



Human Resources
UNIVERSITY of WEST FLORIDA

HR BULLETIN

WHAT'S NEW IN UWF HUMAN RESOURCES

April 2023

SAVE THE DATE | 10•25•23

10TH ANNUAL Employee Relations Symposium

Think A.H.E.a.D.! **ADVOCATING HOLISTIC
ENGAGEMENT AND DEVELOPMENT**

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FRS Pension Plan Member Annual Statements (MAS)

Florida Retirement System (FRS) Pension Plan and Hybrid Plan members receive a new Member Annual Statement (MAS) each year in their birth month. These statements include information such as whether or not the member is vested, the total service credit earned, and estimated benefit amounts depending on retirement date.

Members with a valid email address on file will be notified when their MAS is available on FRS Online. The MAS will continue to be available on the member's [FRS Online](#) account throughout the year. If a member's FRS Online account is not yet established and there is an email address on file, an email including a temporary 60 day access code to view their MAS will be provided while the member establishes their FRS Online account. The MAS is only available to pension plan and hybrid plan members who are actively working in an FRS retirement eligible position. DROP participants will not receive the MAS.

The information in the MAS is designed to assist members in retirement planning. Further planning resources are

[Supervisory Strength - Leadership and Management Belong Together](#)

[Have You Seen Our Awardco Homepage Redesign? We Have a New Memory Book Feature!](#)

[Drug- and Alcohol-Free Workplace Training.](#)

[Nine Month Faculty Pay Over 12 Months Option](#)

[Employee Assistance Program \(EAP\) Webinars](#)

available with the MyFRS Financial Guidance Program, which offers free access to experienced and unbiased financial planners. This benefit may be accessed by calling toll free 866.446.9377 and selecting option 1.

If you need further assistance, please contact [Elsie Rivera](#) at 850.474.2921, [Tony Lindberg](#) at 850.474.2610, or [Adrian Rowley](#) at 850.474.2604.

Employee Recognition and Awards Program April 13, 2023!

Join us April 13, 2023, from 9 to 10:30 a.m. for food, fun and fanfare at our Employee Recognition and Awards Program!

Employee Tuition Waiver

The 2023 Summer Semester will soon begin. Faculty/staff members wishing to use credits personally or to assign credits to dependents for this semester should submit their requests at least one week before the first day of classes per UWF policy. Additional information about the Employee Tuition Fee Waiver can be found on the HR website.

If you have any questions, please contact [Elsie Rivera](#) at 850.474.2921 or [Adrian Rowley](#) at 850.474.2604.

People First Correspondence and Direct Payments

In order to provide the best service, Human Resources must be informed of any action an employee takes with People First. The Human Resources Benefits Team works to reconcile premium discrepancies through payroll adjustments, and knowledge of payments made outside of payroll is essential to proper updates being made. Employees are asked to send information in writing any time changes in enrollment are made or payments are sent to People First in an effort to avoid potential interruptions in coverage.

If you have any questions, please contact [Elsie Rivera](#) at 850.474.2921 or [Adrian Rowley](#) at 850.474.2604.

Student Background Requirements

Level one backgrounds are normally processed on all employees, but some student positions do not require the screening. The background screening level one requirement for student positions depends on the department that the student will be employed by and the responsibilities of the job description. Graduate teaching assistant positions require both a level one background screening and a minimum of two completed reference checks with one reference check being provided by a current or previous supervisor. Student positions working a summer camp will require a level two background screening with fingerprinting.

Please visit our [backgrounds webpage](#) for additional details. If you have any questions, please contact backgrounds@uwf.edu or call Kristin Masson at 850.474.2602.

Voluntary Self-Identification of Disability Status Survey

The University of West Florida is a federal contractor subject to Sections 503 of the Rehabilitation Act of 1973 (as amended). The regulations require covered federal contractors to invite applicants and employees to inform the contractor if they are an individual with a disability. Employers must also issue the invitation to employees to self-identify every five years. Completing this form is voluntary but we hope you will choose to fill it out.

The information you provide helps our ongoing efforts to recruit, hire, promote, and retain individuals with disabilities. We want our workforce to reflect the communities we serve and to provide a workplace where individuals with disabilities can reach their fullest potential. These regulations allow us to collect and analyze workforce data so that we can measure how well we are doing. [Disability inclusion starts with you.](#)

For more information regarding the [Voluntary Self-Identification of Disability Status Survey](#), please see our [Voluntary Self-Identification of Disability Status Survey FAQs](#) or contact [Human Resources](#) at 850.474.2694.

Ethical Employee Trainee – New Course in SCOOP

Have you seen the **Ethical Employee Trainee** now required in SCOOP?

