Benefits Dates - Mark Your Calendar for Open Enrollment and the Benefits Fair
The Human Resources Benefits Team is planning for this year's Open Enrollment for the 2020 plan year. The window for making changes to State of Florida insurance plans begins October 14, 2019 and ends November 1, 2019. The annual employee Benefits Fair will be held on Tuesday, October 22, 2019. Make plans to join us in the Commons Conference Center between 10:00 am and 3:00 pm. Leaders in each department may wish to explore options for office coverage that would allow all employees to attend this important event. Other information pertaining to the 2020 plan year will be published once it is available.

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

Verify Updated Contact Information
Employees can edit their address and phone number records any time in the MyUWF menu "Contact and Privacy Information," but it is especially important to do so in advance of the upcoming Open Enrollment season. In order for Open Enrollment statements to be sent to the correct addresses, any updates must be made prior to September 25, 2019. In addition, you may wish to log in to People First to be certain your notification email address is up-to-date.

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

Guest Speakers Help Employees Manage Money Matters
During September and October, experts in various financial fields will provide an abundance of valuable information and answer questions, from the most basic to advanced. These sessions are free for faculty, staff, and spouses. Visit the Human Resources Is On Social Media
Employee Assistance Program (EAP) Webinars
New Hires
Connect With Us

Reservation Desk for more information and to sign up.

Friday, September 6 - Protecting Your Family's Future: Estate Planning
Friday, September 13 - When Employment Income Fades: Social Security and Medicare
Friday, September 20 - Investing 101: Tax-Deferred Annuities & the Optional Retirement Plan (ORP)
Friday, September 27 - A Different Kind of Savings Plan: Deferred Compensation
Friday, October 4 - Medicare Made Easy
Friday, October 11 - Using the Florida Retirement System to Plan for Your Retirement
Friday, October 18 - Financing and Planning Your Benefits Transition to Retirement

All sessions will be held from 1:30 pm to 3:30 pm in the HR Training Room in Building 20 West - Room 156A.

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

Deferred Compensation 457 Changes for 2020!
Big change is coming to the State of Florida Deferred Compensation Plan! The Plan will open 2020 with three Investment Providers-Nationwide, AIG Retirement Services (formerly VALIC), and Voya.

Soon Participants will receive initial information by mail and email about what options are available to transfer their account, and additional information will follow. Participants at Empower and T. Rowe Price will have until October 31st to make a choice about the transfer of an account to Voya, AIG Retirement Services (formerly VALIC), or Nationwide Retirement Solutions. The Investment Provider selected will assist them with setting up a new account, initiating payroll contributions if they are currently employed, or arranging any periodic distribution if they are retired. For those who don't make a selection by October 31, 2019, there is also a plan for a smooth transition of their account to Nationwide at the beginning of December. The default transfer process will require no additional action by the affected Participant. During this process, Participants will continue to have the same options for making updates, changing allocations, or modifying contribution amounts.

The Plan website MyFloridaDeferredComp.com is updated with information, including the letter and FAQs sent to accountholders with Empower and T. Rowe Price, and will continue to be updated with valuable information. Participants may also call the Deferred Compensation Plan toll-free number (877-299-8002) with additional questions. You may call Human Resources if you need any other assistance 850-474-2694.

Job Search Documents Retention
For PeopleAdmin 7 (PA7) job searches that close in, are withdrawn/canceled, or result in a hire in 2019, Human Resources will now
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 2019, hiring officials are no longer required to retain search documents for the required four years. For all searches that conclude in 2019 (faculty, staff, OPS, student), the hiring official or designee must scan and 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.

What should be include in search documents?

- Hiring-related records, including offer letter
- Job Advertisements
- Interview documentation (spreadsheets, rubrics, strengths and weaknesses)
- Interview questions
- Reference check notes

Documents should be emailed to jobs@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, call Mary Claridge at 474-2602 or April Harvey at 474-2606.

