Fall 2020

Department Representative Meeting

October 14, 2020

Welcome!

Shelley Lopez

Program Director, HR Communications/Special Projects

Kyle Clark

Vice President of Finance and Administration

General Updates

Renisha Gibbs

Associate Vice President for Human Resources/Finance and Administration Chief of Staff

Payroll Updates & Reminders

Evelynn Steffen

Senior NRA Specialist, Payroll Services

Employee Social Security Tax Deferral

- Employee Social Security Tax Deferral
  - August 8, 2020, President Trump issues memorandum to defer employee Social Security taxes.
  - Memorandum allows employers to defer withholding and paying employee Social Security taxes between 9/1/20 and 12/31/20 but will be required to collect and pay said taxes between 1/1/20 and 4/30/21.
  - Until further guidance from the U.S. Treasury, the University will not implement the deferral of tax.

Non-US Citizens Working Overseas

- Employees:
  - Submit a Work Abroad Acknowledgement Statement to HR.
  - Enter hours worked overseas on timesheet using OVSEA.

- Students receiving scholarships:
  - Notify CTL-Payroll-Tax@admin.fsu.edu the student is taking classes remotely overseas.

- Independent Contractors (IPCs)
  - Notify CTL-Payroll-Tax@admin.fsu.edu the IPC is performing services overseas before submitting request for payment.

Year End Reminders

- Club Usage Logs
  - Departments that provide club memberships to employees must submit completed and signed logs to Payroll Services by November 15, 2020.
    - Logs should be completed for the period of November 1, 2019 - October 31, 2020.

- Taxable Fringe Benefit Guide
  - For detailed information on employee taxable fringe benefits, please refer to the University's Taxable Fringe Benefit Guide located on the FSU Controller's website.

Year End Reminders

- ## W-2 Forms - Electronic
  - Employees that have not consented to receive their W-2 forms online can make their election in OMNI-HR at any time.
  - Anyone who consents to the electronic form will have access to their 2020 W-2 form as soon as they are made available to campus in early January.

Year End Reminders

- W-2 Forms - Paper
  - Employees who do not consent to the electronic format will be mailed a W-2 form by January 31, 2021.
  - Please remind employees to review and update their mailing address in OMNI before January 1, 2021, so there is no delay in the delivery of their paper W-2 by the United States Postal Service.
  - For 2019 W-2 forms, over 800 forms were returned undeliverable to Payroll Services.

Employment-Based Immigration Updates

Luciana Hornung

Associate General Counsel, Office of the General Counsel

Permanent Residence

Two government agencies:

- U.S. Department of Labor

  - (1) Prevailing Wage Determination

  - (2) Labor Certification (PERM)

- U.S. Department of Homeland Security - United States Citizenship and Immigration Services (USCIS)

  - (3) Immigrant Petition (I-140)

  - (4) Adjustment of Status (I-485)

    - Employee is responsible for this application and fee.

H-1Bs

- Request should be made four months in advance.

  – Earliest we can file is six months in advance of the start date.

- CGE Website

  – H-1B webpage

Premium Processing Fee

- New Premium Processing fee is $2,500 (old fee was $1,440)
- December 2020; no specific date yet.

New H-1B DHS and DOL Rule

- Published 10/08/2020

- DOL portion effective 10/08/2020
  - Minimum wages have increased.

- DHS portion effective in 60 days from 10/08/2020
  - H-1B eligibility will be limited to positions for which there is only one type of qualifying degree (for example, a law degree for a lawyer) rather than a set of related qualifying degrees (such as mathematics or statistics for a postsecondary teacher of mathematics).

- Please make sure to consult with me before moving forward with an H-1B case.

Visiting Scholar Policy/Process International Student & Scholar Updates

Kristen Hagen, *Associate Director*

Tanya Schaad, *SEVIS Data Manager*

Center for Global Engagement

Visiting Scholar Policy

- Invitations for new Visiting Scholars still on hold.

- Visiting Scholar Oversight Committee will consider exception requests to process invitations for scholars arriving no earlier than May 2021. Contact Stephen McDowell, Assistant Provost, for more information.

- RAMP (Research Administration Management Portal) will include questions for initiating Visiting Scholar invitation process.

