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Timesheet and Leave Report Access Issues

In June 2024, Human Resources upgraded to the new Employee Self-Service Timesheet and Leave report module, accessed via the Employee Dashboard. Shortly thereafter, we discovered that some users were experiencing issues accessing their timesheet/leave report if they were also acting as a proxy for another approver.

If a user acts as a proxy within the same session in which they open their own timesheet/leave report, their timesheet/leave report may become locked. In order to avoid this issue, users should ensure that they only perform one function at a time, without first logging out of their Employee Dashboard.

After a user has finished acting as a proxy, if they need to also complete their timesheet/leave report they should either:

1. Return to the "Proxy or Super User" page (accessed via the link in the upper right-hand corner) and in the "Act as a Proxy" dropdown field, select themselves and then click on the "Navigate to Time & Leave Approvals application" button in the bottom right-hand corner; or,
2. Log out of the Employee Dashboard by clicking on the person icon next to their name in the upper right-hand corner and then return in a new session to complete their remaining tasks.

HR is currently working with Ellucian to resolve this issue and will provide updates as they are made available. If you experience any issues with accessing your timesheet or leave report, please reach out to [Nicole Zmary](#) at 850.474.2608 or [Sheri Jernigan](#) at 850.474.2884 for assistance.

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. Information on the Nine Month Faculty Pay Over 12 Months option and how to enroll will be available on the [Human Resources web page](#) under News and Announcements beginning March 1, 2025. The enrollment dates for this year will be March 1, 2025 to June 30, 2025. Those who are enrolled and wish to discontinue must complete the termination form between March 1, 2025 and June 30, 2025. Enrollment and Termination forms must be sent to Human Resources, Bldg. 20 East and received by the close of business June 30, 2025.

If you have any questions contact [Tony Lindberg](#) at 850.474.2610 or [Kristie Peppers](#) at 850.474.3169.

Healthier U - 2025 Annual Alcohol & Drug Free Workplace Training

This training qualifies for UWF's Annual Alcohol and Drug Free Workplace training.

This annual training is part of UWF's commitment to a healthy, safe environment for learning, living, and working. The training will cover important topics, including:

- Understanding how substance misuse impacts the workplace
- Recognizing signs and symptoms of substance misuse in a co-worker
- Understanding addiction in the workplace
- Understanding the role of family and co-workers in addiction
- Drug Trends

This training will be offered both in-person and virtually. Please visit the [Professional Development Learning Library](#) to register for the class.

For additional inquiries, please contact the Employee Engagement Coordinator, [Jack Kolodziejcki](#), at 850.474.2292.

Applicant Pools

Effective immediately, Human Resources will no longer be certifying applicant pools. Once a job posting has met its closing or preferred response date, the hiring department will be notified via email. The hiring department may begin contacting applicants and scheduling interviews once the email from Human Resources has been received.

Contact the Employment Team with questions or for assistance at jobs@uwf.edu or by phone: 850.474.2694.

UWF Encourages Community Engagement Through Employee Volunteer Service

Giving back to the community is not only a rewarding experience but also an essential contribution to the betterment of society. As part of the university's commitment to foster community engagement, employees may be provided up to two hours of administrative leave per calendar month, with appropriate supervisory approval, for service within their communities. Such service may be provided through school assistance or as a volunteer member of a community

service organization. This volunteer service administrative leave enables employees to contribute meaningfully to their community while maintaining a healthy work-life balance.

For more information, contact [HR](#) by email or phone: 850.474.2694.

Guest Speakers Help Employees Manage Money Matters

During February and March, experts in various financial fields will provide an abundance of valuable information and answer questions from the most basic to advanced. These sessions are free for faculty, staff, and spouses. Visit the PageUp Learning Library for more information and to sign up.

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

Benefit Highlight of The Month: Employee Assistance Program (EAP)

The University of West Florida has partnered with [Aetna Resources for Living](#) to offer an Employee Assistance Program (EAP) for faculty, staff, and their immediate family members. This program provides professional assistance to help resolve personal and work-related issues. Employees can contact Aetna directly at 800.272.7252, and all services and calls are strictly confidential. Aetna Resources for Living offers a website that outlines available services and provides informative articles. The EAP is free of charge for you and your family members.

For questions about the EAP or to find the right information for your specific needs, visit our webpage at [Employee Assistance Program](#) or contact [Tony Lindberg](#) at 850.474.2610.

Effort and Leave Recap Reports

Effort and Leave Recaps (*replacement timesheets and leave reports*) are required for various reasons:

- A correction needs to be made to a timesheet that has already been submitted and approved and the deadline for web time processing is past.
- A correction needs to be made to a leave report that has already been submitted and approved. Leave reports cannot be returned for correction once they are approved due to leave balances being automatically adjusted.
- An employee failed to submit their electronic timesheet by the bi-weekly deadline.
- An employee was hired in a previous pay period, but not set up in Banner until the current pay period.

Effort and Leave Recaps vary by Employee Class. Please be sure to use the correct form for the Employee Class of the person submitting the Effort and Leave Recap. The Effort and Leave Recap should be completed for all hours worked during the 2-week pay period, not just for corrections. An Effort and Leave Recap is a **replacement** to anything previously submitted online in the Web Time Entry system.

Effort and Leave Recaps should be accompanied by a copy of the timesheet or leave report that was originally submitted for the period in which the error occurred. This provides a single complete record to make comparisons to other documents submitted.

Supervisors should immediately complete an Effort and Leave Recap by following the detailed instructions located on the HR webpage under the [Effort and Leave Recap Forms](#) section.

Effort and Leave Recaps for hourly paid employees must be received in Human Resources by no later than 12:00 pm on the bi-weekly payroll deadline to be processed in the current period. Please refer to the current Payroll Calendar on the [Controller's Office webpage](#) for all pay period start and end dates. When completing the Effort and Leave Recap, fill in the start date of the pay period in the top portion of the form and the pay period dates will automatically populate on the form.

Employees are required to sign the Effort and Leave Recap attesting to their hours worked. In extenuating circumstances (i.e., employee illness), departments should contact HR prior to completing and sending an Effort and Leave Recap.

For more information, please contact [Nicole Zamarly](#) at 850.474.2608 or [Sheri Jernigan](#) at 850.474.2884.

Healthier U and EAP Wellness Wednesday Partnership Continues!

We are excited to announce the continuation of the Healthier U and EAP Wellness Wednesday partnership for fall and spring semesters 2024-2025. Working with our EAP, we identified workplace wellness hot topics for our faculty and staff. Pack a lunch or schedule a team lunch-and-learn. This year our lineup includes:

Learning About Your Conflict Management Style – March 12
Strengthening Work Relationships – Team Building – April 16
Time for You – Don't Be Part of the No Vacation Nation – May 7

For a detailed description or to register, visit the [PageUp Learning Library](#) or Calendar today!

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

- 3/6 @ 2pm [End of Life Wishes: How to Have the Conversation](#)
- 3/11 @ 2pm [Ready, Set, Relax](#)
- 3/20 @ 2pm [Finding Comfort Beyond the Comfort Zone](#)
- 3/27 @ 2pm [Apologizing: What, When and How](#)

Our Aetna Resources for Living EAP is available for you and your family. Explore the [website](#) for related resources. You will be glad you did! ('Company log in/Register' then Username= UWF, Password = UWF).

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