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**Change to Background Screening Process**

Effective September 1, 2019, background screening requests will be initiated by completing the Employment Background Screening Request Dynamic Form located on the HR website. The department contact person will complete the form and attach any needed documents (i.e., Staff Certification, Contingent Offer Letter, Volunteer Agreement, etc.). The form will prompt for any required or optional documents. When Human Resources receives the Employment Background Screening Request Dynamic Form, Human Resources will contact applicants/potential hires to complete the remaining pre-employment documents (i.e., Controlled Substance form, FRS form, OPS application, etc.). This means that the departments will no longer be required to request or provide these pre-employment documents to Human Resources. The department contact person listed on the background screening form will be notified when the background screening process is complete.

If you have any questions, please contact Mary Claridge at 474-2602 or April Harvey at 474-2606.

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**2018-2019 Annual Performance Evaluations for University Work Force Employees**

The annual performance evaluation process is a method through which supervisors provide employees with feedback on their performance. An annual performance evaluation should be completed on all University Work Force employees that you supervise. The evaluation period is July 1, 2018 through June 30, 2019. The deadline for submitting completed evaluations is October 1, 2019.

Please note that the Position Orientation Year evaluations are a separate process and should be completed at the end of the employee’s first year at
The evaluation is accessible electronically in PeopleAdmin 7 (PA7). To log into PA7, go to the "MyUWF" desktop page and type PeopleAdmin 7 in the search box and click on the yellow "click here to log in with SSO" link. Additional instructions for completing the evaluation process are available in the performance management module on the HR Website.

Training on the performance evaluation process will be offered on September 18, 2019. Please register via the Professional Development Reservation Desk or call 474-2694.

If you have any questions, please contact LaBratta Epting at 474-2292.

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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.

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2019 Employee Relations Symposium
You are invited to attend the 2019 annual Employee Relations Symposium! The Employee Relations Symposium will be held Thursday, October 31, 2019, from 8:00 am - 4:00 pm, in the University Conference Center, Building 22 Ballrooms A, B & C.

This year's Employee Relation Symposium theme is "Cultivating Civility in the Workplace." The topics to be presented are:

- **Equality and Diversity Under the Law: Holding Everyone Accountable**, Mrs. Amie Remington Esq., Landrum General Counsel, 9:15 a.m. - 10:15 a.m.,
- **Managing Emotions: The Value of a Psychological Healthy Workplace**, Dr. William Mikulas, Professor Emeritus (UWF) - Psychology, 10:20 a.m. - 11:15 a.m.
- **The Respect Effect: Sensitivity in the Workplace**, Mrs. Faith Chapman, Bridges Consulting Services, 11:20 a.m. - 12:20 a.m.
- **Enforcing Equal Treatment: Understanding and Correcting Incivility**, Mr. Russell Van Sickle Esq., Beggs & Lane, RLLP, 1:35 p.m. - 2:35 p.m.
- **Perception Matters: It's Not What You Say, But How You Say It**, Dr. M. Kelly Carr, Department of Communications, 2:40 p.m. - 3:40 p.m.

This event is open to the public and has been approved for 5 recertification credit hours through HRCI and SHRM.

This event is free for UWF retirees this year, to register please email lepting@uwf.edu or call 850-474-2694.
For more information please visit Employee Relations Symposium or contact LaBratta Epting at 474-2292.

Human Resources Is On Social Media
Did you know that Human Resources is on FaceBook and Twitter? We can also now be found on YouTube. Follow us to keep up with last minute updates, helpful articles, reminders of upcoming deadlines and events. The links can be found on our website as well as on all of our monthly newsletters in the left hand column. Join us today!

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:

- 9/5   @ 2pm (CST) Nuturing friendships
- 9/10 @ 2pm (CST) Challenges of working parents
- 9/17 @ 2pm (CST) What's your happiness score
- 9/26 @ 2pm (CST) "If only": Coping with regret

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 August New Employees!

Dr. Mohammad Alzoubi
Assistant Professor
Information Technology

Gregory Bradley
Business Manager
Research Admin. and Engagement

Ginger Brauneis
Office Administrator
Marketing, Supply Chain Logistics, and Economics

Dr. Cecilia Cao
Assistant Professor
Mechanical Engineering