

March 2024

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Professional Development Survey – Thank You!

A big thank you to the more than 300 employees who took part in our Professional Development Survey. The Professional Development Team will review and analyze the data from the survey to redesign our university's professional development opportunities and to communicate development needs to university leadership.

ERAP 2024 April 4th

Nominations have closed for this year's official ERAP season. Please be sure to schedule time on your calendar to attend the awards event on Thursday, April 4, from 9 to 10:30 a.m. at the UWF Conference Center.

Hiring out-of-state, non-exempt, remote workers is no longer permitted.

Non-exempt employees must physically work in the state of Florida. If a non-exempt position requires or allows remote work, applicants that reside outside of Florida are not permitted to physically work out-of-state. It is no longer permitted for non-exempt employees who move out of the state of Florida to work remotely. Different states have different employment/benefits laws, payroll laws, and tax laws that apply to non-exempt personnel. Due to these and other factors, a non-exempt position's assigned work location must physically be in the state of Florida. This includes University Workforce (line staff), OPS Staff, and OPS student workers.

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. Information on the Nine Month Faculty Pay Over 12 Months option and how to enroll will be available on the Human Resources web page under News and Announcements beginning March 1, 2024. The enrollment dates for this year will be March 1, 2024 to June 28, 2024. Those who are enrolled and wish to discontinue must complete the termination form between March 1, 2024 and June 28, 2024. Enrollment and Termination forms must be sent to Human Resources Bldg. 20 East and received by close of business June 28, 2024.

If you have any questions contact [Jamie Sprague](#) at 850.474.2156 or [Kristie Peppers](#) at 850.474.3169.

Volunteer Agreements

Occasionally, departments have individuals (who are not paid employees) donate their time and services to UWF. These volunteers must be at least 18 years of age or have parental consent and must review and agree to adhere to the UWF [Drug Free Workplace Policy](#) and [Detection, Reporting and Investigating Fraud and Misconduct](#). If your department will utilize a volunteer, please ensure your volunteer submits a [Volunteer Agreement](#) prior to allowing them to start volunteer activities. Volunteer Agreements must be initiated by the Department Contact or the volunteer's Supervisor.

Some volunteers require a background screening, depending on the area, program, or population they will encounter during the course and scope of work and cannot begin volunteering until the department has been notified by Human Resources that the background is complete. Please review the [Background Screening Process and Information](#) page for more information.

Individuals may not volunteer when they are a potential new hire awaiting completion of pre-employment or new hire essential documents or when they have recently terminated from employment and wish to volunteer for the same position. For international students, there are restrictions regarding volunteer service.

Feel free to contact [Anna Isfalt](#) at 850.474.2233 with any questions regarding volunteer agreements.

Effort and Leave Recap Reports

Effort and Leave Recaps (*replacement timesheets and leave reports*) are required for various reasons:

- A correction needs to be made to a timesheet that has already been submitted and approved and the deadline for web time processing is past.
- A correction needs to be made to a leave report that has already been submitted and approved. Leave reports cannot be returned for correction once they are approved due to leave balances being automatically adjusted.
- An employee failed to submit their electronic timesheet by the bi-weekly deadline.
- An employee was hired in a previous pay period, but not set up in Banner until the current pay period.

Effort and Leave Recaps vary by Employee Class. Please be sure to use the correct form for the Employee Class of the person submitting the Effort and Leave Recap. The Effort and Leave Recap

should be completed for all hours worked during the 2-week pay period, not just for corrections. An Effort and Leave Recap is a **replacement** to anything previously submitted online in the Web Time Entry system.

Effort and Leave Recaps should be accompanied by a copy of the timesheet or leave report that was originally submitted for the period in which the error occurred. This provides a single complete record to make comparisons to other documents submitted.

Supervisors should immediately complete an Effort and Leave Recap by following the detailed instructions located on the HR webpage under the [Time and Leave Reporting](#) section.

Effort and Leave Recaps for hourly paid employees must be received in Human Resources by no later than 12:00 pm on the bi-weekly payroll deadline to be processed in the current period. Please refer to the current Payroll Calendar on the [Controller's Office webpage](#) for all pay period start and end dates. When completing the Effort and Leave Recap, fill in the start date of the pay period in the top portion of the form and the pay period dates will automatically populate on the form.

Employees are required to sign the Effort and Leave Recap attesting to their hours worked. In extenuating circumstances (i.e., employee illness), departments should contact HR prior to completing and sending an Effort and Leave Recap.

For more information, please contact [Nicole Zamy](#) at 850.474.2608 or [Sheri Jernigan](#) at 850.474.2884.

Requests for Verification of Employment

All requests for verification of current or former employment should be directed to Human Resources at hr@uwf.edu. Our office will review the request and respond accordingly. Please note that our office only verifies dates of employment, job titles, and salary information.

If you require a letter of employment verification, please complete the Verification of Employment Authorization Release form found on our website under [HR Forms and Resources](#). This form must be completed in its entirety and have an authentic, non-computer typed signature in order to be processed. A secure digital signature, such as DocuSign or AdobeSign, is acceptable.

Please contact [Kris Keating](#) at 850-474-2601 with questions regarding verifications of employment.

Still Time to Register – Opioids, Overdose, and Other Drugs – Get the Facts

Take time to attend this informative session on March 12th with CDAC Behavioral Healthcare's Director of Community Prevention, Denise Manassa. Whether attending online or in-person, attendees will gain a better understanding of substance abuse in the workplace and how it affects everyone. Our CDAC facilitator will also bring Narcan to gift to all in-person attendees.

