

May 2024

In This Issue

Early Payroll Processing:
Memorial Day Holiday

Supervisors, You Are
Invited – June 3rd 10 AM!

Review Your Beneficiaries

Graduating Student
Employees

Student Summer
Appointments

Legislative Change to the
Florida Retirement System

Non-UWF Student
Employees

Level 2 Background
Screenings for Positions of
Special Trust

Congratulations to our
2024 ERAP Winners!

Deadline
Approaching: Employee
Tuition Fee Waivers

Volunteer Agreements

Voluntary Self-
Identification of Disability
Status Survey

Nine Month Faculty Pay
Over 12 Months Option

Employee Self-Service
Banner 9 Upgrade – June
11, 2024

Early Payroll Processing: Memorial Day Holiday

Due to the Memorial Day holiday Monday, May 27, 2024 and the Declared Holiday Friday, May 24, 2024, online timesheets and leave reports for the May 12, 2024 through May 25, 2024, pay period must be submitted electronically no later than 3:00 p.m. Wednesday, May 22, 2024 and approved no later than 10:00 a.m. Thursday, May 23, 2024.

If you have any questions, please contact [Nicole Zamary](#) at 850.474.2608 or [Sheri Jernigan](#) at 850.474.2884.

Supervisors, You Are Invited – June 3rd 10 AM!

Join Rebekah Allred, LinkedIn Learning's Senior Customer Success Manager, June 3rd from 10 to 11 a.m. for a virtual session tailored to leaders keen on harnessing LinkedIn Learning to empower their teams.

During the training, you'll discover the ins and outs of leveraging the array of LinkedIn's resources to foster professional growth and team development.

Gain valuable insights on navigating the platform effectively, curating relevant courses, and integrating the courses seamlessly into your leadership toolkit – especially helpful as we prepare for our upcoming performance review season.

Unlock the power of continuous learning to drive productivity, innovation, and employee engagement. Equip yourself with the knowledge and tools needed to propel your team towards success in today's dynamic workplace!

[Register in PageUp today!](#)

Review Your Beneficiaries

Employees are encouraged to review their beneficiary designations annually for all retirement, investment and life insurance coverage.

The following contact information may be helpful to you in this endeavor:

Retirement Plans

Florida Retirement System Pension, 844.377.1888 or <https://frs.fl.gov>

Florida Retirement System Investment Plan, 866.446.9377 or <https://myfrs.com>

State University System Optional Retirement Plan, ORP Provider Companies:

- Equitable (formerly AXA): Weston Cramer 850.470.2424 / Reed Ganey 904.318.8968
- VOYA: Samantha Wells 850.291.5379 / Karla McFarland 850.203.0901
- TIAA: Howard Reiff 813.632.5109 / Barbara Vaught 813.632.5153
- Corebridge (formerly AIG/VALIC): Jesse Wickham 850.418.3686

Local Contacts 403(b)/457:

- Nationwide: Gene Weaver 850.867.8586
- MetLife: Joseph Peterson 850.478.7955

Life Insurances

- Securian Financial, 888.826.2756 or <https://www.lifebenefits.com/florida>
- Gabor Financial Services, 800.330.6115 or <https://www.gaborfs.com/university-of-west-florida>

If you have any questions, please contact [Adrian Rowley](#) at 850.474.2604., [Elsie Rivera](#) at 850.474.2921, or [Tony Lindberg](#) at 850.474.2610.

Graduating Student Employees

Departments with student employees who will be graduating in the Spring 2024 semester should send in Personnel Action Forms to end their student positions. If you wish to have your graduated student employee(s) continue working in your department they must be converted to OPS Staff employees. This will require a background screening and additional documentation to be completed prior to them working in an OPS Staff capacity.

If you have any questions, please contact [Nicole Zamarly](#) at 850.474.2608 or [Sheri Jernigan](#) at 850.474.2884.