- Full-time, FSU-paid Postdoctoral Scholars are not Visiting Scholars.

- J-1 request process will involve eForms before the end of next semester.

International Students

- Most U.S. consulates closed worldwide – some opening for F-1 and J-1 visa applications.
  - Uncertain if Summer and Fall 2020 or Spring 2021 students will get visas to come for Spring 2021.
  - Communication with your students is key.
  - No official guidance for Spring 2021 – expect that new students (not transferring from another U.S. school) will need some in-person coursework if they obtain a visa and come to the U.S.

Social Security Number Applications

SSN Process while SSA office is **closed to walk-in service**:

1) Department provides F-1 student the required SSN letter on department letterhead confirming appointment. J-1 students must have authorization from their sponsor (FSU or other). J-1 postdoctoral scholars only need their DS-2019 form.

2) For F-1 Students: Department or student emails the signed letter to CGE@fsu.edu or the student's CGE advisor. After adding their signature, the CGE advisor will send the letter to the student.

3) Student or scholar calls the SSA office at (866) 248-2088 and requests an appointment. They should state that they need the SSN for employment.

4) Student/scholar CAN be appointed without an SSN or receipt for SSN, but they should be in the process of obtaining the SSN.

5) Students who are currently in other states must inquire at their local SSA office about procedures for applying.

6) Anyone who forgets a previously issued SSN may need to appear in person with documentation to obtain the number.

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Departmental Funding Forms

- We need to issue Spring I-20's for students who are currently enrolled remotely outside the U.S. or admitted to a future term, but we need your help!

  – Please provide updated department funding information to Quinn O'Brien at qobrien@fsu.edu as soon as possible to confirm that support is still available for Spring (or the semester for which the student is admitted).

Document Pick-up

- Most services are offered online, but we are open the following hours for pick-up only:
    - Monday, Wednesday, Friday from 1 p.m. – 5 p.m.
    - Remote-only starting after Thanksgiving for the remainder of the year.

CGE Contacts

Michelle Lawson
Scholar advisor until January
mclawson@fsu.edu

Betty Jensen
F-1 Students – A to Lit
bjensen@fsu.edu

Jared Tirone
F-1 Students – Liu to Z
jmtirone@fsu.edu

Quinn O'Brien
Incoming F-1 Students
qobrien@fsu.edu

Kristen Hagen
Associate Director
khagen@fsu.edu

Tanya Schaad
SEVIS Data Manager
 J-1 students
tschaad@fsu.edu

Open Enrollment

Donna Grubb

HR Specialist, Benefits

Open Enrollment Important Dates

- ## October 5
  - Statements mailed and an electronic statement available through your People First account.

- ## October 19 – November 6
  - Open Enrollment Period
  - Changes made will be effective January 1, 2021.

Online Webinars

- ## September 28 – October 30

  – Benefit Fair webinars are available online on the MyBenefits [website](#).

  – Sign up for a session to ask questions or view the presentations on the YouTube channel.

Online Webinars

MetLife Dental Premium Increase

Indemnity with PPO Plan		
Coverage Tier	2021 Premium	Increase Amount
Employee Only	$49.44	$2.12
Employee + Spouse	$91.48	$3.94
Employee + Child(ren)	$102.20	$4.40
Employee + Family	$148.38	$6.40

Standard PPO Plan		
Coverage Tier	2021 Premium	Increase Amount
Employee Only	$34.86	$1.50
Employee + Spouse	$64.50	$2.78
Employee + Child(ren)	$72.06	$3.10
Employee + Family	$104.64	$4.52

Preventative PPO Plan		
Coverage Tier	2021 Premium	Increase Amount
Employee Only	$23.88	$1.02
Employee + Spouse	$44.18	$1.90
Employee + Child(ren)	$49.36	$2.12
Employee + Family	$70.66	$3.08

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Ameritas Dental Premium Increase

Indemnity with PPO Plan		
Coverage Tier	**2021 Premium**	**Increase Amount**
Employee Only	$43.46	$2.84
Employee + Spouse	$80.60	$5.28
Employee + Child(ren)	$91.78	$6.02
Employee + Family	$132.54	$8.68

