

Getting Started: New Employee Checklist

Welcome to the University of West Florida! The following information has been prepared by Human Resources to guide you through your first days and weeks as a new employee at UWF.



ACTIVATE YOUR ARGONET ACCOUNT

ArgoNet accounts provide access to UWF online services including MyUWF, email, calendar, the UWF Library, the UWF Fitness Center, office computers, and much more. Once your new hire paperwork is processed, a UWF employee ID number will be generated. As soon as this is done and you have started work, you will have the ability to activate your ArgoNet account.

To do this, go to [MyUWF](#) and select the "Activate your account - New to UWF" app in the Home Items list and follow the onscreen instructions. You will be asked to setup a security password. *Note:* Never leave your password written down where anyone else can see it. As part of this process, you will also set up your official UWF email and calendar account.

Visit the [MyUWF and ArgoNet Accounts](#) website for additional guidance.



FINDING YOUR WAY AROUND

This online, searchable [campus map](#) should help you find your way around. The Nautilus Card Office, Cashier's Office and Human Resources are all located in the Business Services area on the map.



OBTAINING YOUR NAUTILUS CARD

All UWF students and staff are required to have a Nautilus Card, which is the official UWF identification card. Once your new hire paperwork has been processed, you have an ArgoNet account, and you have started work, you may get your card from the [Nautilus Card Office](#) in Building 20W.

- You must bring a government-issued ID and New Employee Nautilus Card form to receive your Nautilus Card. Employee Nautilus Cards are charged to the employee's home department.
- Learn more about the benefits of your Nautilus Card, including a 25% Food Account Bonus and other discounts on our [website](#)
- UWF Copy Services provides departmental copiers to the UWF campus. [Learn how](#) to gain copier access for use with your personal or departmental account(s) using your Nautilus Card.

Your Nautilus Card has so many uses across campus! If you have any questions, please do not hesitate to contact the Nautilus Card Office at idcard@uwf.edu or call 850.474.3324.



GETTING YOUR PARKING PERMIT

Any person who parks a vehicle on the UWF campus must register their vehicle in the university's Virtual Permit System. Whether you are a student, faculty, or staff, everyone needs a virtual permit to park on campus. New employees may obtain a temporary parking pass from [Parking Services](#) in Building 20W.

All parking permits are virtual and linked to your license plate when you register your vehicle online through the Parking Portal in MyUWF. It is critical to make sure you enter your correct license plate information at the time of registration. Enforcement is handled by vehicles equipped with license plate recognition (LPR) cameras. Therefore, you will need to park your vehicle "nose in" so your license plate is visible to the cameras. Backing into parking spots on campus is prohibited by Parking Services.

Once your hiring paperwork has been processed, you have started work and activated your MyUWF Account, you may purchase your virtual permit via the Parking Permits app in MyUWF. To do so, type "Parking Permits" into the search field. Open the "Parking Permits, Citations and Appeals" app and follow the instructions to complete your permit purchase. Visit [Purchasing a Parking Permit](#) for step-by-step instructions.



PARTICIPATING IN NEW EMPLOYEE ORIENTATION

New Employee Orientation (NEO) is available in two versions for employees to take depending on their position classification.

OPS employees (except student employees) will take the version of NEO created for their classification specifically. The NEO for OPS online course is accessed in MyUWF via the [SCOOP](#) application. Employees hired for less than 30 days are not required to take the course, but all others must complete it within 30 days of their hire date.

New hires in positions classified as University Work Force staff, Faculty, and Executive Service will participate in our full-version New Employee Orientation (NEO). Part 1 of NEO is online in MyUWF via the [SCOOP](#) application and provides information on a wide array of topics. Next, employees may sign up for an in-person session as Part 2 of NEO, which will be a hands-on benefits enrollment assistance opportunity, but this part is optional. Please arrange with your supervisor to sign up for the next session following your completion of Part 1, if you wish to attend. You may sign up using the [Professional Development Learning Library](#) or by calling 850.474.2694.



ATTENDING MANDATORY PROFESSIONAL DEVELOPMENT

All UWF employees are required to attend the "Harassment & Discrimination Prevention" professional development course every two years. Please make arrangements with your supervisor to sign up and attend the next available class, now offered via eLearning.

