May 2019

2019 Employee Recognition Awards Program (ERAP) Winners
This year's Employee Recognition Awards Program (ERAP) ceremony was outstanding! If you did not attend the ceremony, we hope you watched via webcast. Congratulations to the awardees for their outstanding performance and commitment to promote service excellence and professionalism! Human Resources sends a congratulations to this year's recipients!

Academic Affairs Nautilus Excellence
Aric Daley
Tamara Gilman
Lorena Glaze
Gabriela Grosse
Genene Poppell
Amy Sinkus
Julia White

Academic Engagement Nautilus Excellence
Stephanie Dwyer

University Advancement Nautilus Excellence
Candice Lane

Finance and Administration Nautilus Excellence
Frankie Carlson
Samuel Gibson
Mamie Grandison
Barbara Thompkins
Yvette Yelder

Enrollment and Student Affairs Nautilus Excellence
Carla Bohlman
Jennifer Cureton
Nancy Quina

Research and Strategic Planning Nautilus Excellence
Stephanie Ellis
Erik Heineken
Robin Leibert
Mary K. McLeod

President’s Office Nautilus Excellence
Rebecca Luntsford
Matthew Packard

OPS Nautilus Excellence
Angel Sedillo
Suzanne Payne
Student Summer Appointments
To be eligible for student employment, students must be registered for classes at UWF in the semester they are hired. Exceptions to this requirement are:

1. Student employees who were enrolled and worked as a student employee in the spring semester and are returning to classes in the fall but are not enrolled during the summer may continue in "student status" during the summer term. Departments do not need to convert them to an OPS staff position.

2. Students who are enrolled at another institution may work at UWF as a Non-UWF Student. Documentation of enrollment/status is required and must be updated each semester.

If you have any questions, contact Kris Ledbetter at 474-2601 or Sheri Jernigan at 474-2884.

Non-UWF Student Employees
Departments with student employees who are enrolled at an institution other than UWF are classified as Non-UWF student employees. Documentation of enrollment/status is required and must be updated each semester. The deadline to turn in proof of enrollment and fee payment is the last day of Drop/Add for the institution in which the student is enrolled. Please make sure all Non-UWF student employees in your department understand these requirements.

If you are unsure whether documentation for your student employee is current, please contact Kris Ledbetter at 474-2601 or Sheri Jernigan at 474-2884.

Student Employees Graduating Spring 2019
Departments with student employees who graduate in the Spring 2019 semester should send in Personnel Action Forms to end their student positions no later than the end of the semester, May 4, 2019. If you wish to have your graduated student employees continue working in your department they must be converted to OPS Staff employees. This will require a background screening and additional documentation to be completed prior to them working in an OPS Staff capacity.

If you have any questions please contact Sheri Jernigan at 474-2884 or Carol Gentry at 850-474-2605.

Review Your Beneficiaries
Employees are encouraged to review their beneficiary designations annually for all retirement, investment and life insurance coverage. The following contact information may be helpful to you in this endeavor:

- Florida Retirement System Pension, 844-377-1888
- Florida Retirement System Investment Plan, 866-446-9377
- State University System Optional Retirement Plan, 850-414-6371
- ORP Provider Companies/Local Contacts
  - AXA  Weston Cramer  (850) 470-2424
  - VOYA*  Samantha Wells  (850) 291-5379
  - MetLife*  Lori Brabham  (850) 207-8636
Tax Supplemental Accounts 403(B)
The University of West Florida 403(b) plan provides five (6) companies that offer 403(B) Tax Deferred Annuity Plans and (3) *Roth 403(b) plans to employees including adjuncts and OPS (non-student). The Tax Deferred Annuity plans allow employees to defer money prior to taxes being withheld. Under very limited conditions, funds may be withdrawn prior to retirement for loans or qualifying hardships, but in most cases a penalty may have to be paid; and, in all cases, the money withdrawn is income included for federal income tax calculations. Employees interested in information regarding UWF’s Tax Deferred Annuity Program may contact Human Resources or the agents shown below for brochures outlining the available plans.

- AXA        Weston Cramer (850) 470-2424
- VOYA*   Samantha Wells (850) 291-5379
- MetLife* Lori Brabham (850) 207-8636
- TIAA       Howard Reiff (877) 267-4510 (x-265109)
- VALIC*   Tom St. Clair (850) 723-9713

403(b) and 457 Contribution Limit Changes for 2019
The Internal Revenue Service (IRS) announced cost of living adjustments affecting dollar limitations for pension plans and other retirement-related items for tax year 2019.

According to Notice 2018-83, the contribution limit for employees who participate in 403(b) and most 457 plans is increased from $18,500 to $19,000. The catch-up contribution limit for employees aged 50 and over who participate in 403(b), most 457 plans and the federal government's Thrift Savings Plan remains unchanged at $6,000.

Employees may start new Tax Deferred Annuities (TSA), change providers, change deferral amounts, or start/stop contributions at any time. Information on Tax Sheltered Annuities & Supplemental Plans:
403(b) (Pre-Tax) Investment Plans 457 Plans (Deferred Compensation)
Roth 403(b) (Post-Tax) Accounts

If you have questions, call Daniela Casta at 474-2604, Elsie Rivera at 474-2921, or Jeff Comeau 474-2610.

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:
- 5/07 @ 2pm (CST) How parents can be good fans and role models
- 5/14 @ 2pm (CST) Unplug to recharge
5/21 @ 2pm (CST) Tips for summer safety
5/30 @ 2pm (CST) Understanding anxiety

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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