



October 2023

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Think A.H.E.a.D.!

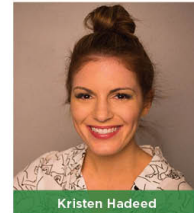
ADVOCATING HOLISTIC ENGAGEMENT AND DEVELOPMENT

OCTOBER 25, 2023

Guest Speakers



Dr. Angela Bryan



Kristen Hadeed



Ethan Henley



Kim LaMontagne



Ruth McKinon



Donnie Petersen



Albert (Bert) Thornton



Employee Relations Symposium, October 25th

Registration is now closed for the October 25th symposium. We look forward to seeing everyone who registered for the in-person event. Come prepared for a full-day of personal and professional growth, great food, and speaker and attendee networking opportunity.

And for those who registered for the livestream, you'll still have the opportunity to hear our dynamic speakers and gain take-aways to enhance your career!

THANK YOU to all UWF leaders who encouraged attendance at this year's event! [Investing in your team's professional development opportunities has a positive effect on employee engagement and retention.](#) It boosts morale and performance, and creates a more engaging environment. In addition, it creates a sense of loyalty and organizational commitment by demonstrating to your employees that you care about their career growth.

Have any last-minute questions? Reach out to [Lynne Randall](#) at 850.474.2292.

Open Enrollment October 16-November 3, 2023

Employees wishing to make changes, cancel, or enroll in insurance plans should take advantage of this year's Open Enrollment opportunity beginning Monday, October 16 and continuing through Friday, November 3, 2023.

Any changes made as part of this event will take effect January 1, 2024. Details on specific items related to Open Enrollment may be found throughout this issue of the HR Bulletin:

- What's New for 2024 – HMO Plan Changes & New Pharmacy Benefits Manager
- Online Benefits Enrollment Information
- People First Website Tips
- Open Enrollment Assistance Sessions - Schedule & Locations
- Benefits Fair October 17, 2023
- Employees Making No Changes for Plan Year 2024

Employees must provide confirmation of any changes or enrollments made through People First to Human Resources (these may be emailed, faxed, mailed or hand-delivered). **Failure to send a copy of the confirmation statement of open enrollment changes to Human Resources prior to the end of the open enrollment period may result in inaccurate deductions and possible interruption in benefits.**

For assistance with benefits items, please contact [Adrian Rowley](#) at 850.474.2604 or [Elsie Rivera](#) 850.474.2921.

Online Insurance Enrollment Information

Employees wishing to make changes during Open Enrollment Monday, October 16 through Friday, November 3, 2023 please note that this is a two-step process.

Step 1

After deciding which plans to enroll in, changes must be requested through the [People First](#) website (preferred) or by calling People First at 1.866.663.4735.

Step 2

Next, it is imperative that employees provide information on their enrollment to Human Resources (the best way to provide this information is by printing out a copy of the Confirmation Statement and emailing, dropping off or faxing it in to the secure fax line at 850.857.6030).

Anyone in need of information on how to use the People First website or basic login instructions should refer to the [Open Enrollment](#) page online. Here you will find various helpful tips on how to navigate the People First site.

For assistance with benefits items, please contact [Adrian Rowley](#) at 850.474.2604 or [Elsie Rivera](#) 850.474.2921.

People First Website Tips

General – The People First website has been redesigned so that more up-to-date browsers such as Google Chrome can now be used. If you have previously saved settings for this site in Internet Explorer, those should be reset, as Compatibility Mode is no longer needed and will result in errors. There have not been changes to the web address (<https://peoplefirst.myflorida.com>), User IDs, or passwords with the upgrade to the new portal.

User ID – A six- or seven- digit number assigned when first loaded into the People First system as an employee. The number is listed on your benefits statements that come by mail from People First or can be obtained online by clicking “Forgot Login ID.”

Password Reset – On the website there is a “Forgot Password” link that will guide you through the process, which requires a verification code that can be sent via text or email. UWF Human Resources does not have access to passwords or capability to reset your password.

Step-by-Step Assistance – For additional help with the enrollment process, refer to our [People First Benefits Enrollment](#) guide or attend an Open Enrollment Assistance session.

Open Enrollment Assistance

Employees considering changes to insurance elections are invited to attend one of several assistance sessions in order to ask questions and/or sign up online for the 2023 plan year.

