

FLORIDA STATE UNIVERSITY

Office of Human Resources

Human Resources
Department Representative Meeting

October 16, 2013



Welcome / Introduction

Renisha Gibbs

Interim Assistant Vice President,
Chief Human Resources & Diversity Officer

Kyle Clark

Vice President for Finance and Administration



New HR Employees

Bill Strickland, Senior HR Specialist

Vickie Robinson, Senior HR Specialist

Denice Henderson, HR Specialist

Kendrick Scott, HR Specialist

Ellen King, HR Specialist

Rita Albert, HR Representative

Dallas Beckett, HR Representative

Tamieka McFadden, HR Representative

Victoria Powell, HR Representative

Jomar Fraser, HR Representative

Rachel Slingsby, Classification Analyst

Waukesha Peterson, Classification Analyst

Mayank Sharma, Application Developer/Designer

Darren Rajendranath, IT Support Specialist



Specialized Faculty Reclassification Process

Susannah C. Miller

Director, Human Resources

Faculty Relations, Diversity & Inclusion,
& Employee Ombuds Program



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- Information Sessions Posted on Training Website
- Online Training Available via the HR Website
- Project Document Available via the HR Website



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Office of Human Resources

Now – December	Information Sessions, Placement Discussions Take Place
November	Placement Process Published, Forms Distributed
Nov – December	Submit Reclassification Actions to HR
December 20	12-month NTTF Reclassification Actions Take Effect
December 23	9-month NTTF Reclassification Actions Take Effect
Spring 2014	Specialized Faculty Promotion Process



Contacts

Susannah Miller

645-1708 or scmiller@fsu.edu

Bill Strickland

645-2202 or bstrickland2@fsu.edu



Faculty Pay Increases

Administrative Discretionary Increases

Bill Strickland

Sr. Specialist, Human Resources



Administrative Discretionary Increases

- Counter-offers
- Endowed/named-chairs at the time they are awarded
- Extraordinary accomplishments
- Equity adjustments
- Increased duties and responsibilities
- Recognition for distinguished faculty



Administrative Discretionary Increases

- Must be accompanied by specified documentation to justify the increase, pursuant to the collective bargaining agreement



Counter-Offers

- Must be accompanied by a copy of the verified written offer



Endowed/Named Chairs

- Must be accompanied by a copy of the criteria and procedures for the award of the chair



Extraordinary Accomplishments

- Must be accompanied by an explanation of how the accomplishments exceed the minimum criteria for the top merit category of the department/unit, *or*
- When based on an external award or similar, must be accompanied by the specific external award or alternative criteria which is considered “prestigious” or “highly prestigious”

Equity Adjustments

- Must be accompanied by the salaries and history of annual accomplishments of the group(s) relative to which the inequity is to be corrected
- Must be based on criteria and procedures published by the dean of each college/unit and provided to the UFF Chapter at least 45 days before implementation

Increased Duties & Responsibilities

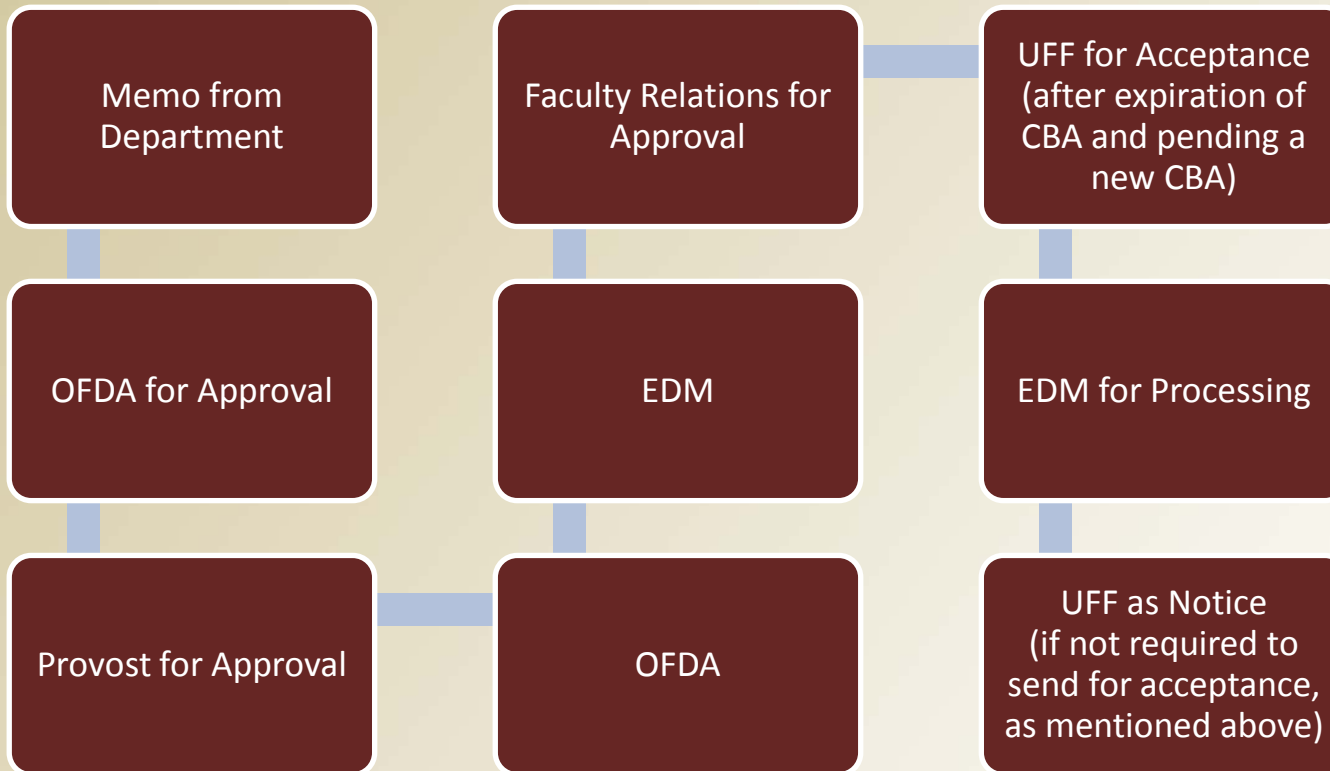
- Must be accompanied by the signed annual Assignments of Responsibility (AOR) for the year preceding the change and the new one reflecting the increased duties and responsibilities



