



September 2022

Early Payroll Processing: Labor Day Holiday

Due to the Labor Day holiday observed Monday, September 5, 2022, online timesheets and leave reports for the August 21, 2022 through September 3, 2022, pay period must be submitted electronically no later than 3:00 p.m. Thursday, September 1, 2022, and approved no later than 10:00 a.m. Friday, September 2, 2022.

If you have any questions, please call Nicole Zamary (nzamary@uwf.edu) at 850.474.2608 or Christine Dillard (cdillard@uwf.edu) at 850.474.2508.

Minimum Wage Increase

Effective Friday, September 30, 2022, the Florida minimum wage will increase to \$11.00 per hour. Human Resources will process pay increases for all hourly OPS student and OPS staff employees whose hourly wages are below that amount effective Friday, September 30, 2022.

Departments do not need to prepare Personnel Action Forms for these increases. A Report of Personnel Action documenting these increases will be forwarded to the affected departments after the change is processed.

If you have any questions, please call Nicole Zamary (nzamary@uwf.edu) at 474-2608 or Christine Dillard (cdillard@uwf.edu) at 474-2508.

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 their spouses. Visit the Professional Development Learning Library (<https://uwfes.pageuppeople.com/learning/>) for more information and to sign up.

- Friday, September 16 – Financing and Planning Your Benefits Transition to Retirement
- Friday, September 23 – Protecting Your Family's Future: Estate Planning

- Friday, September 30 – A Different Kind of Savings Plan: Deferred Compensation 457
- Friday, October 7 – Medicare Made Easy
- Friday, October 14 – Provider Representative Panel - Investing 101: Tax-Deferred Annuities and the Optional Retirement Plan
- Friday, October 21 – Planning for Retirement with the FRS

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 Elsie Rivera (erivera@uwf.edu) at 850.474.2921 or Adrian Rowley (arowley@uwf.edu) at 850.474.2604.

Request to advertise above an established salary range or hire outside the advertised range.

Departments wishing to advertise a job posting above an established University hiring range or hire above the advertised range should route a memo justifying the need for the request via DocuSign through their Divisional approval chain on to Jamie Sprague, Associate Vice President of Human Resources, for review and approval. Once the memo has been signed/approved by all parties forward a copy of the fully actualized memo to hr@uwf.edu.

Do you currently facilitate a professional development class advertised in the PageUp Learning Library; or, do you plan to facilitate one during this fiscal year (fall or spring semester)?

If you are a current class facilitator (or you have an archived class you plan to teach again during the 2022-2023 fiscal year) please reach out to Lynne Randall (lrandall1@uwf.edu) with the scheduled or tentative 2022-2023 fall and spring semester training and include:

- Title of Course(s)
- Date(s)
- Time(s)
- Duration
- Location
- Virtual or In-Person
- Maximum No. of Attendees
- Facilitator Name

Also, if you are interested in facilitating a new professional development class, please complete the [Request for Professional Development Form](#) or email Lynne to assist.

University Work Force 2022-2023 PageUp Performance Updates

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 (lrandall1@uwf.edu) or by phone at 850.474.2292.

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 (lrandall1@uwf.edu) or by phone at 850.474.2292. (Note: This does not apply to the University President, Vice Presidents, General Counsel, or Athletic Coaches.)

2022-2023 performance reviews opened for University Work Force Employees on July 1, 2022.

Reviews were created for employees who completed their Position Orientation Year by June 30, 2022. The 2022-2023 performance review timeline is detailed below. Important dates are noted in red. **Please note that this timeline does not apply to employees in their Position Orientation Year, to fall/winter Coaches, to Faculty, to OPS Staff, or Employees reporting to the President, Vice Presidents, or General Counsel.**

2022-2023 Supervisor Enters Objectives

Opens July 1, 2022

Due August 30, 2022

2022-2023 Employee Acknowledges Objectives

Opens August 31, 2022

Due September 30, 2022

2022-2023 Evaluation Period

Opens October 1, 2022

Ends June 30, 2023

2022-2023 Employee Self-Evaluation

Opens July 1, 2023

Due July 31, 2023

2022-2023 Supervisor Evaluation of Employee

Opens August 1, 2023

Due August 31, 2023

2022-2023 Employee Acknowledges Evaluation

Opens September 1, 2023

Due September 30, 2023

2022-2023 HR Reviews and Approves

Opens October 1, 2023

Due October 31, 2023

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 2023 plan year. The window for making changes to State of Florida insurance plans begins October 10, 2022 and ends October 28, 2022. The annual employee Benefits Fair will be held on Thursday, October 20, 2022. Make plans to join us in the Commons Conference Center between 9:00 am and 2:00 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 2023 plan year will be published once it is available.

If you have any questions, please contact Adrian Rowley (arowley@uwf.edu) at 850.474.2604 or Elsie Rivera (erivera@uwf.edu) 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, all updates must be made by September 21, 2022. 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 (arowley@uwf.edu) at 850.474.2604 or Elsie Rivera (erivera@uwf.edu) at 850.474.2921.

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.

EAP Resources for Living Webinars for September:

- 09/08 @ 2pm Raising Confident Kids: Tips for Parents
- 09/15 @ 2pm 10 Questions to Become a Better You
- 09/22 @ 2pm Ways to Console Someone Who Is Grieving
- 09/29 @ 2pm 'Til Debt Do Us Part

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.

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