

Fall 2017

Department Representative Meeting

October 25, 2017

Welcome!

Melissa McClellan

HR Communications Manager

Thank You to Our Partners

College of Medicine

FSU Alumni Association

FSU Athletics Department

Barefoot Athletics

Office of Business Services

Top 10 Urban Myths – The Search Process

Renisha Gibbs

Associate Vice President for Human Resources

Finance & Administration Chief of Staff

Urban Myth #1

The goal of the search process is to get someone in the position as soon as possible.

- The goal of a search process is to find the ***best and brightest*** candidate to join your team and represent FSU.
- The search process is a ***sacred process***.
- ***Dedicate time*** to the search process.

Urban Myth #2

FSU has a preference for internals because they already know our policies, procedures, and systems.

- FSU is an **equal opportunity employer** and does not give preference to any one group, including current employees.
- As a ***federal government contractor***, FSU is required to provide equal employment opportunities to qualified minorities, women, individuals with disabilities, and protected veterans.

Urban Myth #3

Overlaps are permissible as long as the supervisor of the position approves.

- Requesting an overlap should be the ***exception, not the rule***.
- When considering an overlap, ask these questions:
 - » Do I have a ***business need*** to support the overlap request?
 - » Can someone other than the incumbent train the new hire?
- The Chief Human Resources Officer (CHRO) is the ***final approver*** on all overlap requests.

Urban Myth #4

You can waive an advertisement on any position as long as you have a solid business case and you complete the “Waiver of Advertisement Form.”

- Opportunities at FSU ***must be advertised unless exempted by policy.***
 - Exempt categories:
 - » Appointments at .50 FTE
 - » Visiting appointments for no more than 3 years
 - » A "Research" appointment for a person whose name was written into a grant, or
 - » A recipient of the Provost's minority faculty recruitment
- Waivers of advertisement are ***rare exceptions*** to our ***competitive process.***
 - CHRO reviews and determines if the waiver is in the ***best interest*** of the University.

Urban Myth #5

Relatives can hire relatives to work in their department as long as they are not reporting to one another.

- No individual shall be hired or employed in a department or unit which will result in the existence of a ***subordinate-supervisor relationship*** between the individual and any relative through any ***direct or indirect line of authority***.
- Relatives = Individuals related to each other in one of the following ways:
 - » Whether by blood, adoption, marriage (in-laws/step), or other legal action:
 - Spouses, grandparents, children, grandchildren, siblings, aunts/uncles, or nieces/nephews
- If life events create a nepotism conflict within your department, ***notify HR***.

Urban Myth #6

If you do not want to conduct a search, it is okay to re-classify a current employee to fill a vacant position.

- Vacant positions ***should be posted***.
- Re-classification should **not** be used to reward an employee for good work or to circumvent a fair and equitable search.
- A re-classification should ***support a business need*** and be done in consultation with the ***HR Classification and Compensation unit***.

Urban Myth #7

It is the duty of the search committee members to select the candidate for hire and notify the candidate that they have been selected.

- Search committee members are charged with ***making a recommendation.***
- At no time should a search committee member communicate with a candidate about their status in a search.
 - » A committee member should ***never extend a job offer.***
- The final selection and job offer is made by a hiring manager in consultation with their supervisory chain.

Urban Myth #8

All final candidates for salaried Faculty, AEX, A&P, and USPS positions require a Level 2 Background Check.

- All final candidates for salaried Faculty, AEX, A&P, and USPS positions require a ***Standard Level Criminal Background Check***.
- A Level 2 Background Check is only required for positions either when ***mandated under federal or state law*** or when designated by the University as ***position of special trust***.

Urban Myth #9

When hiring a current FSU employee, it is not necessary to conduct a formal reference check.

- Formal reference checks should be ***completed for all finalists.***
- For internal finalists, hiring managers should review personnel files and leave/attendance records.

Urban Myth #10

FSU has to meet quotas for Affirmative Action.

- FSU does not support, nor does it promote, the use of quotas in any of its hiring actions.
- Hiring committees should be proactive in ensuring a ***diverse pool*** of candidates.
- In **all searches**, the goal should be selecting the ***most qualified candidate*** for the position.

Open Enrollment

Kathy Worthman

Senior HR Specialist, Benefits

Open Enrollment Changes

- **Open Enrollment**

- Dates: October 16 – November 3

- **Flexible Spending Accounts (FSA):**

- OPS are now eligible for all FSAs

- \$500 will now carry-over to the next year (replaces use-it-or-lose-it)

- Health FSA and Limited Purpose FSA only; does not apply to Dependent Care FSA

- **Health Savings Account (HSA) Contribution Increase:**

- Individual: \$2,950; Family: \$5,900

Open Enrollment Dental Changes

Provider	Plan Code	Coverage Type	Comments
Cigna	4034	Prepaid (HMO)	Continued Plan
Humana	4044	Prepaid (HMO)	Continued Plan
Sun Life	4025	Prepaid (HMO)	Continued Plan - Formerly Assurant
Humana	4084	Indemnity	Continued Plan
Ameritas	4021	Indemnity w/PPO	New Plan
MetLife	4031	Indemnity w/PPO	New Plan
Sun Life	4074	Indemnity w/PPO	Continued Plan - Formerly Assurant
Ameritas	4023	Preventative PPO	New Plan
MetLife	4033	Preventative PPO	New Plan
Ameritas	4022	Standard PPO	New Plan
MetLife	4032	Standard PPO	New Plan

Assurant is now Sun Life

Open Enrollment Additional Changes

- **Vision Insurance** – premium increase
- **High Deductible Health Plans**
 - 2018 annual maximum out-of-pocket increases:
 - Individual - \$6,650; Family - \$13,300
 - 2018 HDHP deductibles increase:
 - Individual - \$1,350; Family - \$2,700

More Changes

- **Occupational Therapy** – available for HMO/PPO participants
- **Medication Synchronization (Med Sync)**
 - Eliminates multiple trips to the pharmacy
- **Dependent Eligibility Verification Audit (DEVA)**
 - 100% eligibility verification December 2017 – May 2018

Benefits Reminders

- OPS Eligibility
 - Changes in FTE
 - .75 FTE or greater triggers insurance eligibility; OPS keep full-time rate
 - Changes from OPS (eligible) to Salaried or Salaried to OPS
- Leave of Absences – Contact Benefits
- OPS appointments not terminated cause issues with retiree coverage

Benefits Reminders

- Employees hired on the **last day of the month** will not have health coverage effective the next day; ***coverage will begin the first day of the second month following the month of hire***
 - ***Example: Hire date is October 31. Coverage will begin December 1.***
- 2018 403(b) and 457 contribution limits are increasing to
 - \$18,500 under age 50 (\$500 increase)
 - \$24,500 age 50+ (\$500 increase)

Smart Onboarding Update

Melissa McClellan

HR Communications Manager

You might be asking . . .

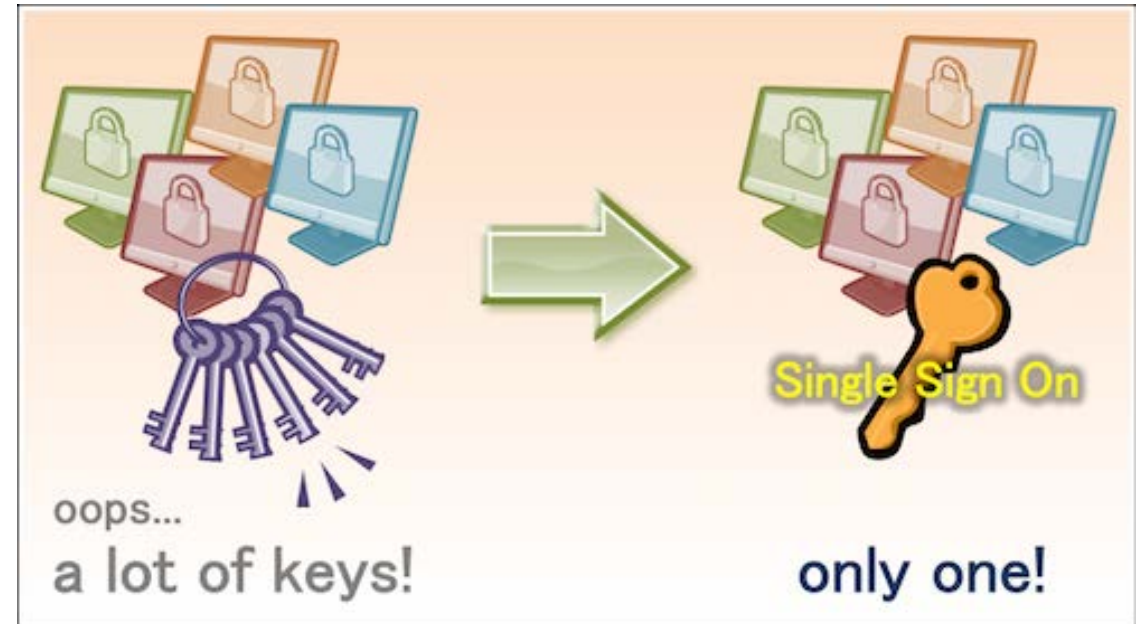


WILIFM?

