP distribution or retired from the Pension Plan BEFORE they can be hired. The signed form will be maintained in the employee's personnel file. Our organization may be jointly liable for repayment of funds paid out if you hire a retiree in violation of re-employment after retirement provisions. When a prospective employee signs a Certification Form, they are certifying that they have not retired from any State of Florida administered retirement plan.

What do I need to do?

**Begin using the new Florida Retirement System (FRS) Certification Forms immediately** (CERT Revised 05/2018). **Delete/remove all prior Florida Retirement System (FRS) Certification Forms** (prior versions of this form are no longer valid). Forms are available online at [FRS-Certification-Form](http://example.com). Please contact Human Resources at (850) 474-2694 if you have any questions or need any assistance.

### 2017-2018 Annual Performance Evaluations for University Work Force Employees

The annual performance evaluation process is a method through which supervisors provide employees with feedback on their performance. An annual performance evaluation should be completed on all University Work Force employees that you supervise. The evaluation period is July 1, 2017 through June 30, 2018. **The deadline for submitting completed evaluations is October 1, 2018.**

Supervisors- if you have not reviewed your employee's 2017-2018 objectives with him/her and input them into PA7 for the employee to acknowledge (or) Employees- if you have not acknowledged your 2017-2018 objectives, please do so as soon as possible.

Please note that the Position Orientation Year evaluations are a separate process and should be completed at the end of the employee's first year at the university.

The evaluation is accessible electronically in PeopleAdmin 7 (PA7). To log into PA7, go to the "MyUWF" desktop page and type PeopleAdmin 7 in the search box and click on the yellow "click here to log in with SSO" link.

The employees should first complete the "Employee Self-Evaluation" and forward the evaluation to the supervisor. The supervisor should then complete the “Evaluation of the Employee” and the "Evaluation Review Meeting." Afterward, the employee will log back into PA7 and complete the "Employee Acknowledges Evaluation” process.

**Employees:** To complete the employee self-evaluation process, log into PA7 and go to the "Performance Management" site and click on "Go to University of West Florida Employee Portal" and click on the "Employee Self Evaluation” pending action. After you have met with your supervisor for the "Evaluation Review Meeting," you will log back into the "Go to University of West Florida Employee Portal" and click on the "Employee Acknowledge Evaluation" pending action.

**Supervisors:** To complete the evaluation of the employee, log into PA7 and go to the "Performance Management" site and click on "Go to University of West Florida Employee Portal," then click on the "Supervisor Evaluation of Employee" pending action. After you have completed the "Supervisor Evaluation of Employee," you may print or email the employee a copy to review prior to "Evaluation Review Meeting."

Objectives for the 2018-2019 year's evaluation should be reviewed with the employee during the "Evaluation Review Meeting" as well.

Additional instructions for completing the objectives are available in the performance management module on the [HR Website](http://example.com).
register via the Professional Development Reservation Desk or call 474-2694.

If you have any questions, please contact Daniela Casta at 474-2518 or LaBratta Epting at 474-2292.

Are You Hiring?
The onboarding process can be stressful for a new hire, especially with a contingent offer of employment pending a background screening. Below are some tips for you to get your new team member onboard as efficiently as possible!

- Use forms from the UWF Human Resources site to ensure you are using the most recently updated forms: https://uwf.edu/offices/human-resources/hr-forms-and-resources/employment-forms/.

- Send all original pre-employment paperwork to Human Resources with the Background Request Form attached. The information provided allows HR to contact the hiring department right away if there is additional information needed, especially if only sending a VECHS waiver agreement.

- Ensure the FRS Form has a full social security number. Note: Please see the new form on the UWF Human Resources site dated May 2018.

- Ensure the Controlled Substance Form is INITIALED in the top YES/NO box.

- If sending for a Level 2 Background, add the candidate to the Level 2 Google Drive spreadsheet.

