Spring/Summer 2014
Department Representative Meeting

May 20, 2014

Welcome and Introduction

Renisha Gibbs

Assistant Vice President for Human Resources
& Finance and Administration Chief of Staff

Thank you to our Partners

College of Medicine

Office of Business Services

New HR Employees

- Jonathan Banks, HR Representative – Employee Data Management

- William "Brad" Gilbert, HR Specialist – Facilities HR

- Amber Pursley, Communications/Special Projects Manager – Administration

- Amelia Pye, HR Representative – Employee Data Management

- Danielle Staats, Administrative Assistant – Employment

Employment & Compensation/Classification Updates

Drew Meehan

Associate Director, Human Resources

Employment & Comp/Class Updates

- Disposition Codes
- HR Appointment Training Class
  - ✓ Next available class – July 2nd
- Background Checks
  - ✓ Summer Camps
  - ✓ Policy is applicable to USPS, A&P and OPS
- Inside Higher Ed

Employment & Comp/Class Updates

- Veteran's Preference Changes
  - ✓ Wartime Period Removed
  - ✓ Florida Residency Removed
  - ✓ Veteran's Preference for Parents or Guardians in certain circumstances
- Early Provisioning
  - ✓ For Faculty and Executive Service

Employment & Comp/Class Updates

- Job Opening Cleanup
  - ✓ Browse Job Openings for old openings to close out
- Faculty Transcripts
- Online New Employee Wizard Forms
- USPS Profiles

Employment & Comp/Class Updates

Behavior-based Interviewing

- Questions probe actual events or situations the candidate faced
- Use the responsibilities within a position description to develop questions
- Sample Questions
- Want More?

Benefits Updates

Michael Horgan

HR Specialist, Benefits

Benefits Updates

- Domestic Partnership Health Insurance Stipend

- Leaves of Absence

- Affordable Care Act – OPS Insurance Coverage

- New Hire FRS Certification Forms

- Seminole Savings Discount Program

Domestic Partnership Health Insurance Stipend

- Summary
- Application: http://hr.fsu.edu/DPHIS_Program
  - ✓ Forms must be complete
  - ✓ Strict deadlines – will not be backdated
- Kathy Gartley, Benefits
  - ✓ 644-8732 or kgartley@fsu.edu

Leaves of Absence

- Notify the Benefits Office if any extended leave is planned

- Benefits Office
  - ✓ 644-4015 or benefits@fsu.edu

Affordable Care Act – OPS Insurance Coverage

- Information: http://hr.fsu.edu/?page=AffordableCareAct
- Temporary Social Security Numbers not accepted
- Process OPS terminations in a timely manner
- Change in hours: do not assume the employee will become eligible/ineligible for coverage!
- Benefits Office (Insurance Section)
  - ✓ 644-4015 or insurance@fsu.edu

New Hire FRS Certification Forms

- Name and SSN – as clearly as possible
- Must be signed by the employee
- "State of Florida administered retirement plan"
  - ✓ Includes Pension Plan, Investment Plan, SUSORP, SCCORP*, SMSOAP*
  - ✓ Does not include Bencor (OPS)
- Leasa Howard, Benefits
  - ✓ 644-4016 or lhoward@fsu.edu

Seminole Savings Discount Program

- Information: http://hr.fsu.edu/SeminoleSavings

- Minimum 10% discount on products and services; show FSUCard (in most cases)

- David DeSue, Benefits
  - ✓ 644-5726 or ddesue@fsu.edu

DOOR PRIZE

Employee Data Management Reminders

Andrew Kapec

HR Specialist, Employee Data Management

Appointments

- Paperwork
  - ✓ Only completed appointment paperwork can be processed
    - Department's responsibility to ensure proper paperwork completion
    - If incomplete, email will be sent to Dept requesting missing material and it will become the Dept's responsibility to respond and ensure completion for processing
  - ✓ Use Cover Sheets when sending paperwork to HR
    - ✓ Use checklist on EDM Cover Sheet

Appointments (cont.)