Standard PPO Plan		
Coverage Tier	**2021 Premium**	**Increase Amount**
Employee Only	$36.06	$2.34
Employee + Spouse	$67.60	$4.44
Employee + Child(ren)	$75.64	$4.92
Employee + Family	$110.16	$7.20

Preventative PPO Plan		
Coverage Tier	**2021 Premium**	**Increase Amount**
Employee Only	$26.16	$1.72
Employee + Spouse	$49.46	$3.22
Employee + Child(ren)	$52.94	$3.46
Employee + Family	$77.58	$5.08

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Additional Open Enrollment Changes

- Optional Life insurance rates
  - New rates are available on Open Enrollment benefit statements

- Health Savings Account (HSA) contribution increase.
  - Individual: $3,600 ($50 increase)
  - Family: $7,200 ($100 increase)

- **Employer** health insurance increase effective January 1, 2021

- Telehealth continues
  - Co-payments effective January 1, 2021

Tips for Confirming a Top Candidate's Qualifications
&
Express Internal Path Enhancements

Amy Espinosa

Assistant Director, Employment & Recruitment Services

Tips for Confirming a Top Candidate's Qualifications

- Before entering a job offer in OMNI HR, a hiring department must exercise due diligence by vetting a top candidate's qualifications.

- **Top Candidate's Qualifications include:**

  - Education

  - Experience

  - Certification/Licensure

Verifying Education: Faculty

- **Original transcripts:** Official transcripts are required for Faculty hires and should be sent directly to the hiring department for review.

- **Ensure Proper Chain of Custody:** Electronic transcripts sent to the student are void. Paper transcripts issued to the student are only acceptable if they arrived at the department in the original sealed unopened envelope.

- **How to Verify Authenticity:** Look for the required elements including an official seal, letterhead/stationary, appropriate authorizing agent, etc.

Verifying Education: Staff & OPS

- **Documentation:** Obtain a copy of diploma or transcripts from the candidate if a degree is required. Review to ensure the degree and major the applicant indicated they possess was in fact conferred.

- **Verify Authenticity:** Look for the required elements, including an official seal, letterhead/stationary, appropriate authorizing agent, etc.

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Verifying Experience

- **Confidential Letters of Recommendation (Faculty):** At least three signed confidential letters of recommendation are required. Letters should be recent (within the last 18 months) and speak to the candidate's abilities to perform the position in question.

- **References (Staff & OPS):** Conduct at least three professional reference checks to confirm the information provided by the applicant. Reference checks should include the candidate's current place of employment and should be conducted with supervisors versus personal references or co-workers.

- **Current or former FSU employees:** Review the personnel file and leave/attendance records.

Verifying Certification/Licensure Requirements

- **Required Certifications/Licensure:** Get a copy of the license/certification and verify status and validity through applicable government or issuing agency's website.

- **Post-hire licensure/certification:** Department must track, confirm receipt by deadline, and obtain copies of the documentation for the employee's file.

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Tips for Confirming a Top Candidate's Qualifications

New website!

Employment & Recruitment Services >

Hiring Department Resources >

[Confirming a Top Candidate's Qualifications](#).

Tips for Confirming a Top Candidate's Qualifications

Employment & Recruitment Services / Confirming a Top Candidate's Qualifications

Confirming a Top Candidate's Qualifications

Before entering a job offer in OMNI HR, a hiring department must exercise due diligence by vetting a top candidate's qualifications as presented during the application and interview process. If attention to this crucial step is disregarded, it can affect compliance with the standards for accreditation and the reputation of a program.

Drill into the topics below for guidance on verifying a Faculty, Staff or OPS candidate's qualifications.

Faculty Candidates

Verifying Education

Verifying Experience

Verifying Certification/Licensure Requirements

Resources

Staff and non-Faculty OPS Candidates

Verifying Education

Verifying Experience

Verifying Certification/Licensure Requirements

Resources

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Express Internal Path Enhancements

We have expanded the use of myFSU login credentials in Smart Onboarding to include Express appointments.

- Now includes current and former employees as well as current and former FSU students.

- Can now utilize their myFSU credentials to log in and complete required steps for Smart Onboarding.

- Some existing data to prepopulate into the onboarding session, resulting in faster candidate entry.

- Departments should obtain the employee/student ID and FSUID directly from the candidate to ensure an incorrect ID is not utilized.