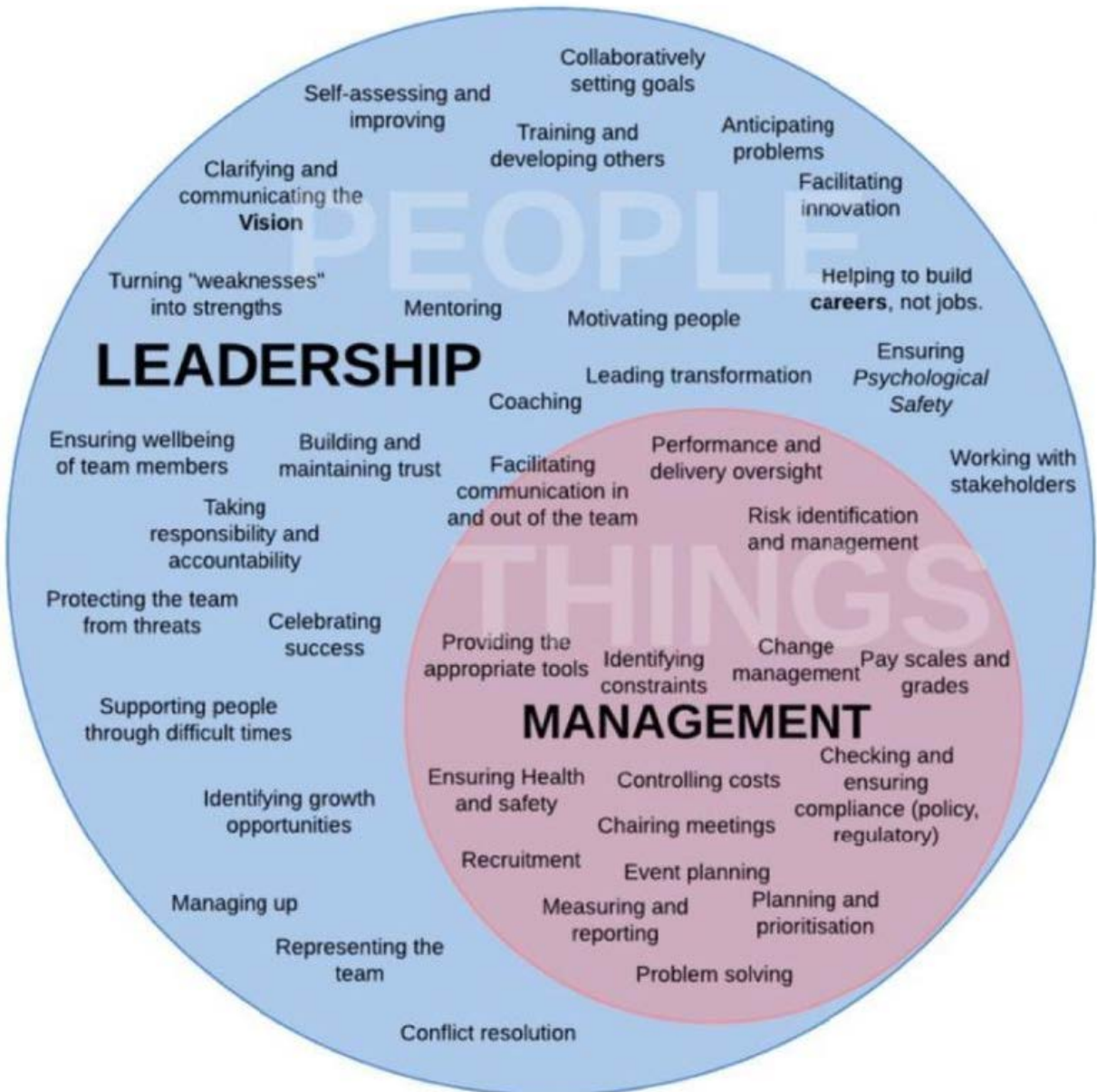
This 30-minute, foundational ethics course will help you discern the difference between right and wrong and act upon that knowledge. The course will share insights into competing pressures affecting your everyday actions, in addition to providing practice in overcoming common ethical obstacles.

Employees who previously completed “Tools for an Ethical Workplace” in 2021 or 2022 will not see the newly- renamed, required training post until two years from the date you completed the original “Tools for an Ethical Workplace” training.

Please reach out to [Lynne Randall](#) with questions by email or at 850.474.2292.

Supervisory Strength - Leadership and Management Belong Together

Alexander Roitinger shared this image on LinkedIn. He was very accurate when he said, "Successful organizations depend on leaders who know how to manage and managers who know how to lead. In our complex world, there is no optionality: leadership and management belong together." I agree! Thank you for all you do!



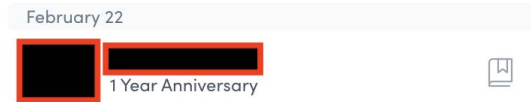
If you would like to join my Supervisor Strength email group and receive additional resources to grow your supervisory skills, please send a note with your request to [Lynne Randall](#).

Have You Seen Our Awardco Homepage Redesign? We Have a New Memory Book Feature!