Assistance Sessions for help with Open Enrollment and the People First website will be held in the Library Classroom on the following days/times:

- Friday, October 20, 9:30-10:30 am
- Tuesday, October 24, 2:30-3:30 pm
- Thursday, October 26, 9:30-10:30 am
- Monday, October 30, 2:30-3:30 pm
- Thursday, November 2, 9:30-10:30 am

For each of these sessions, please sign up on the [Professional Development Learning Library](#) or by calling 850.474.2694.

Additionally, two Open Enrollment Assistance Days (please schedule an appointment by emailing [Elsie Rivera](#)) will be held at the Emerald Coast Campus on:

- Thursday, October 19, 9:00 am to 4:00 pm
 - Wednesday, November 1, 9:00 am to 4:00 pm
-

What's New for 2024 – HMO Plan Changes & New Pharmacy Benefits Manager

Please review your Open Enrollment package, which will be mailed in October. Beginning Oct. 2, 2023, visit mybenefits.myflorida.com to learn what's new this Open Enrollment period. A summary of the news items for this year is also available on our [HR Open Enrollment page](#).

OptumRx will replace CVS Caremark as the State of Florida Employees' Prescription Drug Plan manager effective January 1, 2024. The pharmacy network employees will have access to going forward will be broader and include Walgreens, CVS, Walmart, Publix, and independent pharmacies.

Be sure to provide your new pharmacy benefits card to your pharmacy and your physician(s) to ensure a smooth transition.

Health Maintenance Organization (HMO) Plans will change effective January 1, 2024 for many counties in Florida, which are now being divided into [Regions](#). For example, Escambia County will now be serviced by United Healthcare rather than Aetna.

If you are currently enrolled in an HMO plan that will no longer be offered based on your residential location and you take no action during Open Enrollment, you will default to the new HMO for the region where you currently reside for plan year 2024.

Members are encouraged to confirm their current providers are in-network based on the new HMO for their region and may reference the online [Contact Information](#) for their new plan to review information or ask questions about their new plan.

If further assistance with benefits items is needed, please contact [Adrian Rowley](#) at 850.474.2604 or [Elsie Rivera](#) 850.474.2921.

Benefits Fair Highlights

This year's Benefits Fair on Tuesday, October 17 is not to be missed!

Vendors will be on hand with giveaways and door prizes. Refreshments will be served. The following providers (and more!) will be in the Commons Conference Center from 9 a.m. to 2 p.m. to answer questions:

- Florida Blue and UnitedHealthcare
- State of Florida Employees' Prescription Plan (OptumRx)
- Gabor Financial Solutions
- Securian Financial
- AFLAC, Cigna, Colonial and New Era Supplemental Plans
- Humana Vision Plan
- Ameritas, Sun Life, Cigna, and Humana Dental Plans
- VOYA, MetLife, TIAA, Corebridge (formerly AIG/VALIC), Equitable, and Nationwide Retirement and Investments (Pre-Tax and Roth)
- Chard Snyder
- The Division of State Group Insurance
- People First

For assistance with benefits items, please contact [Adrian Rowley](#) at 850.474.2604 or [Elsie Rivera](#) at 850.474.2921.

University Organizational Charts

Human Resources is responsible for housing updated organizational charts for the University. Please complete an updated organizational chart for your department and forward to [Human Resources](#). You may review your current organizational chart on the [UWF Organizational Charts webpage](#). If there is not a link attached to your department name on the page then there is no organizational chart on file for your department. When verifying or creating your organizational chart, the best practices are to:

- Start your organizational chart with the President of the University.
- Label with your Division, Department name, and date in the top right corner.
- Indicate the title and position number for each job in the Department (if including Student or OPS positions then only provide title). Please do not include employee names for security purposes.
- Save in PDF format, using Department and date indicated on the document.

Please email the updated organization chart to hr@uwf.edu; contact April Harvey at 850.972.2005 if you have questions.

Coming Soon - HR Will be Reinstating Level 2 Background Screenings for Positions of Special Trust

The suspension on Level 2 background screenings for positions of Special Trust will soon be lifted. Individuals occupying a position of Special Trust must undergo a successful Level 2 Background Screen (fingerprinting). This will include University Work Force, Faculty, Adjuncts, OPS Staff, Student employees, and volunteers that work with vulnerable populations.

