Open Enrollment Ending November 1
Time is running out to make insurance changes for the 2020 plan year. You can find information on the HR Open Enrollment Web Page to take action now. The deadline is November 1, 2019. Don't wait until the last minute and risk any possible technical difficulties. Additional guidance in using the online system is available by attending the Open Enrollment Assistance sessions by registering on the Professional Development Reservation Desk.

Take note of the two-step process for Open Enrollment at UWF. After enrolling with People First, employees must provide confirmation of any changes or enrollments made to Human Resources (these may be emailed, faxed to 850-857-6030, mailed or hand-delivered). Failure to send a copy of the confirmation of open enrollment changes to Human Resources prior to the end of the open enrollment period, may result in inaccurate deductions and possible interruption in benefits.

For assistance with benefits items, please contact Adrian Rowley at 850-474-2604 or Elsie Rivera at 850-474-2921.

University Organizational Charts
Human Resources is responsible for housing updated organizational charts for the University. Please complete an updated Organizational Chart for your department and forward to Human Resources by November 29, 2019. You may review your current organizational chart on the Human Resources website. If there is not a link attached to your department name on the page then there is no organizational chart on file for your department. When verifying or creating your organizational chart, the best practices are to:

Start your department with the President of the
Human Resources is Moving from PeopleAdmin 7 (PA7) to PageUp

Over the last year, Human Resources has been working behind the scenes to move the University from PeopleAdmin 7 (PA7) to PageUp. PageUp will house the Position Management, Application Tracking, and Performance Management modules. Two new modules will be introduced with this move to PageUp - Onboarding and Professional Development.

The Position Management, Applicant Tracking and Onboarding modules will go live December 2, 2019.

In order to be fully operational for the "go live" date of December 2, 2019, Human Resources is implementing a moratorium in PA7 for University Work Force actions. This moratorium will be in effect from November 2, 2019 through December 1, 2019. The last day to submit an action for a University Work Force job description or posting is Friday, November 1, 2019.

Faculty, OPS, and Student positions can still be posted for recruitment in PA7 through this moratorium period. These can be posted during the moratorium period because they are not tied directly to a job description. During this moratorium period, Human Resources will be moving existing job descriptions for University Work Force positions to PageUp.

For Faculty, OPS, and Student postings, a close date of January 17, 2020 will be imposed in PA7. For existing University Work Force open postings in PA7, Human Resources will move the preferred response date or closed date to January 17, 2020 (if the posting does not close prior to this date). If the University Work Force, Faculty, OPS, or Student position has not been filled by the January 17, 2020 date, Human Resources will move the posting to PageUp.

**PageUp Training Dates:** Come join us on one of the following dates to learn more about the Position Management, Applicant Tracking, and Onboarding modules.

November 12, 2019 1-4pm

November 14, 2019 1-4pm
November 15, 2019 1-4pm
November 18, 2019 1-4pm
November 21, 2019 9am-12pm
November 22, 2019 9am-12pm
December 2, 2019 1-4pm
December 3, 2019 1-4pm
December 11, 2019 1-4pm
December 13, 2019 9am-12pm

All training sessions will be held in Building 79, either Room 179 or 180. You will need to sign up for a training session on the Professional Development Reservation Desk. Seats are limited, so sign up early!

If you have questions or concerns, please contact Jamie C Sprague at ext. 2156 or April Harvey at ext. 2606.

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**Check Your People First Statements**

- **Review your statement**: All employees should carefully review their Open Enrollment mailing from People First that shows the options and enrollments on record.
- **Log in to verify elections**: It is also recommended that employees login to People First and follow the Open Enrollment steps online to confirm benefits are as desired for 2020.
- **Send Confirmation Statement to Human Resources**: Employees who change benefits for Plan Year 2020 must provide a Confirmation Statement of People First enrollment to UWF Human Resources for proper processing to avoid lapses in coverage.

For assistance with benefits items, please contact Adrian Rowley at 850-474-2604 or Elsie Rivera at 850-474-2921.

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**Insurance Elections for 2020: Deduction Updates**

Employees who made insurance changes for the new year should verify deduction updates on the December 6, 2019 paycheck. Flexible spending account deductions begin with the January 3, 2020 paycheck. Carefully review changes to pay details and report any discrepancies to Adrian Rowley at 850-474-2604 or Elsie Rivera at 850-474-2921.

For individuals electing new health plans, identification cards should be received by mid-January 2020. CVS/Caremark Prescription Plan cards will arrive separately for all those who have health insurance.

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**Dependent Eligibility Verification**

The Division of State Group Insurance (DSGI) will be requesting documents as part of a monthly quality assurance review to confirm that an
employees' newly added dependents are eligible for insurance coverage. This process applies to new hires, marriages, births and other life events during the year as allowed by a qualifying status change (QSC) event. All employees who add new dependents during these QSC events will receive the documentation request. Documentation requests will be generated through People First and sent via email from the PeopleFirstNoReply@ngahosting.com email to the employee's notification email address in People First.

View a list of eligible dependent categories on the State of Florida MyBenefits website.

Employee Tuition Fee Waiver for Spring 2019
Eligible employees may apply to use credits for themselves or to assign credits to dependents beginning on or about November 22, 2019. Requests should be submitted at least one week before the first day of classes.

If you have any questions, please contact Adrian Rowley at 850-474-2604 or Elsie Rivera at 850-474-2921.

2019 Employee Relations Survey
Thank you for attending the 2019 Employee Relations Symposium. We sincerely appreciate the time taken from your busy schedule to attend this all day event and hope the speakers and information were useful. In order to learn how future programs might better serve your needs, we would like to receive your comments. Please take a few moments to complete this short survey. Deadline to complete the survey is November 15, 2019.

2019-2020 Performance Objectives
Human Resources is currently in the process of implementing a new performance software system for managing and tracking performance evaluations. During this process, performance objectives will not be entered into PeopleAdmin 7 (PA7). However, supervisors will still need to create, review, and provide objectives to employees. Once the new software for performance management goes live, supervisors will be able to input performance objectives into the performance management software system. Estimated go-live time-frame is February 2020.

If you have any questions, 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 username 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:

- 11/5 @ 2pm (CST) Holiday stress: What to expect and how to cope
- 11/14 @ 2pm (CST) Building self-esteem in children
- 11/19 @ 2pm (CST) Learning the art of small talk

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 October New Employees!

- Maxine Bartlett-Pacheco
  Office Assistant
  Counseling and Psychological Services

- Gloria-Ann Billings
  Fiscal Specialist
  SBDC-State Director’s Office

- Venus Day
  Business Process Analyst
  Office of Financial Aid and Scholarships

- Cindy Howard
  Accountant
  Controller’s Office

- Taylor Lopes

- Kenyan Murrell
  Grounds Specialist
  UWF Historic Trust

- Christopher Patterson

- Leonor Roper
  Social Media and PR Specialist
  Institutional Communications

- Taylor Stull
  Design and Communications
  DAE Marketing and Communications

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Pensacola, FL 32514
Phone: 850-474-2694 | Fax: 850-857-6030