

Spring 2023

Department Representative Meeting

March 28, 2023

Welcome!

Shelley Lopez

Program Director

HR Communications/Special Projects

Thank You to Our Partners

College of Medicine

FSU Office of Business Services

FSU Alumni Association

Hiring Process Improvements

Renisha Gibbs

Associate Vice President for Human Resources

Finance and Administration Chief of Staff

Coming Soon: Hiring Process Improvements

1. Candidates Named in a Grant

- A salary analysis will not be required where salary is specified in the grant.
- If a pay increase is written into the grant for a named employee or position, HR review will not be required.

Coming Soon: Hiring Process Improvements

2. Salary Analysis Process

- Reduce the threshold at which a salary analysis is required.
- Increase departmental flexibility in determining a hiring salary for internal and external hires.

Salary Analysis Requirement (Future State)			
NO		YES	
Q - 1	Q - 2	Q - 3	Q - 4

Coming Soon: Hiring Process Improvements

3. Pay Equity Increases

- Further increase a department's flexibility to approve Pay Equity or Market Adjustments up to a certain level without HR review.
- Provide greater flexibility for increases when moving to a job code in a higher pay band.

Coming Soon: Hiring Process Improvements

4. Recruitment Incentives

- All staff positions will be eligible for recruiting incentives to provide departments with more negotiating power.
- Departments will be able to offer a sign-on bonus up to 10% of the base salary with DDDH approval.
- Internal applicants will also be eligible for recruiting incentives.

Coming Soon: Hiring Process Improvements

5. Job Posting & Staff Applicant Screening Process:

- Streamlining and simplifying the posting process to highlight position responsibilities and attract key talent.
- Limiting use of screening questions to screen for Job Class Specifications, licensure, and physical ability.

Exchange Visitor Program – J-1 Visas

Beth Roach, J.D.

J-1 Program Manager

Center for Global Engagement

Key J-1 Visa Resources

- General Information –
 - <https://cge.fsu.edu/scholars-employees/j-1-exchange-visitor-program>
- Visiting Scholars –
 - <https://global.fsu.edu/visiting-scholars>
- Temporary Scholar Employee (Postdocs, etc.) –
 - <https://cge.fsu.edu/scholars-employees/j-1-exchange-visitor-program/temp-scholar-employees>
- NoleStart –
 - <https://istart.fsu.edu/>
- RAMP Export Control –
 - <https://ramp.research.fsu.edu/modules/export-control>

