



September 2025

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Change in Reporting of Special Compensation Leave and Overtime Compensation Leave Earned

Effective beginning with the July 6, 2025 through July 19, 2025 pay period, non-exempt employees will no longer report Special Compensation Leave earned or Overtime Compensation Leave earned unless they are in a position covered under the UWF Collective Bargaining Agreement with the Florida Police Benevolent Association (PBA). Non-exempt employees in positions that are not covered under the PBA's Collective Bargaining Agreement, will report all hours physically worked over 40 hours in a workweek as Overtime Pay. This change is being made to align with standard business practices.

Going forward, all hours that non-exempt employees physically worked over 40 hours in a workweek must be reported as overtime in accordance with FLSA guidelines. Employees will be compensated appropriately based on their FLSA status (non-exempt employees are eligible for overtime pay at time and a half). Details on this change is outlined in the approved policy [HR-18.03-05/25 – Hours of Work and Benefits](#).

Non-exempt employees who previously earned Special Compensation Leave or Overtime Compensation Leave will still have the ability to use the hours they have banked. To determine if you currently have hours to be used, please refer to your Leave Balance Information within your [Employee Dashboard](#).

Please ensure you are accurately reporting your hours and consult with your supervisor or the Human Resources department if you have any questions

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regarding this change. For specific questions on how to
report your hours, please contact [Nicole Zmary](#) at
850.474.2608 or [Christine Dillard](#) at 850.474.2508.

Thank you for your attention to this matter and for your
continued cooperation.

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 17, 2025. 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.

Fall Hiring Rush

Please submit the [New Hires Needing Essential
Documents](#) form and Personnel Action Forms to Human
Resources as early as possible. This will allow Human
Resources to meet with individuals to collect all
required paperwork and to set up positions in the
system as early as possible. This will ensure that new
employees are paid on time and have access to online
resources upon their start date. If you are unsure as to
what may be required to hire or rehire your employee,
please contact Human Resources prior to submitting a
Personnel Action Form. For more information contact
[Nicole Zmary](#) at 850.474.2608 or [Ronna Carden](#) at
850.474.2601.

Money Management Workshops Scheduled

Sign up for any of the seminars in our five-session series on various financial planning topics to
strengthen your knowledge on an assortment of money matters. Each week, a different guest
speaker will be featured who will provide a wealth of valuable information and will be available to
answer questions from the most basic to advanced. Visit the [Professional Development Learning
Library](#) for more information and to sign up.

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.

Special Open Enrollment for Gabor Group Disability and Group Whole Life Insurance

UWF and Gabor Financial Solutions are pleased to announce special open enrollments in the University's Group Disability Insurance AND Group Whole Life Insurance.

These Special Open Enrollments are being offered from September 8, 2025 to October 31, 2025 and are independent of the State of Florida's annual benefits open enrollment. No medical questions or exams are required for eligibility.

Group Disability Insurance issued by The Standard Insurance Company provides an inexpensive way to protect a portion of your income if you become disabled.

Group Whole Life Insurance issued by Massachusetts Mutual Life Insurance Company offers permanent protection with premiums that never increase and allows you to provide for your family even if you can't be there for them.

Additional enrollment information will be sent via campus email. For further information and assistance with enrollment, contact [Karla McFarland](#) at 850.203.0901 or [Samantha Wells](#) at 850.291.5379.

2024 - 2025 University Work Force Employee Annual Reviews – Remaining Timeline

Step	Open Date	Due Date
2024-2025 Employee Acknowledges Evaluation	September 1, 2025	September 30, 2025

**** 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.**

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

Online Distribution (Retirement) Requests Now Available for State University System Optional Retirement Plan (SUSORP) Members

Retirees of the SUSORP (State University System Optional Retirement Plan) now have the option to request distributions online instead of mailing or faxing a form as in the past. This is part of the Division of Retirement's efforts to improve services using their online platform, <https://frs.fl.gov>. There are certain benefits and restrictions associated with using the online request process, and the paper form option remains available. For more information, contact the [Division of Retirement, Optional Retirement Program](#) section at 877-378-7677. The [Human Resources Benefits Team](#) is also available to assist with your retirement questions.

International Travel Screening

Florida law requires that the Research Integrity Office (RIO) screen any employment-related international travel and employment-related international activities engaged in by faculty, staff, and researchers.