- eRecruits for rehires or additional appointments
  - ✓ Enter Employee ID and appointment info in Comments Section of Job Offer
  - ✓ Will be viewed as a new hire, unless otherwise noted in Comments Section, as New Hire Packet will be requested
  - ✓ Appointment information not known by Job Offer alone

Dual Compensation Form

- Process change due to Affordable Care Act
- Required for all employees who have more than one active appointment in more than one department
  - ✓ Excludes SFG or any non-compensated records
- Ensure proper completion including: FTE, Daily Schedule, Days Schedules, and Period of Employment
  - ✓ All requested information is required – e.g., If Dept Chair and Dean are same, use "Same as Below/Above" to fill the space
- Current version Revised 2/2014
- The "Initiator" should be a person who has complete knowledge of the situation and details
- Contact: Rita Albert at 645-7854 for questions

Status Update Requests

- Please allow first week of pay period to be used solely for appointment processing. Status Requests are encouraged the Tuesday before last day of processing (last Tuesday of Pay Period)
    - ✓ The processors do their work during the 1st week of payroll processing (1st Monday – 2nd Monday of pay period) in order to process all appointments
    - ✓ If appointment met deadline, it will be worked
        - Status Updates allowed beginning last Tuesday of pay period
    - ✓ If appointment did **not** meet deadline, anticipate processing next pay period
    - ✓ Search Email prior to requesting any status updates

Status Update Requests (cont.)

- Pay Period Schedule – Pay Period X, May 9-22
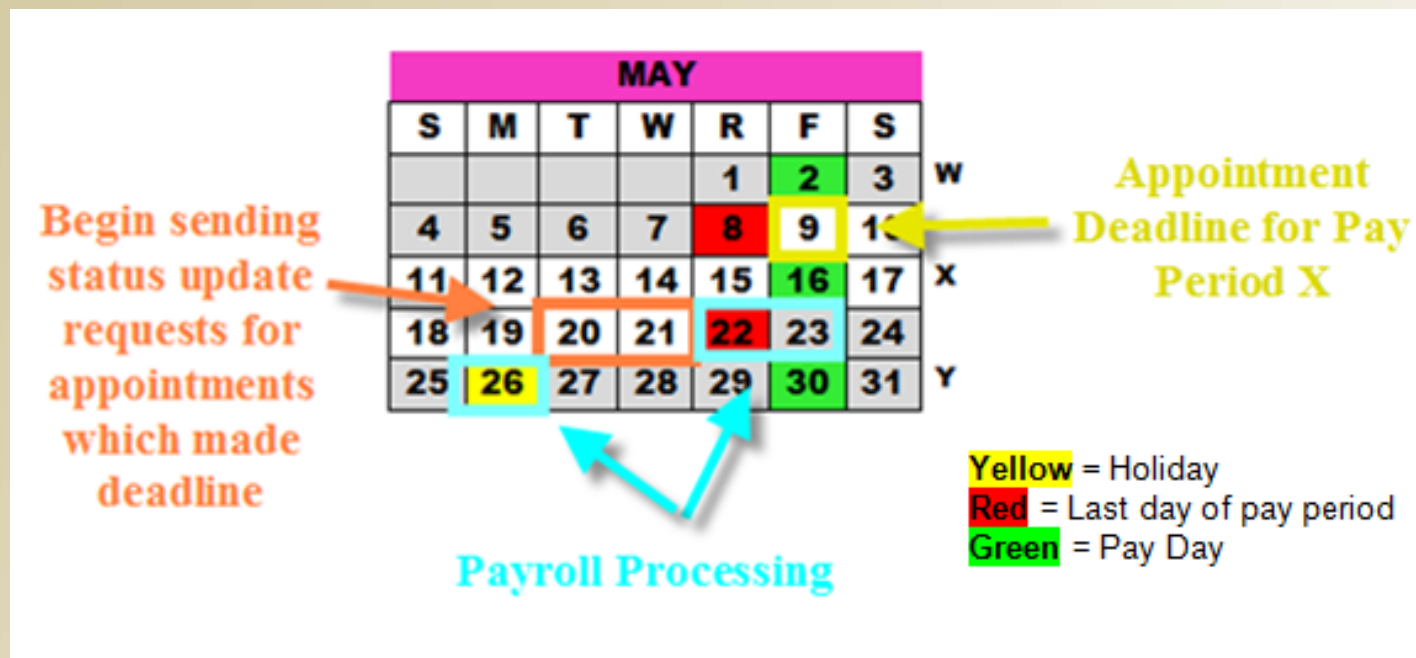
- If dire situation arises, submit a case

