



June 2022

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Nine Month Faculty Pay Over 12 Month Option

Nine-month faculty have the option to have their pay deferred over 12 months. This option is voluntary. For information on the Nine Month Faculty Pay Over 12 Months option and how to enroll, please visit the Human Resources webpage under News and Announcements. The enrollment dates for this year will be March 1, 2022 to June 30, 2022. Those who are enrolled and wish to discontinue must complete the termination form between March 1, 2022 and June 30, 2022. Enrollment and Termination forms must be sent to Human Resources Bldg. 20 East and received by close of business June 30, 2022.

If you have any questions contact [Jamie Sprague](#) at 850.474.2156 or [Billy Pollard](#) at 850.474.3025.

People First Planned System Downtime

The People First system will be unavailable on Saturday, April 2, 2022 and Saturday, July 9, 2022 starting each of these days at 8 a.m. CT, until approximately 5 p.m. CT, for system maintenance. During this time, employees will not be able to access their personal insurance election information online or use the gateways from this website to Chard Snyder or Securian. Individuals with Flexible Spending Accounts are encouraged to use the mobile app for Chard Snyder access.

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

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 any questions, please contact [Adrian Rowley](#) at 850.474.2604 or [Elsie Rivera](#) at 850.474.2921, or [Jamie Sprague](#) at 850.474.2156.

Monthly Benefits Webinar Series

To provide the most up-to-date employee benefits information, the Department of Management Services, Division of State Group Insurance (DSGI) is hosting three monthly webinar series for **state and university employees and retirees**.

1. The **Retiree Webinar Series** focuses on eligibility and enrollment issues affecting retirees and active employees nearing retirement. Review available dates and times and register online for the [Retiree Webinar Series](#).
2. The **Medicare Advantage and Prescription Drug (MA-PD) Plans Webinar Series** will educate Medicare-eligible members about the benefits of enrolling in or switching to an MA-PD plan when they are Medicare-eligible. Review available dates and times and register online for the [MA-PD Plans Webinar Series](#).
3. The **Shared Savings Program Webinar Series** provides information to State Group Insurance members about rewardable healthcare procedures. Review available dates and times and register online for the [Shared Savings Program Webinar Series](#).

For more information, please contact [Elsie Rivera](#) at 850.474.2921 or [Adrian Rowley](#) at 850.474.2604.

Share Your Appreciation!

“Everyone wants to be appreciated, so if you appreciate someone, don’t keep it a secret.” – Mary Kay Ash

Did you know you have the opportunity to recognize a colleague on our Awardco platform? In addition, you may read all of our university recognitions any time.

Just log in to [MyUWF](#), search and select “Employee Service Awards.” Once on the site, click on “RECOGNIZE” to give recognition and “Feeds” to view recognitions.

Sheena Reimer Contracts & Assignments Specialist recognized **Jennifer Nagim** Assistant Director of Housing Administration: *“Thank you for making me feel welcome at the new job and all the hard work of training me. :)”*

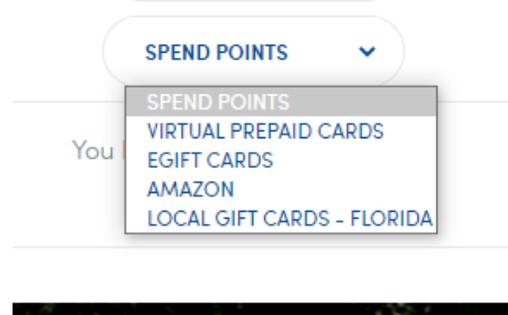
Matthew Schwartz Associate VP Research Administration recognized **Emily Harris** Earth and Environmental Sciences Information Specialist: *“Great job on last week’s Student Scholars Symposium. Thanks for all you did behind the scenes and out front to make the 2022 event a winner!”*

Take a few minutes each week to show gratitude and share a **“Thank you”**; you’ll be glad you did!

Lynne Randall
Employee Relations Coordinator
Staff Ombudsperson

Employee Service Award Selection Update

Effective immediately Faculty and Staff may access the Awardco platform to spend earned service award points on virtual (Visa eReward Card), eGift (Amazon, Best Buy, Airbnb, etc.), and Local Florida Gift Cards. The Prize Possession catalogue selection items are no longer available due to inflated shipping prices outside of the budgeted expense.



All Prize Possession items ordered by May 12, 2022, will be created and shipped as requested on the order form.

Please reach out to Lynne Randall at randall1@uwf.edu with any questions.

PageUp Performance Update

2021-2022 Annual Evaluations for Employees and for Supervisors advanced to “Employee Self- Evaluation” on May 31, 2022.

This timeline does not apply to employees in their Position Orientation Year, to Coaches, to Faculty, to OPS Staff, or Employees reporting to the President, Vice Presidents, or General Counsel.

Below is a timeline with remaining 2021-2022 performance open and due dates:

2021-2022 Employee Self-Evaluation

Opens May 31, 2022

Due June 30, 2022

2021-2022 Supervisor Evaluation of Employee

Opens July 1, 2022

Due July 31, 2022

(Note: Performance Reviews will auto move from any prior step to Supervisor Evaluation of Employee on August 15, 2022, if not already advanced. They will be due by August 31, 2022.*)

2021-2022 Employee Acknowledges Evaluation

Opens August 1, 2022

Due August 31, 2022

HR Reviews and Approves

Opens September 1, 2022

Due September 30, 2022

* If the employee does not complete the employee self-evaluation by July 31, I will auto-move the review to Supervisor Evaluation of Employee on August 15 (due on August 31). The supervisor and employee will continue to receive auto-generated, past-due emails until complete.

I am working to update instructional text for the 2022-2023 performance reviews. I am also working to create a resource page with helpful information. I hope to have it completed by the time the reviews launch on July 1, 2022.

Supervisors, please note completing an evaluation on your employee is not optional.

Please refer to university policy HR 17.04-06/20 Evaluation.

"1. Policy/Purpose:

The University of West Florida shall utilize employee evaluation programs to acknowledge performance, to communicate performance effectiveness, to aid in improving performance in assigned duties, and, when necessary, to develop a performance improvement plan to assist in correcting deficiencies. The evaluation program may also be used to identify recipients of financial rewards when designated by the President."

In addition, please refer to our, Supervisor Standard Evaluation Competencies which include:

"5. Initiative

Employee exhibits leadership, is resourceful and willing to do more than the minimum, strives to achieve goals, and seeks additional responsibility. Include in this rating, if applicable, the employee's performance, supervision, updating job questionnaires, completing performance evaluations, and setting standards, goals, and objectives:"

If you have questions or concerns, please reach out to Lynne Randall at randall1@uwf.edu or by calling 850.474.2292.

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:

- 06/02 @ 11am (CST) Coping With Grief and Loss From Violence and Crisis
- 06/02 @ 2pm (CST) Time for You: Don't Be Part of the No Vacation Nation
- 06/02 @ 11am (CST) Coping With Violence
- 06/09 @ 2pm (CST) Are We Having Fun Yet" Putting Play Into Everyday
- 06/14 @ 2pm (CST) Electronic Communication: Getting the Message Right In a Digital World
- 06/23 @ 2pm (CST) Raising Resilient Teens

Please visit www.resourcesforliving.com for more information about these webinars and to view the [Webinar Library](#) or you may contact Human Resources at 850.474.2694.

University of West Florida | | hr@uwf.edu | 11000 University Parkway
Pensacola, FL 32514
Phone: 850.474.2694 | Fax: 850.857.6030