One-Stop Shop for Access


Single Sign-On (SSO) allows you to access the information you need in one place.

Smart Onboarding will enable *integration between processes*.




FLORIDA STATE UNIVERSITY


The Office of Human Resources




Home




Employee Information




Employment Information




Policies




Benefits




Payroll



Supplemental Documents



Submit to HR



Sign Out

Employee Information

- Electronic Disclosure
- Job Offer
- Employee Information
- Education Information
- Self-Identification of Ethnicity/Race
- Self-Identification of Veteran
- Self-Identification of Disability
- Emergency Contacts
- Background Check
- Submit Background Check

Job Offer

Name: Stephanie Davila

Congratulations again on your offer of employment at FSU!

Your job offer is contingent upon your successful completion of the University's electronic onboarding process before your start date, which may include a criminal history background check as well as compliance with State and University requirements.

Here is a summary of your offer:

Department Name	University Housing
Position Number	
Class title (working title)	Building_Grounds Assistants
Employee Class	OPS
Supervisor	Karen Wells
Tentative Start Date	02/22/2017
Salary (hourly or biweekly)	\$ 20 / Hourly
Department Rep Email	KGORDON@PSINVALID.FSU.EDU

I acknowledge and accept the contingent offer of employment outlined above.

FLORIDA STATE UNIVERSITY

The Office of Human Resources

Candidate Console – Big Picture

The screenshot displays the Candidate Console interface. At the top, there is a navigation bar with the 'myFSU OMNI Human Resources' logo and 'SQNAHR' title. Below this is a search area with various filters and a search button. The main content area shows a table of 'Invitation Details' with columns for Candidate ID, Name, Start Date, and Job Information.

Search Filters:

- Business Process Status: equal to
- Candidate ID: equal to
- First Name: equal to
- Last Name: equal to
- Start Date: equal to
- Applicant ID: equal to

Invitation Details Table:

Action Name	Candidate ID	First Name	Middle Name	Last Name	Empl ID	Empl Record	Start Date	Applicant ID	Job Opening ID	Department	Department Description	Job Code	Job Code Description	View Process	View Historic Process(es)
<input type="checkbox"/> ⚙	000000012	Xuan		Sheng	200463892		08/28/2017	609540		128000	Sport Management	M9184	Graduate Teaching Assistant	View Process	View Historic Process(es)
<input type="checkbox"/> ⚙	000000011	Henry		Goody			09/25/2017	609900		074000	Biological Science	4250	Program Associate	View Process	View Historic Process(es)
<input type="checkbox"/> ⚙	000000010	Johnny		Fisher			09/11/2017	609886		059000	Ctr Ocean Atmos Prediction Stu	906190	Teaching Faculty II V. in Lieu	View Process	View Historic Process(es)
<input type="checkbox"/> ⚙	000000009	Tom		Brady			10/01/2017	609889		238000	University Housing	T001	Health Profession Aide	View Process	View Historic Process(es)
<input type="checkbox"/> ⚙	000000008	Tyler		Kitchen			10/06/2017	598084		074000	Biological Science	90039S	Asst Professor 9 Mo SAL	View Process	View Historic Process(es)
<input type="checkbox"/> ⚙	000000007	Katelyn	Renee	Bonnevier			10/15/2017	546239		049000	Alumni Affairs	9254	Program Coordinator	View Process	View Historic Process(es)
<input type="checkbox"/> ⚙	000000006	Asari		Fletcher			10/15/2017	69197		049000	Alumni Affairs	9254	Program Coordinator	View Process	View Historic Process(es)
<input type="checkbox"/> ⚙	000000005	Ferdinand		Rondon			08/07/2017	586059		006002	Athletics	T002	Tutorial	View Process	View Historic Process(es)

Candidate Console – Details

The screenshot shows a web browser window with the following details:

- Browser Tabs:** Candidate Console, Process Viewer, Process Viewer.
- Address Bar:** https://hrqna.omni.fsu.edu/psp/sqnahr_5/EMPLOYEE/HRMS/c/SM_BP_RUNTIME_MNU.SM_BP_PRCS_VIEWER.GBL?Page=SM_BP_PRCS_VIEW_PG&Action=U&SM_Params=BHdTIIm6cJS6xt54tV%2bbw0YAUrbwCMFmtyaAeAmOoTwoiblz...
- Navigation Bar:** myFSU OMNI Human Resources SQAHR. Home, Worklist, Process Monitor, Report Manager, Add to Favorites, Sign out.
- Breadcrumbs:** Favorites > Main Menu > Smart Onboarding > Candidate Console.
- User:** Katelyn R Bonnevier. [Show Icon Descriptions](#)
- Status:** In Process
- Employee Information Section:**
 - Get Started
 - Job Offer
 - Employee Information
 - Education
 - Self-Identification of Ethnicity/Race
 - Self Identification of Veteran Status
 - Self-Identification of Disability
 - Emergency Contacts
 - Background Check
 - Submit Background Check
- Other Sections (all collapsed):**
 - Employment Information
 - Policies
 - Benefits
 - Payroll
 - Supplemental Documents
 - Submit to HR
 - Employee Final Tasks
 - Department Activities
 - Pre-Submit HR Activities
 - Post-Submit HR Tasks

Integration of Forms & Processes

The screenshot displays the Florida State University HR portal interface. At the top, a navigation bar includes icons for Home, Employment Information, Policies, Benefits, Payroll, Supplemental Documents, Submit to HR, and Department Activities. The Department Activities menu is expanded on the left, listing options such as Dual Compensation Approval, Outside Employment Approval, Leave Transfer Approval, and the currently selected 'Relatives at FSU - Acknowledgement'. The main content area shows the title 'Relatives at FSU - Acknowledgement' and the user's name 'Brandi M Williams'. Two radio button options are presented for acknowledgment, with the second option selected. Below these options is a text box for providing a brief statement explaining the employment action and how conflicts of interest will be mitigated. A 'Save' button is located at the bottom of the form area.

Home

Employment Information

Policies

Benefits

Payroll

Supplemental Documents

Submit to HR

Department Activities

Sign Out

Department Activities

- Dual Compensation Approval
- Outside Employment Approval
- Leave Transfer Approval
- Relatives at FSU - Acknowledgement**

Relatives at FSU - Acknowledgement

Name: Brandi M Williams

- I acknowledge that the above candidate/employee has relatives employed at Florida State University and that no direct or indirect subordinate-supervisor relationship exists and neither employee will have authority that will affect the terms and conditions of employment of the other.
- I acknowledge that the above employee has relatives employed at Florida State University that will result in a direct or indirect reporting relationship. I understand further evaluation is required and additional approvals must be obtained prior to hiring.

Provide a brief statement explaining: 1) why this employment action is in the University's best interests; and 2) how conflicts of interest will be mitigated (e.g., restructure of supervisory chain or removal from decisions affecting appointment, retention, tenure progression, work assignment, evaluations, promotion, demotion or salary).

Save

What's Next?

- Testing, testing, testing
- Development
- More testing
- Pilot Group Involvement
- Training
- Campus-wide launch



Background Check Updates

Andrew Kapec

University Background Check Manager

Employment & Recruitment Services

Questionnaire OMNI HR Integration

- As of October 4, 2017, all Job Postings and Express Job Offers now include the Background Check Questionnaire in the OMNI HR process
 - See HR.FSU.EDU/BGC
- Actions without OMNI HR Job Offers (pPAFs, ePAF internal movement)
 - Complete Questionnaire within [Background Check Forms Portal](#)

Questionnaire Reminders

- Description of Duties
- Part 1, Question 3: “Pre-approved practices”
- If required, complete the Request Form within the [Background Check Forms Portal](#)
- Resources: [HR.FSU.EDU/BGC](https://hr.fsu.edu/bgc)

Background Check Policy Revisions

- All Job Offers can now be made contingent upon:
 - Successful completion of required background checks
 - Successful completion of onboarding process
- Offer Letter Samples updated
- Vulnerable populations policy language clarification
 - Previously: “working with...”
 - Now: “providing care, treatment, education, training, instruction, supervision, or recreation...”

Background Check Policy Revisions – cont.

