



November 2025

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Early Payroll Processing: Veterans Day Holiday

Due to the Veterans Day Holiday on Tuesday, November 11, 2025, online timesheets and leave reports for the October 26, 2025 through November 8, 2025 pay period must be submitted electronically no later than 3:00 p.m. Thursday, November 6, 2025, and approved no later than 10:00 a.m. Friday, November 7, 2025.

If you have any questions, please call [Sheri Jernigan](#) at 850.474.2884 or [Lori Werdann](#) at 850.474.2205.

Early Payroll Processing: Designated Fall Holidays

Due to the Designated Fall Holidays on Monday, November 24, 2025, through Friday, November 28, 2025 online timesheets and leave reports for the November 9, 2025 through November 22, 2025 pay period must be submitted electronically no later than 3:00 p.m. Friday, November 14, 2025, and approved no later than 10:00 a.m. Monday, November 17, 2025.

If you have any questions, please call [Sheri Jernigan](#) at 850.474.2884 or [Lori Werdann](#) at 850.474.2205.

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

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provide your Confirmation Statement by [email](#), fax, or
as a hard copy by November 17, 2025.

Employees not making changes for Plan Year 2026 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.

Served Jury Duty? Don't Forget to Send Us Your Paperwork!

As part of the University of West Florida's commitment to maintaining accurate employee records and ensuring compliance with audit requirements, we want to remind all employees of the importance of submitting the proper documentation when serving jury duty.

Employees who are summoned for jury duty must provide a copy of their official jury summons and, upon completion of service, documentation confirming attendance and dates served. This information should be submitted to Human Resources promptly to ensure accurate timekeeping, payroll processing, and record retention in accordance with university policy and state audit standards.

Providing this documentation not only helps maintain compliance but also ensures that your time away from work is properly recorded and credited.

If you have any questions regarding jury duty documentation or related leave policies, please contact [Human Resources](#) by email or at 850.474.2694.

Naming Conventions for all Personnel Action Forms

Personnel Action Forms (PAFs) for University Work Force staff, faculty, adjuncts, and OPS Staff are created via the Personnel Action Form app in MyUWF and then uploaded into DocuSign for routing to Human Resources, while Student Personnel Action Forms (SPAFs) are generated via a template in DocuSign.

When creating a PAF via the MyUWF app, the PAF generator will automatically name the PDF using elements from the form. Please do not make changes to the generated file name before uploading it to DocuSign. The generated file name contains important information that is used by Human Resources and the Provost's Office (for departments under Academic Affairs) to ensure that documents are correctly assigned and filed.

When uploading the PAF into DocuSign for signature routing, there is a section at the bottom of the page after the recipient list which contains the "Email Subject". This is a required field and the subject will automatically be populated "Complete with DocuSign: FileName.pdf". Please do not make changes to the automatically generated file name. However, there is an option to add text after the file name, up to the 100-character limit.

Likewise, when creating a Student Personnel Action Form the same email subject section is at the bottom of the page, after the recipient list. The subject will default to "Complete with DocuSign: Student Personnel Action Form". Please do not make changes to the automatically

generated information. However, there is an option to add additional text after it, such as the student's name. For example, a good subject could be "Complete with DocuSign: Student Personnel Action Form for FirstName LastName". The maximum length of the subject is 100 characters, so there is an additional 47 characters beyond the default subject.

If you have any questions or concerns, please reach out to [Sheri Jernigan](#) at 850.474.2884.

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@ngahrhosting.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](#).

Medical Flexible Spending Account Limit Increase

People First has now updated the 2026 Open Enrollment process to allow the annual maximum of \$3,400 for Medical Flexible Spending Accounts that was recently announced by the IRS. Employees may use the Open Enrollment event to elect this higher amount if desired. Remember that Confirmation Statements for any changes made must be sent to [Human Resources](#).

PageUp Performance News

Work Force Supervisors, please check your PageUp Team Performance Reviews to ensure a 2025 – 2026 Annual Review launched July 1 for each of your direct reports. If you are missing a review, please reach out to [Jack Kolodziejewski](#), Employee Relations Coordinator, 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 FY 25 - 26 Annual Reviews will be automatically launched for employees completing their Position Orientation Year by December 31, 2025.

Weight and Diabetes Management Programs for 2026

The Department of Management Services has announced the details of the 2026 [Weight Management Program](#) and [Diabetes Management Program](#) for members who meet the eligibility criteria. The application period for these programs will be November 3, 2025-November 17, 2025. If you have any questions about the programs, please email diabetesmanagement@dms.fl.gov or weightmanagement@dms.fl.gov.

Title IX Information and Involvement Workshop

Join the Title IX Office for an overview of our current policy, mandatory reporting responsibilities, and ways to collaborate, educate, or volunteer in prevention and response efforts. Learn how our office supports a safe and equitable campus for all. This workshop will be held on November 19, 2025 at 11:00am in the Building 20W, Room 156A. Contact [Jenny Palacios](#) by email, or 850-474-2175 with any questions.

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 25-26. 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:

The Importance of Connection - Addressing Loneliness and Isolation - November 19

Family Finances - Teaching Children Money Concepts - December 10

Breathe Your Way to a Better Life - January 14

Supporting Family Members with Mental Health Issues - February 18

Don't Wait Until Monday - Get Motivated Now - March 11

Getting Unstuck - Breaking Old Habits - April 15

Neurodiversity in the Workplace - May 13

For a detailed description or to register, visit the [PageUp Learning Library](#) or Calendar today! Links to the online classes will be sent to all of the registered attendees as soon as they are received from the outside facilitators.

