



## February 2024

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## Professional Development Survey

Please be sure to complete the Qualtrics Professional Development Survey by **Friday, February 23**. The survey will take approximately 15 minutes to complete depending on answer selections or any additional comments you wish to add. Responses will be reported in an aggregated (or an anonymized) form to maintain the confidentiality of responses. **Your input is very important. Make sure your voice is heard!**

## 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

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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.

Contact [April Harvey](#) or [Jamie Sprague](#) with questions.

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## Coming Soon: 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.

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## Updating Applicant Statuses in Pageup

A positive applicant experience is vital for a successful recruitment program. Maintaining timely and accurate applicant status updates is a crucial step in providing this experience. Instructions on how to update applicant statuses are located on the right-hand side of your PageUp Recruitment Dashboard.

The Hiring Official or designee is responsible for maintaining applicant statuses in PageUp for recruitments in their area. If an applicant does not meet the position required qualifications, it is best to inform the applicant that they were not selected for the position. Doing so allows the applicant to move forward with their career search and provides a positive experience with the University of West Florida employment process. All candidates that are selected for an interview should have their application status updated in the system. Tracking interviewees and applicant statuses throughout the selection process is necessary for the search history and allows all parties involved to know the progression of the recruitment.

We appreciate your assistance with this effort. Please reach out to [Kris Keating](#) with questions.

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## Graduating Student Employees

Departments with student employees who will be graduating in the Fall 2023 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 [Sheri Jernigan](#) at 850.474.2884 or [Nicole Zamarly](#) at 850.474.2608.

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## 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 Zamarly](#) at 850.474.2608 or [Sheri Jernigan](#) at 850.474.2884.

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## Team Challenge – Opioids, Overdose, and Other Drugs – Get the Facts

Do you work with a team who enjoys winning team challenges? If so, partner up and register for the March 12th training.

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.

One lucky team will receive an **April Tea & Cookie Party** compliments of Chick-fil-A Bayou Blvd.

[Register in PageUp](#) for the March training.

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## Adoption Benefits for Employees of UWF and Other Qualified Applicants

The Department of Children and Families administers a benefit for which UWF employees and others qualify. The [State Employee and Other Eligible Applicants program](#) allows qualifying individuals to receive a one-time lump sum benefit of up to \$10,000 for a special needs child and \$5,000 for a non-special needs child when adopting through Florida's child welfare system. Effective July 1, 2020, the law was expanded to include OPS workers who are employed with a state agency for at least one year, active military service members and veterans that live in Florida. The employee must meet all eligibility criteria to receive the one-time benefit.

The annual application period for this benefit began the first business day of January and concludes on the last business day of March.

[Adoption Benefit Flyer](#)

[Adoption Benefit Questions and Answers](#)

Please contact [Tony Lindberg](#) in Human Resources at 850.474.2610, the Adoption Information Center at 1-800-96-ADOPT, or [StateEmployee.Adoption@myflfamilies.com](mailto:StateEmployee.Adoption@myflfamilies.com) for additional information regarding the State Employee Adoption Benefit Program.

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## State Insurance Double Deductions

Double deductions for nine month faculty pre-tax insurance premiums will begin with the February 9, 2024 paycheck. The premiums will be applied to June-September coverage dates. See the HR [website](#) for further explanation.

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

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## Guest Speakers Help Employees Manage Money Matters

During February and March, 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 spouses. Visit the [PageUp Learning Library](#) for more information and to sign up.

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

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# Staff Applicant Eligibility Certification Form Completion and Submission Process

The [Staff Applicant Eligibility Certification Form](#), which is also known as a staff certification form, must be completed for all University Work Force recruitments. The hiring department must list the minimum qualifications for the classification, not the position qualifications, and these can be found on the posting or in the [University Classification Specifications](#) document. The hiring manager must verify the candidate meets the minimum qualifications for the position, which may include the full-time equivalent of relevant work experience, and use the staff certification form to list the verified information. Only the details that were verified to meet the minimum qualifications are required to be listed. Please note that the finalist of the recruitment is required to request official transcripts for the certification process and personnel file if a degree is required for the position. They are asked to send official, sealed transcripts to Human Resources via mail or have eTranscripts sent to [jobs@uwf.edu](mailto:jobs@uwf.edu).

