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Early Payroll Processing: Designated Spring Holiday

Due to the Designated Spring Holiday from Monday, March 16, 2026, through Friday, March 20, 2026, online timesheets and leave reports for the March 1, 2026 through March 14, 2026, pay period must be submitted electronically no later than 3:00 p.m. Friday, March 6, 2026, and approved no later than 10:00 a.m. Monday, March 9, 2026.

Should you need assistance, please contact [Sheri Jernigan](#) at 850.474.2884 or [Lori Werdann](#) at 850.474.2205

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, 2026. The enrollment dates for this year will be March 1, 2026 to June 30, 2026. Those who are enrolled and wish to discontinue must complete the termination form between March 1, 2026 and June 30, 2026. Enrollment and Termination forms must be sent to Human Resources, Bldg. 20 East and received by the close of business June 30, 2026.

If you have any questions contact [Tony Lindberg](#) at 850.474.2610 or [Pam Pettinato](#) at 850.474.3051.

Workers' Compensation

[Workers' Compensation](#) benefits are available to any employee of UWF (full-time, part-time, faculty, staff, OPS, student employees, and volunteers of record). Workers' Compensation does not cover personal medical issues, but covers injuries that occur in the course and scope of work.

All work-related injuries/illnesses should be reported immediately. If an employee mentions to their supervisor that they have hurt themselves while performing work, the supervisor should advise that employee to complete a [Report of Injury](#) form and submit it to [Human Resources](#) as soon as possible after the injury. Failure to report an injury/illness may result in employee's forfeiture of rights available from workers' compensation.

The purpose of Workers' Compensation is to ensure lost wages and medical benefits to injured workers. In UWF's case, the state has contracted with AmeriSys to provide medical benefits and the Department of Risk Management administers lost wages.

Visit <https://uwf.edu/offices/human-resources/policies-regulations-and-compliance/workers-compensation/> for more information or contact [April Harvey](#) with questions.

HR Required Vetting of All Departmental Faculty and Staff Professional Development

This is a friendly reminder that Human Resources has a required professional development vetting process which supports departments making efforts to offer training to the campus community. This review ensures that professional development offerings align with institutional goals, comply with applicable policies, and provide high-quality learning opportunities for employees. Departments are encouraged to engage Human Resources early in the planning process to support timely approval and successful implementation of professional development initiatives.

If you or a representative from your department would like to develop and deliver a professional development course for your area of expertise, please complete the [Request for Professional Development Form](#), which is located on the "Human Resources Forms" webpage.

If you have any questions, please contact [Jack Kolodziejcki](#), Assistant Director of Employee Relations, at 850.474.2292.

Healthier U - 2026 Annual Alcohol & 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 on **Wednesday, April 8**. Please visit the [Professional Development Learning Library](#) for further details and registration.

If you have any questions, please contact [Jack Kolodziejcki](#), Assistant Director of Employee Relations, at 850.474.2292.

Welcome Our New Staff Ombuds: Nicole Zamary!

We are thrilled to announce that Nicole Zamary will be our new **Staff Ombuds**.

As we continue to prioritize a healthy and supportive workplace culture, Nicole's role will be instrumental in ensuring every voice is heard and valued. Please join us in giving her a warm welcome!

If you've never worked with an Ombuds before, you might be wondering what exactly they do. The Ombuds is here to help you navigate workplace challenges in a safe environment. Whether you're dealing with a difficult interpersonal conflict, navigating a complex policy, or simply need a sounding board for a professional concern, the Ombuds is available to listen and help you explore your options.

Key Pillars of the Ombuds:

- **Confidentiality:** Your conversations stay private (unless there is an imminent risk of serious harm).
- **Neutrality:** The Ombuds doesn't take sides; they advocate for a fair process.
- **Informality:** This is an "off-the-record" resource — consulting the Ombuds does not trigger a formal investigation or grievance process.

Nicole's Contact Information:

Email: nzamary@uwf.edu

Phone: 850.474.2608

If you have any questions, please contact [Jack Kolodziejcki](#), Assistant Director of Employee Relations, at 850.474.2292.

Effort and Leave Recap Reports

Effort and Leave Recaps are required for various reasons:

1. An employee failed to submit their electronic timesheet by the biweekly deadline.
2. 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.
3. 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.

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 vary by Employee Class. Please be sure to use the correct form for the Employee Class of the person the Effort and Leave Recap is for. When completing the form, all hours worked during the 2-week pay period, not just for corrections, must be listed. 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.

As a reminder to all supervisors, if an employee has worked and did not submit their timesheet by the biweekly deadline, or needs to make a change on time already submitted and approved for a current or past pay period, please complete the Effort Recap form for the correct pay period in which this work has occurred and do not instruct the employee to add these hours onto a current

or future pay period's timesheet. The Department of Labor requires that all hours of work be accurately recorded for each individual pay period. University Policy [HR-22.00-2004/07](#), Standards of Conduct, outlines the deliberate misrepresentation on official documents, including time and leave records, as a violation under falsification of records and may be grounds for disciplinary action.

Effort and Leave Recaps for hourly paid employees must be received in Human Resources by no later than 12:00 pm on the biweekly 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 [Sheri Jernigan](#) at 850.474.2884 or [Lori Werdann](#) at 850.474.2205.

Benefits Mobile App: myBenefitsFlorida

A new tool has been introduced by the State that is designed to help employees see and use their benefits more efficiently. A mobile app called myBenefitsFlorida is the new official app of State Group Insurance members. The app may be found on the App Store or Google Play for use on Apple and Android devices.

One of the main features currently active in the app is the ability to chat with representatives regarding our Shared Savings Plan options. Users can also access their health insurance cards and coverage information very quickly and easily this way. It is possible that additional activities will be possible in the app at some point in the future. More detailed information may be found on the [Mobile App](#) page of the MyBenefits website and the [Frequently Asked Questions](#) page published by the Department of Management Services.

If you have any questions, please contact [Adrian Rowley](#) at 850.474.2604, [Elsie Rivera](#) at 850.474.2921, or [Tony Lindberg](#) at 850.474.2610.

Student Hires

Student positions advertised on the [Careers Webpage](#) through PageUp *must* follow the same recruitment process as any other PageUp posting. Once a recruitment is initiated in PageUp, the entire hiring process must be completed within PageUp.

Departments may not initiate a recruitment in PageUp to collect applications and resumes and then hire a student by submitting only the University of West Florida Employment Background Screening Request Form. All student hires must be moved to "Finalist/Tentative Offer" status in PageUp, and an offer letter must be sent out through PageUp. The Employment Team will then assign the appropriate background screening workflow. Bypassing this process circumvents the established recruitment procedures and results in unnecessary delays.

Student positions may be advertised through Handshake. If you choose to post your student position on Handshake, do not post the same position in PageUp. Handshake is monitored by the Department of Career Development and Community Engagement within the Division of Academic Engagement and Student Affairs.

If you have any questions or need assistance selecting the appropriate hiring platform, please contact Ronna Carden or Nicole Zamary on the [Employment Team](#).

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 25-26. 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:

Don't Wait Until Monday - Get Motivated Now - March 11
Getting Unstuck - Breaking Old Habits - April 15

For a detailed description or to register, visit the [PageUp Learning Library](#) or Calendar today! Links to the online classes will be sent to all of the registered attendees as soon as they are received from the outside facilitators.

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

- 3/5 @ 2pm [Looking within: Finding your inner leader](#)
- 3/12 @ 2pm [Emotional intelligence](#)
- 3/17 @ 2pm [Learning the art of small talk](#)
- 3/26 @ 2pm [Values clarification reflection](#)

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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