



Human Resources
UNIVERSITY of WEST FLORIDA

HR BULLETIN

WHAT'S NEW IN UWF HUMAN RESOURCES

October 2025

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Early Payroll Processing: Designated Holiday (Columbus Day)

Due to the Designated Holiday on Monday, October 13, 2025, online timesheets and leave reports for the September 28, 2025 through October 11, 2025 pay period must be submitted electronically no later than 3:00 p.m. Thursday, October 9, 2025, and approved no later than 10:00 a.m. Friday, October 10, 2025.

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

Reminder: Student Background Screening Requirements

This is a reminder that prospective GTA and IOR (Graduate Teaching Assistant/Instructor of Record) student employees require a level 1 background

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screening and a minimum of two references, with one reference provided by a former supervisor.

Student employees in a position of Special Trust will require a level 2 background screening. Positions of Special Trust include having access to FERPA covered information, hazardous chemicals, inventory control responsibilities, UWF ID numbers, building or master key access, and access to PII and HIPAA covered information. Additional information regarding background screening requirements, including positions and departments of Special Trust, can be found on our [backgrounds webpage](#).

To request a background screening for a prospective student employee, please complete the [background screening request dynamic form](#). This form can also be found in MyUWF by searching “Employment Background Screening Request.”

If you have any questions, please contact [Grace Giddens](#) at 850.474.3481.

2025 Faculty Service Awards

Faculty members who reached service award milestones this year may pick up their service awards from Human Resources beginning September 15. You must present a photo ID at the front counter in the HR office (Building 20E, Room 117), Monday through Friday, between 8:00am and 4:30pm. Awards should be picked up no later than **Friday, October 17, 2025**. If you want your award sent through campus mail, email Human Resources at hr@uwf.edu from your official UWF email address. Human Resources is not responsible for damages to awards sent through the campus mail.

National Disability Employment Awareness Month (NDEAM)

October is National Disability Employment Awareness Month (NDEAM), a time to celebrate the contributions of workers with disabilities and to recognize the importance of accessibility in the workplace.

In recognition of NDEAM, our ADA coordinator, April Harvey, will be hosting a training on the Americans with Disabilities Act (ADA) on October 22 at 9:30 AM. This session will provide valuable information on ADA requirements and practical guidance on supporting accessibility in our workplace.

Please visit the [Professional Development Learning Library](#) to view course availability and registration details.

Questions? Please contact the Employee Relations Coordinator, [Jack Kolodziejski](#), at 850.474.2292.

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 [Nicole Zarny](#) at 850.474.2608 or [Sheri Jernigan](#) at 850.474.2884.

Retirement Provider Name Change, BENCOR is now Daybright

OPS employees should make note of a new name for the company administering the FICA Alternative Plan (Retirement Plan for OPS employees), which was formerly known as BENCOR. Participants will not need to take any action or make changes to their plans because of the new name. Going forward, correspondence, websites, and account statements will show the administrator’s name as Daybright Financial.

Price Increase for HireRight Level 1 Backgrounds

HireRight will implement a 3.5% price increase effective October 1, 2025. This change will apply to all level 1 background screening orders placed on or after that date and will be reflected in the October HireRight invoice, which will be received and processed in November. The price of all level 1 background screenings varies depending on the number of states the applicant has lived in.

If you have any questions, please contact [Grace Giddens](#) at 850.474.3481.

PageUp Performance News

University 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 Kolodziej](#), 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.)

AAA On Us Promotion Beginning October 15, 2025

Employees of UWF will be offered a one-year FREE Primary Classic AAA Membership in the upcoming “AAA On Us” event and can add family members at a discounted rate. This promotion will be for individuals who are not yet AAA members and is open to Staff, Faculty and OPS employees. More information and the link to join will be emailed on October 15, 2025, and the deadline to sign up will be November 12, 2025.

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:

Compassion Fatigue - October 15

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.

HR Certificate Program Courses Open for Registration – Fall 2025

Elevate your skills this Fall semester! Registration is open for the following HR certificate program courses:

- Active Assailant & Emergency Procedures – October 14

- The Power of Progressive Discipline and Performance Documentation (for Supervisors only) – October 2
- PageUp Position Management and Recruitment Series - Supervisor Updates and Approval Processes – October 7
- PageUp Position Management and Recruitment Series - Updating/Reclassifying Positions – October 16

These courses are designed to be practical, flexible, and career-focused – with many offered in hybrid formats for ease of access.

Please visit the [Professional Development Learning Library](#) to view course availability and registration details.

STAY TUNED! Additional course offerings will become available shortly.

Questions? Please contact the Employee Relations Coordinator, [Jack Kolodziejski](#), at 850.474.2292.

Supporting a Positive Applicant Experience: Updating Applicant Statuses Effectively

Human Resources is committed to creating a positive applicant experience from start to finish, and that requires your commitment as well! Hiring managers play a key role in the candidate journey by regularly updating applicant statuses in PageUp.

What's the process?

When a candidate submits an application, the system automatically sends a confirmation email acknowledging receipt. Once the position reaches its preferred response or close date, HR will manually update all applicant statuses to 'Under Review by Department.' From there, the hiring department is responsible for reviewing applications and updating statuses throughout the remainder of the recruitment process. Applicants selected for interviews should be moved to the 'Selected for Interview' status, and once a finalist is identified, all remaining applicants should be moved to the appropriate 'Not Hired' status. Each status change triggers an automated communication to the applicant, unless otherwise configured in the system.

Why does it matter?

The candidate experience begins with the first interaction between a potential employee and UWF. Regular status updates help increase transparency in the hiring process and demonstrate that UWF is thoughtfully reviewing applications. Lack of updates can lead to frustration or concern and may result in follow-up inquiries to HR. Providing timely status updates allows applicants to

stay informed and continue their job search, while also reinforcing UWF's reputation as a great place to work.

How can I help?

Hiring managers can support a positive applicant experience by being thoughtful and consistent when updating statuses to reflect each stage of the search process. Avoid changing statuses to 'Not Hired' immediately after the job posting closes, as this can give the impression that applications were not fully reviewed or considered. Please notify HR once a posting can be removed from the Careers webpage. Be sure to complete the recruiting process by submitting all required search documents to jobs@uwf.edu, updating applicant statuses appropriately, and finalizing the close of the search.

Instructions on how to update applicant statuses are located on the right-hand side of your PageUp Recruitment Dashboard. If you have any questions or concerns, please contact the [Employment Team](#).

Mandatory Anti-Harassment Associate Training

All employees are required to complete the Anti-Harassment Associate training within 30 days of their hire date and then every two years thereafter. To check the status of your training, go to [SCOOP](#) and look for Anti-Harassment Associate training. If you have completed the training, your training expiration date will be listed. If you have not completed the training or your training has expired, please complete it as soon as possible. If you have any questions or concerns, please contact [Candace Freeman](#), Equal Opportunity Coordinator, at 850-474-2602.

Hurricane Season Is Here! - Emergency Preparedness 101

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.

- 10/9 @ 2pm [The Power of Paying it Forward](#)
- 10/14 @ 2pm [Simplify Your Life](#)
- 10/23 @ 2pm ['Til Debt Do Us Part: Money and Relationships](#)
- 10/28 @ 2pm [Domestic Violence: What It Is and What to Do](#)

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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