- Timeframe Adjustments:
 - New employees – now valid 120 days (4 months) prior to employee’s start date
 - Internal movement – previous checks within last year still valid
 - OPS (excluding GAs) with 90+ day gap in funding with internal movement or reappointment – new checks needed if required
 - Employees terminated <31 days – previous checks within last year still valid
- Reference the policy: [**4-OP-C-7-B11 CRIMINAL HISTORY BACKGROUND CHECKS**](#)

Next Background Check Class

- Class will cover new Questionnaire process and new Policy
- Details:
 - Date: Tuesday, October 31st, 2017
 - Time: 10:30 a.m. – 12:00 p.m.
 - Location: Training Center Computer Lab (in the back)

Recruiting Enhancements

April Smatt

Senior HR Specialist

Employment & Recruitment Services

Search, Screening, & Selection Data

- As of 10/4/17, AA-186 form **eliminated** for all searches completed in OMNI HR!
 - Replaced by:
 - 1) Hiring Team tab on Job Openings
 - 2) Outside Recruiting tab on Job Offers

Job Opening – Hiring Team Tab

- How to complete the **Hiring Team** fields:

Interview Panel ?

No Interview Panel members have been added to this Job Opening

Add Interview Panel

Hiring Process Representatives ?

No Hiring Process Representatives have been added to this Job Opening

Add Hiring Process Representatives

Hiring Authority ?


No Hiring Authorities have been added to this Job Opening

Add Hiring Authority

Records Custodian ?

No Records Custodian has been added to this Job Opening

Add Records Custodian Member

Save and Submit | Save as Draft |  Notification | Start Over

Job Offer – Outside Recruiting Tab

- How to complete the **Outside Recruiting** fields:

Offer Details [?](#)

Offer Details

Background Check

Outside Recruiting

1. Was the vacancy/position advertised outside of OMNI?

If Yes, what were the external advertisement sources?

If Yes, the department must retain a copy in their records.

2. For salaried positions, were applications, CV's, or resumes received outside of OMNI?

If Yes, ensure EEO solicitation has been completed and upload an Applicant Flow Log for all candidates on the Activities & Attachments tab of the job opening in OMNI.

Recruiting Enhancements – Workflow

- Revised HR Workflow – what does this mean to you?
 - **Interview Evaluations** must be entered timely
 - **Pre-Employment Check** must be completed prior to Staff Job Offer
 - If **Salary/Appointment Explanation form** needed, upload in Job Offer
 - **Job Offers** must be at **HR Final Approval** step with complete hiring paperwork to meet Payroll Deadline
 - [Website resources](#) updated accordingly

Faculty & Staff Search Committee Training

Amy Espinosa

Assistant Director

Employment & Recruitment Services

Faculty & Staff Search Committee Training

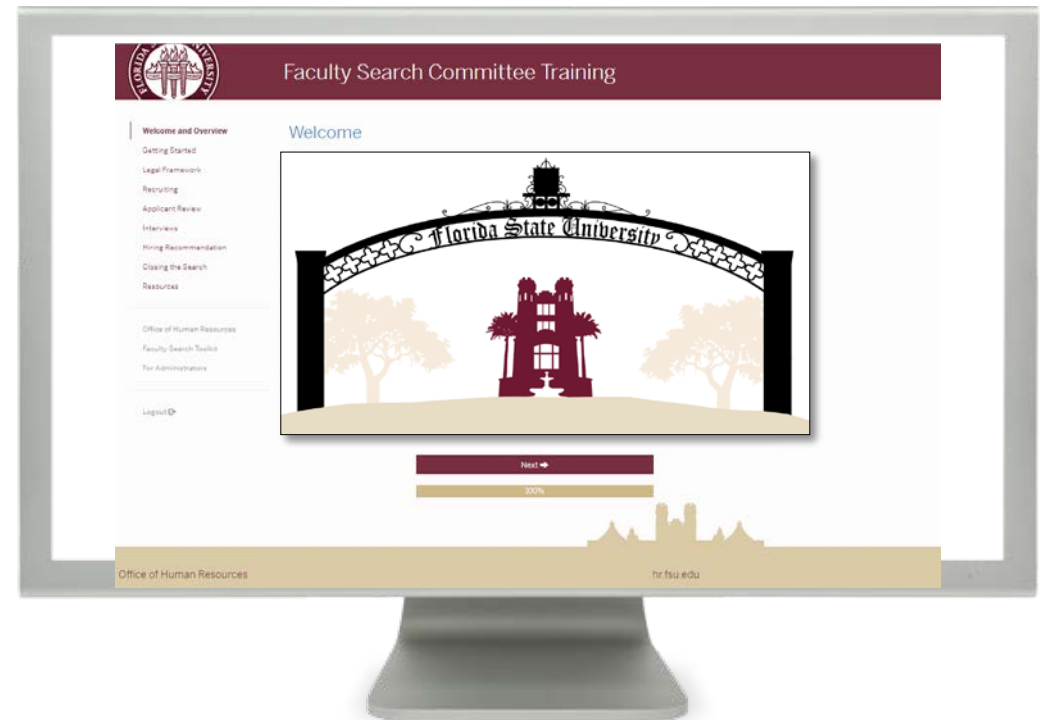
Practical and convenient online training that takes you through all phases of the recruiting process, including:

- Creating a search committee and defining roles.
- Building the best applicant pool through active recruiting.
- Interviewing do's and don'ts.
- Legal, recordkeeping, and university requirements.
- Welcoming a new colleague into your department.

Faculty & Staff Search Committee Training

Special Features

- ✓ Hiring Team Guidelines
- ✓ Interview Tips
- ✓ Diversity & Inclusion
- ✓ International Applicants
- ✓ Toolkit



Hiring Team Guidelines

Committee Formation Tips

- ✓ The essential function of the search committee is to ensure that all applicants are treated consistently and given equitable consideration throughout the process.
- ✓ Select individuals who will be available throughout the search process to ensure consistency.
- ✓ Diverse membership strengthens committee decision-making.
- ✓ Conflicts of interest must be addressed.
- ✓ Confidentiality should be maintained.
- ✓ Route all inquiries regarding the search through the search chair.

Interview Tips

Interviews should be conducted in a way that provides the most objective analysis possible of each candidate's ability to successfully fulfill the responsibilities of the position.

Whether interviewing candidates at a national conference or during a campus visit, remember the candidate is also evaluating the department and the university!

Decide how you can present the university and local community in the best light for the candidate.

- Who would be the best person in your department to take the candidate on a city tour, tour of campus and/or community facilities, or to discuss city/area schools or housing?

- ✓ [Campus Interview Checklist](#)
- ✓ [Sample Interview Questions](#)
- ✓ [Interview Welcome Package](#)

Interview Tips

To ensure an open and competitive process for staff positions, the hiring team is required to conduct a minimum number of interviews. The minimum requirement is based on what pay band your position falls within:

- **Pay band 6 and higher** require a minimum of 2 interviews from the pool of Routed applicants.
- **Pay band 5 and lower** require a minimum of 3 interviews from the pool of Routed applicants. This is in addition to any mandatory interviews (such as Veterans' Preference and internals in a Collective Bargaining Unit).

Diversity & Inclusion

Diversity is a core value at FSU and crucial to the university's mission of advancing excellence in teaching, research, service, and community engagement. Increasing faculty, staff, and student diversity, while expanding campus inclusiveness, is a key goal in our strategic plan and is supported by our recruitment activities.

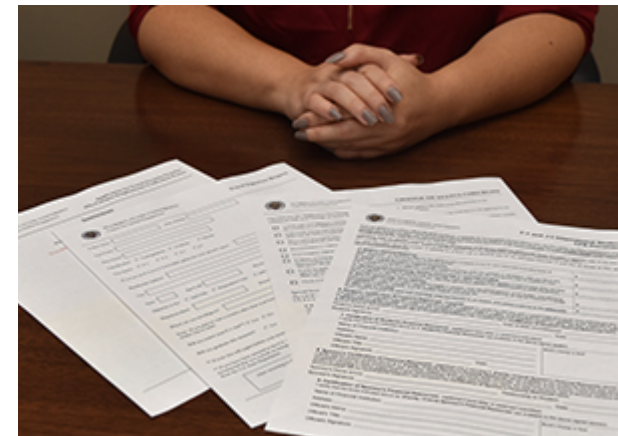
- ✓ Active Recruitment
 - ✓ Lawful Inquiries
- ✓ Implicit Bias Overview (IAD)
- ✓ Advertisement Resources
- ✓ Outreach and Networking
- ✓ Campus & Community Resources

International Applicants

There are federally required recruitment and advertising guidelines that apply when hiring a foreign national. Gain valuable information on advertisements, sponsorship, tips to comply with Department of Labor (DOL) requirements, and interacting with international candidates.

