

## September 2024

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## 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 2025 plan year. The window for making changes to State of Florida insurance plans begins October 14, 2024 and ends November 1, 2024.

The annual employee Benefits Fair will be held on Tuesday, October 22, 2024. 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 2025 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 by September 18, 2024. 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 850.474.2604 or [Elsie Rivera](#) at 850.474.2921.

## New Employee Orientation Becoming a Mandatory Training

The newly-revised hybrid New Employee Orientation (NEO) is now mandatory for all new hire university workforce staff, faculty, and executive service employees effective September 1, 2024. While NEO was highly encouraged in the past, the new online format of NEO removes obstacles to attendance, which has paved the way for it to become required for all employees. As a reminder, the new online NEO is accessed in the [SCOOP](#) application via [MyUWF](#) and should be completed within 30 days of hire.

If you have any questions, please contact Human Resources at 850.474.2694.

## 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:

**Talk Saves Lives** – September 18

**Emotional Intelligence** – October 9

**Managing Emotions Under Pressure** – October 23

**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!

## Higher Education Administration Graduate Certificate Program

The School of Education (SOE) offers a [Higher Education Administration](#) graduate certificate program. This 9 credit certificate was created with employees who are newer to higher education/student development in mind. The following courses are required to complete the certificate:

- EDH6634 - Intro to College Student Affairs Admin - Fall semester
- EDH6045/6368 - Theories of Development OR Equity & Justice - Spring semester
- EDH6362 - Foundations of Supervision & Leadership - Summer semester

The fall and spring courses are taught in the evening and the summer course is online. These courses are eligible for the employee tuition waiver. These courses will count toward the College Student Affairs Administration (CSAA) M.Ed. should an employee decide to advance further. [Dr. Eric Kollar](#) is the point of contact.

## PageUp Performance News

**2023-2024 University Work Force Employee Annual Reviews – Remaining Timeline**

Step	Open Date	Due Date
2023-2024 Employee Acknowledges Evaluation	September 1, 2024	September 30, 2024

\*\* If a supervisor does not complete the evaluation for a direct report by August 31, the supervisor, the employee, and the 1-up supervisor will receive auto-generated, past-due emails until complete.

## 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](#) for more information and to sign up.

### Fall 2024 Financial Planning Series Workshops:

Medicare Made Easy

Friday, September 6, 2024 - 1:30pm-3:30pm

Protecting Your Family's Future: Estate Planning

Friday, September 13, 2024 - 1:30pm-3:30pm

A Different Kind of Savings Plan: Deferred Compensation 457

Voya, Corebridge Financial (formerly AIG/Valic) and Nationwide

Friday, September 27, 2024 - 1:30pm-3:30pm

Provider Representative Panel - Investing 101: Tax-Deferred Annuities and the Optional Retirement Plan (ORP)

TIAA, Voya, Corebridge Financial (formerly AIG/Valic) and Equitable (formerly AXA)

Friday, October 4, 2024 - 1:30pm-3:30pm

Planning for Retirement with the FRS

Friday, October 11, 2024 - 1:30pm-3:30pm

If you have questions, please contact [Elsie Rivera](#) at 850.474.2921.

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

- 9/5 @ 2pm [Trauma and Stress Recovery](#)
- 9/10 @ 2pm [Understanding Postpartum Depression](#)
- 9/19 @ 2pm [Getting Unstuck: Breaking Old Habits](#)
- 9/26 @ 2pm [What Parents Need to Know About Teen Suicide](#)

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! (Username- UWF Password – UWF).

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