Student Summer Appointments

To be eligible for student employment at UWF, students must be registered for classes at UWF in the semester they are hired. Exceptions to this requirement are:

1. Student employees who were enrolled and worked as a student employee in the spring semester and are returning to classes in the fall, but are not enrolled during the summer may continue in a "student status" during the summer term. Departments do not need to convert them to an OPS staff position.
2. Students who are enrolled at another institution may work at UWF as a Non-UWF Student. Documentation of enrollment/status is required and must be updated each semester.

Please note that if a student graduates in the Spring semester, they may not continue in a student employment capacity, even if going into a new degree program in the Fall 2024 semester. These individuals will need to be converted to OPS Staff in the interim.

If you have any questions, contact [Nicole Zamary](#) at 850.474.2608 or [Sheri Jernigan](#) at 850.474.2884.

Legislative Change to the Florida Retirement System

The 2024 session brings fewer changes to the Florida Retirement System (FRS) than last year's. The primary change amends the reemployment after retirement provisions, by allowing retirees to be reemployed with an FRS employer and receive both compensation and retirement benefits after meeting the termination requirements (6 calendar months after date of termination) in Section 121.021(39), Florida Statutes. This change eliminates the "suspension of benefits" period currently applied during 7 to 12 calendar months after the date of termination. This change will go into effect July 1, 2024.

For more information about legislation impacting the Florida Retirement System (FRS), visit [MyFRS.com](#) and click "Legislation" under the "Recent News Articles."

Financial advising is available to members of the FRS Pension and FRS Investment Plan by calling the MyFRS Financial Guidance Line at 866.446.9377. Service hours are 7 am to 5 pm Central time, Monday through Friday except holidays.

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

Non-UWF Student Employees

Departments with student employees who are enrolled at an institution other than UWF are classified as Non-UWF student employees. Documentation of enrollment/status is required and must be updated each semester. The deadline to turn in proof of enrollment and fee payment is the last day of Drop/Add for the institution in which the student is enrolled. Please make sure all Non-UWF student employees in your department understand these requirements. If you are unsure whether documentation for your student employee is current, please contact [Deborah Baker](#) at 850.474.2605 or [Lori Werdann](#) at 850.474.2205.

Level 2 Background Screenings for Positions of Special Trust

Human Resources is reaching out to affected employees and departments to schedule fingerprinting. Please respond back as soon as possible if you are contacted regarding a required fingerprinting appointment.

Individuals occupying a Position of Special Trust must undergo a successful Level 2 Background Screen (fingerprinting) prior to being hired, every five years, or when there has been a break in service longer than 90 calendar days. This includes OPS employees, student employees, and volunteers. Information about Positions of Special Trust and Level 2 background screenings is available on the [backgrounds webpage](#).

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, Controller's Office, Counseling and Psychological Services, Enrollment Affairs (including Registrar, Admissions, Financial Aid, Argo Central), General Counsel, Graduate School, Human Resources, Institutional Research, Intercollegiate Athletics, Internal Auditing and Compliance, ITS, Institutional Effectiveness, Office of Campus Culture and Access, 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 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.

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

Congratulations to our 2024 ERAP Winners!

We hope you were able to join us on April 4th to celebrate our ERAP winners. If not, please visit our [ERAP Webpage](#) to view a PDF of current year award recipients. You may [view photos](#) from the event.

If you are a milestone service award recipient (5, 10, 15, etc. years), please remember to stop by HR, Bldg. 20E, to pick up your award by Friday, May 31st. Reach out to hr@uwf.edu if you need delivery assistance.



Deadline Approaching: Employee Tuition Fee Waivers

Eligible employees who have not done so may apply for tuition waivers for the Summer 2024 semester at this time. Remember to allow a minimum of five business days for processing of waiver requests. For employees assigning waivers to dependents, allow additional time for the verification of dependent documentation by Human Resources.

If you have questions regarding your account, balances due, or particular course coverage under the tuition waiver, please contact the [UWF Cashier's Office](#) at 850.474.3035.

Volunteer Agreements

If your department will utilize a volunteer, please ensure your department submits a [Volunteer Agreement](#) prior to allowing the volunteer to begin any volunteer duties. Volunteer Agreements must be initiated by a Department Contact or the volunteer's Supervisor. Volunteers must be at least 18 years of age or have parental consent to serve in a volunteer capacity and must review and agree to adhere to the UWF [Drug Free Workplace Policy](#) and the [Detection, Reporting and Investigating Fraud and Misconduct policy](#).