These positions are considered Positions of Special Trust:

- Designated by President, Vice Presidents or designee to be a position of special trust or responsibility.
- Positions in these classifications: President, Vice President, Provost, or identified as Executive Service.
- Positions in the following departments (if not already covered by the Positions of Special Trust list): Aquatics, ASPIRE, Controller's Office, EEO/ADA, Enrollment Affairs (including Registrar, Admissions, Financial Aid, Argo Central), General Counsel, Graduate School, Human Resources, Institutional Research, Intercollegiate Athletics, Internal Auditing & Compliance, ITS, Parking Services, Pensacola Museum of Art, Post Office, Research Administration and Engagement, Student Accessibility Resources, Student Health Center, Title IX, UWF Foundation Inc., UWF Police Department, and UWF SBDC.
- As required by granting agencies for grants or contracts.
- As required by federal or state law.

Positions with the following types of responsibilities are also considered Positions of Special Trust at UWF:

- Works with minors, or other vulnerable populations, such as the elderly or those with disabilities.
- Access to, or control over, cash, checks, credit/debit cards, and financial account information, including accounts receivable.

- Assigned a Pcard.
- Updates, prepares, generates, or enters a transaction that will result in one of the following: refund, wire transfer, money transfers, fiscal and Pcard transactions or vendor changes.
- Control over fiscal operational processes either through functional roles or system security access (e.g., ability to process a payment, print or distribute checks, or process payroll corrections).
- Significant inventory control responsibilities, including the receipt and release of inventory.
- Persons authorized for a grand master or building master key and/or equivalent UWF building access.
- Access to sensitive, confidential, and personally identifiable information on students, faculty, staff, customers, research subjects or alumni (e.g., social security numbers, dates of birth, financial numbers, etc.). This includes anyone conducting surveys where personal data is collected.
- Work with hazardous or regulated materials. This includes medical and biohazardous waste/substances such as bodily fluids. Exception: Undergraduate laboratory assistants supervised by Level 2-approved graduate student or faculty instructors do NOT have to undergo Level 2 screenings.

Information about Positions of Special Trust and Level 2 background screenings is available on the [backgrounds webpage](#). Further communication will be provided regarding Level 2 background screening appointments for Positions of Special Trust.

Contact [Grace Giddens](#) by email, or at 850.474.3481, with questions.

Guest Speakers Help Employees Manage Money Matters

During October, experts in various financial fields will provide an abundance of valuable information and answer questions, from the most basic to advanced. These sessions are free for faculty, staff, and their spouses. Visit the [Professional Development Learning Library](#) for more information and to sign up.

- Friday, October 6 – Provider Representative Panel - [Investing 101: Tax-Deferred Annuities and the Optional Retirement Plan](#)
- Friday, October 27 – [Financing and Planning Your Benefits Transition to Retirement](#)

All sessions will be held from 1:30 pm to 3:30 pm in the HR Training Room in Building 20 West - Room 156A.

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

PageUp Performance Update

2023-2024 Annual Performance reviews opened for University Work Force Employees on July 1, 2023.

Reviews were created for employees who completed their Position Orientation Year by June 30, 2023.

Upcoming deadline:

2023-2024 Employee Acknowledges Objectives

Due September 30, 2023*

***Please note that this timeline does not apply to employees in their Position Orientation Year, to fall/winter Coaches, to Faculty, to OPS Staff, or Employees reporting to the President, Vice Presidents, or General Counsel.**

Position Orientation and Abbreviated Annual Review Update

University Work Force staff who have POE Reviews which end between 7/1/23 and 12/31/23 will automatically see an Abbreviated 23 – 24 Annual Review created near the POE end date.

Reach out to [Lynne Randall](#) in Human Resources if you have questions.

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

- 10/5 @ 2pm [Kids and Bullying: Tips For Parents](#)
- 10/10 @ 2pm [Domestic Violence: What It Is and What To Do](#)
- 10/17 @ 2pm [On Time: Secrets of Being Punctual, Prepared and Productive](#)
- 10/26 @ 2pm [Addictive Behaviors: Why Some May Struggle More Than Others](#)

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).

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