Recognition of Distinguished Faculty

- Must be accompanied by the specific external award ,
or
- Must be accompanied by alternative criteria which justifies the designation of “Distinguished” or “with Distinction”

ADI Processing



Contact

Bill Strickland

645-2202 or bstrickland2@fsu.edu



I-94 Changes/Updates

Kristen Hagen

Associate Director, Academic & Student Services

Center for Global Engagement



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Office of Human Resources



U.S. Customs and Border Protection
Securing America's Borders

Get I-94 Number

I-94 FAQ

Admission (I-94) Number Retrieval

Admission (I-94) Record Number 34534534534

Admit Until Date (MM/DD/YYYY): D/S

Details provided on Admission(I-94) form:

Family Name: Seminole
First (Given) Name: Florida State
Birth Date (MM/DD/YYYY): 01/01/1990
Passport Number: 3453455
Passport Country of Issuance: Happyville
Date of Entry (MM/DD/YYYY): 04/11/2012
Class of Admission: J1

▶ If an employer, local, state or federal agency requests admission information, present your admission information and required documents requested by that employer or agency.

▶ Note: For security reasons, we recommend that you close your browser after you have finished

I-94 is Now Electronic!!

- Paper I-94 cards are only used at land borders (cruises, crossing by foot or car)
- All other I-94 records must be printed from www.cbp.gov/i94
- Visiting scholars do not immediately have an FSUID or access to a printer, so you might need to help them print the I-94 for the SSN application
- Students can use library or computer lab printers



Electronic I-94 and SSA

- The electronic I-94 allows entry information to be viewed more quickly by SSA, in most cases.
- Students and scholars must check-in with the CGE at least 3 days before they go to SSA, because our validation/registration of the record takes some time to upload to SSA.
- SSA still instructs everyone to wait 10 days, but they will not generally turn away a student or scholar who applies a little earlier.
- No applications for new or replacement cards accepted during government shutdown.





Housing Issues

- **Alumni Village will close on August 22, 2014!**
- There is no alternate on-campus housing for visiting scholars.
- Incoming visiting scholars/post-docs and those in AV will need to search for off-campus housing options.
- Graduate students accepted for Fall after May 1 will need to look for off-campus options.
- Short-term off-campus contracts are very limited; we recommend that scholars who will be at FSU for 12 months do NOT spend the first few months in AV and then look off-campus.

Cost of Living for Students & Scholars

- Each year, living expenses are re-evaluated and usually increase; therefore we require that all combined funding sources meet the new estimated cost of attendance prior to issuing an I-20.
- Scholar funding amounts are now based upon 185% of the poverty rate, but paid scholars should always receive the same rate of pay as anyone else in the same position.