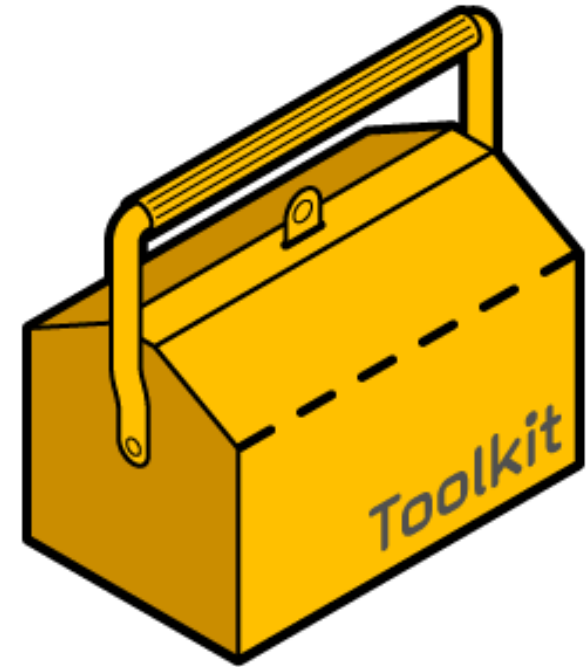
The FSU **Center for Global Engagement** provides assistance with legal requirements for international searches and hiring foreign nationals.

(850) 644-1702 or cge@fsu.edu



Toolkit

- Sample Recruitment Plan
- Legal Framework
- Sample Interview Questions
- Sample Evaluation Tools
- Reference Checks
- Recordkeeping
- FSU Benefits



Who should take search training?

Everyone involved in faculty and staff hiring is encouraged to enroll. If you are a hiring committee chair, training is mandatory.

To Access Search Training:

1. Go to searchtraining.hr.fsu.edu.
2. Sign in with your FSUID and password.
3. Select which module you want to complete (faculty or staff).
4. Complete the training.
5. Bookmark as a resource.

Door Prize



Payroll Reminders

Beverly Miller

Associate Controller

Payroll Services

Employee Banking Information

- Invalid banking information
 - Valid banking information is required on all direct deposit information submitted for new hires and rehires.
 - Consequences
 - Funds are deposited into a valid banking account not associated with the employee.
 - Banking institution may or may not return the funds to the university.
 - Once FSU Payroll Services requests a reversal of a direct deposit, banking institutions have up to five business days to respond. This causes delays in paying the employee, if the request is honored.

Inactivation of Direct Deposit

- Inactivation of direct deposit – terminated employees
 - Before each pay cycle, Payroll runs a process to inactivate direct deposit information for all employees with effective terminated status on all records greater than 30 days.
 - Rehires must have a new direct deposit form.

Employees – OMNI HR Access

- Ensure employees understand how to access OMNI HR to view paychecks, direct deposit information, W-4, etc.
- DUO – Employees should have valid telephone numbers and DUO setup before year end.

Payroll Tax

- Year End
 - Encourage employees to consent to receive W-2 electronically before year end.
 - They only need to accept the consent one time. It is not necessary to consent each tax year.
 - Mailing Addresses need to be updated before year end.
 - Employees need to be able to retrieve PDF forms with their preferred browser.
 - Knowledge on how to turn off pop-up blocker.

Payroll Tax

- Year End
 - Employees should update their preferred email address in OMNI HR.
 - The OMNI HR preferred email address is used to send notifications regarding the availability of the electronic W-2 form and W-4 Exempt Status.
 - Employees claiming exempt on their W-4 forms must submit a new W-4 form by February 15th of each year. If a new form is not received by February 15th of each calendar year, the employee's withholding status is automatically updated using the last W-4 submitted that didn't claim Exempt. If no non-exempt W-4 was provided, the tax status is changed to Single, claiming zero dependents, until the W-4 is updated in OMNI HR.
 - » Employees can update their W-4 form via Self Service in OMNI HR.
 - » Payroll cannot refund taxes if the form is not timely updated.

Payroll Tax

- Departments are responsible for notifying Payroll Tax whenever a nonresident alien (NRA) employee enters or leaves the United States, even for a few days.
 - Employees' tax status change based on their location.
 - Payroll Tax contact information is CTL-Payroll-Tax@admin.fsu.edu.

Payroll Accounting

- Retro-Distribution of Funding (RDF)
 - Do not submit retroactive funding changes on ePAF to Human Resources.
 - Human Resources changes future funding sources.
 - Payroll Services is responsible for redistributing posted charges.
 - Departments should use the Electronic RDF form, eRDF, in OMNI HR.
 - If funding is changing for all future pay cycles, it is best to ensure the ePAF request has been completed before processing eRDF.
 - RDF transactions are now posted weekly under a separate PAY journal. The RDFs are no longer a part of the bi-weekly, regular payroll.

Upcoming OMNI Updates

Phaedra Harris

Director, HR Operations

Upcoming OMNI Updates

Manager Self Service

The screenshot displays the 'myFSU OMNI Human Resources' Manager Self Service portal. The page is titled 'Manager Self Service' and includes a navigation bar with links for Home, Worklist, Process Monitor, Report Manager, Add to Favorites, and Sign out. The main content area is organized into a grid of functional modules:

- FSU AP Employee Contract:** Includes options to Cancel Contract, Approve Contract, and View Contracts.
- Time Management:** Includes options to Approve Time and Exceptions, Report Time, View Time, and Manager Search Options.
- Learning and Development:** Includes options to view Current Team Profiles, Maintain Job Profiles, Training Summary, and Request Training Enrollment.
- FSU Faculty Contracts:** Includes options to Approve Contract, View Contract, Cancel Contract, and Create Contract PDF Reports.
- Job and Personal Information:** Includes options to View Employee Personal Info, FSU Contract - Summer Suppl., and FSU Appt Paper - 12M Faculty.
- Performance Management:** Includes options to view Performance Documents, Development Documents, and Approve Documents.
- Review Transactions:** Includes an option to Review transactions that you have submitted.
- Compensation and Stock:** Includes an option to View Compensation History.

Upcoming OMNI Updates

Manager Self Service



Upcoming OMNI Updates

Self Service

Welcome to FSU! Phaedra Harris

Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites Main Menu Self Service

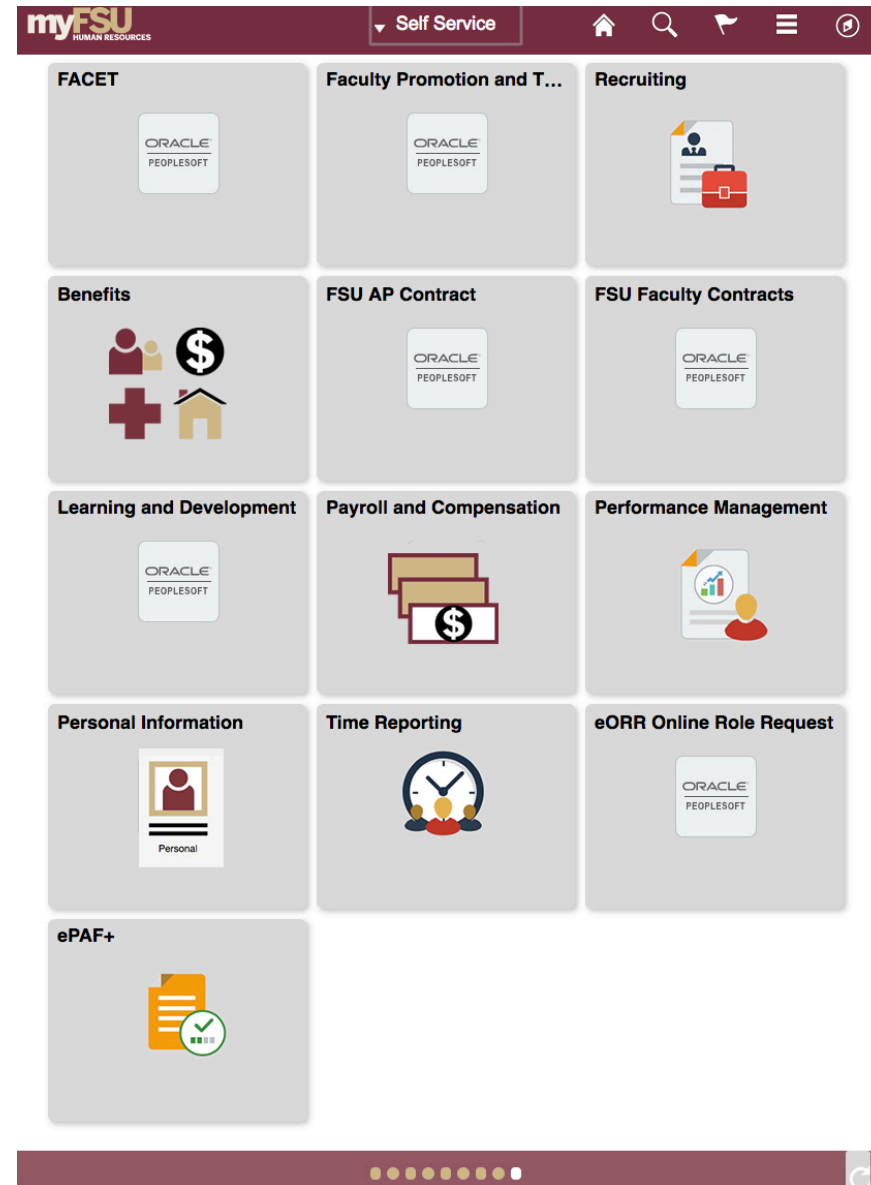
Self Service

Navigate to your self service information and activities.