J-1 Visa Categories at FSU

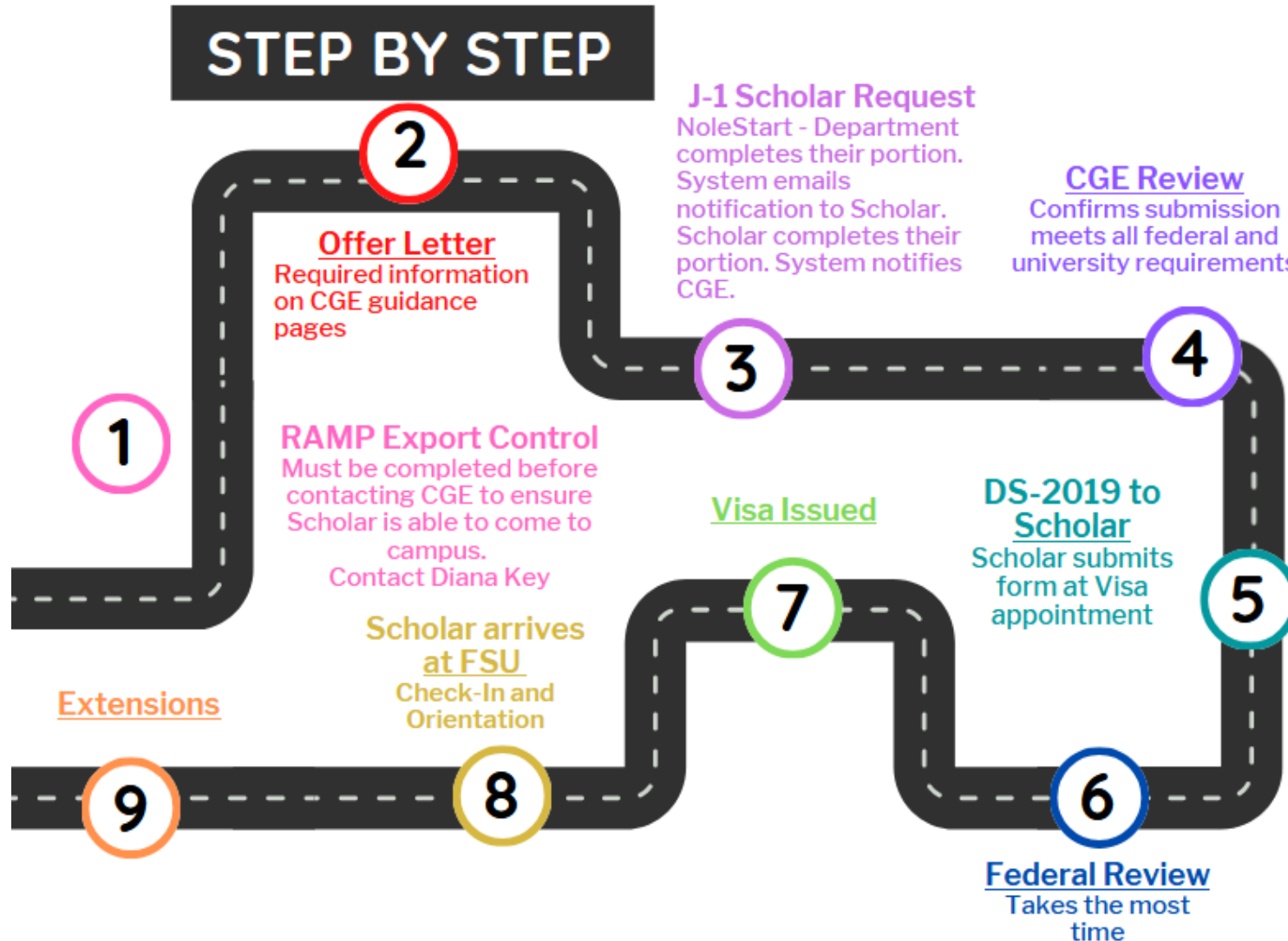
- Professors or Research Scholars
 - Visiting Scholar/Researcher (1-2 years)
 - Very important to review Visiting Scholar Policy and FSU's requirements and limitations, including pay. Updated Minimum Financial Resources requirements.
 - Temporary Scholar Employee (+6 months – 5 years)
 - Full time. Most often a postdoctoral scholar. Paid at rate that meets or exceeds rate for comparable domestic position.
 - Receives benefits such as state health insurance.
- Short-Term Scholars (6 months or less)
- Specialists

All Scholars required to show funding, insurance, English proficiency

FLORIDA STATE UNIVERSITY

The Office of Human Resources

60 days?! How does this work and why does it take so long?



International Student Employment Reminders

- International students in F-1 or J-1 status can only work combined 20 hours or less per week, each and every week (not an average) during Spring and Fall.
- If summer is not the student's first or last semester of enrollment at FSU, they can work more than 20 hours from May 6 to August 24 (during their annual break).
- International students graduating this semester are not authorized for on-campus work beyond May 6, unless they have an approved USCIS-issued employment authorization card with a start date of May 7 or 8.
- Students in J-1 status must have written work authorization from their immigration sponsor at least once a year in order to legally work. The authorization is employer specific and not guaranteed. They will need an offer letter or completed request for authorization. Sponsor must enter those details into the student's government record.

Employment-Based Immigration

Leslie Crosdale

Associate General Counsel

Office of General Counsel

Employment-Based Visa sponsorship: H-1Bs for FALL 2023

- Please reach out to me (Lcrosdale@fsu.edu) or go to the CGE website for new (initial) H-1B paperwork.
- All forms can be submitted electronically through email or dropbox/NiFty EXCEPT:
 - Department Support Letter (on department letterhead) that requires an original (ink) signature
 - Fee checks

Both need to be sent directly to me at: Leslie Crosdale, MC 1400

Green Card Process for Faculty: FALL 2023

- To begin the green card process for Faculty, please send:
 - a copy of the OMNI posting
 - any other job ads used for recruitment
 - official offer letter for the faculty member
 - A list of the courses that they will be teaching, including a brief course synopsis (from the University catalog)

NOTE: Please send this at the same time as you send the H-1B paperwork

Green Card Process for Faculty: FALL 2023

- For Faculty members who do not require an H-1B visa but will be starting to work using another type of work authorization (for example, the OPT employment authorization documents), please remember to go ahead and start the green card process* at the time of hire.