CRM Cases

- To be used for Actives and Cost Center Report issues
  - ✓ Incorrect pay, hours, schedule, etc.
- Appointments with missing paperwork will not be worked with a case
- Appointments which missed deadline and have a case will not be worked prior to appointments which met deadline
- Do not submit a case requesting action for multiple employees
  - ✓ Each case can only concern one employee
- Include all information in Case Details:
  - ✓ Employee Name, ID, action type, situation, and effective date

I-9s

- Employee must complete Section 1 by (after acceptance of Job Offer) or on first day of work for pay
    - ✓ Protects employer as employee must attest to being authorized to work in U.S. prior to working
    - ✓ Federal requirement
- Employee must present valid work authorization and photo ID documents within 3 business days in order to complete Section 2
    - ✓ Receipts are valid for 90 days
    - ✓ Proof of work authorization and ID must be provided to protect employer
    - ✓ Federal requirement
- Terminate Employee Records in Guardian along with OMNI
- I-9 Question? There's a site for that! I-9 Instructional Website
- Federal Work Study Student Paperwork
    - ✓ All paperwork is the responsibility of Dept for which the FWS Student is working
        - • Includes Form I-9

Mass Appointment Processes

- Ability to take action on all Courtesy, GA, or 9-Month Faculty in Dept at once
  - ✓ Opposed to individual ePAFs/pPAFs to extend or terminate each employee
- Courtesy Mass Appointments
  - ✓ Now Open! Please take action! Open until 5/23/14
  - ✓ See Sue Andres' email from last week
- Fall Grad and 9-Month Faculty Mass Appointments
  - ✓ Timeline for opening will be sent via listserv

ePAF vs pPAF

- **pPAF**
  - ✓ Used primarily for un-advertised new hires
  - ✓ Used to create action for a past pay period in which the employee has already been paid

- **ePAF**
  - ✓ Can be used for all personnel actions on a single existing record for any pay period in which the employee has not been paid
    - Current pay periods
    - Future pay periods
    - Past pay periods which have not been paid

OPS Information

- HR Home Page – Dept Rep Resources – EDM – OPS Information
  - ✓ http://hr.fsu.edu/index.cfm?page=Compensation_opsinformation
- Job Codes
- Grad Appointment Information
  - ✓ HR Home Page – Dept Rep Resources – EDM – Grad Asst Modifiers & Job Groups
  - ✓ http://www.hr.fsu.edu/index.cfm?page=DepartReps_PositionManagement_GraduateModifiers

EDM Contacts

- Katie Filomio   on Extended Leave
- Phaedra Harris   644-7705
- Sue Andres   644-5052   Mass Appt Process & Courtesy Appt
- David Amwake   645-2303   NRA Processing, Faculty 1x Pay, & CRM
- Andrew Kapec   645-2781   I-9 Administrator
- Janet Reagan   644-1689   Name Changes & Imaging/Employee Files
- Ellen King   644-7939   Faculty Processing
- Erica Francis   644-4915   ePAFs & OPS 1x Pays
- Rita Albert   645-7854   Dual Comps & Employee Verification
- Amelia Pye   644-5176   eRecruits
- Jonathan Banks   645-2712   pPAFs

Time Entry and Approval Options

Christine Conley

Assistant Director, Human Resources

Time & Labor

Methods of Time Entry

1. Employee enters time & leave in OMNI Self Service and a Supervisor approves time & leave in Manager Self Service.

2. Employee records time & leave on a paper timesheet printed from myFSU BI, which is signed by the Supervisor. A Department Representative (or a Supervisor) enters and approves time in OMNI Manager Self Service.

Methods of Time Entry

Other Approaches

- Employees are Self Service with the exception of USPS who maintain a record of their Ins/Outs on a Paper Timesheet.

- Your classification determines whether employees record their time & leave in OMNI Self Service or on the myFSU BI paper timesheet.

- A 3rd party software is used and files are uploaded into OMNI.

Self Service / Electronic Reminders

- Each pay period, Department Representatives should clearly communicate to their employees the deadlines for time entry & approvals.

- It should be documented if a key employee (ex. Vice President) designates time management to an administrator.

Self Service / Electronic Reminders

- An accurate audit trail is contingent upon the Employee entering their own time and the Supervisor approving the time.

