

May 2025

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## Early Payroll Processing: Memorial Day Holiday

Due to the Memorial Day holiday on Monday, May 26, 2025 and the designated holiday on Friday, May 23, 2025, online timesheets and leave reports for the May 11, 2025 through May 24, 2025 pay period must be submitted electronically no later than 3:00 p.m. Wednesday, May 21, 2025 and approved no later than 10:00 a.m. Thursday, May 22, 2025.

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

## Congratulations to our 2025 ERAP Winners!

We hope you were able to join us on April 3rd 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 30th. Reach out to [HR](#) by email if you would like the award sent by Campus Mail. HR is not responsible for damages to awards sent through Campus Mail.

If you have any questions or would like additional information, please contact the Employee Engagement Coordinator, [Jack Kolodziejski](#), at 850.474.2292.



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## Student Minimum Wage Increase

Effective Sunday, July 6, 2025, the minimum wage for the University of West Florida undergraduate student employees will increase to \$15.00 per hour. This will also include Federal Work Study student employees.

The minimum hourly rate for Graduate Assistant positions is under review and will be determined at a later date.

If you have any questions please contact [Jamie Sprague](#).

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## Job Search Documents Retention

For PageUp job searches that close in, are withdrawn/canceled, or result in a hire in 2024 and 2025, Human Resources will ask for and retain the job search records for the required four-year retention period. For all searches that conclude in 2024 and 2025 (faculty, staff, OPS, student), the hiring official or designee must forward all search related documentation to Human Resources. This includes faculty and staff Sunshine Recruitments, closed searches that utilized an advisory committee, and those searches that only utilized the hiring official to make the hiring decision. Job search documents include the following:

- Hiring-related records
- Job advertisements
- Interview documentation (spreadsheets, rubrics, strengths and weaknesses)
- Interview questions
- Reference check notes
- Meeting minutes and agendas for recruitments conducted under the Florida Sunshine Law

Documents should be emailed to [jobs@uwf.edu](mailto:jobs@uwf.edu). Hiring officials are still required to retain search documents for job postings that were withdrawn/canceled or resulted in a hire prior to 2019. Please contact the [Employment Team](#) for assistance by email, or phone 850.474.2694.

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## HR Required Vetting of All Departmental Faculty and Staff Professional Development

This is a friendly reminder that Human Resources has a required professional development vetting process which supports departments making efforts to offer training. The Human Resources professional development vetting process ensures the University is upholding expected standards of University behavior and also assists departments with adjustments to training title or content. This is required not only to mitigate risk, but to ensure that the training is equitably available and valuable to all University stakeholders. If you or a representative from your department would like to develop and deliver a professional development course for your area of expertise, please complete the [Request for Professional Development Form](#), which is on the HR webpage under HR Forms and Resources.

If you have any questions or would like additional information, please contact the Employee Engagement Coordinator, [Jack Kolodziejcki](#), at 850.474.2292.

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## Timesheet and Leave Report Access Issues

In June 2024, Human Resources upgraded to the new Employee Self-Service Timesheet and Leave Report module, accessed via the Employee Dashboard. Shortly thereafter, we discovered that

some users were experiencing issues accessing their timesheet/leave report if they were also acting as a proxy for another approver.

If a user acts as a proxy within the same session in which they open their own timesheet/leave report, their timesheet/leave report may become locked. In order to avoid this issue, users should ensure that they only perform one function at a time, without first logging out of their Employee Dashboard.

After a user has finished acting as a proxy, if they need to also complete their timesheet/leave report they should either:

1. Return to the "Proxy or Super User" page (accessed via the link in the upper right-hand corner) and in the "Act as a Proxy" dropdown field, select themselves and then click on the "Navigate to Time & Leave Approvals application" button in the bottom right-hand corner; or,
2. Log out of the Employee Dashboard by clicking on the person icon next to their name in the upper right-hand corner and then return in a new session to complete their remaining tasks.

HR is currently working with Ellucian to resolve this issue and will provide updates as they are made available. If you experience any issues with accessing your timesheet or leave report, please reach out to [Nicole Zamarly](#) at 850.474.2608 or [Sheri Jernigan](#) at 850.474.2884 for assistance.