*see documents required on previous slide

Initiating a Case (visa or green card)

H-1B forms: <https://cge.fsu.edu/departments/h-1b>

PR forms: <https://cge.fsu.edu/scholars-employees/permanent-residence>

Questions and forms go to: **Leslie Crosdale, OGC Office, 424 Westcott, MC 1400**

Leslie Crosdale

Associate General Counsel

Email: Lcrosdale@fsu.edu

Phone: 850-644-8728

Door Prize



Benefits Reminders

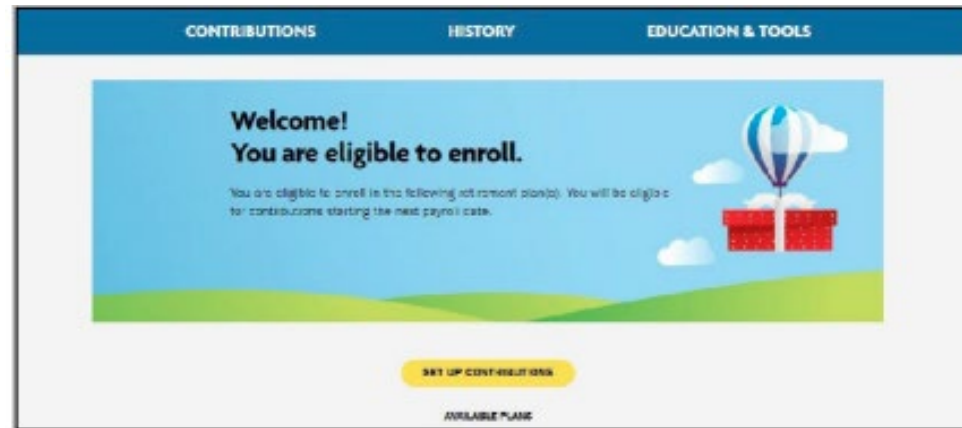
Joel Huffman

Assistant Director

Benefits

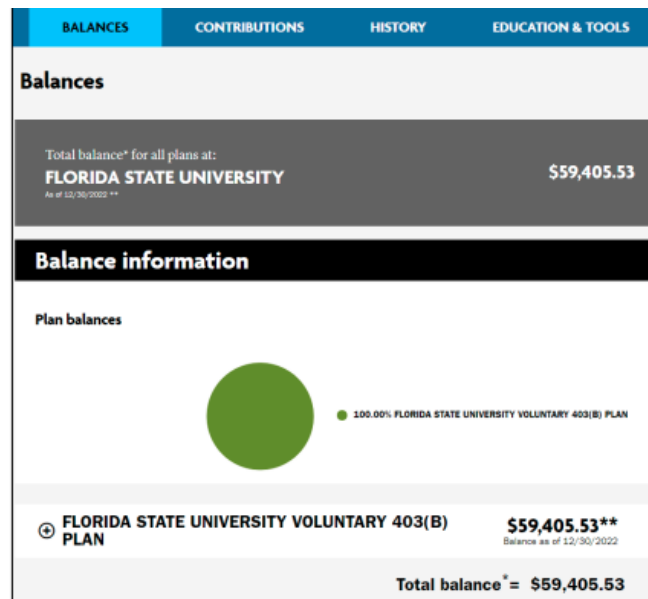
Voluntary 403(b) Savings Plan Reminder

- 403(b) Savings Plan Project Update
 - Users can access R@W using their FSU User ID and Password.
 - R@W can be used to enroll, start, stop or change contributions any time.



Voluntary 403(b) Savings Plan Reminder

- If you are an existing or returning user, you can view your current balance, make changes to your contributions, see your account history and more on your home page!



Voluntary 403(b) Savings Plan Reminder

- To make changes to your contribution amounts, please use the “Contributions” tab at the top of the page.
 - The Benefits office cannot make these changes; employees must make these changes on their account.

Contributions

i If you have not opened an account with an investment provider, please select the following provider's link to enroll: [TIAA](#)

Welcome to the Florida State University Online Salary Deferral and Enrollment site. It's easier than ever for you to start preparing for your retirement. Through your individualized dashboard, you can change contribution amounts, change investment providers, or set up an automatic increase.

i View your payroll calendar: [Payroll Schedules \(PDF\)](#)

[Enter any contributions](#) you made this year through a different employer to ensure you don't exceed the maximum amount allowed per year.