Smart ERP Onboarding Upgrade

Phaedra Harris

Director, HR Operations

Smart ERP Onboarding Upgrade – Quick Reference Guide

Accessing the portal: When you access Smart Onboarding with the **FSU On-boarding Tile** it will redirect you to the **FSU On-boarding Welcome Page** instead of landing on My Tasks automatically. Click on the FSU On-Boarding Landing Page to access the portal. If you are using the **Navigator**, click on the **FSU On-Boarding Landing Page** to access the Smart Onboarding portal. Old navigations, favorites, tiles saved for My Tasks, Candidate Console, or Create Invitations are **no longer accessible**.

Smart ERP Onboarding Upgrade – Quick Reference Guide

- FSU On-Boarding Landing Page (HOME)

Smart ERP Onboarding Upgrade – Quick Reference Guide

My Tasks: queue of action items that require your attention like Dual Compensation, Leave Transfer, Outside Employment, Employment Relatives and Supplemental Documents.

The requirements and approval workflow for these tasks have not changed. *Ensure you click "Search" to populate a list of pending items.*

My Tasks

Use Saved Search:			
Invitation Type	equal to		
First Name	begins with		
Last Name	begins with		
Applicant ID	equal to		🔍
Start Date	equal to		📅
	contains		
	contains		

Click "Search" to populate current list of action items.

Click on the Activity Name to review and complete required Department steps.

Click "View Process" to view the candidate's progress and status of the entire invitation.

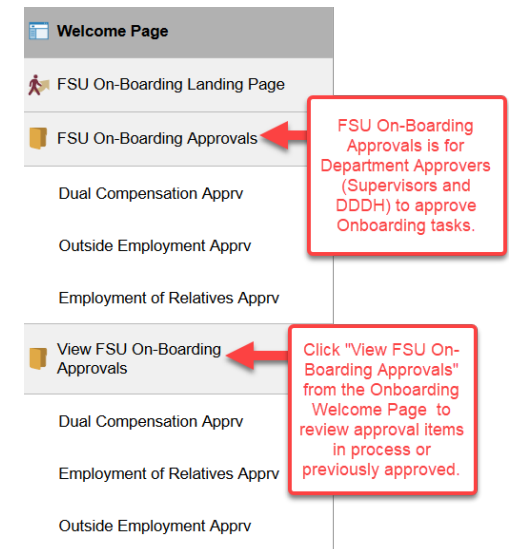Click "More Info" to view appointment and candidate details.

👤 Sally Seminole

Applicant ID:	685068
Empl ID:	000002375
Invitation Type:	Additional Invitation
Citizenship Status:	U.S. Citizen
Department:	025000 Human Resources
Job Code:	T011 Business Off Clerical Etc
Position Number:	

| Search | Clear | Advanced Search | Save Search Criteria | Delete Saved Search | Personalize Search |

Quick Filter [   ]   Showing 1 to 3 of 3   Rows per page [10 ▾]

Invitation ID	Name	Start Date	Activity Name	Assigned on	View Process	More Info
0000013633	Sally Seminole	09/28/2020	Dual Compensation Approval	09/02/2020 09:50 AM EDT	View Process	More Info
0000013633	Sally Seminole	09/28/2020	Supplemental Documents(Admin)	09/02/2020 09:50 AM EDT	View Process	More Info
0000013631	John Doe	09/04/2020	Supplemental Documents(Admin)	09/08/2020 09:42 AM EDT	View Process	More Info

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Smart ERP Onboarding Upgrade – Quick Reference Guide

After the Department Representative has completed the action item in My Tasks, Department Representatives and Approvers can access workflow items from the Smart Onboarding Welcome Page.

- The FSU On-Boarding Approvals folder is for Department Approvers to access tasks to approve. Click the specific task to search for the candidate.

- View FSU On-Boarding Approvals folder is for Department Representatives to check the status of actions in process and view those previously completed. Click the specific task to search for the candidate.