- Original documents must be forwarded to Human Resources for the personnel file. The background process can commence with copies, but for the most efficient process, originals are the most effective and reduce redundant communication.

Once all the pre-employment background screening paperwork is successfully completed, you will receive an email from Human Resources to start the Personnel Action Form and schedule your new hire for New Employee Orientation.

If you have any questions regarding pre-employment forms, please contact Andrea Case at 474-2602.

Let's Talk About Mental Health
Learn about ways you can help yourself and others make emotional well-being a priority.

Talk about Mental Health
Do you tell your friends when you have a cold? Chances are you do. Do you share your feelings when you're anxious or depressed? Maybe not.

While many of us talk openly about physical problems, we may not feel as free to discuss our mental or emotional struggles. Why? There's often a sense of stigma around these issues.

Let's Start the Conversation Today
It's time to take the shame out of mental health problems. Let's debunk the myths that have kept us from talking about our feelings the same way we talk about our physical health challenges.

Read more in this week's article, "Talking with friends and family about mental health issues." You'll get tips for talking to others when you're concerned about them. And you'll learn some signs that could point to emotional and mental health problems.

There's more...
Did you miss last week's video, “Depression: It's more than the blues”? Don't worry. You can watch it now or read the transcript.

And remember, your emotional and mental well-being is every bit as
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:
- 6/5 @ 2pm (CST) Putting worry on the back burner
- 6/14 @ 12pm (CST) Talking to your kids about the facts of life
- 6/19 @ 2pm (CST) The power of positive thinking
- 6/26 @ 12pm (CST) Understanding emotional eating

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.

Employee Tuition Waiver Program Information

Who is eligible?
This program is for full-time employees in established (non OPS) positions. Qualifying employees may also assign part or all of their benefit to dependents meeting certain criteria.

What does it cover?
Employees may use the waiver for themselves for up to six credit hours per semester (graduate or undergraduate). Dependents would be able to waive six credit hours of undergraduate or three hours of graduate level courses. The base tuition for authorized courses may be waived from the Student Account, but there may still be some fees to pay (for example, a Material and Supply Fee or Online Course Fee would still be the student’s responsibility). Certain courses may not qualify (see the full details on the HR Website for more information).

How to apply:
Employees wishing to use this benefit must apply for it every semester for which they intend to use the waiver. In "MyUWF", the "Employee Tuition
Fee Waiver™ application will guide eligible employees through the process. Dependent documentation is required the first time the benefit is used for each dependent.

For more information, please contact Elsie Rivera at 850-474-2921 or Adrian Rowley at 850-474-2604.

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 474-2604, Elsie Rivera at 474-2921, or Jeff Comeau at 474-2610.

In Case of an Emergency Closing
Quick checklist for the coming June through November Hurricane Season and potential Campus Closings for 2018!

- Please be sure to review your office procedure for closing and securing offices.
- Instructions for leave reporting for each emergency closing will be posted to the Human Resources homepage.
- Remember to bring your leave reports and time sheets up to date prior to your departure.
- Be sure to print out a copy of the insurance contact list, Employee Assistance Program information, and Emergency Workers' Compensation Report that will also be published on the Human Resources homepage.
- You may want to bookmark the Environmental Health and Safety web page.
- Remember that official information regarding the closing and reopening for University of West Florida Employees is FM Radio 88.1 WUWF and the UWF Home Page.

Those who will be on the critical work team during the closing should confirm their contact information is up to date with their supervisor prior to departure and review the emergency Worker's Compensation Injury reporting process for that period.

New People First Website
An updated version of the People First benefits website is available for employees’ use. The new site is compatible with a larger variety of browsers and can be accessed using mobile devices. Users who need to reset their passwords will notice a new security feature that requires a code that is sent via email or text. There is also a way to recover a Login ID online if it is not known.

Employees may wish to review this new website at this time and verify all contact information is up-to-date. UWF procedures for benefits enrollments continue to include providing a written confirmation of any benefits changes to Human Resources when using the website or working with the People First Service Center. Please call Human Resources if you have any questions at 474-2604 and ask for the benefits team.