Summary [Stop voluntary contributions](#) **MANAGE CONTRIBUTIONS**

Faculty Hire Reminders

- Faculty Hire Reminders
 - If you are hiring any faculty members and they have questions about their benefit start dates, please have them contact the [Benefits team](#).

Benefits Office

www.hr.fsu.edu/Benefits

insurance@fsu.edu

retirement@fsu.edu

(850) 644-4015.

Fringe Benefits

- Fringe Benefits & Queries
 - Please use the following queries to assist you with budgeting and forecasting your fringe benefit expenses:
 - FSU_BA_FRINGE_CALC_BY_DEPTID
 - FSU_BA_FRINGE_CALC_BY_EMPLID
 - Information about budgeting or fringe benefits, can be obtained on the [Budget Office](#) website.

Long Term Disability Open Enrollment Reminder

- Gabor LTD Reminder
 - Long Term Disability Insurance open enrollment period is open until April 14, 2023.
 - This is the first time this has been open in four years and is independent of the State of Florida's open enrollment period.
 - Guaranteed Issue to eligible employees, with no health questions or medical exams required.

Long Term Disability Open Enrollment Reminder

- There are two options available under this plan
 - The 30-day Plan
 - Begins paying benefits after 30 days. The first 60 days of benefits are paid weekly. The following 60 days of benefits, beginning on day 90, will be paid on a monthly basis.
 - The 90-day Plan
 - The 90-day plan begins paying benefits on a monthly basis after 90-days.

Long Term Disability Open Enrollment Reminder

- To enroll in this plan or receive additional information, including a premium calculator, please either visit:
 - The [Gabor Financial Solutions](#) website or
 - Call 1-800-330-6115



Employee Data Management Updates

Joel Hunt

Senior HR Specialist

Employee Data Management

Graduate Assistant Summer LOA

A graduate assistant record can be put on a summer LOA if the employee:

- Will not be taking a full-time course load over the summer
- Will be working in an OPS job code on another record, and
- Will be returning to the primary GA appointment for the fall semester

Graduate Assistant Summer LOA

What's New This Year?

- The deadline for departments to submit all summer T-code OPS appointments with a GA LOA pPAF uploaded to onboarding is **Friday, June 30, 2023.**
- EDM will manually terminate the T-code OPS appointment from the funding dates provided on the GA summer LOA pPAF.
- Graduate Assistants utilizing a summer LOA should be reappointed via the Fall Mass Appointments process.

Process Overview for Summer 2023

**Deadline 5:00 pm
Friday, June 30, 2023**

**Post-Deadline?
Not Eligible for Summer LOA
Proceed with Plan B**

**Fall GA Mass Appointments
Monday, July 17, 2023**



- Department:**
- Initiate T-code OPS appointment via [OPS Express Pool](#)
 - Upload GA summer LOA pPAF to Supplemental Documents
 - Save/Submit to EDM by deadline
 - Utilize GA Mass Appointments process* for fall semester



- EDM:**
- Place active GA appointment(s) on summer LOA
 - Process T-code OPS onboarding appointment



- EDM:**
- Terminate T-code OPS appointment
 - Return active GA appointment(s) from summer LOA



**Fall GA Mass Appointments process open for entry*

Manager approval for all Graduate changes

Department Representative review & update any changes, per Manager

Manager approval for all FINAL Graduate changes

Available in OMNI HR for review



June 12th – June 20th

June 21st – June 27th

June 28th – July 5th

July 6th – July 13th

July 17th



- Department:**
- Terminate GA appointment
 - Initiate T-code OPS appointment via [OPS Express Pool](#)
 - Save/Submit to EDM



- EDM:**
- Verify GA termination
 - Process T-code OPS appointment



- Department:**
- Terminate T-code OPS appointment
 - Initiate GA appointment via [GA Express Pool](#)



- EDM:**
- Process GA onboarding appointment

Dual Compensation Form

Dual Compensation (Dual Comp) forms are required if:

- The combination of appointments is in excess of (1) full-time equivalent (FTE),
- The combination of an active salaried appointment(s) and an active OPS appointment(s), OR
- There is employment in multiple departments

Note: Dual Compensation forms for faculty appointments must be submitted for each reappointment.

