

Q&A Session

Note: These Questions & Answers have been modified somewhat to fit the online format.

Employee & Labor Relations

Q: Will department representatives receive notice/status updates in ePerformance?

A: The USPS ePerformance process of notifying department representative will mirror the current A&P ePerformance process. Department Representatives will be sent email reminders asking them to remind supervisors in their department that the USPS ePerformance evaluations need to be completed by March 1st.

Employee Data Management

Q: Does the dual compensation form require original signatures? Are we now able to email these instead of delivering originals?

A: The dual comp form does not need to be delivered with original signatures. As long as all fields on the form are legible, the dual comp form can be emailed to hr-dualcomps@fsu.edu.

Q: Is there a way to fill out and save secondary information on a dual compensation form electronically?

A: The dual comp form is a printable file. The form should be printed and any changes to current appointments or additional appointments should be noted on the blank line at the bottom, referencing the record number for current appointments.

Employment & Recruitment Services

Q: What is the difference between 'criminal history' and 'background check'?

A: The two terms are used interchangeably at the University. The current policy is titled 'Employee Background Checks'; the title will become **Criminal History Background Check** with the updated policy effective August 1, 2015. While a 'background check' is a more general term that may include education verification, employment verification, and a credit history review, the University will only be conducting the background check screening process to review the criminal history for an applicant.

Q: How does the background check affect graduate teaching and research assistants?

A: At this time, graduate teaching and research assistants will continue to require a pre-employment criminal history background check as required by law. Based on their assigned job duties and responsibilities, if the position will be working with a vulnerable population or in areas of special trust as defined in our policy, a criminal history background check must be performed.

Q: Will faculty background checks use the same form as staff?

A: For faculty, please utilize the current form available for staff/OPS. We are in the process of revising our forms in preparation for the implementation of the updated Criminal History Background Check policy. We will communicate the new form options as soon as they are available for use.

Q: Is there an easy way to find Job Classification through Job Data?

A: The job classification and job code assigned to an employee can be found on the Job Information tab. Please contact your assigned Compensation Analyst should you need further assistance.

Payroll Services

Q: Please explain the schedules for the payroll off-cycles and when an employee's paper check will be available.

A:

- The regular off-cycle opens on the Wednesday before pay day and closes on the Monday following pay day.
- As soon as the third cost center report (Payroll Certification) is reviewed and an error is noted, if the department wants an employee to receive an off-cycle payroll check (paper), a case should be opened.
- Any case that is submitted by Friday (pay day) at 10:30 a.m. will be processed with a check date of Friday and the employee will be allowed to pick up the check. This is the best case scenario, as the employee still receives a paycheck on pay day.
- Any case that is received after the Friday morning deadline will still be processed, but the paycheck will be dated for the following Monday. The employee will not be allowed to pick up the check until Monday, which causes a delay with the employee being paid.
- Once the check is produced, the case is closed with a notation that the check is ready for pick-up.
- If there are issues with the request or the request is denied, the department will be notified via the case.
- Regular off-cycle checks will cause a department to have a "failure" on the monthly compliance report.
- Payroll Services also has a special Friday (pay day) off-cycle, which is used to process checks that need special handling. Therefore, there could be instances when a department will have two "off cycle" journals posted to the ledger.
- Checks processed on the special off-cycle are at the discretion of Payroll Services ONLY. It is not available for department requests for an off-cycle check.
- Any checks processed on the special off-cycle will not cause a department to have a "failure" on the monthly compliance report.