



## November 2024

### In This Issue

Check Your People First  
Confirmation Statements

Employee Tuition Fee  
Waiver for Spring 2025

Graduating Student  
Employees

Dependent Eligibility  
Verification

Annual Leave Rollover

Routing of Verification of  
Employment Requests

Leave Reports

Healthier U and EAP  
Wellness Wednesday  
Partnership Continues!

At-Risk Mental Health –  
Mandatory Training, New  
Design!

Departmental  
Organizational Charts

Updated Employment  
Posters Coming

## 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 19, 2024.

Employees not making changes for Plan Year 2025 are not required to provide a statement to Human Resources.

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

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## Employee Tuition Fee Waiver for Spring 2025

Eligible employees may apply to use credits for themselves or to assign credits to dependents beginning on or about November 24, 2024. Requests should be

[PageUp Performance News](#)

submitted at least one week before the first day of classes.

[PageUp Upgrade – Job Menu Structure](#)

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

[New Compliance & Ethics Section Added to PageUp Performance](#)

[Employee Assistance Program \(EAP\) Webinars](#)

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## Graduating Student Employees

Departments with student employees who will be graduating in the Fall 2024 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 [Sheri Jernigan](#) at 850.474.2884 or [Nicole Zamarly](#) at 850.474.2608.

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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](mailto: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](#).

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## 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, 2025. To ensure accurate rollover processing, all outstanding timesheets and leave reports reporting hours and leave through December 31, 2024 should be submitted and approved prior to Tuesday, December 10, 2024.

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 Zamary](#) 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 Friday, December 20, 2024. If you have questions regarding leave, please contact [Tony Lindberg](#) at 850.474.2610.

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## Routing of Verification of Employment Requests

To ensure confidentiality and validity, all [Verification of Employment \(VOE\)](#) requests should be routed through the UWF Human Resources Department. Examples of requests include, but are not limited to:

- Requests from employers for salary, job title, and dates of employment
- Employment verifications for financial institutions (e.g., mortgage verifications, loan applications)
- Employment verifications for government agencies (e.g., Social Security, background checks)
- Public Service Loan Forgiveness (PSLF)
- Any inquiries related to past or present employees' job history
- Letters required for immigration purposes

Maintaining this process will guarantee compliance with legal requirements and protection of employee information.

Please route all Verification of Employment (VOE) requests to [HR@uwf.edu](mailto:HR@uwf.edu). For more information, visit the [Verification of Employment \(VOE\) webpage](#). For questions, please contact Human Resources at 850.474.2694.

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## 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 6 months. 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. For more information, please contact [Nicole Zamary](#) at 850.474.2608 or [Sheri Jernigan](#) at 850.474.2884.

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## 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 24-25. 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:

**Generational Differences in the Workplace** – November 13

**Mindful at Work – Nurturing Focus and Well-being** – December 11

**Effective Communication – Body Language & Email and Technology** – January 15

**Effective Communication – Getting Your Message Across & Listening Skills** – January 29

**Managing the Difficult Interaction** – February 12

**Learning About Your Conflict Management Style** – March 12

**Strengthening Work Relationships – Team Building** – April 16

**Time for You – Don't Be Part of the No Vacation Nation** – May 7

For a detailed description or to register, visit the [PageUp Learning Library](#) or Calendar today!

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## At-Risk Mental Health – Mandatory Training, New Design!

**At-Risk Mental Health** training supports our commitment to student mental health and well-being. The training prepares faculty and staff to recognize students in distress and to connect them with appropriate resources.

Beginning September 1, 2024, this newly designed training auto-populates in [SCOOP](#) as required training for all new hire employees.

The training modules designed in Canvas include **Recognizing and Responding to Students in Distress, Mindfulness and Its Role in Wellness, Self-Care While Supporting Others, Suicide Awareness Prevention and Postvention, Well-being and Self-Care in the Classroom, and Adjusting Courses for Students with Leave.**

If you were hired before September 1, 2024, and wish to take the new training, you may access the training through the [PageUp Learning Library](#).

Thank you for your support and dedication to the well-being of our students!

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## Departmental 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. 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 organizational chart with the President of the University.
- Label with your Division, Department name, and date in the top right corner.
- Indicate the title and position number for each job in the Department (if including Student or OPS positions then only provide title). For security reasons, please do not include employee names on the organizational chart.
- Save in PDF format, using Department and date indicated on the document.

