March 2019

State Insurance Double Deductions
Double deductions for nine month faculty pre-tax insurance premiums began with the February 1, 2019 paycheck. The premiums will be applied to the June-September coverage dates. See the HR website for further explanation.

For more information, contact Adrian Rowley at 474-2604, Elsie Rivera at 474-2921, or Jeff Comeau 474-2610

Flexible Spending Account Deadlines
Medical Flexible Spending Account claims from the 2018 calendar year must be submitted by April 15, 2019. If there is a balance in excess of $500 in the 2018 account after eligible claims have been processed, the employee will lose the remaining balance. If an amount of $500 or less remains, it will be carried over to the 2019 calendar year balance.

For Dependent Care Flexible Spending Accounts, March 15, 2019 is the last day employees may have services and claim them towards their 2018 account balances. Receipts dated after March 15, 2019 will be applied to the 2019 account. All dependent care claims for the 2018 calendar year must also be submitted by April 15, 2019. However, Dependent Care accounts do not have a carryover, so any remaining balances that are not used for services prior to March 15, 2019, will be forfeited.

Claim forms may be found on the Human Resources website. Instructions for submission are on the claim form.

If you have questions, call Elsie Rivera at 474-2921 or Jeff Comeau 474-2610
Leaves of Absence and Family and Medical Leave Act (FMLA)
When an employee anticipates or is aware of an absence of four days or more for personal or family illness, Human Resources should be contacted as soon as possible. The Human Resources Leave page provides further details on various leave categories, instructions, and benefits. Depending on the circumstances, absence may be covered by the Family and Medical Leave Act (FMLA) and/or University Policy.

For more information, please contact Jeff Comeau at 850-474-2610.

Adoption Benefits Program for State & University Employees
A full-time or part-time employee of the State Universities at the time the adoption was finalized provided the employee is paid from regular salary appropriations (not OPS or otherwise “temporary” or casual labor) may be eligible for this program. Effective July 1, 2017 a qualifying adoptive employee of a charter school or the Florida Virtual School may retroactively apply for the adoption benefit if he or she was employed by a charter school or the Florida Virtual School at the time the adoption was finalized.

Open Enrollment for this benefit is from March 1, 2019 Through April 30, 2019. Please use the link below to access applications and information regarding this program.

Application for this program is direct from the Florida Department of Children and Families web page Adoption Benefit Program or call 1-800-96-ADOPT.

For more information, please call Jeff Comeau at 474-2610 or visit the Human Resources web page.

Financial Planning Series Workshops Scheduled
Following are the remaining workshops in our Financial Planning Series. More details may be found online in the full brochure. All sessions will be held from 1:30pm to 3:30pm in Building 20W, Room 156A. Visit the Professional Development Reservation Desk for more information and to sign up.

- March 1, 2019 - A Different Kind of Savings Plan: The 457 Deferred Compensation Program
- March 8, 2019 - Planning for Retirement with the Florida Retirement System
- March 22, 2019 - Financing and Planning Your Benefits Transition to Retirement

If you have questions, please contact Elsie Rivera at 474-2921, or Jeff Comeau at 474-2610

Information Regarding the Nine Month Faculty Pay Over 12 Months 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 web page under News and Announcements. The enrollment dates for this program will be March 1, 2019 to June 29, 2019. Those who are enrolled and wish to discontinue must complete the termination form between March 1, 2019 to June 28, 2019. Enrollment and Termination forms must be sent to Human Resources Bldg. 20 East and received by close of business June 28, 2019.

If you have any questions contact Jeff Comeau at 474-2610 or Billy Pollard at 474-3025.

**Employee Recognition & Award Program (ERAP)**
Submit your nominations for the Employee Recognition & Awards Program (ERAP)

Award Nomination Requirements

**Nautilus Excellence Award**
* University Work Force employees must have worked at UWF for three years as of March 1, 2019 to be eligible.
* OPS staff employees must have worked at UWF for six months as of March 1, 2019 to be eligible.

**Marion Viccars Awards**
* Employees must have worked at UWF for three years as of March 1, 2019 to be eligible.
* This award is for employees at the Director level and above, and Faculty Administrators (Including Dean, Associate and Assistant Deans, and Chairperson).

**Gabor Awards**
* Employees must have worked at UWF for three years as of March 1, 2019 to be eligible.
* Will be awarded to one University Work Force employee and one Faculty employee.

**Community Service Awards**
* Employees must have worked at UWF for three years as of March 1, 2019 to be eligible.
* Will be awarded to one employee (either University Work Force or Faculty).

Visit [https://uwf.edu/offices/human-resources/i-am-a/employee/erap/](https://uwf.edu/offices/human-resources/i-am-a/employee/erap/) for specific information and links to nomination forms. Deadline for submission is March 1, 2019.

All award applications must be submitted on the official nomination form and include three letters of recommendation. Previous awardees are not eligible for three (3) years. Nominations may be self-nominated or nominated by others.

**Nominations received after 5 p.m. on the deadline date of Friday, March 1, 2019 will be declared ineligible.**

Mark your calendar to attend the
2019 UWF Employee Recognition and Awards Ceremony
Friday, April 5, 2019 | 9 to 10:30 a.m.
UWF Conference Center

Job Description in PeopleAdmin 7
All University Work Force employees are assigned to a job description in PeopleAdmin 7 (PA7). The job description contains not only position qualifications, job duties, and characteristics but also the assigned supervisor. To ensure your current supervisor is correctly assigned to your job description, please visit PA7 and look for the supervisor section. If the supervisor on your job description is not your actual supervisor, initiate a supervisor update in PA7 using the instructions located here.

If you have any questions, please contact Candace Freeman, Employment Manager, at 474-2205.

2018-2019 Performance Objectives
Human Resources is currently in the process of reviewing performance software systems for the managing and tracking of performance evaluations. It is estimated that we will not go live with the new software until fall 2019. Therefore, we will be completing the 2018-2019 Annual Performance evaluations in our current performance management system, PeopleAdmin 7 (PA7).

Objectives for the 2018-2019 year's evaluation should have been created, reviewed, and provided to the employee during the 2017-2018 evaluation review meeting. Supervisors will need to log in to PA7 no later than February 28, 2019 to input their employees 2018-2019 objectives and employees will need to acknowledge their 2018-2019 objectives no later than March 15, 2019.

The 2018-2019 Annual Performance 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.

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. Employees with a start date after June 30, 2018, will complete their position orientation evaluation in the new performance management software system, however, supervisors should still create, review and provide employees with their position orientation year objectives until the new performance management system goes live.

Additional instructions for completing the objectives are available in the performance management module on the HR Website.

If you have any questions or need additional assistance, please contact LaBratta Epting at 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:

- 3/05 @ 2pm (CST) Letting go of the past: Your life is now
- 3/12 @ 2pm (CST) Thriving in your empty nest
- 3/21 @ 2pm (CST) All work and no play: Avoiding burnout
- 3/26 @ 2pm (CST) Hobbies: Good medicine for mind and body

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.

Welcome Aboard New Employees!

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