Specific UWF Administrators are mandated by Florida Statute to attend the "Protection of Vulnerable

Persons" course. Your supervisor or Human Resources will notify you if this is a

requirement of your position. UWF employees whose job responsibilities include working with children under age 18 may take this class on a voluntary basis. Individuals who choose to accept this professional development course assume the responsibility to report known or suspected child abuse in accordance with Florida Statutes. This professional development course can also be taken anytime online via eLearning.

In addition to the above **mandatory professional development** course, we offer a variety of other, optional, professional development classes to enhance our employees' skills. Please consult our Professional Development webpage for more information. You may sign up for all training classes via the [Professional Development Learning Library](#) in [MyUWF](#).



ENROLLING IN BENEFITS AND RETIREMENT PLANS

In addition to the information, you will receive at the New Employee Orientation Session, new employees should review our Human Resources website for detailed information on the available insurance and retirement plans available to employees. The Human Resources Benefit's Team has compiled a detailed list of [Benefits and Services Offered](#). New hires must enroll for insurance within 60 days of their hire date and for a retirement plan within 90 days of their hire date.



SUBMITTING TIMESHEETS AND/OR LEAVE REPORTS

All university employees are responsible for the timely and accurate reporting of their work hours and/or leave taken.

- Non-exempt employees are paid on an hourly basis and must submit a biweekly Timesheet accounting for all hours worked.
- University Work Force Exempt employees are salaried and will submit a Leave Report only in pay periods when there are exceptions or leave taken.
- OPS Exempt employees are salaried. These positions do not include leave-related benefits (annual leave, sick leave, holidays, etc.). OPS exempt who are absent from work for one or more full days for personal reasons, should submit an OPS Effort Recap/Timesheet to have those hours deducted from their salary, if they are not otherwise able to make them up later in the same work week.

If you are unsure whether your position is classified as non-exempt or exempt, your hiring manager can clarify this for you.

You may access your Timesheet or Leave Report by logging into [MyUWF](#) and searching for the Employee Dashboard app. The Web Time Entry deadline is typically every other Monday at 10:00 a.m. However, it may be earlier due to University holidays. See the current Payroll Calendar on

the [Controller's Office, Payroll Department web page](#) for a complete list of pay periods and Web Time Entry deadlines. For additional instructions on how to submit your timesheet or leave report, employees may utilize the [Employee Self-Service Guides](#) provided by Human Resources.

Employees should visit the [Time and Leave Reporting](#) area of the HR webpage for more information.



RECEIVING YOUR PAYCHECK

All university employees are paid on a biweekly basis. Our work week is from Sunday through Saturday. For a complete listing of work weeks and associated pay dates, please refer to the [Controller's Office Payroll Department web page](#) and view the Annual Payroll Calendar at the bottom of the page. Check stubs and other important information will be emailed to your UWF employee email address so be sure to activate and check your email account regularly. All official UWF correspondence will be sent to your UWF email address only. Your check stub and other personal information is also available using the Employee Dashboard app in [MyUWF](#).

The preferred method of payroll distribution at UWF is direct deposit to your financial institution. It may take up to one payroll cycle for new hire direct deposits to take effect (especially if no voided check or bank documentation was provided). In this case (or if you do not choose Direct Deposit), you will receive a paper check. Paper checks can be picked up on payday at the Cashier's Office in Building 20E. On Tuesday morning following payday, any remaining paper checks are mailed to the employee's W-4 address on file.



EARNING LEAVE

UWF provides various types of [leave](#) which are dependent upon your employment type. Benefit eligible employees earn leave beginning their first day of employment at UWF.



REQUESTING ACCOMMODATIONS FOR DISABILITIES

Employee Disability Resources works collaboratively with other university entities, as well as external community organizations, to help meet the university's ADA mission and goals. They also provide leadership in promoting inclusiveness, disability awareness, and education in the local community. From that perspective, the ADA Office monitors our campus for ADA compliance, consults and advises faculty, students, and staff on disability related issues, and provides training and awareness opportunities for the campus community. If assistance is needed, please visit the [ADA Programs webpage](#) or call 850.474.2694.



LEARNING MY JOB

All University Work Force positions serve a one-year probationary period known as the Position Orientation Year. This probationary period allows you time to adjust to your new position and environment and allows your supervisor time to assess your ability to satisfactorily perform the functions of the position. Please make sure you review your job description. Your supervisor can provide you with a copy or you may access it through the Employment/Position Management app in [MyUWF](#). All University Work Force employees should be evaluated at the end of the Position Orientation Year.