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 specific restrictions regarding volunteer service.

Feel free to call 850.474.2694 with any questions regarding volunteer agreements.

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.

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.

Employee Self-Service Banner 9 Upgrade – June 11, 2024

ITS, in conjunction with Human Resources and the Controller's Office, will deploy the newest version of Banner for Human Resources Self-Service application June 11, 2024.

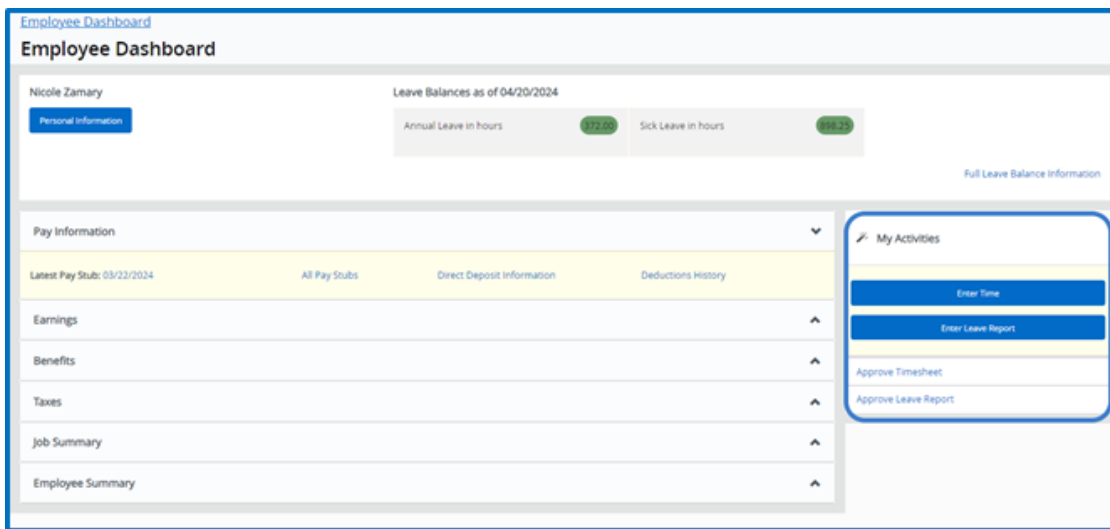
[Self-Service Banner Home](#)

You will continue to log into Self-Service through MyUWF using your UWF credentials. While the upgraded version of Banner features the same or similar functionality as the previous Banner 8 version, you will notice changes to Self-Service Banner Home. Self-Service Banner's interface has been modernized to offer easier navigation and a more intuitive user experience.

[New Features and Functionality](#)

In addition to Banner's improved interface for easier navigation, Self-Service Banner 9 offers users new features to allow for quicker access to information and streamlined processes.

- **Mobile Functionality:** Complete a range of tasks from your tablet or mobile device with Self-Service Banner's new mobile functionality.
- **Enhanced Browser Support:** Access Self-Service Banner from your preferred browser.
- **New Employee Dashboard:** Quickly view your personal, employment and job-related information.
 - Employees will now enter time and/or leave under **My Activities** in their employee dashboard. Detailed instructions on how to enter time and/or leave will be available to the campus in the near future.



The upgrade to Employee Self-Service Banner 9 aligns with UWF's commitment to increasing efficiency and delivering an enhanced experience for students, faculty and staff. Should you experience any issues or require assistance during the transition, please contact [Nicole Zamary](#) at 850.474.2608, [Sheri Jernigan](#) at 850.474.2884, or [Christine Dillard](#) at 850.474.2508.

Supervisor Strength – PageUp Competencies, Ratings, and the STAR Method for Performance Feedback

Our fiscal year 2023-2024 performance season will soon end. With that in mind and ratings forthcoming, it's important that you are prepared to provide substantive comments for ratings above or below "3 Stars."

Before I explain the **STAR Method for Performance Feedback**, I want to ensure you understand our PageUp rating process.