Dual Compensation Form

- Check 'Manage Jobs' to verify employment status
 - If an active record exists, reach out to the department to verify the employee is still working. If so, select Yes.
 - If no other employment is confirmed, select No and make a note in the comments "Manage Jobs Verified. No other employment."
- Using the electronic Dual Comp form
 - No edits can be made to the onboarding submission
 - Scenarios: multiple appointments, future dated appointments, actions submitted outside of Onboarding

Background Check Questionnaire (BGQC)

Changes in Job Code or Department for non-GA records will trigger the need for a new BGQC

- ePAF will be placed on hold until approval is received
- Submit the BGQC in the forms portal

Door Prize



Attendance & Leave Updates

Christine Conley

Director

Attendance & Leave

University Holiday

- **Juneteenth** will be added as an official University observed paid holiday beginning in 2023.
- Like other University holidays, if June 19 lands on Saturday, the preceding Friday shall be observed; if it falls on a Sunday, the following Monday will be observed.
- In 2023, Juneteenth lands on a Monday, and non-essential University operations will be closed.

Coming Soon – AWL module in OMNI

- Consolidated module within HR-OMNI for all hybrid/partial telework, extended telework, and remote positions.
- Dashboard analytics available to departments.
- All employees will be expected to document their telework location and fixed or average days in the module.
- Anticipated release date is Summer 2023.

AWL - Self Service

- Questions
 Visited
- Request Details**
 Visited
- Attachments
 Not Started
- Acknowledgement
 Not Started
- Review and Submit
 Not Started