If you are either (1) taking UWF equipment, (2) accessing UWF systems, (3) teaching a course, or (4) conducting, presenting, and/or collaborating on research; then an [International Travel support](#) Jira ticket must be submitted and reviewed.

This Jira ticket is in addition to the Concur travel request process and must be reviewed by the Research Integrity Office before a Concur request may be approved.

For more important and useful information, please visit the [UWF Employee Travel Guidance](#), or feel free to submit your questions via the [International Travel General Inquiry ticket](#).

If you have any questions, feel free to contact the [Research Integrity Office](#) by email, or at 850.474.2260

Start Dates for New Hires

As a reminder, all new hires cannot begin working until all Human Resources onboarding steps are fully completed. For all Faculty, University Work Force staff and OPS, this includes the PageUp process, official offer letter, new hire paperwork, clearing of background checks, and being entered into the payroll system.

Starting work before these steps are completed presents liability issues and can create legal employment concerns. Additionally, the new hire may have confusion about their actual start date.

Once final approval has been received from Human Resources, the hiring official may confirm the first day of employment. For University Work Force staff this date should be a non-holiday Monday aligning with the start of the University's pay period. If that Monday is a holiday, then the first day of employment will be Tuesday. Information submitted on the Personnel Action Form should match the offer letter.

If you have any questions or concerns, please contact the [Employment Team](#).

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 2026 plan year. The window for making changes to State of Florida insurance plans begins October 13, 2025 and ends October 31, 2025.

The annual employee Benefits Fair will be held on Thursday, October 23, 2025. Make plans to join us in the Commons Conference Center between 10:00 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 2026 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.

Employing International Students (F1 and J1 Visa) - Work Hour Limitations

Departments with international student employees (F-1 or J-1 status) are advised that these employees are limited to working 20 hours per week while school is in session (all positions combined) based on United States Citizenship and Immigration Services (USCIS) regulations. Working over the allowed hours could jeopardize their visa status.

However, they may be eligible to work additional hours per week during the Summer and semester breaks. (Note: UWF does not allow students to work 1.0 FTE and remain in a student position.)

Work authorization typically expires when these international students graduate and the student is no longer eligible to work for UWF. Additionally, any student who is graduating in a given semester cannot work past the last day of the semester listed on the University's Academic Calendar.

If you have any questions, please contact [Christine Dillard](#) at 850.474.2508 or [Nicole Zmary](#) at 850.474.2608.

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 Sandwich Generation - September 10

Self-Care: The Importance of Saying "No" - September 24

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
- Essential Campus Services – Business & Auxiliary Overview – September 23
- How to Create a Facilities Work Request & Submit Key Request in UWF's Jira System – September 25
- Background Screening Procedures – September 29
- Conducting an Effective Performance Evaluation (for Supervisors only) – September 17
- The Power of Progressive Discipline and Performance Documentation (for Supervisors only) – October 2
- PageUp Position Management and Recruitment Series - Posting a Position – September 30
- PageUp Position Management and Recruitment Series - Supervisor Updates and Approval Processes – October 7
- PageUp Position Management and Recruitment Series - Waiver of Recruitment – September 24
- 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 Kolodziejewski](#), at 850.474.2292.

People First Benefits Website Downtime - Maintenance

The People First system will be unavailable for an extended period on Saturday, September 6, 2025 for system maintenance. For more information, review the detailed [announcement](#) from the Department of Management Services.

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](#).

Benefit Highlight of The Month: Diverse Insurance Benefits for UWF Employees

At the University of West Florida, we believe our greatest asset is you, our dedicated faculty and staff. That is why UWF offers an impressive range of insurance benefits designed to protect your health, finances, and future. Whether you are just starting out in your career or planning for retirement, our comprehensive coverage options ensure peace of mind every step of the way.