Welcome Page
- FSU On-Boarding Landing Page
- FSU On-Boarding Approvals — FSU On-Boarding Approvals is for Department Approvers (Supervisors and DDDH) to approve Onboarding tasks.
  - Dual Compensation Apprv
  - Outside Employment Apprv
  - Employment of Relatives Apprv
- View FSU On-Boarding Approvals — Click "View FSU On-Boarding Approvals" from the Onboarding Welcome Page to review approval items in process or previously approved.
  - Dual Compensation Apprv
  - Employment of Relatives Apprv
  - Outside Employment Apprv

Smart ERP Onboarding Upgrade – Quick Reference Guide

- **Invitation Console:** provides helpful tools to track a candidate's progress through the onboarding process.

Click "Info and Actions" for a summary on appointment information and to add the candidate to your "Watch" list

Click the Invitation ID to review the Invitation and Invitation Summary

View Process will display the the candidate's progress and status of the entire invitation

Click "Watch" to receive alerts on the invitation

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Smart ERP Onboarding Upgrade – Quick Reference Guide

- The Invitation Summary provides important details to assist you in troubleshooting issues with your candidate, percentage completion for all tasks, and an overview of key steps in the process.

- You can find the candidate's USERID, date of last login, and account status on this page.

Smart ERP Onboarding Upgrade – Quick Reference Guide

Additional Contacts: Job offer originators can add additional contacts from within their department to the job offer to receive notifications about their candidate. The additional contacts will receive emails when an invite is launched, the background check status, and when the appointment is processed.

Smart ERP Onboarding Upgrade – Quick Reference Guide

Hire Date Changes: If it is required to move a candidate's hire date forward, Department Representatives can include this information in the "Comments" when submitting the candidate's Supplemental Documents. **Supplemental documents (ex: contract, offer letter, etc.) should reflect the updated date.**

An FSU Service Center case is no longer required. **Please include the new hire date and reason for the change in the comment field.**

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Smart ERP Onboarding Upgrade – Quick Reference Guide

Key Tips for Department Representatives:

- Stay in touch with your candidates. You are their first line of support.

- Need to review your candidate's onboarding progress? Navigate to Invitation Console and click on the Invitation ID to review the Invitation Summary. Click View Process from the Candidate Console page for a detailed status update.

- Previously saved bookmarks on homepages or favorites will not work—remove them.

- If you have completed an onboarding session or are completing one (as a candidate), you will need to choose your role if going through the Department Administration page (Department Administrator).

- Do not let your candidates expire! An onboarding invitation expires after 21 days if not accessed by the candidate.

- If your candidate is an existing employee, rehire, current student, or former student, please enter their Employee ID and FSUID when adding express appointments.

Smart ERP Onboarding Upgrade – Quick Reference Guide

Key Tips for Department Representatives:

- Upload all documents needed for an onboarding invitation before clicking "Save and Submit" to submit the candidate's supplemental documents. Submitting without all required documents will not speed up the processing timeline.

- Deadlines are met when job offer and all documents needed are received in HR, not when the job offer is submitted.

- Approvers & Department Representatives should proactively monitor their Worklists and FSU Onboarding Approvals.

- Know the difference! "View Onboarding Approvals" is for reviewing Dual Compensation, Outside Employment, or Employment of Relatives actions. "FSU Onboarding Approvals" is where approvers take action on pending items.

- Onboarding an additional appointment? Remember to consult with the Department Rep(s) for the employee's existing appointment(s) to determine the following: No Change, Update, or Terminate. Coach Internal Transfers on how to appropriately answer the Dual Comp question.

Smart ERP Onboarding Upgrade – Quick Reference Guide

Need help? Contact your department's assigned recruiter or HR-Onboarding@fsu.edu.

Essential Piece Award

Renisha Gibbs

Associate Vice President for Human Resources

Finance & Administration Chief of Staff

Essential Piece Award

- *"She is **always responsive and handles issues that arise timely.**"*

- *"She always displays professionalism and a positive attitude**.**"*

- *"It is a pleasure to work with her."*

Christie Fraser

Fall 2020 Outstanding Department Representative
and
Essential Piece Award Winner

Employee Offboarding, FFCRA Updates, & Calendar Year End Information

Christine Conley

Sr. Associate Director, Attendance & Leave

Employee Offboarding

- Required Items:
  - **Personnel Actions (ePAF+)** should be submitted immediately upon notification that an employee will be terminated and verified that the action has been fully processed by the termination date.
  - **Separation Checklists (SCL)** are required for both voluntary and involuntary separations.
    - Some items on the SCL can be completed prior to the last day worked.
    - Recommendation – Set up a meeting on the last day worked to collect/finalize the checklist (keys, FSU card, etc.).