FSU AP Contract FSU AP Contract AP Approve Contract AP View Contract	FSU Faculty Contracts FSU Faculty Contracts Approve Contract View Contract	Time Reporting Report and review your time, schedules, request absences and more. Report Time View Time
Personal Information Review and update your personal information. Personal Information Summary Home and Mailing Address Phone Numbers 5 More...	Payroll and Compensation Review your pay and compensation history. Update your direct deposit and other deduction or contribution information. View Paycheck Voluntary Deductions Direct Deposit 4 More...	Benefits Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information. Benefits Information Dependents and Beneficiaries Benefits Summary
Learning and Development Add or review information about profiles of skills and competencies, interest lists, training and development. My Current Profile My Job Profiles Training Summary Request Training Enrollment	Performance Management Access your performance and development documents, and evaluations you have done for others. My Performance Documents My Development Documents	Recruiting Recruiting Careers Routing Response Interview Evaluations

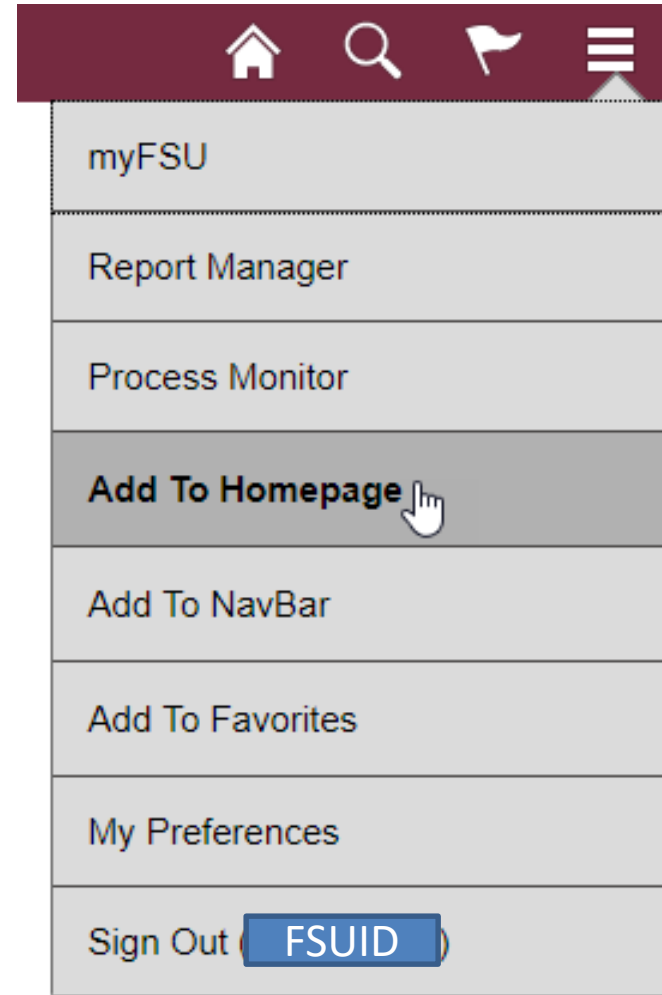
Upcoming OMNI Updates

Employee Self Service



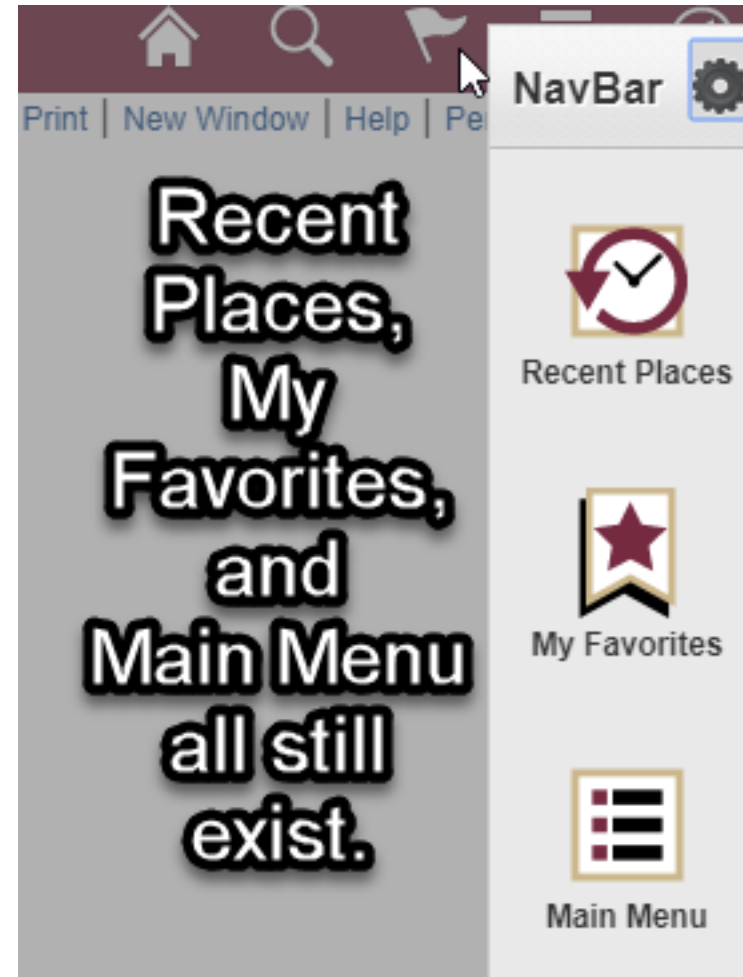
Upcoming OMNI Updates

Add to Homepage



Upcoming OMNI Updates

Navigation Bar



Upcoming OMNI Updates

Personal Details


The screenshot displays the 'myFSU OMNI Human Resources' self-service portal. The user is logged in as Phaedra Harris. The navigation menu includes 'Home', 'Worklist', 'Process Monitor', 'Report Manager', 'Add to Favorites', and 'Sign out'. The breadcrumb trail shows 'Self Service > Personal Information'. The main content area is titled 'Personal Information' and contains several links for updating personal details:

Personal Information Summary Review a summary of your personal information.	Home and Mailing Address Review and update your home and mailing addresses.	Phone Numbers Add or update phone numbers, or specify your primary phone number.
Email Addresses Add or update your email addresses.	Emergency Contacts Add or update your emergency contact information.	Marital Status Update your marital status.
Name Change Review or update your name information.	Ethnic Groups Add or update ethnic groups, or specify your primary ethnic group.	

Upcoming OMNI Updates

Personal Details

Employee Self Service Personal Details

 **Susie Seminole**
Director

- Addresses**
- Contact Details
- Marital Status
- Name
- Ethnic Groups
- Emergency Contacts
- Additional Information
- Disability
- Veteran Status

Addresses

Home Address

215 Old Rd
Crawfordville, FL 32327
Wakulla Current >

Mailing Address

215 Old Rd
Crawfordville, FL 32327
Wakulla Current >

Upcoming OMNI Updates

Careers

The screenshot displays the 'myFSU OMNI Human Resources' interface. At the top right, it says 'Welcome to FSU! Phaedra Harris'. Below the header, there are navigation links: Home, Worklist, Process Monitor, Report Manager, Add to Favorites, and Sign out. A breadcrumb trail shows 'Recruiting'. The main content area is a grid of various recruiting functions:

- Recruiting**: Manage and administer the recruiting process.
- View References**: View References
- Recruiting Home**: Recruiting home page for Recruiters and Hiring Managers
- Search Applicants**: Search for applicants using resume keywords or other applicant information.
- Search Applications**: Search for applications using applicant or job opening information.
- Search Job Openings**: Search for job openings using job opening name, ID, and other information.
- Create GA Appt/OPS Fac Appt**: Create new applicants, including adding their applications and resumes.
- Create Job Opening**: Create a new job opening, and associated postings and requisition information.
- Applicant Lists**: Manage groups of applicants through saved lists or by creating your own lists.
- Interview Calendar**: View the calendar for completed and upcoming interviews.
- Pending Approvals**: View job opening or job offer approvals that require your attention.
- Saved Searches**: View lists of saved applicant searches and create automatches for job openings.
- Administration**: Manage administrative tasks for Recruiting Solutions.
 - Process Priority Placement
 - Generate Recruitment Letters
 - Certificate of Eligibles
 - 6 More...
- Postings**: Post job openings to internal and external internet sites.
 - Search Job Postings
 - Manage External Postings
- Reports**: Run reports on job openings and candidates.
 - Candidate Evaluations List
 - Certificate of Eligibles
 - Full Text Vacancy
 - 4 More...