Individuals who wish to sign up as part of a team should reach out to [Lynne Randall](#), Employee Relations Manager, ahead of the training and provide team information to qualify for the April Tea & Cookies Party sponsored by Chick-fil-A Bayou Blvd. [Register in PageUp](#) for the March training.

Financial Planning Series

Following are the remaining workshops in our Financial Planning Series. More details may be found [online](#). All sessions will be from 1:30pm to 3:30pm in Building 20 West, Room 156A (HR Training Room).

Visit the [Professional Development Learning Library](#) for more information and to sign up.

- Friday, 03/01/2024 - Provider Representative Panel - Investing 101: Tax-Deferred Annuities and the Optional Retirement Plan (ORP)
- Friday, 03/08/2024 - Planning for Retirement with the FRS

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

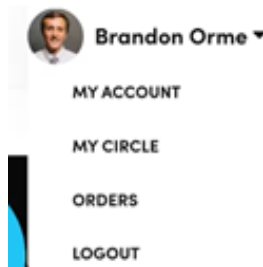
Awardco New Features - My Circle and SMS Notifications

My Circle – Launching Friday, March 1

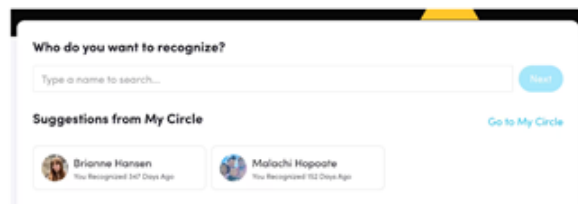
Stay connected with others at the university! **My Circle** helps you keep up-to-date with your peers, direct reports, and others at UWF. Your **My Circle** will suggest people to recognize and highlight when someone hasn't been recognized in a while. Build your network of co-workers, leaders, and/or direct reports. Setup is quick and easy! Reach out to [Lynne Randall](#), Employee Relations Manager, with questions.

On your Awardco homepage:

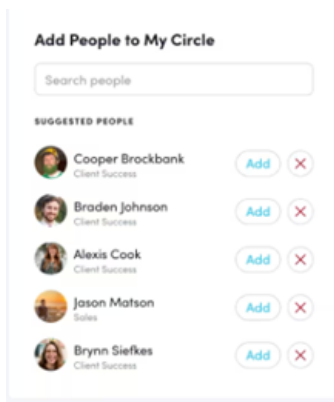
- Click on the dropdown triangle next to your name in the upper right.



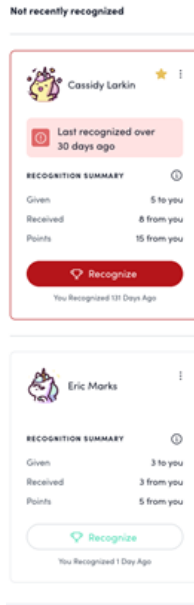
- Select **"My Circle."**
- Click on the **"Suggestions from My Circle"** or click **"Go to My Circle."**



- You can **"Add People to My Circle"** by searching their name and clicking **"Add."**
- You can delete people if needed by clicking the **"X"** by people you've previously added.



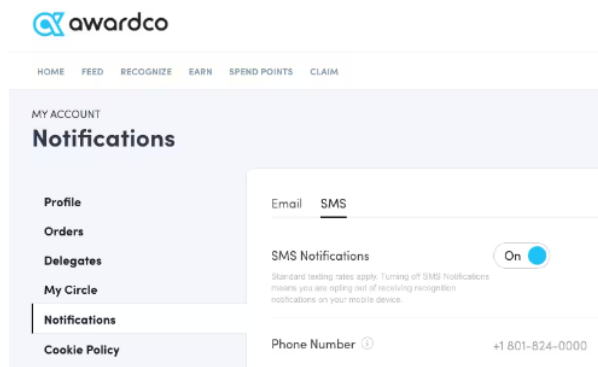
- **My Circle** will provide details about prior Circle recognitions including who has not been recognized in a while.



SMS Notifications – Launching Friday, March 1

Would you like to receive a text message when you’ve been recognized? No more checking an over-filled email box for recognitions. If enrolled, you will receive a text message when you are recognized in Awardco by another UWF employee. (Note: Message and data rates may apply based on your carrier.)

To opt in to messaging, log in to your Awardco account and go to **“My Account” > Notifications > SMS** and turn SMS Notifications to **“ON.”** Reach out to [Lynne Randall](#), Employee Relations Manager, with any questions.



EAP Partnering with Healthier U for Wellness Wednesdays this Spring

Enjoy the Wednesday lunch hour as you hear from EAP experts and other wellness professionals. Select one or all of the upcoming spring classes by visiting the [PageUp calendar and registration site](#). Earn up to three incentives for attendance. Reach out to [Lynne Randall](#), Employee Relations Manager, for more information.

3/13 - Resilience

3/20 - Effective Communication at Work

4/3 - Coping with Anxiety

4/17 - Stress Management and Achieving Balance at Work and Home (Part 1)

4/24 - Nutrition and Menopause (11:30am-12:30pm)

5/1 - Stress management and Achieving Balance at Work and Home (Part 2)

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

- 3/7 @ 2pm [Are You Ready: Emergency Preparedness](#)
- 3/12 @ 2pm [Bullying in the Workplace](#)
- 3/21 @ 2pm [No More FOMO: The Fear of Missing Out](#)
- 3/28 @ 2pm [Building Self-Esteem in Children and Teens](#)

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).

University of West Florida | hr@uwf.edu | 11000 University Parkway
Pensacola, FL 32514

Phone: 850.474.2694 | Fax: 850.857.6030



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