Once an employee self-evaluates, the review will move to the supervisor for rating of performance competencies. Non-supervisors are rated on the first five competencies below, and supervisors are rated on all nine.

- 1. Knowledge, Skills, and Abilities** – Employee has the knowledge, skills, and abilities needed in the present position.
- 2. Quality/Quantity of Work** – Employee has the ability to independently plan, prioritize, and complete work with accuracy, neatness, and at a satisfactory rate.
- 3. Customer Service Skills** – Employee is committed to providing excellent customer service to internal and external customers and willingly cooperates with others to achieve department and University goals. Employee demonstrates a positive attitude toward others, and exhibits flexibility and adaptability in meeting the demands of change in the workplace.
- 4. Attendance** – Employee is punctual, adheres to work schedule, and complies with attendance and leave policies.
- 5. Initiative** – Employee exhibits leadership, is resourceful and willing to do more than the minimum, strives to achieve goals, and seeks additional responsibility.
- 6. Integrity** – Employee projects a positive image as a leader within the University; promotes, enforces, and takes action consistent with the current policies and procedures; takes responsibility for personal actions; keeps commitments; and displays strong moral principles. Employee leads by example, does the right thing when no one is looking, and is able to be trusted consistently.
- 7. Communication** – Employee clearly and effectively conveys information that expresses thoughts, facts, and the University's mission; demonstrates effective use of listening skills;

encourages and supports openness to other peoples' ideas and thoughts; and ensures important matters are shared with all appropriate parties.

- 8. Collaboration** – Employee shares time, energy, knowledge, and skills with others for the betterment of the University; offers assistance and support when needed; creates an atmosphere where employees feel empowered to perform their duties with decision-making authority within their areas of responsibility; works cooperatively and effectively with others to achieve common goals; and resolves interpersonal conflicts constructively.
- 9. Performance Management** – Employee sets measurable objectives (quantitative and/or qualitative) for direct report(s) aligned with the department's and University's strategic plan; provides regular feedback on performance as measured against goals; addresses performance issues promptly; fosters direct report's learning and development opportunities; provides public and private recognition of accomplishments; and completes direct report's performance review as assigned, including written feedback on competency scores above and below a rating of 3 Stars.

When selecting a rating, the supervisor must reflect on the employee's collective fiscal year performance (and not the person), while recognizing and avoiding bias.

Our PageUp rating scale is:

- **1 Star - Below** – Employee is not meeting standards, goals, or objectives for the position.
- **2 Stars - Needs Improvement** – Employee is not satisfactorily completing the assigned duties for the position.
- **3 Stars - Satisfactory Performance** – Employee meets all position requirements.
- **4 Stars - Above Performance** – Employee consistently exceeds expectations and demonstrates ability to surpass position requirements.
- **5 Stars - Superior Performance** – Employee significantly exceeds position requirements.

When selecting a rating other than 3 Stars, the supervisor is required to substantiate the rating. One way to accomplish this is by using the **STAR Method for Performance Feedback**.

S – Identify and describe a specific **Situation**

T – Explain an employee **Task** or Goal and why it was important or valuable

A – Identify what **Action** the employee took that made a difference (4 or 5 Stars) or the actions which were not taken (1 or 2 Stars)

R – Highlight what **Results** or outcomes were and the positive benefits or impacts (4 or 5 Stars) or the negative impact or outcome (1 or 2 Stars)

Tailor the STAR method to your employee. Recognize your employee's personality style. If they are analytical or logical, focus on facts, data, and evidence. If they are creative and visionary, focus on the overall big picture and purpose. If they are more practical, provide an example which describes process, structure, and efficiency. And, if they are relational, provide examples which include information about people, emotions, and collaboration.

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](#).

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

- 5/2 @ 2pm [Change: How We Adapt, Cope and Respond](#)
- 5/9 @ 2pm [Good Humor = Good Health and More](#)
- 5/16 @ 2pm [Challenges of Working Parents](#)
- 5/23 @ 2pm [Tips for Summer Safety](#)

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



University of West Florida | 11000 University Parkway, Pensacola, FL 32514

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