Employee Offboarding

- Payout Information
  - Employees eligible for a separation payout should not expect their payout for at *least* two (2) full pay periods following the last day worked.
  - Payouts are <u>NOT</u> issued until SCL's have been completed and submitted to HR.
  - Employee portion of the SCL is not required for involuntary and employee death separations.

Employee Offboarding

What frequently causes a delay in completing the Separation Checklist?

Employee Offboarding

- Payout Eligibility
  - USPS employees must have 6 months of service to be eligible for an annual leave payout.
  - Faculty hired after May 2011 are <u>NOT</u> eligible for a sick leave payout.
  - Staff hired after October 1, 2015, will <u>NOT</u> be eligible for a sick leave payout until they have completed 10 years of **FSU service.**
  - Staff hired before October 1, 2015, must have 10 years of FSU or State service before being eligible for a sick leave payout.

Employee Offboarding

- Payout Eligibility
  - Payouts are based on a Lifetime Maximum. Employees who have previously received a leave payout from FSU may have their current payout impacted.
  - Faculty who have utilized the Paid Parental Leave benefit may have their payout impacted.

- Questions?
  - Staff: Carmen Edwards - cedwards3@fsu.edu.
  - Faculty: Cierra Moore - csmoore2@fsu.edu.

Employee Offboarding

- Terminal Leave

  – FSU has a policy prohibiting the use of annual leave as terminal leave. Supervisors/Departments should not approve annual leave prior to the date of separation.

- Email Access

  – Office 365 (which includes email) will be disabled for non-retirees 14 days following separation.

FFCRA Updates

- Emergency Paid Sick Leave (EPSL)
  - FSU requiring an employee to quarantine due to an exposure does not automatically qualify.
  - Employees wanting to apply for EPSL would need documentation that they have been medically advised to isolate.
  - [Emergency Paid Sick Leave Form](#)

FFCRA Updates

- School/Childcare Closure – Emergency Paid Sick & Expanded FMLA

  – Department of Labor (DOL) has been clear that parents' election of a virtual school option when a face-to-face option is available is <u>NOT</u> covered.

  – If the school/childcare facility is open but requires your child to attend virtually this would be covered.

    ▪ A student is required to quarantine due to exposure.

    ▪ FSUS temporarily moving to virtual.

FFCRA Updates

- Revised regulations effective 9/16/20:
  - Reaffirms that FFCRA Leave may be taken only if the employer has work available from which an employee can take leave.
  - Clarified Health Care Provider exemption.
  - Intermittent Leave requires employer approval and should balance the needs of both employee and employer.
  - Documentation should be provided as soon as practicable.

Calendar Year End

- Excess Annual Leave
  - Employees will automatically retain up to 80 hours of excess annual leave above their pay plan based on the **12/24/20** balance.
  - There will <u>NOT</u> be the option to retain hours in excess of 80.
  - Employees who are wanting their 80 hours of excess annual leave to roll to sick leave will need to submit a form to HR by 12/14/20.
  - Rollover processes are run in Pay Period N.

Calendar Year End

- Fall/Winter Break
  - The University will be closed (except for essential services) between 11/25/20 – 11/27/20 and 12/21/20 – 1/1/21.
  - Additional University Holidays is a benefit to our current workforce who plan to maintain an employment relationship with FSU.
  - Employees who voluntarily separate must return to work following the conclusion of Winter Break.
    - Logging leave following Winter Break does not qualify as returning to work.

Calendar Year End

- Pay Period K – 11/26/20
  - 11/23: Time Entry Due on 11/23/20.
  - 11/24: Approvals due by noon and Cost Center 1.
  - 11/30: Cost Center 2 and 10:30 a.m. case deadline.