Distracted Driving
Distracted driving is one of the hot topics of the last 10 years. Advances in personal communication devices has rapidly made this a concern for not only everyone who drives a vehicle, but also passengers, pedestrians and
cyclists. The Florida Department of Transportation (FDOT) defines distracted driving as the following:

"Distracted driving includes anything that takes the driver's attention away from the vital task of driving. There are three types of distraction: manual, which is taking hands off the wheel; visual, or taking eyes off the road; and cognitive, which involves taking one's mind off driving."

Discussions about distracted driving often center on cell phone use and texting, but other activities, such as eating, talking to passengers, reading, adjusting the radio or climate controls, putting on make-up, dealing with children and being fatigued or drowsy, can be equally as distracting. At 40 mph, you are travelling at over 58 feet per second. If you take 5 seconds to look at a text message, that is almost 300 feet of distracted driving. A lot can happen in that distance-cars stopping, a child walks out into the street or an animal runs out from the woods on a quiet highway. All of these can easily cause an accident when you are paying attention; add in the late reaction due to distraction, and the potential for a fatal accident increases significantly.

2015 statistics from the Department of Transportation (DOT) include: 3,477 deaths from distraction associated accidents:

<table>
<thead>
<tr>
<th>Total</th>
<th>Drivers</th>
<th>Passengers</th>
<th>Pedestrians</th>
<th>Cyclists</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>3,477</td>
<td>2,122</td>
<td>804</td>
<td>443</td>
<td>79</td>
<td>29</td>
</tr>
<tr>
<td>Percentage</td>
<td>61%</td>
<td>23%</td>
<td>13%</td>
<td>2%</td>
<td>1%</td>
</tr>
</tbody>
</table>

As is apparent, no one is really immune from the statistics. However we must also understand that it is not just the prevalence of cell phones that has caused an increased risk; we must also take into account that there are more vehicles on the road today than in any time in history.

One of the associated technological advances, however, is the presence of Bluetooth devices and voice recognition in both the devices we use and the vehicles we drive. There are also free and paid apps that can be used for the purpose of disabling the ability to use a cell phone or specific functions such as texting while a vehicle is in motion. This can be particularly important for young and inexperienced drivers on the road today who need to get into the habit of total focus on driving and being aware of their surroundings.

However, technology is only as good as the end user's ability to use it. How many times have you driven past a modern luxury car that obviously has Bluetooth capability only to see the driver physically holding the phone to their ear when talking on the phone, or texting with their head down or juggling typing and driving? All too often is the likely response. Even using Bluetooth can be a cognitive distraction as the mind is not entirely focused on the physical task of driving. Safe, undistracted driving is everyone’s responsibility, so it has to be a cognitive choice to focus fully on driving when driving a vehicle. The State of Florida made it a secondary offense to text and drive in 2014. Points can be added to your license if caught texting and driving, with some situations placing you only one point from losing your license. Your best bet is to wait to read or answer a text until you have arrived at your destination or purposefully parked off the road.

Let's all stay focused on driving and make the roads a safer place for everyone!

For more information on how to combat distracted driving, visit the

Credit to Baptist Medical Group for providing content for this article.

Welcome Aboard New Employees!

Warren Austin
Academic Advisor I
College of Health Advising Center

Dr. Kelvin Bentley
AVP, Digital Learning Innovation
Academic Technology Center

Zachary Fisher
Athletic Marketing/Ticketing Director
Intercollegiate Athletics

Susan Martin
Academic Advisor II
CEPS Advising Center

Christopher Pitts
Fiscal Specialist
University Libraries

Vickie Pollard
Office Administrator
Department of Information Technology

Pravina Ramanathan
EO Officer & Deputy Title IX
Equity and Diversity

B. Lynne Reese
Office Specialist
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[Constant Contact](https://www.constantcontact.com/)