Details

***Alternate Work Location Type** Hybrid/Partial Telework

Telework Location Home

Address 100 Home Town Lane
Tallahassee, FL 32301
Leon

Percentage 40

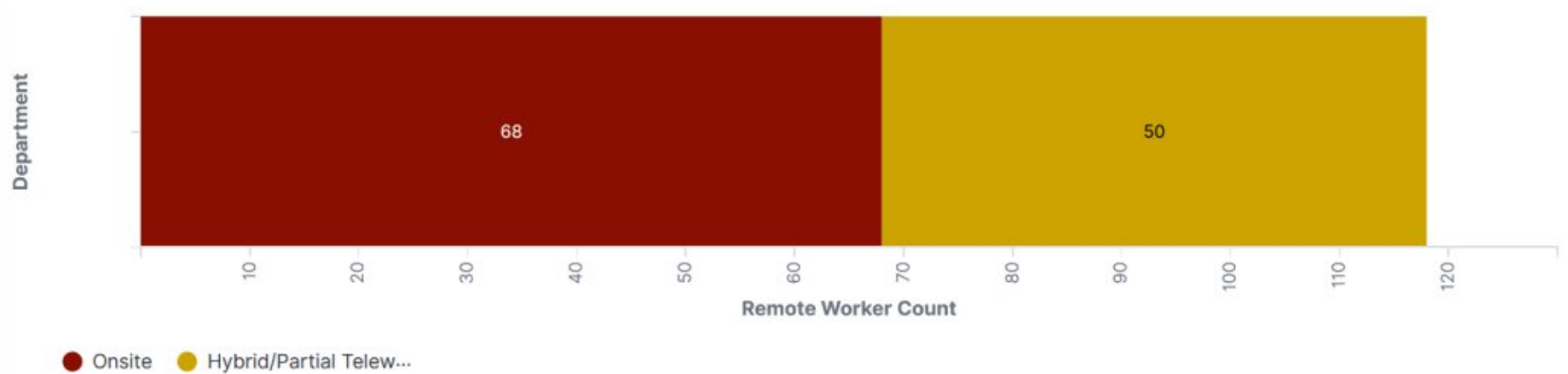
Telework Days Specific Days Per Week

Select Days

Mon Tue Wed **Thur**
Fri Sat Sun

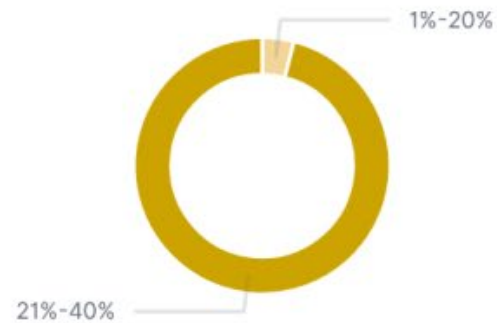
AWL - Analytics

68
Onsite - Employees

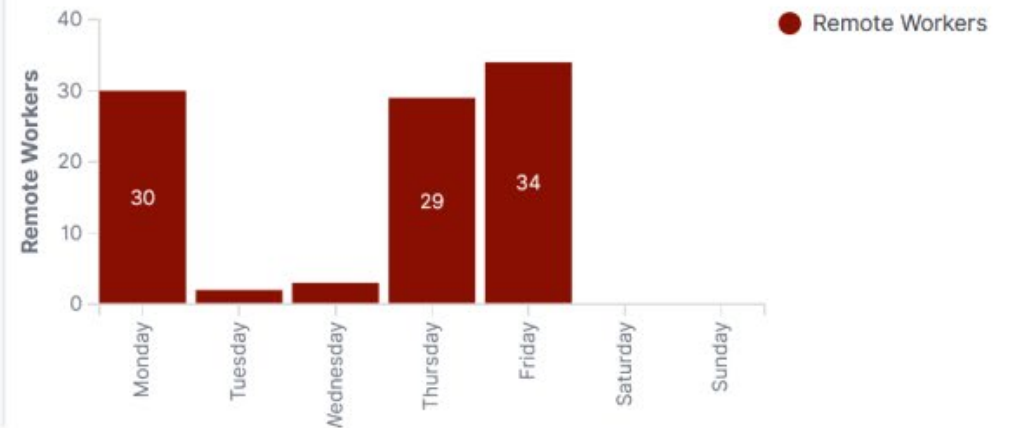


50
Hybrid/Partial Telework - Employees

Remote Work Percent



Hybrid Remote Work Days



Payroll Processing Reminders

- During normal processing schedules time entry and approvals must be completed no later than Friday.
 - Cost Center #1: Release around 1:00 pm on Friday
 - Cost Center #2: Release Monday morning
- **Final Payroll Calculation** begins shortly after 10:30 am on Monday. **Errors discovered on the Final Cost Center or Cost Center #2 after 10:30 am will not be processed until the following pay period.**

Other Personnel Services (OPS) Termination Guidelines

Alexander Coyle

Assistant Director

Employee & Labor Relations

Basic OPS Reminders

- OPS pay plan is at-will, temporary employment. Although FSU can separate OPS employees at any time and without notice or specific reason, the University is required to establish a legally justifiable, non-discriminatory cause for the termination.
- Departments must contact Employee & Labor Relations (ELR) prior to initiating or proceeding with an involuntary termination action.

Basic OPS Reminders

- Eligible OPS employees are covered under the Federal Family and Medical Leave Act, Americans with Disabilities Act, and the Workers Compensation Law.
- OPS employees are subject to the non-discrimination and sexual harassment policies and procedures.
- OPS employees may be eligible for Reemployment Assistance benefits after separation.

Voluntary or Involuntary Separations from Employment

Voluntary Resignations:

- When an OPS employee resigns, a resignation letter should be submitted by the employee to the supervisor, if possible. This confirms the reason for separation is voluntary.
- The supervisor should acknowledge the resignation in writing, if possible.

Voluntary or Involuntary Separations from Employment

Involuntary Terminations:

- ELR must be consulted prior to OPS terminations involving misconduct or performance concerns, and the concerns should be documented by the department. ELR will provide a termination letter for the department to issue to the employee.
- OPS terminations related to lack of funding, appointment ending, and project completion are still considered involuntary actions. ELR will provide a termination letter for the department to issue to the employee.
- All questions related to OPS involuntary terminations should be forwarded to ELR.

Documentation Guidelines

- Good documentation can be critical in employment disputes and should be written with the assumption that it may be scrutinized by an outside party. Include any discussion had with the employee about the issues and any corrective action/feedback provided to the employee. Retain all documents relevant to employee terminations.

Documentation Guidelines

- Generally speaking, reasons for termination may include:
 - Frequent absences from work, tardiness, or absences without prior approval
 - Inability to work previously agreed upon schedule
 - Tasks that were not completed or did not meet expectations after instruction or coaching (i.e., lack of attention to detail, poor quality work, etc.)
 - Inability to work well with others
 - Inappropriate conduct

Documentation Guidelines

- Avoid common pitfalls of documentation:
 - Be factual, and avoid opinions, assumptions, or conclusions.
 - If applicable, be accurate with dates, times, witness names and a description of the incident or issue
 - Do not consider or mention protected classes such as race, sex, color, religion, national origin, age, sexual orientation, disability, etc., or the employee's FMLA, worker's compensation, ADA reasonable accommodation, or internal or external complaint status.
- If you have any performance or behavioral concerns, please consult with ELR.

Door Prize



Questions & Answers

Closing Remarks

Shelley Lopez

Program Director

HR Communications/Special Projects

Thank You!