Calendar Year End

- Pay Period L – 12/10/20
  - All processes will be one-day accelerated.
    - 12/9: Time Entry Due on 11/23/20.
    - 12/10: Approvals due by noon and Cost Center 1.
    - 12/11: Cost Center 2 and 10:30 a.m. case deadline.
  - *There will be <u>no</u> off-cycles cut for pay period L.*

Calendar Year End

- Pay Period M – 12/24/20
  - 12/14: Time Entry Due on 11/23/20.
  - 12/15: Approvals due by noon & Cost Center 1.
  - 12/16: Cost Center 2 & 10:30 a.m. case deadline.
- Pay Period M off-cycles will only be processed on 1/4/21.

Calendar Year End

Takeaway: Check your Actives & Cost Centers. Waiting until 12/18 (pay day) for someone to report an error will result in them not receiving payment until January.

University Compensation Study

Shelley McLaughlin

Sr. Associate Director, Employment & Recruitment and Compensation Services

Staff Compensation Study

- In partnership with Segal consulting, HR launched a project to update our staff compensation and classification system.
  - This project is expected to run through 2020.
  - The major goals of this study is to create:
    - Compelling value proposition for staff
    - Total rewards/Compensation Philosophy

Staff Compensation Study

- Project Objectives
  - Through review of 4,400 position descriptions (Executive Service, A&P, and USPS positions) within 285 unique job codes, the desired outcomes are:
    - Defined classification levels
    - Defined career paths
    - Competitive market assessment
    - Contemporary, competitive, and equitable salary structure
    - Pay administration guidelines
    - A clear implementation and comprehensive communications plan

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Staff Compensation Study

Project Approach and Timing

Project Kick-off & Data Request	Compensation Philosophy & Pay Admin. Guidelines	Job Architecture & Job Evaluation Process	Staff Market Assessment	Salary Program Development	Communications & Implementation
• Review data and materials • Conduct stakeholder discussions	• Develop draft compensation philosophy • Develop peer group(s) and comparison market(s) • Review and approve compensation philosophy, including peer groups/ comparison markets • Develop pay administration guidelines	• Develop job families • Develop standardized job titles • Determine and validate classification assignments	• Conduct initial salary market pricing • Review and finalize market assessments with appropriate stakeholder groups • Conduct variance analysis	• Develop salary structures • Assign jobs to ranges • Validate with leaders • Identify incumbent and cost implications • Finalize structure	• Develop implementation & communications plan • Assist in developing train-the-trainer and roll-out materials
COMPLETE	COMPLETE				
Month 1 – 2	Months 2 – 3	Months 3 – 5	Months 5 – 7	Months 7 – 8	Month 1 – 10

☆ Segal

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Diversity & Inclusion Updates

Michelle Douglas

Director, Equity, Diversity & Inclusion/CDO

Diversity & Inclusion Updates

- New HR Office Name: Office of Equity, Diversity & Inclusion
- New EDI Team Member: Annie Grier, Sr. Coordinator for Diversity & Inclusion

Diversity & Inclusion Updates

- EDI Resources
  - D&I Strategic Planning tool
  - [D&I Webpage](#)

Diversity & Inclusion Updates

- **President's Task Force on Anti-Racism, Equity & Inclusion**

New HR Website

Shelley Lopez

Program Director, HR Communications/Special Projects

New HR Website

- Launch – Friday, October 16, 2020.

- The new website houses all the same information as the current website, as well as the addition of some enhanced features.

- Take time to review the page to get used to the changes.

- Questions about the website can be directed to Shelley Lopez (s.lopez@fsu.edu).

New HR Website

- Enhanced features:
  - Complete Total Rewards overview including the new Compensation Calculator
  - Comprehensive Prospective Employee Resources
  - Targeted recruiting pages for Faculty, Staff, and Student Careers
  - Enhanced emphasis on Employee Development
  - Updated Communications page to provide important department representative information in an easier format
  - New Microsoft Stream video channel to house all HR videos
  - Rebranded, user-friendly design

New HR Website

- Special Thank You to the HR Website Redesign Team
  - Gerardo Garcia
  - Phaedra Harris
  - Gladys King
  - Melissa Meschler
  - Debbie Kelly
  - Calvin Hill
  - Greg Farnsley
  - Dave Burgess
  - Anne Hall
  - Katie Grab
  - Rosalee Donaldson
  - Kevin Borschel
  - Ruben Griffin
  - Rodney Johnson

Questions & Answers

Closing Remarks

Shelley Lopez

Program Director, HR Communications/Special Projects

Thank You!