Our New Website!

www.cge.fsu.edu

- Department information is under International Students & Scholars – Information for Departments.
- Global Partners Certificate information is under Training and Academic Courses – Global Partner Certificate.
- Be sure to join our Department Listserv for weekly updates. (Link to join is under General Information:
<http://cge.fsu.edu/infofordept/deptmailinglist.cfm>)



Graduate Assistant Appointments, Waivers, and Reporting

Brian Barton

Coordinator, The Graduate School



Employment/Recruitment & Compensation/Classification Reminders

Drew Meehan

Associate Director, Human Resources

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Office of Human Resources

- Updated Position Description/Background Checks
 - Veterans Preference/In-Unit Candidates
 - Regret Letters
 - Online Job Boards
 - Work Product Testing
 - Internet Browsers
 - Online New Employee Wizard Process
 - Creating New Positions
 - Restructures



BREAK



Benefits/Retirement

Linda Lieblong

Associate Director, Human Resources



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Office of Human Resources

- Bencor
- Domestic Partner Benefits
- Affordable Care Act (ACA)
- New Employee Orientation
- Open Enrollment



I-9s

Andrew Kapec

HR Specialist, Employee Data Management



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Office of Human Resources

- Guardian
 - System where I-9s are completed, stored, and maintained
 - Similar to OMNI
- LawLogix
 - Company which operates Guardian
 - Similar to Oracle over OMNI
- E-Verify
 - Federal system which compares information from I-9 Form to SSA and DHS Databases
 - This is done through a case which must be closed
 - Not associated with Guardian
 - Does not verify the I-9 Form was completed correctly



Form I-9

- Federal form required for all paid employees
 - Excludes vendors, courtesy appts, volunteers, etc...
- Verifies employee's identity and work authorization
- Errors can incur heavy fines
- Intentional forgery is a felony
- Can be completed after Job Offer is accepted
- Must be completed by first day of work for pay
- Must be completed in Guardian (unless Remote Hire)
 - No paper I-9s. No printouts.
- Must be completed for appointment to be processed

Section 1

- Completed by employee only
 - Employee must physically type or write their information
- Must be signed by employee only
 - Employee must physically enter the online PIN number and click “Electronically Sign.”

Section 2

- Employee physically presents acceptable original documents to FSU Rep
 - No copies or scans
 - No invalid or expired documents

Non-U.S. Citizens

- Follow I-9 Website when completing I-9s
- Special Rules apply
- Appointment will not be processed with incorrect Form I-9

I-9 Process in Guardian

1. Search “1 Minute I-9” Screen for employee with SSN
2. Create New I-9
3. Employee completes and signs Section 1
4. FSU Rep completes and signs Section 2 using original documents
5. FSU Rep selects “Mark Completed” and “Mark Approved”
 1. Guardian creates E-Verify Case automatically upon approval
6. FSU Rep interacts with and closes E-Verify Case
7. Employee leaves (see exceptions on E-Verify Page on I-9 Website)
8. Done

I-9 Audit should be completed

- Ensures all active employees have I-9s
- Ensures all I-9s are complete and valid

Keep Dashboard clean

- No red dots (expired I-9s)

I-9 Website

- <http://hr.fsu.edu/CONTENT/I9>



HR Reminders/Top 10

Michelle Gardner

HR Specialist, Time and Labor



Time & Labor's Top 10 Reminders





Contacts for Time & Labor

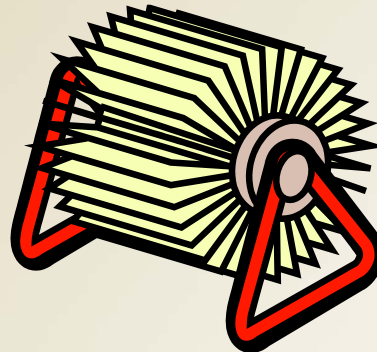
Christine Conley
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850-644-1978

Dallas Beckett
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850-644-9641

Michelle Gardner
Human Resources
Specialist
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Abigail Lejeune
Human Resources
Specialist
850-644-1449

Lisa Rosenthal
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850-644-7936



Employees' CURRENT email address
&
IDENTIFY YOURSELF!! As the Department
Representative



Navigation to a Paycheck

Main Menu >

Payroll for North America >

Payroll Processing USA >

Produce Payroll >

Review Paycheck Summary



Separation Checklist

DON'T Sign off on the Separation Checklist if you are not DONE with ALL the items on the Checklist.