  - ✓ Department Reps should avoid approving all outstanding time in a department. Alternately, they should monitor and coach Supervisors on approving their employees' time.

  - ✓ Exception: An employee is out on leave and did not make the necessary entries in OMNI. The department representative should record leave in OMNI to ensure the employee is not overpaid or falls into a negative leave balance situation.

Electronic Approval Process

- In order to approve time, users must have:
  - ✓ The security role FSU_SS_MANAGER
  - ✓ The employee must appear in their group or they must be the designated second level supervisor

- Who should approve time:
  1. Immediate Supervisor / Designated administrator for key employee
  2. Second level Supervisor or Designated Supervisor
  3. Department Representative

Manager Self Service / Paper Timesheet Reminders

- Representatives entering time should stay current with their time entry to ensure the information on the myFSU BI timesheet is correct.

- If you require employees to submit timesheets early and estimate attendance & leave, you should have processes in place to ensure that "after the fact" changes are reflected on both the paper timesheet and in OMNI.

Review & Update Time Entry Processes

- If your department is paperless with the exception of documenting USPS employees In/Out times or has only a select number of employees using paper timesheets, you should evaluate moving to 100% self service/electronic entry.

- Please contact a trainer in Time & Labor:
  - ✓ Lisa Rosenthal / 644-7936 / llrosenthal@admin.fsu.edu
  - ✓ Christine Conley / 644-1978 / caconley@admin.fsu.edu

Moving to Electronic Entry

- If your department is using paper timesheets, you should work with your VP, Dean, and/or Director on moving to Self Service Entry.

- Please contact a trainer in Time & Labor and we can assist you in determining a roll-out that works best for you and your employees.
  - ✓ Lisa Rosenthal / 644-7936 / llrosenthal@admin.fsu.edu
  - ✓ Christine Conley / 644-1978 / caconley@admin.fsu.edu

Leave Audits

- Departments using paper timesheets should audit time on an annual basis.

- Self Service audits require the Employee and Supervisor to review their time entry. Department Representative review accruals.

  - ✓ Supervisors should continually monitor their employees' time to ensure all attendance & leave is recorded.

Leave Audit Guidelines & Workbook

- HR published a procedure document to assist departments in completing leave audits. Due to the complexity of the guidelines and workbook, we will be developing a class for departments conducting leave audits.

- Informal help sessions will be offered in **UCA 6201 from 8:30 a.m. – 4:30 p.m., 6/2/14 & 6/16/14**. If you are unable to make the help session, please contact:

  - ✓ Abigail Lejeune / 644-1449 / alejeune@admin.fsu.edu

Department Representative Meeting -
May 20, 2014

BREAK

Department Representative Recognition

Renisha Gibbs

Assistant Vice President for Human Resources & Finance and Administration Chief of Staff

Outstanding Department Representative Nominees

- **Tony Daniels**, Administrative Specialist, UBA College of Music
- **Dorothy Gochnauer**, Financial Specialist, UBA Florida Natural Areas Inventory
- **Traci Jones**, Assistant Director, Florida Center for Interactive Media
- **Constance Lee**, Administrative Specialist, Center for Academic and Professional Development Dean's Office
- **Haley Llewellyn**, Administrative Specialist, College of Engineering Dean's Office
- **Amanda O'Connell**, Staff Services Associate, UBA FSU Police Department
- **Holly Stafford**, Staff Services Associate, UBA National High Magnetic Field Lab
- **Sheila Williams**, Assistant Director, Institute of Science and Public Affairs

Spring/Summer 2014 Outstanding Department Representative

and

"Essential Piece" Award Recipient

Tony Daniels

Administrative Specialist, UBA College of Music

VEVRAA/503 Updates

Mandy Manning

Senior HR Specialist, Equal Opportunity & Compliance

Office of Federal Contract Compliance Programs (OFCCP)

New Regulations:

- VEVRAA: Vietnam Era Veterans' Readjustment Assistance Act

- 503: Section 503 of the Rehabilitation Act

VEVRAA/503

- Language for contracts and purchase orders
- Tagline for employment advertisements
- Employment pre-offer self-ID
- Employment post-offer self-ID
- Workforce survey
- Affirmative Action goals

Payroll Announcements

Beverly Miller

Associate Controller, Payroll Services

Payroll Tax

- All nonresident alien (NRA) employees, independent contractors, research participants and non-qualified scholarships are paid through the payroll system.