All positions requiring a staff certification must complete the Staff Applicant Eligibility Certification Form prior to routing the contingent offer via PageUp. The completed, signed form must be attached as a PDF file and submitted with the contingent offer for review in PageUp. If you choose to submit references in lieu of the completed form, the references from supervisors documenting the minimum required full-time experience must be attached and submitted with the contingent offer letter in PageUp. These items will be reviewed prior to Human Resources sending the contingent offer letter to the recruitment finalist.

Thank you for your assistance in this effort to complete the staff certification process as quickly as possible. Please contact Kris Keating at [jobs@uwf.edu](mailto:jobs@uwf.edu) with any questions about this process.

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## Are You Ready for ERAP 2024?

Do you know a colleague who exhibits excellence, outstanding performance, and a commitment to service and professionalism? If so, why not consider nominating them for one of our 25 ERAP awards ahead of the February 16th deadline? The nomination form is uncomplicated, and finding two additional colleagues to write letters of recommendation is within your reach. Please visit the [ERAP webpage](#) for details including award descriptions, eligibility reports, and more.

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

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## Supervisor Strength

**Do You Support Professional Development?**

**No Interest, No Time, No Funding!**

Research has shown that the half-life of professional skills is less than five years. This means that a skill learned today is likely to be half as valuable in five years as it is now. Another way to think of this is five years from now, our faculty and staff's current skills will be worth about half as much as they are today! And if we consider IT, we're looking at a [2.5 years half-life](#).

So, what do we do? How do we keep up with the need for continual skill development? How do we remain a top employer of choice for faculty and staff, and equip both with up-to-date skills needed to perform with excellence?

**Let's start by defining Professional Development.**

Professional Development is partaking in any activity not currently in your day-to-day tasks, which helps you perform better in your role. It could be taking a LinkedIn course on active listening, leading and managing others effectively, or decision making. For your direct reports it could be shadowing an experienced co-worker; reading a book or professional newsletter; attending an industry conference; or even asking for feedback from a co-worker or supervisor.

Whatever you choose, a commitment to development is proven to attract better talent, keep your team's skills up to date, boost their self-confidence, and even grow engagement. In addition, [leaders who encourage professional development are encouraging higher productivity and job satisfaction](#).

**No Interest?** Start the discussion. Determine if you and your team have the knowledge to complete the functions of your jobs with excellence, staying up to date with industry best-practices. Meet individually. Find out needs and desires, then research resources.

UWF is a learning institution. We advocate and support state-of-the art student learning, so let's make sure we do the same for our faculty and staff!

Start the discussion, assess the needs, determine the ROI (Return on Investment), set the goals, set accountability methods, and set metrics to evaluate post-learning wins.

**No Funding?** Start by looking at available resources. UWF's investment in LinkedIn Learning offers a place to start. It's free for our employees and offers 6000+ courses over a variety of topics. From behavior improvement to Excel pivot tables, you'll find an array of vetted courses to support needs. Network with other UWF colleagues. Communicate your needs. Ask other leaders how they support professional development. Partner on plans for cost savings. And if your budget yells *no \$s for development*, meet with your supervisor. Understand your budget, consider reapportionment, explain the need for development and how it supports its ROI.

**No Time?** Know that LinkedIn Learning courses are accessible any time and in small steps. Sections of articles and books can be read in short sittings. Set clear expectations for your team to seek learning opportunities frequently. Design the workday or week with development time built in. Set

expectations for developing a [growth mindset](#). Complete a course, read best-practice industry articles, or calendar weekly or monthly team development time and topics.

Whatever it looks like for you and your team, know that your commitment to professional development will reap rewards.

**We have a responsibility to steward those we lead. Encouraging them to become the best version of themselves will leave a legacy that outlives their (and your) service to our University.**

*A mind that is stretched by new experiences can never go back to its old dimensions. – Oliver Wendell Holmes, JR*

If you would like to be part of my Supervisor Strength group and receive additional resources to grow your skills, please reach out to [Lynne Randall](#) with your request.

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## 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.

2/14 - Working Parents – Achieving Balance

2/28 - Caring for Aging Loved Ones

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)

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

- 2/8 @ 2pm [Being Your Best Self: Self Esteem for Adults](#)
- 2/15 @ 2pm [Caregiving: The Personal Price, Challenges and Rewards](#)
- 2/22 @ 2pm [Giving the Gift of Forgiveness](#)
- 2/27 @ 2pm [Love, Loss and What You Can Learn](#)



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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