

May 2022

In This Issue

Early Payroll Processing: Memorial Day Holiday

Nine Month Faculty Pay Over 12 Month Option

People First Planned System Downtime

Private Financial Consultants

Monthly Benefits Webinar Series

Review Your Beneficiaries

Function of Advisory Group Non-Sunshine Recruitments

Alcohol and Drugfree Workplace THANK YOU!

Performance Feedback - Foe or Friend?

Employee Assistance Program (EAP) Webinars

Early Payroll Processing: Memorial Day Holiday

Due to the Memorial Day holiday being observed Monday, May 30, 2022, and the declared holiday observed being Friday, May 27, 2022, online timesheets and leave reports for the May 15, 2022 through May 28, 2022, pay period must be submitted electronically no later than 3:00 p.m. Wednesday, May 25, 2022 and approved no later than 10:00 a.m. Thursday, May 26, 2022.

If you have any questions, please call [Nicole Zamary](#) at 850.474.2608 or [Sheri Jernigan](#) at 850.474.2884.

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.

Private Financial Consultants

Reminder: There are many private financial consultants that obtain through legitimate sources access to email accounts for state employees. They may solicit you to discuss financial matters and to assist with retirement related decisions. These advisors/consultants although legitimate businesses are NOT affiliated in most cases with the Florida Retirement System (Pension or Investment plans), the University of West Florida, the State Deferred Compensation Program, nor the Florida State University System Optional Retirement Program. You may ask them their affiliation before speaking with them and consider them an outside resource. You are under no obligation to communicate with them unless you have personally chosen to do so.

Human Resources Benefits Team (850.474.2694) can provide you with a list of contacts for University and State sponsored advisors. The MyFRS Guidance line is also an excellent source of related information and assistance at 866.446.9377.

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.

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:

Retirement Plans

Florida Retirement System Pension, 844.377.1888 or <https://frs.fl.gov>

Florida Retirement System Investment Plan, 866.446.9377 or <https://myfrs.com>

State University System Optional Retirement Plan, ORP Provider Companies:

- Equitable (formerly AXA): Weston Cramer 850.470.2424 / Reed Ganey 904.318.8968
- VOYA: Samantha Wells 850.291.5379
- TIAA: Howard Reiff 813.632.5109 / Barbara Vaught 813.632.5153
- AIG (formerly VALIC): Tom St. Clair 850.723.9713 / Jesse Wickham 850.418.3686

Local Contacts 403(b)/457:

- Nationwide: Gene Weaver 850.867.8586
- MetLife: Joseph Peterson 850.478.7955

Life Insurances

- Securian Financial, 888.826.2756 or <https://www.lifebenefits.com/florida>
- Gabor Financial Services, 800.330.6115 or <https://www.gaborfs.com/university-of-west-florida>

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

Function of Advisory Group for Non-Sunshine Recruitments

Advisory Groups may be utilized for the hiring process of any position below the Director level or the following faculty positions - visiting positions, adjunct, instructor, lecturer, or post-doctoral associate. The Hiring Official selects group members and an Advisory Group Chairperson (if deemed necessary).

Advisory Groups may include members of the hiring department or other departments, community members, or students who have relevant knowledge of the functions and requirements of the vacant position.

Advisory Groups only provide candidate strengths and weaknesses to the Advisor Group Chairperson and/or Hiring Official. They can neither make decisions nor have any open discussion regarding candidates or recruitments.

Advisory Groups **do not** have decision-making authority and **cannot** screen applicants or determine which applicants to reject from further consideration. They **do not** develop selection criteria, interview questions, rank applicants, identify interviewees, or select finalists. There are no requirements regarding public notice of meetings, interviews, minutes, etc. for Advisory Groups.

If the Hiring Official would like to utilize a Search Committee that can rank, rate, cull, and hold discussion of applicants then the search must follow Sunshine Law requirements and all discussions and discussion occur with noticed meetings that are open to the public.