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## 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, 2025. The enrollment dates for this year will be March 1, 2025 to June 30, 2025. Those who are enrolled and wish to discontinue must complete the termination form between March 1, 2025 and June 30, 2025. Enrollment and Termination forms must be sent to Human Resources, Bldg. 20 East and received by the close of business June 30, 2025.

If you have any questions contact [Tony Lindberg](#) at 850.474.2610 or [Billy Pollard](#) at 850.474.3025.

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## 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 Screening (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 are 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.

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## Deadline Approaching: Employee Tuition Fee Waivers

Eligible employees who have not done so may apply for tuition waivers for the Summer 2025 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.

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## Human Resources Website Redesign – Coming Soon!

Human Resources has been working behind the scenes to redesign our existing website with the goal to streamline the information and make it easier for new hires and employees to find the information they need.

For many years, the Human Resources website has been structured with content separated based upon the user's role at the university. This information was divided into areas pertaining to Job Seekers, New Hires, Employees, and Supervisors.

We are pleased to announce that the redesign will convey all information in a more cohesive

and easier to understand manner. Therefore, when the new site is revealed, users will find the information categorized by content area and will no longer need to navigate to various sections based upon role.

In order to assist the campus community with familiarizing themselves with the new layout, we are providing a [document](#), which gives an overview of the new site structure. This information should assist users with finding the content they are seeking while becoming accustomed to the new design.

We are working to put the final touches on the redesigned site and plan to begin the transition on Friday, May 9, 2025. The new site will be fully functional and live on Monday, May 12, 2025.

Once we are live with the newly designed site, we encourage users to provide feedback or ask any questions they might have. We ask for your patience as we transition to this new layout and make additional corrections to broken links or other issues that may arise. As always, please feel free to reach out if you need assistance by emailing [Nicole Zamary](#) or calling 850.474.2608.

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## Monthly Benefit Highlight - Leave - Benefits That Work For You!

The University of West Florida (UWF) values our employees and believes in creating a healthy work-life balance. That is why full-time employees in University Work Force and 12-month Faculty positions start accruing annual leave right from day one—at an impressive rate of 7 hours per pay period!

Your accrued annual leave is yours to use as you wish (with supervisor's approval, of course). Plus, it is payable upon separation or retirement from UWF at your current hourly wage at the time of separation—up to a maximum payout of 352 hours.

But that is not all! Full-time University Work Force and Faculty also accrue sick leave, starting at 4 hours per pay period. As you build years of service at UWF, the accrual rate increases—and there is no maximum sick leave balance. After 10 years of service, up to 480 hours of your sick leave can be converted into pay, at your current hourly rate, at 1/4 of your total balance (maximum 1,920 hours) upon separation or retirement from UWF.

UWF in-unit Faculty and in-unit Law Enforcement Officers/Corporals should refer to their [Collective Bargaining Agreements](#) in place for proper guidance.

For more details on leave policies and how accruals work, please reach out to [Human Resources](#) by email, or at 850.474.2694.

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## PageUp Implementation

As we navigate through our PageUp implementation to improve our customer experience, the Employment Team is actively updating PageUp user permissions. If you notice that your PageUp permissions have changed and you are unable to access needed job descriptions and/or job postings, please contact the [Employment Team](#) for assistance by email or phone: 850.474.2694.

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## 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 / Dexter Leger 850.477.0063

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.

## Healthier U and EAP Wellness Wednesday Partnership Continues!

We are excited to announce the continuation of the Healthier U and EAP Wellness Wednesday partnership for fall and spring semesters 2024-2025. Working with our EAP, we identified workplace wellness hot topics for our faculty and staff. Pack a lunch or schedule a team lunch-and-learn. This year our lineup includes:

**Time for You – Don't Be Part of the No Vacation Nation – May 7**

For a detailed description or to register, visit the [PageUp Learning Library](#) or Calendar today!

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

- 5/8 @ 2pm [Learning for Life](#)
- 5/15 @ 2pm [Making Your Doctor's Visit Count](#)
- 5/20 @ 2pm [Electronic Communication: Getting the Message Right in a Digital World](#)
- 5/29 @ 2pm [The Company You Keep: The Impact of Your Inner Circle](#)

Our Aetna Resources for Living EAP is available for you and your family. Explore the [website](#) for related resources. You will be glad you did! ('Company log in/Register' then Username= UWF, Password = UWF).

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