



## Quick Info for Employees

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The **Business & Auxiliary Services** department consists of several diversified areas that are committed to enhancing the experiences of University of West Florida students, employees and visitors by providing a variety of support services.

### **UWF Bookstore** ([uwfshop.com](http://uwfshop.com))

- Faculty and Staff receive a 10% off discount on purchases in the bookstore (excluding textbooks and software) when they present their Nautilus Card.
- Departments receive a 20% discount on customized merchandise purchased through the bookstore.
- Professors: Please make note to turn in textbook orders in a timely fashion each semester. Visit [confluence.uwf.edu](http://confluence.uwf.edu) > Dean and Chair Guide > Prior to Term Start > Textbook Adoption

### **UWF Dining Services** ([uwf.edu/dining](http://uwf.edu/dining))

**Nautilus Market, All-You-Care-To-Eat Facility** - Door rates for 2018/2019: \$8.00 Breakfast, \$9.50 Lunch, \$9.75 Dinner. Prices include your beverage and sales tax. The Nautilus Market is the all-you-care-to-eat dining and meal plan facility. A To-Go option is available.

**Employee 50 Block Meal Plan** - The Employee Meal Plan is a block plan consisting of 50 meals, which can be used in the Nautilus Market. Multiple swipes are allowed during any given meal period. The meal plan holder may use the swipes for their own meals or others who accompany them. This plan has no expiration date and is available to all faculty and staff. A free Eco-Clamshell comes is given to users of the Employee 50 Block Meal Plan. The cost for the Employee Meal Plan is \$336. Payment may be pre-paid or payroll deducted over five pay periods. You will find a Meal Plan Payroll Deduction form online via MyUWF.

**Nautilus Card Food Account** - Money deposited into your Nautilus Card Food Account may be used solely for the purchase of food in UWF Dining Services locations. Each Food Account deposit of \$10 or more receives a 25% Bonus, when using the Payroll Deduction (submit form via MyUWF) program. A free Eco-Clamshell is given to users of the Nautilus Card Food Account.

### **Name Badge**

A standard UWF name badge is used on campus. It is a blue badge with cloisonné seal and allows for two lines of white engraving. Cost per badge is \$17 (charged to your department). Orders may be placed online via MyUWF > Service Desks > Business & Auxiliary Services > Name Badges.

## Copy Services ([uwf.edu/copyserv](http://uwf.edu/copyserv))

**Departmental Copier Program** - UWF has a centralized cost-per-copy program with one vendor and standardized costs and features. Departments pay only for the copies, prints or scans used on a cost-per-copy basis. Copy paper is included in the cost and may be obtained through the Auxiliary Services office (Ext. 3012), as is toner, staples, service and/or maintenance for departmental copiers.

UWF employees who would like the ability to make job-related copies or print from their computer to the campus copiers will need to first be given access to the appropriate Banner index number(s). This can be accomplished by completing and submitting the Copy Service Access Request Form. Users should also associate their personal Nautilus Card with their ArgoNet credentials at a device. This is a one-time-only process to gain access to the copiers for departmental work but will also allow you to charge jobs to your personal Nautilus Card account.

## Nautilus Card ([uwf.edu/idcard](http://uwf.edu/idcard))

**To get your card** - Bring your completed New Employee Nautilus Card Form to the Nautilus Card office in Building 20W on or after your first day of work.

### Uses for Your Employee Nautilus Card

- Official UWF Identification Card
- Copy, Library, Meal Plan and Declining Balance Card
- HLS Facility access, Recreational Equipment check-out
- Payment for use of Public FAX Machine, Copies/Prints/Scans, Dining Services, Bookstore, Postal, and Vending purchases

**Account Balances** - You may deposit funds into your Food Account and receive the 25% Dining Bonus or deposit funds into your General Account to use all over campus. Both account balances are available online via MyUWF > Nautilus Card Balance & Swipe History. View your balances, swipe history (both financial and access) and meal plan info in this location.

## Parking & Transportation ([uwf.edu/parking](http://uwf.edu/parking))

**Employee Permits** are **Yellow**. Signs designating employee parking have the words FAC/STAFF in a Yellow box. Purchase parking permits online via MyUWF > Parking Transaction Portal. Payroll deduction is available. Annual Cost: 145.00

**Reserved/Administrative Permits** are **Purple** and are available to all faculty and staff. If you desire a reserved permit, please contact the Parking Services office at 850.857.6023. Annual Cost: 363.00

## Postal Services ([uwf.edu/postal](http://uwf.edu/postal))


An official USPS contract station is located in the Commons (building 22) and offers the services of a regular post office.

### Contact Us

850.474.3012

[uwf.edu/auxservices](http://uwf.edu/auxservices)

[auxservices@uwf.edu](mailto:auxservices@uwf.edu)

   UWFCampusSvc