Upcoming OMNI Updates









Careers

Careers

Search Jobs

 »

Welcome Lorrie

	View Jobs Posted in Last 2 Days	>
	View All Jobs	>
	My Job Notifications	>
	My Job Applications	3 >
	My Favorite Jobs	>
	My Saved Searches	>
	My Contact Information	>
	My References	>

Upcoming OMNI Updates

Search Jobs

The screenshot shows the 'myFSU OMNI Human Resources' interface. At the top right, it says 'Welcome to FSU! Phaedra Harris'. The navigation bar includes 'Home', 'Worklist', 'Process Monitor', 'Report Manager', 'Add to Favorites', and 'Sign out'. Below the navigation bar, there are breadcrumb links: 'Favorites', 'Main Menu', 'Recruiting', and 'Search Job Openings'. On the right side of the breadcrumb area, there are links for 'Print', 'New Window', 'Help', and 'Personalize Page'. The main content area is titled 'Search Job Openings' and contains a sub-section 'Search Criteria' with a help icon. The search criteria include: 'Job Posting Title' (text input), 'Job Opening ID' (text input with search icon), 'Status' (dropdown menu with 'Open' selected), 'Most Recent Activity' (dropdown menu), 'Job Opening Type' (dropdown menu), 'Hot Job' (dropdown menu), 'My Association' (dropdown menu), 'Hiring Manager' (text input with search icon), 'Recruiter' (text input with search icon), 'Created By' (text input with search icon), 'Business Unit' (text input with search icon), 'Department' (text input), 'Position Number' (text input with search icon), and 'Recruitment Contact' (dropdown menu). At the bottom of the search criteria section, there are 'Search' and 'Clear' buttons.

Upcoming OMNI Updates

Search Jobs

The screenshot displays the 'Search Jobs' interface on the Florida State University website. The top navigation bar includes a 'Careers' link, a search bar, and utility icons. The main content area is divided into a left sidebar with filters and a right main area with search results.

Filters:

- Location:** Tallahassee, FL (39), Sarasota, FL (3), Panama City, FL (2), Fort Myers, FL (1), More
- Department:** Information Technology Service (6), PA Program (4), Northwest Regional Data Center (3), Ringling Center for the Arts (3), More
- Job Family:** Faculty (13), Technology Services (9), OPS (8), Health & Human Services (4), More
- Job Posted In:** 2017 (4), 2016 (40), 2015 (4)

Search Results (48 jobs found):

- ERP Analyst IV-Miami; testing new template**
Job ID: 40845
Location: Miami, FL
Department: Information Technology Service
Job Family: Technology Services
Posted Date: 08/25/2017
Close Date: 11/09/2017
- OPS Express Adjunct Apptmt**
Job ID: 40843
Location: St. Teresa, FL
Department: Environmental Health & Safety
Job Family: OPS Faculty
Posted Date: 08/25/2017
Close Date: 11/09/2017
- New - No attachment section tied to template**
Job ID: 40844
Location: Fort Myers, FL
Department: Northwest Regional Data Center
Job Family: Technology Services
Posted Date: 08/24/2017
Close Date: 11/08/2017
- ERP Analyst II PUM**
Job ID: 40842
Location: Tallahassee, FL
Department: Enterprise Resource Planning
Job Family: Technology Services

FSU Federal Work Study (FWS)

Miranda McMillan

Assistant Director

Office of Financial Aid

FWS Requirements and Timeline

- Award Requirements
 - (Early) FAFSA Application
 - Mark on FAFSA – interested in FWS
 - Have Financial Need as determined by FAFSA Calculation
 - Enroll at least half-time
 - Degree seeking
 - Not on (FA) Satisfactory Academic Progress
 - Awarded on First Come, First Served basis (based on fund availability)
- Timeline
 - First Awards – based on Enrollment Management decisions
 - Student MUST accept award to obtain FWS Authorization
 - Payroll paperwork can start July 1
 - Allow 10-14 days from time paperwork is submitted before student is in system

FWS By the Numbers

- 2017-2018
 - 759 students awarded work study
 - 582 currently on payroll
 - Prior process
 - 237 job listings / 203 distinct departments
 - New Online Listings
 - Currently 100 listings
 - 437 student applications

FWS – Looking Ahead

- Move completely to Online Listings
 - Starting Spring 2018: advertise all jobs through online listings
 - Working with HR to improve online FWS Wizard and possibly build workflow to streamline submission of payroll docs
- Quick Takeaways
 - Complete all payroll/I-9 requirements for student to be in system
 - Submit paperwork as soon as possible (before term if possible)
 - Summer: generally we do not have work study in the summer

Contacts

- Somnath Chatterjee, *Senior Associate Director*, somnath@admin.fsu.edu
- Sherron Sloan, *Associate Director*, ssloan@admin.fsu.edu
- Miranda McMillan, *Assistant Director*, mmcmillan@fsu.edu
- Crisencia Brown, *Financial Aid Representative*, cbbrown@fsu.edu

**FSUnique:
Seminole Dining Transition**

Sherrell Cork

Associate Director

Office of Business Services

The Transformation

Began May 2017

More Dining Options

Culinary Talent

Fresh and Healthy

Local and Sustainable

Community Engagement



FSUunique



Travis Johnson
Senior Culinary Director



Celebrity Chef Art Smith
Culinary Ambassador



FLORIDA STATE UNIVERSITY

The Office of Human Resources

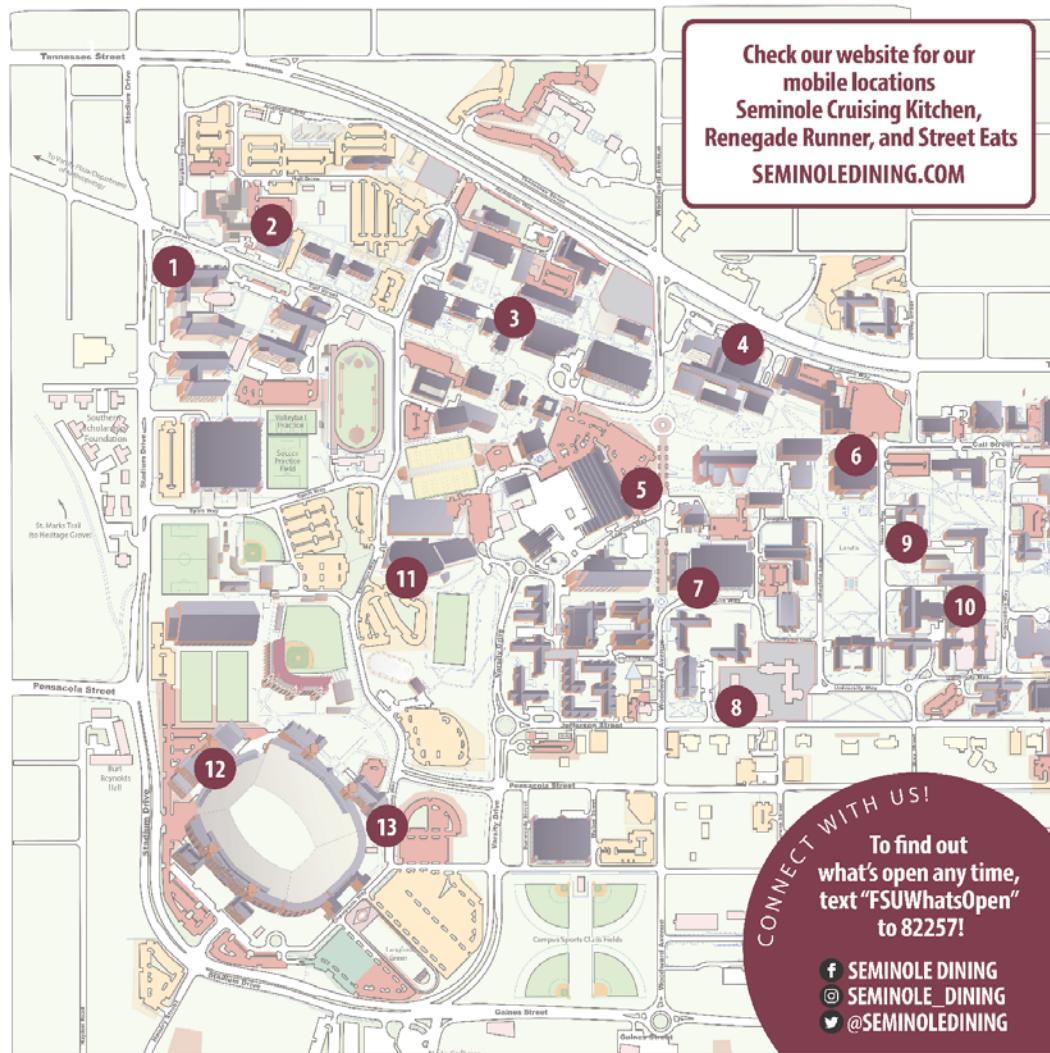
1 COLLEGE OF MEDICINE


2 WEST DINING HALL


4 OGLESBY UNION
natural!
SUBWAY
Mein Bowl
 
  