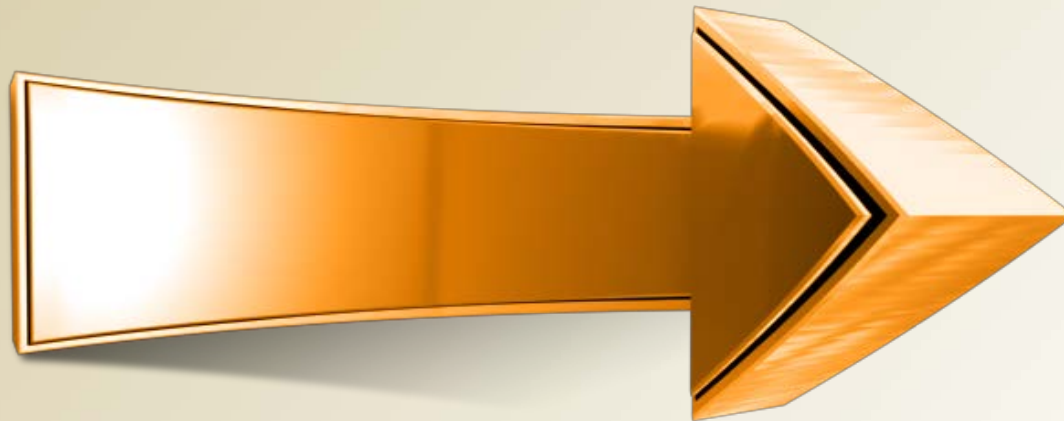
Termination Effective Date

The termination effective date is ALWAYS the day AFTER the last day worked.

Termination

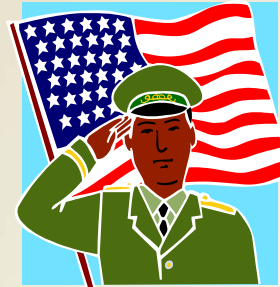
It is not a Termination unless you LEAVE FSU!!

If you are going to another department, it is a...



Holiday Reporting

To report a Holiday or not to report a Holiday,
that is the question??



Overtime

ALL Overtime must be JUSTIFIED and APPROVED prior to actually working it.



Timesheet

ONLY LOOK AT THE TIMESHEET BY THE WEEK VIEW
(NOT THE TIME PERIOD VIEW)!



When you are sent an email please read it in its entirety, you may find the answer in the email!



Tobacco-Free Campus Update



Increasing Campus Health, Success, and Lifelong Productivity

Shiffany Rawls

Assistant Director, Facilities Human Resources

University Tobacco Free Implementation Committee

Kevin T. Frentz, Ph.D., Health Promotion and Policy Coordinator,
University Health Services, Director, MPH Community-Based Public Health
Research

Lynn M. Vinson, B.S., CTTS, Tobacco Treatment Specialist

Presentation Goals



To address questions you might have about issues related to the Tobacco-Free FSU Initiative, such as:

- Why a Tobacco-Free Campus
- How is Compliance/Enforcement to be Addressed
- Implementation & Awareness Efforts
- Availability of Cessation Services

Why Become Tobacco-Free?



- Smoking is the leading cause of preventable death in the United States
- Secondhand smoke is the third leading cause of preventable death in the United States
- There is no safe level of contact with secondhand smoke; even brief exposure is harmful
- Smokeless tobacco (spit tobacco) is a major cause of oral cancer and other health issues
- Hookah smoking has been associated with lung cancer, oral cancer, heart disease, and respiratory illness



Why Become Tobacco-Free?



- In 2006, FSU adopted Breathe Easy Zones
- While this was a step forward, students and staff are still affected by smoking on campus
- Smoking *bans* are more effective than smoking *restrictions* and are one of the most effective evidence-based methods to help both:
 - Protect people from exposure to secondhand smoke*
 - Help people quit tobacco use*

* Am J Prev Med 2001; 20(2S): 16-66.



Cost and Liability

- Cost-saving on facilities and maintenance
- Sustainability
- Reduce risk of fires
- Legal liability



Smoking is the leading cause of fire-related deaths *

*Source: Ahrens M. Home structure fires. Quincy (MA): National Fire Protection Association; 2011



Education and Awareness



Tobacco-Free FSU is coming January 1, 2014
Visit our website: www.tobaccofree.fsu.edu

Compliance and Enforcement



- This is a health initiative, intended to support and is born out of concern for the health of both smokers and non-smokers
- This policy is based not upon enforcement and penalty, but as a community standard and as an aspirational target for achieving the Healthy Campus 2020 objectives
- Compliance is based upon education, awareness and community support

On-Campus Tobacco Dependence Treatment Services

- Attend a **Quit and Be Free** one hour workshop provided by the Health Promotion Department and approved for participation during work time through spring semester of 2014
- Attend **Quit Smoking NOW** six week group classes sponsored by FSU College Medicine Area Health Education Center (AHEC) Program Office



On-Campus Tobacco Dependence Treatment Services Eligibility Criteria

- All FSU students, faculty, and staff ages 18 and older are eligible to participate
- Tobacco dependence treatment services (tobacco cessation) are provided for use with all types of tobacco products (cigars, pipe, dip, hookah, etc.)
- Free Nicotine Replacement Therapy (NRT) in the form of patches, lozenges, or gum available to participating clients
- Participants may bring one guest such as a boyfriend, girlfriend, baby sitter, etc. who is not affiliated with FSU



Video Productions:





UNIVERSITY HEALTH
SERVICES

Contacts



Tobacco Dependence
Treatment Services:

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University Tobacco
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Questions & Answers



Closing Remarks

Renisha Gibbs

