



November 2022

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Check Your People First Confirmation Statements

Employees who have made changes during Open Enrollment should carefully review their two-page statements from People First that shows the options and enrollments on record. These Confirmation Statements must be provided to UWF Human Resources for proper processing to avoid lapses in coverage. Please provide your Confirmation Statement by email, fax, or as a hard copy by November 10, 2022.

Employees not making changes for Plan Year 2022 are not required to provide a statement to Human Resources.

For assistance with benefit items, please contact [Adrian Rowley](#) at 850.474.2604 or [Elsie Rivera](#) at 850.474.2921.

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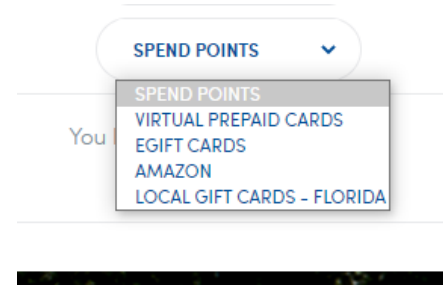
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[Dependent Eligibility Verification](#)

People First will be requesting documents to confirm that an employee's newly added dependents are eligible for insurance coverage. This process applies to Open Enrollment as well as 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 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. Employees will submit documentation through the [People First](#) website. [Instructions](#) for this process have been posted on the HR Insurances web page. View a list of eligible dependent categories, helpful forms, FAQs, and the Qualifying Status Change Matrix, on the State of Florida [MyBenefits website](#).

Remember to Use Your Awardco Points by December 31, 2022!



Employee Service Awards have been redesigned for 2022-2023. As a result, the platform for spending points (\$\$) will be discontinued effective January 1, 2023.

Spend your service award points by December 31, 2022, on virtual (Visa eReward Card), eGift (Amazon, Best Buy, Airbnb, etc.) and local Florida Gift Cards.

Log on to the platform through MyUWF [Employee Service Awards](#) to make selections. Please reach out to [Lynne Randall](#) with any questions.

Employee Tuition Fee Waiver for Spring 2024

Eligible employees may apply to use credits for themselves or to assign credits to dependents beginning on or about November 26, 2022. Requests should be submitted at least one week before the first day of 5classes. If you have any questions, please contact [Adrian Rowley](#) at 850.474.2604 or [Elsie Rivera](#) at 850.474.2921.

Annual Leave Rollover

Maximum rollover for annual leave accruing employees is 352 hours, except Executive Service - annual max equals 480 hours. All annual leave hours over 352 (480 for Executive Service) will be converted to sick leave effective January 1, 2023. To ensure accurate rollover processing, all outstanding timesheets and leave reports reporting hours and leave through December 31, 2022 should be submitted and approved prior to Tuesday, December 13, 2022

Any outstanding leave reports must be submitted and approved to accurately reflect your leave balances in preparation for the year-end leave rollover. If you have leave reports that may be past the date to submit electronically, please contact [Nicole Zmary](#) at 850.474.2608 for assistance.

Employees with more than the year-end maximum of 352 (480 for Executive Service) hours should make plans to schedule use of annual leave, with supervisory approval, as soon as possible. The last day

to use accrued leave before the Winter Holiday will be Tuesday, December 20, 2022. If you have questions regarding leave, please contact [Jamie Sprague](#) at 850.474.2156.

Graduating Student Employees

Departments with student employees who will be graduating in the Fall 2022 semester should send in Personnel Action Forms to end their student positions. If you wish to have your graduated student employee(s) 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 [Nicole Zamarly](#) at 474.2608 or [Christine Dillard](#) at 474.2508.

OPS Pay Plans

The 2022 OPS Student and OPS Staff Pay Plans have been posted to the HR web site. They can be found on the supervisor Staff Employment and Student Employment web pages. The documents have been revised to account for the September 30, 2022, Florida Minimum Wage Increase.

If you have any questions, please contact [Christine Dillard](#) at 474.2508 or [Nicole Zamarly](#) at 474.2608.

Leave Reports

Supervisors should review and approve leave reports at the end of each pay period to ensure employees are paid properly and their leave balances are up-to-date and accurate. Employees have the ability to submit their leave reports after the pay period has ended, therefore, it is important to check all pay periods periodically for approval needs. The ability to approve leave reports electronically expires after one year. Supervisors can monitor their department's leave reports that need approval by using the Pending/In Progress Leave Reports (OHR0000068) report in Information Navigator. This report allows supervisors and office administrators to see what leave reports may be pending and require action for previous pay periods.

