June 2019

In Case of an Emergency Closing
Quick checklist for the coming June through November Hurricane Season and potential Campus Closings for 2019!

- 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 UWF Police web page. Remember that official information regarding the closing and re-opening 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. News-and-Announcements

Early Payroll Processing: Independence Day Holiday
Due to the Independence Day holiday observed Thursday, July 4, 2019 and the declared holiday observed Friday, July 5, 2019, online timesheets and leave reports for the June 16, 2019 to June 29, 2019 pay period must be submitted electronically no later than 3:00 p.m. Thursday, June 27, 2019 and approved no later than 10:00 a.m. Friday, June 28, 2019.

If you have any questions, please call Nicole Zamary at 474-2608 or Carol
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 maybe 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 (pdf).

Please contact Human Resources at (850) 474-2694 if you have any questions or need any assistance.

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.

2018-2019 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, 2018 through June 30, 2019. The deadline for submitting completed evaluations is September 30, 2019.

Supervisors - if you have not reviewed your employee's 2018-2019 objectives with him/her and input them into PA7 for the employee to acknowledge (or) Employees - if you have not acknowledged your 2018-2019 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 2019-2020 year's evaluation should be created, reviewed, and provided to the employee during the "Evaluation Review Meeting" as well. You will be notified to input your employee objectives into the new performance management software system on a later date.
Additional instructions for completing the performance evaluation process are available in the performance management module on the HR Website.

Training on the performance evaluation process will be offered on July 16, August 29, and September 18, 2019.

Please register via the Professional Development Reservation Desk or call 850-474-2694. If you have any questions, please contact LaBratta Epting at 850-474-2292.

Recognizing depression and anxiety
Did you know anxiety disorders are the most common mental illness in the United States and depression is the leading cause of disability for Americans? Many people feel sad or anxious from time to time, but not know when it's time to seek help for these feelings. When you understand these issues, you can recognize and respond to concerns. These resources can help you learn more about your emotional state:

- **Depression.** Take this depression assessment. And watch the Let's Talk video: "Sadness or depression?" Or read the sadness or depression transcript.
- **Anxiety.** Take this anxiety assessment. Then check out the "Understanding anxiety" video or read the anxiety transcript.

**Don't forget:** You can always find resources and information to help you cope with depression or anxiety on your member website. You can call us 24/7 for support, information and resources (800) 272-7252 or visit resourcesforliving.com, Username: UWF, Password: UWF.

Measles Awareness and Prevention
Measles is a highly contagious disease caused by a virus that is spread through the air by breathing, coughing, or sneezing. Symptoms of measles are rash, high fever, cough, runny nose, and red, watery eyes. Some people who become sick with measles also get an ear infection, diarrhea, or a serious lung infection, such as pneumonia. Although severe cases are rare, measles can cause swelling of the brain and even death. Measles can be especially severe in infants and in people who are malnourished or who have weakened immune systems (such as from HIV infection or cancer or from certain drugs or therapies).

In the US, ongoing outbreaks of measles are linked to travelers who brought measles back from other countries such as Israel, Ukraine, the Philippines, and Japan where large measles outbreaks are occurring. The CDC recommends that students at post-high school educational institutions who do not have evidence of immunity need two doses of MMR vaccine, separated by at least 28 days. Adults who do not have evidence of immunity should get at least one dose of MMR vaccine before international travel.

**What can travelers do to protect themselves?**

1. Make sure you are fully vaccinated or otherwise protected against measles.
2. People who cannot show that they were vaccinated or are otherwise
protected against measles should get vaccinated before leaving the United States:
  - Infants (6 through 11 months of age) should have 1 dose of MMR vaccine.
  - Adults and children over 1 year of age should have 2 doses of MMR vaccine given on or after the first birthday and separated by at least 28 days.

3. Securian (formerly Minnesota Life), 888-826-2756

Learn more about preventing measles and what to do if you think you have it on the Center for Disease Control page for travelers.

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**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:

- 6/04 @ 2pm (CST) Overcoming social anxiety
- 6/13 @ 2pm (CST) Powerful parenting
- 6/18 @ 2pm (CST) Don't be part of the no vacation nation
- 6/27 @ 2pm (CST) Building a healthy body image

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.

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**Take Control of Your Personal Financial Planning**
Take Control of Your Personal Financial Planning

Fall 2019 | FIN 2104
Tuesday/Thursday 2:30 - 3:45

Gain practical advice to strengthen your financial future.

Mr. Jerry Maygarden will address the following topics in this course:

- Managing Money
- Credit
- Personal Loans
- Insurance
- Investments
- Home Ownership
- Taxes

This course meets the General Education requirement in Social Sciences.

Open to all majors!

No prerequisites required.

For more information:
(850) 474-2679
FinancialLiteracy@uwf.edu
Welcome Aboard New Employees!

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