- The deadline for submitting requests for non-qualified scholarship payments for NRAs is the same as the deadlines for appointment papers due to Human Resources (the first day of the pay period) to guarantee processing on the current pay cycle. If the NRA does not provide all immigration and Glacier tax documents, the payment will not be processed.

Payroll Tax (cont.)

- Departments should notify the payroll tax team as soon as it has knowledge of a foreign guest speaker or performer coming to FSU. This will expedite the collection of all necessary immigration and Glacier tax documents needed to process a payment to the guest speaker or performer.

Payroll Tax (cont.)

- If departments are hiring any NRAs for Fall 2014 and the NRA is already in the country, contact the payroll tax team (Alisha Dillon) immediately so the process of collecting the individual's Glacier tax documents can be implemented. This will assist the NRA in not losing treaty benefits associated with their first paycheck.
- The Payroll Tax team (Evelynn Steffen) should be immediately notified if a department hires a foreign national to work both in the United States and abroad so the employee is properly taxed on all wages.

Payroll Processing

- Direct deposit forms must be completely filled out, the entire agreement must be printed on the form, and it must be signed by the individual.

- Departments should always review the Actives & Cost Center I & II reports and immediately report any issues via case. Do not wait to report issues on Tuesday as it is too late to correct the paycheck.

Payroll Compliance Report

Explanation Tab

Overpayments

The Payroll Overpayments Compliance Report provides summary data on the number of weeks/employees which were overpaid wages from one or more previous pay periods. A PASS score is assigned to Department Areas as long as NO overpayments (negative earnings) are processed within a pay period.

Payroll Compliance Report (cont.)

Explanation Tab

Underpayments

The Payroll Underpayments Compliance Report provides summary data on the number of weeks/employees which were underpaid wages from one or more previous pay periods. A PASS score is assigned to Department Areas as long as the earnings end date of any week being paid in a particular pay period is not greater than 28 days from the pay period ending date. Department Areas that do not meet this criteria are assigned a FAIL score.

Payroll Compliance Report (cont.)

Results

Number of weeks (Thru 3rd quarter)	FY13	FY14	% decrease
Under Pays	7,527	6,769	10.1
Over Pays	527	434	17.6

- If you would like to discuss the results for your department, contact Beverly Miller, 645-2772, or Duane Jacobs, 644-9431

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Graduate Assistant Appointments, Waivers and Reporting

Brian Barton

Director, The Graduate School

Contact Information

- Brian Barton: bbarton@fsu.edu
- David Beck: dbeck@admin.fsu.edu

How Waivers Work

- In Fall 2013, we rolled out a new Student Central Waiver Entry System
- Eligibility:
  - ✓ Must have a Graduate Assistant Job Code
  - ✓ Must be enrolled for at least 9 hours
  - ✓ Must have at least a .25 FTE
- Interaction with Student Financial Services
- Security

Concepts

- Student gets "Third Party Contract"
  - ✓ Waiver is paid by the contract
- The waiver coordinator posts the waiver
- By Year/Term
- Allocation by Year
  - ✓ College/Dept

Subsidy

- **Old Method: Payroll Supplement**
  - ✓ Eligibility is same as waiver + insurance
  - ✓ Distributed once each term
- **New Method: Payroll Deduction**
  - ✓ Eligibility is same as waiver + insurance
  - ✓ Will be a fringe benefit

We Are Here To Help

- CRM
- Bomgar
- Job Aids
- Joint entry sessions

Communications Update

Amber Pursley

Communications/Special Projects Manager, Human Resources

Upcoming HR Forums

- Monthly beginning in Fall 2014

- "Stay Connected" Initiative

- Timely Training Topics + HR Reminders

- Will also be available via live webcast

- Questions or suggestions?
  - ✓ Amber Pursley / 644-0184 / apursley@fsu.edu

Questions & Answers

Closing Remarks

Phaedra Harris

Director, Human Resources

Upcoming HR Initiatives

- USPS ePerformance

- Online New Employee Wizard Forms

- Paperless Time Entry

- Affordable Care Act

- PeopleSoft Upgrade

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Thank You!