Employee Tuition Fee Waiver for Spring 2026

Eligible employees may apply to use credits for themselves or to assign credits to dependents beginning on or about November 24, 2025. Requests should be submitted at least one week before the first day of classes.

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

Veterans' Preference at the University of West Florida

The University of West Florida is deeply committed to honoring and supporting our military veterans. Just as we uphold a high standard of respect and care for our students and employees, we must extend that same level of respect to our jobseekers.

UWF operates in accordance with [Florida Statute 295](#), which governs Veterans' Preference in employment. This statute requires that eligible veterans, their spouses, and certain family members receive preference in hiring, promotion, and retention for designated positions.

Human Resources maintains a [comprehensive list of all 62 position classifications](#) that are subject to Veterans' Preference. For applicants claiming preference, Human Resources will determine and

verify the eligibility of the preference. It is the Hiring Official's responsibility to determine whether the applicant meets the minimum qualifications for the position.

If an applicant qualifies for Veterans' Preference, and meets the minimum qualifications for the position, then that *applicant must be given preference in the selection process and must be interviewed.*

It is important to note that the minimum qualifications a veteran must meet are those listed in the blue box of the job posting and the standard minimum qualifications for the position class. Veterans *do not* need to meet specific or preferred qualifications to be granted an interview under Veterans' Preference.

When making the final hiring decision, the Hiring Official should select the candidate who is most qualified for the position. *However, if a preference-eligible veteran is equally qualified to other candidates, the veteran must be selected for hire.*

Departments are required to notify all remaining applicants of their application status within 14 days of the hire date of the selected finalist.

Applicants who believe they were not properly granted an interview may file a written complaint with the Florida Department of Veterans' Affairs, Division of Benefits and Assistance. It is imperative that we are in compliance and do our due diligence to uphold the statute.

If you need assistance reviewing a veteran's resume or determining whether they meet the minimum qualifications, please contact [Ronna Carden](#) or [Brianna Collins](#) on the Employment Team for assistance.

For more information on Veterans' Preference, please review the HR webpage: <https://uwf.edu/offices/human-resources/recruitment-selection-and-onboarding/veterans-preference/>

Personal Digital Safety in the Workplace and Beyond

Digital abuse can appear in personal or professional settings through unwanted messages, online monitoring, or privacy violations. Understanding digital boundaries helps foster respect and safety across our community. See the attached flyer for more information, the flyer is also available at [this link](#). For support or consultation regarding workplace or student concerns, contact the Title IX Coordinator, [Jenny Palacios](#), by email or 850-474-2175. More information can be found at uwf.edu/titleix.

Wrapping Up Hurricane Season

Hurricane season runs from June 1 to November 30, 2025, and preparedness is crucial. To ensure the safety of our campus community, we have developed a quick checklist to help you plan for potential closures as we enter the peak months. Please review the following reporting steps to stay informed and ready:

- Please be sure to review your office procedures for closing and securing offices.
- Instructions for leave reporting for each emergency closing will be posted to the [Human Resources](#) webpage.
- Remember to submit all outstanding leave reports and timesheets prior to your departure.
- Be sure to print out a copy of your insurance contacts list, [Employee Assistance Program \(EAP\)](#) information, and [Report of Injury](#) form from the [Workers' Compensation](#) webpage.

- Any questions regarding Hurricane and [Emergency Management](#) please direct any questions to Chris Hinnant, the Interim Emergency Manager at 850.474.2415.
- Official information about University closings, re-openings, and resumption of classes will be available from the campus radio station, WUWF 88.1 FM, or via the UWF website (UWF.edu). and [Mobile Alert](#).
- Unplug computers, servers (if possible), and other sensitive electronic equipment. Cover equipment with plastic sheeting. Buildings and offices should be locked before leaving campus.

Essential personnel are required to confirm during any closures their contact information is up to date with their supervisor prior to departure and review the Emergency Worker's Compensation Injury reporting process for that period.

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

- 11/4 @ 2pm [No excuses: Getting beyond the ifs and buts in life](#)
- 11/11 @ 2pm [The power of introversion](#)
- 11/20 @ 2pm [The impact of gratitude](#)

Our Aetna Resources for Living EAP is available for you and your family. Explore the [website](#) for related resources. You will be glad you did! ('Company log in/Register' then Username= UWF, Password = UWF).

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Digital Safety & Online Respect



Protecting yourself and others online

Just because it's happening online doesn't make it any less real.
Report harassment or stalking behaviors to
UWF Title IX Programs or the University Police Department.

Check Your Digital Boundaries

Are you able to exist online without limitation or fear?

Can you access technology freely?

Do you have control over your devices, accounts, and apps?

Relationship Digital Red Flags

Pressure to share photos or track you online isn't romantic. It's controlling.

You can trust someone AND keep your passwords private.

AI Sexual Exploitation is not a victimless crime.

♦ Tips to keep safe online ♦



Save Evidence, Don't Engage

Take screenshots of threatening messages and report it.

Do not give anyone money in exchange for information protection.

Talk to Title IX or UPD if you feel unsafe.

Reclaim Your Online Space

Update passwords regularly, and turn on two-factor authentication.

Limit your Airdrop availability.

Do a regular audit of who you're sharing your location with and where you're logged in across all platforms.



Title IX Programs
UNIVERSITY of WEST FLORIDA



Building 20E, Room 117

850.474.2175



uwf.edu/gethelp

titleix@uwf.edu