Access the [Employee Recognition and Awards App](#) from MyUWF frequently, recognize a coworker, and sign the new Memory Book feature where you can celebrate a colleague's service milestone by posting a note or sharing a team photo. You can even update your photo for the note. **Be creative – recognition matters!**

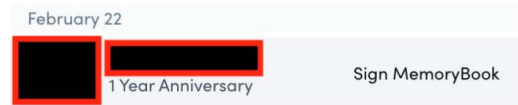
1. Look for the “Upcoming Milestones” notice on the landing page. Names will appear with the service anniversaries noted.

Upcoming Milestones

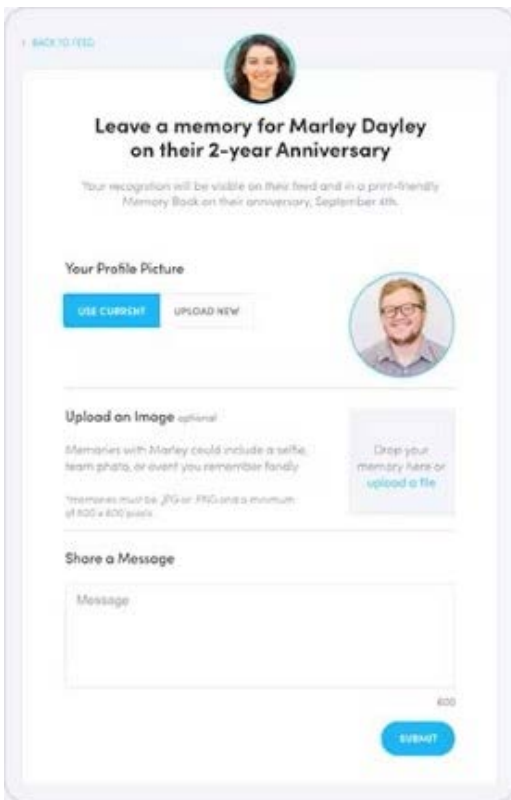


2. Hover over the small book icon and click on “Sign Memory Book.”

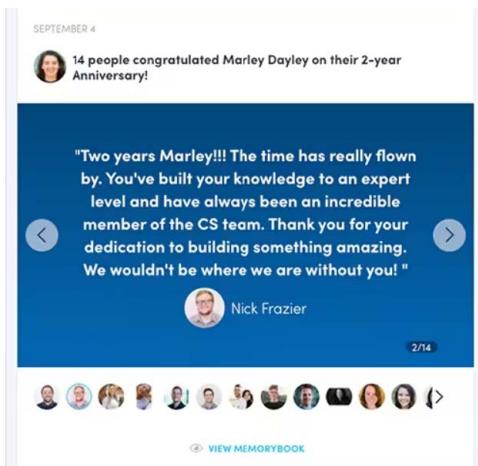
Upcoming Milestones



3. “Share a Message” and upload photos or other media. Be sure to post appropriately; your post will show on the homepage recognition feed!



4. Your message will also appear on your colleague’s landing page where they can click through all the personal, congratulatory notes.



ENJOY RECOGNIZING YOUR COLLEAGUES. RECOGNITION MATTERS!



**Save the Date - Wednesday, April 19 for our
Annual Healthier-U Alcohol and Drug Free Workplace Training
Highly Recommended for Supervisors**

**Supervisors, if your team and you are unable to attend the in-person training,
please encourage your team to complete the [Drugs & Alcohol at Work](#) training
available on-demand in our PageUp Learning Library.**

Participants will come away having a better understanding of substance abuse in the workplace and how it affects everyone. Participants will also have a better understanding of our EAP's role in supporting an alcohol and drug free workplace, and a basic understanding of drug trends, signs and symptoms.

Register at <https://uwfes.pageuppeople.com/learning/calendar>. Contact HealthierU@uwf.edu for more information or visit uwf.edu/go/healthier-u/.

Plan to Wear Red on April 19 to Show Support - Submit Your Team's Photo to staffdev@uwf.edu.

Nine Month Faculty Pay Over 12 Months Option

Nine-month faculty have the option to have their pay deferred over 12 months. This option is voluntary. For information on the Nine Month Faculty Pay Over 12 Months option and how to enroll, please visit the Human Resources web page under News and Announcements. The enrollment dates for this year will be March 1, 2023 to June 30, 2023. Those who are enrolled and wish to discontinue must complete

the termination form between March 1, 2023 and June 30, 2023. Enrollment and Termination forms must be sent to Human Resources Bldg. 20 East and received by close of business June 30, 2023.

If you have any questions contact [Jamie Sprague](#) at 850.474.2156 or [Billy Pollard](#) at 850.474.3025.

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 username 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.

Upcoming Webinars:

- 4/4 @ 2pm [Simplify Your Life](#)
- 4/13 @ 2pm [Addressing Loneliness and Isolation](#)
- 4/20 @ 2pm [Wellness for Busy People](#)
- 4/27 @ 2pm [Unplug to Recharge](#)

Please visit www.resourcesforliving.com for more information about [these webinars](#) and to view the [Webinar Library](#). You may also contact [Lynne Randall](#) in Human Resources for additional assistance at 850.474.2292

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