Effort and Leave Recaps: If a correction is needed, the supervisor should initiate an [Effort and Leave Recap via DocuSign](#) so Human Resources can make the necessary adjustments. When a correction is needed, the Effort and Leave Recap should be completed for the entire pay period (not just for the corrections) as a recap form is a **replacement** of anything reported online. Employees are required to sign the Effort and Leave Recap attesting to their hours worked. In emergencies (i.e., employee hospitalization) departments may put "Unavailable for Signature"

in the signature field. For more information, please contact [Nicole Zamyary](#) at 474.2608 or [Christine Dillard](#) at 474.2508.

Employing International Students (F1 and J1 Visa) - Work Hour Limitations

Departments with international student employees (F-1 or J-1 status) are advised that these employees are limited to working 20 hours per week while school is in session (all positions combined) based on United States Citizenship and Immigration Services (USCIS) regulations. Working over the allowed hours could jeopardize their visa status.

However, they may be eligible to work additional hours per week during the Summer and semester breaks. (Note: UWF does not allow students to work 1.0 FTE and remain in a student position.)

Work authorization typically expires when these international students graduate and the student is no longer eligible to work for UWF. Additionally, any student who is graduating in a given semester cannot work past the last day of the semester listed on the University's Academic Calendar.

If you have any questions, please contact [Christine Dillard](#) at 474.2508 or [Nicole Zamyary](#) at 474.2608.

New Professional Development Available through LinkedIn Learning!



LinkedIn Learning is now available to all faculty and staff. Visit our [LinkedIn Learning](#) page for more information. Revisit frequently for new information and additional resources. See our November Professional Development Newsletter for more information.

Staff may reach out to [Lynne Randall](#) at 850.474.2292 for assistance with the platform.

2023 Employee Recognition and Awards Program – Nominations Open December 1, 2022

Each year our campus community has the opportunity to recognize and honor fellow team members for excellence, outstanding performance and a commitment to professionalism.

Beginning December 1, 2022, you may nominate a team member by completing the appropriate nomination form and uploading the required three letters of recommendation.

Save the date April 13, 2023, from 9 to 10:30 a.m. to join us for food, fun and fanfare at our Employee Recognition and Awards Program!

Please visit our [ERAP website](#) for details.

University Work Force 2022-2023 PageUp Performance Updates

Supervisors, please check your PageUp Team Performance Reviews to assure a 2022-2023 Annual Review was created for each of your direct reports. If you are missing a review, please reach out to [Lynne Randall](#) at 850.474.2292. **(Note: This does not apply to the University President, Vice Presidents, General Counsel, or Athletic Coaches.)**

A **Position Orientation Evaluation** covers the first year of a University Work Force employee's performance. Future annual reviews are launched on July 1 if the employee completes their POE year by June 30. If the employee completes the POE review year on or after July 1 of that performance season, they will not have an annual review initiated until the following July 1; a full year could transpire without a formal review.

If you have a University Work Force employee who falls in this situation and you would like a current-year, annual review created for the employee and there are at least six months to review, please reach out to [Lynne Randall](#) at 850.474.2292.

Supervisory Strength

In a September email to supervisors, I encouraged leaders to capture and share "positives" for their team.

Businessman and mentor Quint Studer agrees but also encourages leaders to give people time to enjoy "the win" before moving on to the next task too quickly. *"Praise, compliments, and thank-yous are important for many reasons... Be careful not to suck the life out of the compliment by rushing through those good feelings and focusing on the next task too quickly."*

It's great to leverage a win. Just pick the right time to move on to the next challenge.

Read Quint's entire article [here](#).

If you would like to join a Supervisory Strength email group and receive regular emails to grow your supervisory skills, please send a note with your request to [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:

- 11/03 @ 2:00pm The Power of Paying it Forward
- 11/10 @ 2:00pm The ABCs of Estate Planning
- 11/17 @ 2:00pm Teen Sense: Healthy Body, Health Mind
- 11/22 @ 2:00pm The Many Faces of Loss: Healing Through Grief

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.

Job Search Documents Retention

For PageUp job searches that close in, are withdrawn/canceled, or result in a hire in 2022, Human Resources will ask for and retain the job search records for the required four-year retention period. That means for job postings that close in or result in a hire in 2022, hiring officials are no longer required to retain search documents for the required four years. For all searches that conclude in 2022 (faculty, staff, OPS, student), the hiring official or designee must forward search related documentation to Human Resources. This includes faculty and staff Sunshine Recruitments, closed searches that utilized

an advisory committee, and those searches that only utilized the hiring official to make the hiring decision. Job search documents include the following:

- Hiring-related records
- Job advertisements
- Interview documentation (spreadsheets, rubrics, strengths and weaknesses)
- Interview questions
- Reference check notes
- Meeting minutes and agendas for recruitments conducted under the Florida Sunshine Law

Documents should be emailed to backgrounds@uwf.edu. Hiring officials are still required to retain search documents for job postings that were withdrawn/canceled or resulted in a hire prior to 2019.

If you have questions, contact [Kristin Masson](#) at 850.474.2602.

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