Medical Insurance - Choose from multiple plans (HMO, PPO, High Deductible) with comprehensive coverage, including:

- Preventive care & prescription benefits
- Mental health & telehealth access
- Competitive premiums with state contributions

Dental & Vision with Optional plans offering:

- Cleanings, exams & major dental services
- Vision exams, glasses, contacts & frames

Life & Accidental Death and Dismemberment (AD&D) Insurance

- Basic life insurance at no cost to eligible employees
- Additional life and accidental death coverage available

Disability Coverage

- Short- and long-term disability plans
- Income protection during illness or recovery

Supplemental Coverage - Optional plans for extra protection:

- Hospitalization
- Cancer & critical illness
- Direct cash benefits

Flexible Spending Accounts (FSA) & Health Savings Accounts (HSA) - Tax-advantaged accounts for:

- Medical & dependent care expenses

- Available with qualifying plans
- Employee Assistance Program (EAP)
- Free, confidential counseling & support services
 - Legal, financial & work-life resources

UWF's insurance benefits are more than just plans, they're a promise. A promise to support, protect, and empower you and your loved ones through every stage of life. We encourage all eligible employees to review their options during the annual Open Enrollment period and take full advantage of these meaningful benefits.

For more information on benefits offered through the University of West Florida, please visit our [Benefits and Retirement](#) page.

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.

Timesheet and Leave Report Access Issues

In June 2024, Human Resources upgraded to the new Employee Self-Service Timesheet and Leave Report module, accessed via the Employee Dashboard. Shortly thereafter, we discovered that

some users were experiencing issues accessing their timesheet/leave report if they were also acting as a proxy for another approver.

If a user acts as a proxy within the same session in which they open their own timesheet/leave report, their timesheet/leave report may become locked. In order to avoid this issue, users should ensure that they only perform one function at a time, without first logging out of their Employee Dashboard.

After a user has finished acting as a proxy, if they need to also complete their timesheet/leave report they should either:

1. Return to the "Proxy or Super User" page (accessed via the link in the upper right-hand corner) and in the "Act as a Proxy" dropdown field, select themselves and then click on the "Navigate to Time & Leave Approvals application" button in the bottom right-hand corner; or,
2. Log out of the Employee Dashboard by clicking on the person icon next to their name in the upper right-hand corner and then return in a new session to complete their remaining tasks.

HR is currently working with Ellucian to resolve this issue and will provide updates as they are made available. If you experience any issues with accessing your timesheet or leave report, please reach out to [Nicole Zamarly](#) at 850.474.2608 or [Sheri Jernigan](#) at 850.474.2884 for assistance.

New Benefit Available: Fetch Peace of Mind with MetLife Pet Insurance

At the University of West Florida, we know that pets are family too. That is why we are excited to announce that employees now have access to MetLife Pet Insurance as part of our benefits offerings.

With this new coverage, you can help protect your pets and your wallet from the unexpected; while ensuring they receive the care they deserve.

Why Enroll in Pet Insurance?

MetLife Pet Insurance offers flexible plans designed to fit your needs:

- **Comprehensive Coverage** – Protects against accidents, illnesses, and even routine care.
- **Flexible Reimbursement Options** – Choose from 50%, 70%, 80%, or 90% reimbursement.
- **No Breed Exclusions** – Coverage available for all breeds, with multi-pet options.
- **Switch-Friendly** – Previously covered pre-existing conditions may be eligible when transferring from another provider.
- **Discounts & Offers** – Save up to 30% on coverage (availability varies by state).
- **24/7 Virtual Vet Access** – Get immediate support via live chat through the MetLife Pet app.

Key Highlights

- Visit any licensed U.S. veterinarian.
- Coverage available for multiple pets.
- Virtual veterinary services available through AskVet.
- Quick and easy enrollment process.

How to Get Started

Enroll today and give your furry friends the protection they deserve!

- Visit: [MetLife Pet Insurance](#)
- Questions? Call **1-855-202-1642** for more information.

At MetLife Pet, pets are treated like family just like we do here at UWF. Do not miss this chance to bring peace of mind and extra care to your four-legged loved ones.

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

- 9/4 @ 2pm [Returning to School Safely](#)
- 9/11 @ 2pm [Understanding Anxiety](#)
- 9/16 @ 2pm [Mental Health: Best Practices at Work](#)
- 9/25 @ 2pm [Stress: Do This, Not That](#)

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).

University of West Florida | hr@uwf.edu | 11000 University Parkway
Pensacola, FL 32514
Phone: 850.474.2694 | Fax: 850.857.6030



University of West Florida | 11000 University Parkway | Pensacola, FL 32514 US

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