5 WOODWARD MAIN
6 STROZIER LIBRARY
3 DIRAC LIBRARY


7 STUDENT SERVICES BUILDING

Check our website for our mobile locations
 Seminole Cruising Kitchen,
 Renegade Runner, and Street Eats
 SEMINOLEDINING.COM

CONNECT WITH US!
 To find out what's open any time,
 text "FSUWhatsOpen" to 82257!
 SEMINOLE DINING
 SEMINOLE_DINING
 @SEMINOLEDINING

THE FOLLOWING LOCATIONS ARE NOT ON THE MAP

<p>COLLEGE OF ENGINEERING</p> 	<p>INNOVATION PARK - MAGLAB</p> 	<p>TURNBULL CONFERENCE CENTER</p> 	<p>COLLEGE OF LAW</p> 
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SEMINOLE DINING

UNIQUE. LOCAL. AUTHENTIC.

CAMPUS MAP

8 AZALEA HALL-1851
 NOLES
HOMECOMING  
 PASSPORT JSTREET GRILL

9 HONORS, SCHOLARS & FELLOWS
  

10 JOHNSTON BUILDING


11 LEACH CENTER
natural!
 EXPRESS

12 UNIVERSITY CENTER D


13 UNIVERSITY CENTER A BUS STOP
 

All You Care to Eat



Greg Simeone



Robbie Joynt



Chef Matt Blais



Chef Josh Morris

FLORIDA STATE UNIVERSITY

The Office of Human Resources

1851

Azalea Hall, 824 W Jefferson Street



Mike Gwiazdowski



Chef Dave Mudge



FLORIDA STATE UNIVERSITY

The Office of Human Resources

The Community Table

Oglesby Union, 75 N Woodward Ave

The table has local roots . . . literally.
It was cut from an old pine tree that fell
by Bryan Hall.





APPETIZERS <<<<

Ask about our featured ENORMOUS Appetizer platter for you and your friends!

GARNET & GOLD NACHOS EXTREME
House-made guacamole with melted five cheese blend, refried beans, sour cream, fresh fried tortilla chips and chunky tomato salsa 5.99 | 730 Cal.

FRESH HOUSE GUACAMOLE AND CHIPS
Served with house Garnet and Gold chips 4.99 | 590 Cal.

ROASTED PEPPER HUMMUS OR GARLIC HUMMUS
Served with Naan flatbread, carrots, celery & jicama 4.99 | 260 Cal.

TRADITIONAL JUMBO WINGS

YOUR CHOICE OF SAUCE

Dr Pepper BBQ, Honey Habanero, Old School Buffalo, Thai Chili, Garlic Parmesan
Served with: carrots, celery & jicama
Choice of Chunky Bleu or Homestyle Ranch | Add 220 Cal.

6 PIECES FOR 6.99 | 600 Cal. 12 PIECES FOR 12.99 | 1320 Cal.

HAND DIPPED CHICKEN TENDERS

YOUR CHOICE OF SAUCE

Dr Pepper BBQ, Honey Habanero, Old School Buffalo, Thai Chili, Garlic Parmesan
Served with: carrots, celery & jicama
Choice of Chunky Bleu or Homestyle Ranch | Add 220 Cal.

4 PIECES FOR 6.49 | 500 Cal. 6 PIECES FOR 8.99 | 740 Cal.

POMME FRITES SMALL 2.99 | 250 Cal. | LARGE 4.99 | 380 Cal.
Served with Wasabi, Curry Ketchup, Garlic Parmesan, or Honey Mustard Aioli. 50-110 Cal.

SOUPS & SALADS

SOUP OF THE DAY 4.50 | 170-200 Cal.

BLT WEDGE
Crisp iceberg wedge topped with diced tomatoes and crispy bacon 4.79 | 310 Cal.

TOSSED HOUSE SALAD
Crisp greens topped with carrots, cucumbers, tomatoes with your choice of house dressing 2.49 | 30-150 Cal.

KNIFE AND FORK CAESAR SALAD 6.59 | 120 Cal.

ADD CHICKEN 1.29 | 130 Cal. ADD GRILLED SHRIMP 1.59 | 100 Cal.

BURGERS & SANDWICHES

Served with homemade kettle chips or fries | Add 150-250 Cal. <<<<

THE CT BURGER
Classic with American cheese, lettuce, tomatoes and onion 7.59 | 630 Cal.

THE PEPPER JACK DOUBLE STACK BURGER
Double stack burger topped with fresh avocado, salsa, pepper jack cheese and served on a Kaiser roll 9.49 | 780 Cal.

GRILLED CAPRESE CHICKEN SANDWICH
Grilled chicken breast with fresh mozzarella and roasted red peppers 8.39 | 530 Cal.

GULF OYSTER OR SHRIMP PO BOY
Your choice of Gulf oysters or shrimp cooked golden brown topped with lettuce, tomato, finished with a Cajun mayo served in a crispy baguette
Oyster 10.79 | 800 Cal. Shrimp 8.79 | 810 Cal.

GRILLED VEGETABLE WRAP
Balsamic roasted vegetables rolled in a soft tortilla with crisp iceberg lettuce, and plum tomato 6.79 | 430 Cal.

NEWYORK CLUB SUB
Corned beef, turkey and Swiss on a submarine roll with mustard, romaine and a tomato slice 7.50 | 500 Cal.

ENTREES <<<<

SERVED WITH CHOICE OF TWO SIDES
Side Salad, Vegetable Medley, Broccoli, Housemade Kettle Chips, or French Fries
Add 90-410 Cal.

CITRUS GLAZED CHICKEN WITH SPINACH
Caramelized grilled chicken breast, sautéed spinach & seasonal vegetable 8.99 | 310-360 Cal.

SHRIMP AND GRITS
Southern stone ground cheese grits with Gulf shrimp 7.99 | 560 Cal.

BAJA FISH TACOS (2)
Pan-seared local Gulf fish, cabbage and creamy cilantro dressing in a corn tortilla served with salsa
(fish is catch of the day, sourced from the Gulf) 7.99 | 300 Cal.

SPAGHETTI & MEATBALLS
Spaghetti and hand rolled meatballs, house marinara, fresh herbs & grated Parmesan 6.79 | 800 Cal.

PENNE WITH LEMON GARLIC BROCCOLI
Wheat penne pasta with fresh broccoli, teardrop tomatoes, fresh basil, and grated Parmesan tossed in garlic infused lemon oil 6.79 | 530 Cal.

PERSONAL PIZZAS 7"

QUATTRO FORMAGIO 5.79 | 700 Cal.
VEGETABLE LOVERS 5.79 | 560 Cal.
CLASSIC MARGHERITA 5.79 | 570 Cal.
MEAT LOVERS 6.79 | 680 Cal.

DESSERTS

SKILLET BROWNIE
FOR SHARING
4.99 | 540 Cal./serving
WITH ICE CREAM
5.79 | 690 Cal./serving

SEASONAL FRUIT TART
5.79 | 370-400 Cal.

KEY LIME PIE
3.19 | 420 Cal.

BEVERAGES <<<<

COKE
DIET COKE
SPRITE
DR. PEPPER
FANTA ORANGE
MINUTE MAID LEMONADE
GOLD PEAK TEA
(SWEET AND UNSWEETENED)
24 oz \$1.79 | 0-230 Cal.

2,000 calories a day is used for general nutrition advice, but calorie needs vary.
Additional nutritional information available upon request.

Oglesby Union Food Hub

Oglesby Union, 75 N Woodward Ave



Mein Bowl

La
Cocina

natural!



