

April 2024

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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!](#)

Have questions, contact [Lynne Randall](#), Employee Relations Manager.

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.

ERAP 2024 April 4th

Join your colleagues this Thursday from 9 to 10:30 a.m. at the UWF Conference Center to celebrate our Marion Viccars, Nautilus, Community Service, Gabor, and Employee of the Year award winners, and to recognize employees who have reached their milestone service awards, 5, 10, 15, 20 years and up.

University Work Force Staff who reach service award milestones this year may pick up their service awards from Human Resources beginning April 4th at noon (ID required). Faculty will be recognized at the Fall Faculty Forum and may pick up their service awards in Human Resources after the Forum.

Please reach out to [Lynne Randall](#), Employee Relations Manager, with questions.



Employee Tuition Waiver

The 2024 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.

UWF - An Alcohol and Drug Free Workplace!

UWF maintains a drug and alcohol-free workplace to keep faculty, staff, students, and visitors safe, and to create a healthy campus environment.

Please review UWF's Code of Conduct and other important information below.

Code of Conduct (2)(b)2. g. Performance of Duties: Use or Abuse of Alcohol or Reporting to Work under the Influence of Alcohol- reporting to work under influence of alcohol or use of alcohol on the job. Note: An employee reporting to work under the influence of alcohol or who uses alcohol on the job shall be sent home, placed on leave without pay, and appropriately disciplined.

- [UWF's Standards of Conduct](#)
- [UWF's Drug Free Workplace/Drug-Free Schools Policy Statement](#)

If you are struggling with drug or alcohol use or abuse, our EAP, [Resources for Living](#), has resources to help. Username: UWF Password: UWF

If you participate with a UWF medical plan, your plan may offer additional resources. Contact your insurance membership benefits department for information and resources.

Report Access Barriers

The University of West Florida is committed to maintaining an inclusive and accessible environment across all of its programs. Ensuring that all qualified university members have access to university programs and activities is critical to our educational mission. It is also among our highest of priorities.

If you have concerns about any access barriers, we would like to hear from you. We encourage you to submit information to our office to allow for proper assessment and identification of reasonable solutions. Please complete and submit the [ADA Programs Accessibility/Barrier Identification Form](#).

Human Resources works collaboratively with other university entities to resolve accessibility concerns on campus. For additional information, contact Human Resources at (850) 474-2694 or by email at ada@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. 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 – Coming Soon

On Tuesday, 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.

[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 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. Interactive training sessions will also be available

for all employees to attend and will be listed in the Professional Development Learning Library once they have been scheduled.

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.

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 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.

Did You Miss Opioids, Overdose, and Other Drugs – Get the Facts!?

If you were unable to attend this informative presentation on March 12 or you were part of the virtual audience when we experienced technical challenges, you're in luck. Denise is re-hosting this 1-hr. training virtually on Tuesday April 9 from 11:30 – 12:30 p.m. [Sign up in PageUp today.](#)

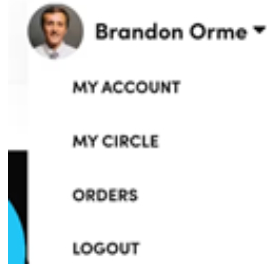
Have You Checked Out the New Awardco Recognition Features?

My Circle – Launched 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:

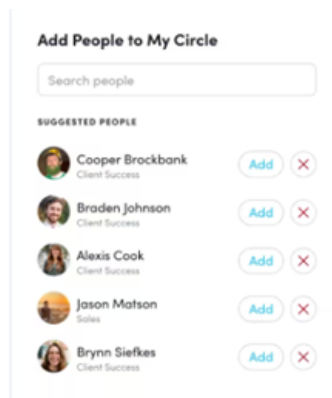
- Click on the dropdown triangle next to your name in the upper right.



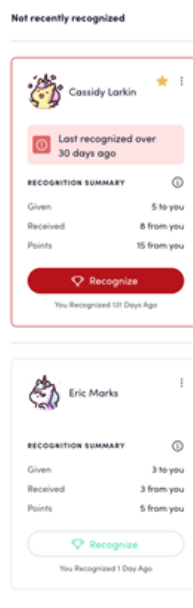
- Select **“My Circle.”**
- Click on the **“Suggestions from My Circle”** or click **“Go to My Circle.”**



- 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.



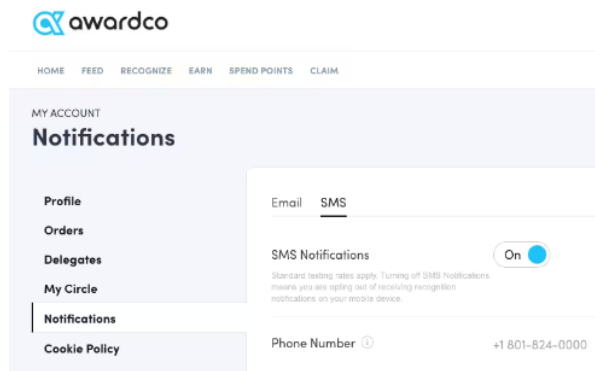
- **My Circle** will provide details about prior Circle recognitions including who has not been recognized in a while.



SMS Notifications – Launched 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.



The Impact of Gratitude – An Additional Healthier U Wellness Wednesday Offering

What are you thankful for? According to current research, gratitude is strongly associated with happiness. You feel good about something and in turn your appreciation makes someone else feel good as well. In this Healthier U class, you'll learn the definition, impacts, and importance of gratitude; how gratitude affects the body and mind; how to express gratitude in your life and into the lives of others; and how to incorporate gratitude exercises into your life. Join this synchronous, online training on Wednesday, May 15 from 12-1 p.m. [Registration information available in the PageUp Learning Library.](#)

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.

- 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)
- 5/15 - Impact of Gratitude

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

- 4/4 @ 2pm [Just the Way You Are: Building a Healthy Body Image](#)
- 4/9 @ 2pm [Avoid These 10 Money Mistakes](#)
- 4/16 @ 2pm [Understanding Anxiety](#)
- 4/25 @ 2pm [Understanding Narcissistic Personality Disorder](#)

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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