Questions? Phone HR at 850.474.2694 or email hr@uwf.edu.



Thank you to all of our faculty and staff in "RED" who showed April Support for our Alcohol and Drug Free Workplace! We appreciate you!



Performance Feedback - Foe or Friend?

In approximately 8 weeks, performance reviews will open for the majority of university workforce staff.

What was your first response after reading the statements above? Fear? Frustration? Dread?

Personally, our PageUp Performance platform has been the “elephant in my office” for a while now. However, I am determined to conquer the necessary knowledge to make the process as understandable and effortless for you as possible. I also plan to share tools and tips over the next two months you may put in to practice all through the year to effortlessly manage and look forward to performance review.

Initially, supervisors will be tasked with evaluating 2021-2022 performance to-date for each direct report. They will also be challenged with setting attainable, strategically aligned objectives for the 2022-2023 year. If that’s not enough, many will dread the “Past Due” platform automatic emails that flood their inboxes from poor time management. They may also be challenged with the digital data entry itself. Increasing the stress of both supervisors and direct reports, most supervisors aren’t trained to evaluate performance, give feedback, or explore a development plan. Often this leads to a once a year, unnatural conversation, possibly about past issues that have either been resolved or are so far in the distant past that they lose relevance. And if a supervisor attempts to rehash them, they either create painful memories (if negative) or fail to provide the recognition benefits originally possible.

First, let me begin to break down the big picture by asking you, “How prepared are you?” Have you had frequent, meaningful conversations with your direct reports throughout the year? Have you documented, even if informally, highlights and challenges to their performance? Have you given feedback that specifically describes how the performance has impacted your office, your department, your division, your college, or the university’s strategic goals?

If yes, then I congratulate you for being aligned with feedback best practices. According to a January, 2021, article by Kathleen Doheny, “Annual Performance Review Bows Out,” Doheny references management specialist Robert Sutton’s statement, “The way human beings make progress is through small steps, not through a bizarre conversation once a year.” Sutton advises managers to have more frequent and meaningful conversations about work expectations (objectives), progress and

development... an approach that will improve engagement and performance.

And if you aren't aligned with best practices, be prepared. According to Sutton "... [most performance reviews are so bad they do more harm than good.](#)"

However, [Gallup](#) found that when managers provide weekly (vs. annual) feedback, team members are:

- 5.2x more likely to strongly agree that they receive meaningful feedback
- 3.2x more likely to strongly agree they are motivated to do outstanding work, and
- 2.7x more likely to be engaged at work

This data emphasizes the best feedback is frequent and meaningful. If supervisors learn to provide authentic, measurable, frequent feedback, not only will the yearly "scoring" requirement become effortless, but the surrounding conversation and documentation will be valuable.

Over the next 8 weeks I will be sending out frequent emails to help supervisors prepare for the performance season. Sign up by sending a request to [Lynne Randall](#) if you haven't already done so. I'll make my best effort to cover:

- How to set 2022-2023 objectives by using SMART goals
- How to frequently journal a direct report's key performance
- How to give useful performance feedback
- How to give "Feedforward" feedback
- How to coach your direct reports
- How to help a direct report self-evaluate
- How to score performance while avoiding bias
- And other topics if time allows

On a final note, should we look forward to a day when we can stop having to evaluate performance? Probably not.

"Democracy is the worst form of government," Winston Churchill [reminded us](#) in 1947, "except for all those other forms that have been tried from time to time." The same is true for performance evaluations: They're far from perfect, but they're also far better than the alternatives. [Harvard Business Review](#)

Let's make May the month feedback becomes your friend!

Lynne Randall

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:

- 05/05 @ 2pm (CST) The Company You Keep: The Impact of Your Inner Circle
- 05/10 @ 2pm (CST) Rolling with the Punches: Adapting to Change at Work
- 05/19 @ 2pm (CST) Powerful Parenting

- 05/26 @ 2pm (CST) Stress: Do This, Not That

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.

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