Mobile Strategy



Varsity Drive/W. St. Augustine



University Center A



University Center A



Can't leave the office?
fsudelivery.com



On the Horizon

The Transformation Continues

- Garnet and Go Deli – *Opening November 2017*
- Suwannee Room and Seminole Café Renovation
- Oglesby Union Replacement Project – Phase I



FLORIDA STATE UNIVERSITY

The Office of Human Resources

Faculty & Staff Meal Plans

WHY CHOOSE A FACULTY & STAFF MEAL PLAN?



#2 MEALS DON'T EXPIRE!



#1 ALL YOU CARE TO EAT DINING



ONLY \$5!

MEAL, BEVERAGE AND TAX INCLUDED.
PAYROLL DEDUCTION AVAILABLE!

#3 MORE FLEXIBILITY WITH VIP

ADD TO ANY MEAL PLAN FOR \$20



Faculty & Staff Meal Plans

Faculty & Staff 20 \$100

Faculty & Staff 50 \$247

VIP Package \$20 (*14 locations*)

Payroll deduction available

Sign up today!

In person: At the Seminole Dining table or visit the FSUCard Center

Online: seminoledining.com

Email: seminoledining@fsu.edu

FLORIDA STATE UNIVERSITY

The Office of Human Resources



From office meetings and faculty luncheons to special celebrations, we have menus for every occasion and dietary need.

seminoledining.com
legacycatering.fsu@sodexo.com
(850) 644-7509



\$5 Healthy Meals

Faculty & Staff: Save with a meal plan.



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seminoledining@fsu.edu



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Break

Essential Piece Award

Renisha Gibbs

Associate Vice President for Human Resources

Finance & Administration Chief of Staff

Essential Piece Award

- Exceptionally **efficient** and **highly knowledgeable** when it comes to her department's needs and duties.
- **Diligent and thorough** in her duties; she takes the time to ask questions to ensure the process is completed correctly from the start, making our jobs much easier. She's very sweet and **a joy to work with**.
- She is **conscientious, asks excellent questions**, always has **requests and paperwork in on time**, and is just **pleasant** to work with.
- She is **a model department representative!** In addition to going above and beyond, she continuously wants to learn all processes and will **ask the right questions beyond just the basics**— questions that all central HR employees want to hear. Her requests are always submitted in a **professional** and **proactive** manner and she is willing and able to provide more information or clarification on the spot.
- She is well aware of her department's demands and **works together, with HR, to create the best plan to meet those demands**.

Sarah Miller

Staff Services Specialist, University Libraries



Fall 2017 Outstanding Department Representative

and

Essential Piece Award Winner

December 2017 Merit Pool Increases

Tracey Pearson

Director, Employee & Labor Relations



Merit Pool Increases Myth

A new employee was hired on July 2, 2016, and is doing a great job! They only missed the cut off date by one day. We can award them merit, right?

To be eligible for merit, an employee must be employed in a salaried position on or before July 1, 2016, have continuous employment, and be in active payroll status on December 1, 2017.

Merit Pool Increases Myth

As long as an employee is meeting performance expectations,
the employee is eligible for merit, right?

At a minimum, the employee must have received an “Above Satisfactory” rating on the most recent performance evaluation.

Merit Pool Increases Myth

Employee says, “Okay, great! I have an *Exemplary* evaluation rating. I’m getting a merit increase, right?”

The criteria only determines eligibility. It does **not** guarantee that an employee will receive a merit increase.

Merit Pool Increases Myth

Employee says, “I received an oral reprimand, but that was ages ago back in July 2016. Oral reprimands are “forgiven” after 1 year, so I’m eligible for a merit increase, right?”

The criteria for a merit increase requires that an employee have no sustained disciplinary action taken since July 1, 2016. This includes official oral and written reprimands, suspensions, dismissals, and involuntary or voluntary demotions that were associated with disciplinary actions.

“Forgiveness” means the action will not be used as progressive discipline in later disciplinary actions, if the employee is discipline-free for a specified work period.

A&P employees who have been provided notice of contract cancellation or non-renewal by December 1 are also ineligible.

Merit Pool Increases Myth

Party time!! All employees in my department meet the eligibility criteria. That means we are all getting merit increases, right?

Merit increases are intended to reward staff employees for exemplary performance, ***beyond the minimum expectations of their job***. A proposal to award merit increases to all members of a department/unit would be inconsistent with the intent of these awards and will not be approved.

Faculty Relations Reminders

Rebecca Peterson

Assistant Director, Faculty Relations

UFF Collective Bargaining – Pay Increases

Increase	Effective Date	Paycheck Date	Amount
Promotion Increase	8/7/17	8/18/17	12% and 15%
Sustained Performance Increase (SPI)	8/7/17	8/18/17	3% for top rank faculty whose past six years of evaluations have been above "Official Concern"
Performance Increase	9/22/17	10/13/17	\$650 (All Faculty) and 0.20% (Specialized Faculty, not in Research, Teaching, and Librarian tracks)
Market Equity Increase*	10/6/17	10/27/17	\$750K for distribution among eligible tenured and tenure-track faculty members and specialized faculty in Research, Teaching, and Librarian tracks
Merit Increase	10/20/17	11/9/17	<i>Departmental:</i> 1.25% of the Spring salary base to be distributed in accordance with Department/Unit merit procedures <i>Deans:</i> 0.20% of the Spring salary base to be distributed at the discretion of the Deans

*Market Equity is determined by the Office of Faculty Development and Advancement and Human Resources per the Collective Bargaining Agreement.

Administrative Discretionary Increases (ADI)

- Counteroffers
- Endowed/named chairs
- Extraordinary accomplishments
- Equity adjustments
- Increased duties and responsibilities
- Recognition for distinguished faculty

Administrative Discretionary Increases (ADI)

- ADI's for "other" reasons require 15 day notice to UFF before implementation
- ADI's require an approved memorandum with explanation/justification
- Please ensure back-up documentation is provided with the action paperwork when submitted to HR
- Submit with [ADI Checklist](#) as cover sheet

Faculty Contracts

- Faculty Contracts should be generated:
 - At the beginning of each academic year, except for specialized faculty on four-year appointments
 - After University funded/implemented Salary Increases
 - After receiving an Administrative Discretionary Increase
 - After Appointment Changes (i.e., Admin Code, FTE change)
- **All final contracts due November 17, 2017**

Retired Faculty Job Codes

Asst In (9120AS, 91209S)	Program Director (9126AS, 91269S)
Asoc In (9121AS, 91219S)	Coordinator (9115AS, 91159S)
Asst Scholar Scientist (9162AS, 91629S)	Instructional Specialist (9178AS)
Asoc Scholar Scientist (9161AS, 91619S)	Instructor (9004AS, 90049S)
Scholar_Scientist (9160AS, 91609S)	Lecturer (9005AS, 90059S)
Research Asoc (9166AS, 91669S)	

*No new hires into these job codes

UFF-FSU-GAU Collective Bargaining – Pay Increases

Increase	Effective Date	Paycheck Date	Amount
Competitive Pay Adjustment	10/6/2017	10/27/17	2%
Minimum Stipend	10/20/17	11/9/17	\$14,000 for 0.50 FTE academic year (equivalent to \$17.94/hr)

GA Appointment Letters

- All appointments (including re-appointments) require letters
 - Need to comply with elements in Article 2.1
 - Dates should cover class dates and preparation time
 - Dates cannot be used to avoid benefits or qualifying appointment
- Notice for Appointments must be timely
 - Fall/Spring Semesters – 30 days before classes
 - Summer Semesters – 21 days before classes

GA Workloads

- Assignment of Responsibilities
 - FTE over 0.50 FTE discouraged
 - FTE over 0.75 FTE not permissible
 - Work Assignments consistent with classification/program
- Teaching Assistant considerations
 - Class size
 - Credit Hours
 - Previous Experience

GA Workloads

- Clarification of FTE calculation
 - If GA questions assignment and FTE calculation, the GA may request a review from their supervisor
- Review of Workload Expectations
 - Departments must regularly review and assess assigned workloads of their GAs

Outside Employment/Additional Employment

- Outside Employment
 - Cannot restrict outside employment for GAs with stipend less than \$7,750 per semester
 - Departments with restrictive policies must have policy approved by The Graduate School and Faculty Relations
- Additional Appointments
 - Permissible as long as combined FTE does not exceed 0.75 FTE
 - Review every semester for combined FTE over 0.50 FTE

Health Insurance Subsidies 2017-2018

FTE	Domestic	International
0.25-0.49	\$1,744	\$1,757
0.25-0.49	\$1,094	\$1,107
Mix Appt	\$1,294	\$1,307

Faculty Relations Contacts

- Rebecca Peterson, Assistant Director, 645-2202
- Danni Staats, HR Specialist, 644-0184
- Adam Donaldson, HR Representative, 645-1952

Door Prize



Questions & Answers

Closing Remarks

Melissa McClellan

HR Communications Manager

Thank You!