Please email the updated organization chart to [Karen Mason](#); contact Karen at 850.474.2417 if you have questions.

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## Updated Employment Posters

Continuing this month, employment posters will be updated and must be displayed in all work areas across the UWF campus. These posters include critical information regarding employee rights and workplace regulations such as:

- Minimum wage updates
- Anti-discrimination policies
- Safety requirements

These updates guarantee compliance with state and federal regulations and ensures all employees are informed of their rights.

Human Resources will be updating the current employment posters during the month of November. If you would like to request an employment poster for your department, contact [Jack Kolodziej](#) by email, or call 850.474.2233.

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## PageUp Performance News

**University Work Force Supervisors, please check your PageUp Team Performance Reviews to ensure a 2024-2025 Annual Review launched July 1 for each of your direct reports.** If you are missing a review, please reach out to [Lynne Randall](#), Employee Relations Manager, by email or by phone at 850.474.2292.

(Note: This does not apply to the University President, Vice Presidents, General Counsel, or Athletic Fall/Winter Coaches.)

Abbreviated 24-25 Annual Reviews will be automatically launched for employees completing their Position Orientation Evaluation year by December 31, 2024.

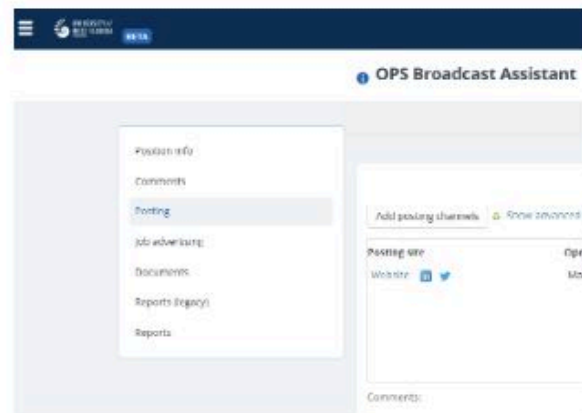
## PageUp Upgrade – Job Menu Structure

All hiring departments can expect to see a minor, but positive enhancement to the job menu structure in PageUp effective November 7th. This update includes moving the existing tabs of the job card to a left-side page menu. The benefit for all of our PageUp users is that this left-side page menu provides more vertical space to focus on core requisition details and will always be visible when scrolling. This will ensure moving between sections of a job card is a smooth experience for all of our PageUp users. Please see example below:

### Before:



### After:



Should you have any questions or concerns, please contact the [Employment Team](#) via email, or by phone at 850.474.2694.

# New Compliance & Ethics Section Added to PageUp Performance

Beginning September 2024, a **Compliance & Ethics** section was added to Position Orientation Evaluations. During the Supervisor Evaluation of Employee step, the supervisor is asked to rate the employee on their familiarity with [University Policy HR-15.04 Employee Code of Conduct](#). This policy protects the University's financial well-being, reputation, and legal obligations and provides a system for identifying, reporting, and managing real or apparent conflicts.

**The supervisor will rate the employee 1 to 3 Stars as described below:**

**1 Star – Unknown.** I am unsure if the employee is familiar with University Policy HR-15.04 Employee Code of Conduct or if the employee meets or does not meet the standard's desired behaviors.

**2 Stars – No.** The employee is unfamiliar with University Policy HR-15.04 Employee Code of Conduct or does not meet or exceed the standard's desired behaviors.

**3 Stars – Yes.** The employee is familiar with University Policy HR-15.04 Employee Code of Conduct and meets or exceeds the standard's desired behaviors.

**Please note: This rating will not affect the overall performance review rating. At this time, it is for informational purposes only.**

Beginning 2025, all newly-launched Work Force performance reviews will contain the Compliance & Ethics section.

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

- 11/7 @ 2pm [The Reasons We Eat: Understanding Emotional Eating](#)
- 11/14 @ 2pm [The Power of Positive Thinking](#)
- 11/21 @ 2pm [Communicating With Difficult People](#)
- 11/26 @ 2pm [Beating the Winter Blahs](#)

Our Aetna Resources for Living EAP is available for you and your family. Explore the [website](#) for related resources. You'll be glad you did! (Click on 'Get Started', then Username= UWF Password = UWF, then 'Continue as Guest').

University of West Florida | 11000 University Parkway | Pensacola, FL 32514 US

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