HR Forum
Summer Camp Hiring
February 21, 2018
HR Updates

Attendance & Leave

Sick Leave Pool Open Enrollment

• Ends Friday, February 23, 2018.

• Applications received after February 23 will not be considered; employees will have to wait until the next open enrollment period to apply.

• Complete Sick Leave Pool information, including the 2018 application, eligibility requirements, and related forms, is available on the HR website.
HR Updates

Compensation

Reminders:

• Cellular Allowance Requests:
  – Should be submitted via CRM Case to ITS for review.
  – Once approved, the case will be forwarded to Compensation for review and processing.

• Requests for salary reviews and position changes:
  – Should be made by a direct supervisor, the Department Rep, or a DDD – **not by the employee**.
HR Updates

Employee Data Management

Reminders:

• Once new employees are hired in OMNI HR, departments should provide them with their Employee IDs for FSUID activation.

• Human Resources cannot reset passwords to the myFSU portal. Employees and department representatives should contact ITS directly at 850-644-HELP(4357).

• If hiring a Graduate Assistant, please include their EMPLID on the personnel action submitted.
HR Updates

Benefits

• Dependent Eligibility Verification Audit (DEVA) – begins March 5 and ends May 11.
  – Enrollees who have dependents on their insurance benefits will be required to respond to requests for documentation.
  – Tax Return Transcripts can be obtained online or via mail.
    ▪ Information on how to obtain transcripts can be found here.
  – FAQs, information about required documents, and more can be found on the myBenefits website.

• People First Portal Upgrade – brand new look!
  – People First will be unavailable from March 17 – March 25 for a planned upgrade to their system.

• 1095-C Tax Forms can be printed from the People First website.

• 9/10 month faculty double deductions began with the 2/2/18 paycheck and will end with the 5/11/18 paycheck.
Summer Camp Hiring

Criminal History Background Checks

Andrew Kapec, University Background Check Manager
Employment & Recruitment Services
About Summer Camp Checks

• Managed by The Florida Department of Children and Families (DCF)
  – Tracked through state-run, web-based system: “Clearinghouse”
    ▪ FSU began using “Clearinghouse” during the summer of 2016

• “Summer Camp” defined in Florida Statute:
  – “…recreational, educational, and other enrichment programs operated on a 24-hour basis during summer vacation…”

• Conducted to ensure safety and security of minors attending camps, camp personnel, and others on campus

• Can only be conducted within 60 days of Summer Camp employment
Who Needs a Check?

• All Summer Camp Personnel: owners, operators, employees, and volunteers

• New Screening vs. Resubmission
  – New Screening:
    ▪ Fresh Fingerprinting
    ▪ Completion of all DCF Documents
  – Resubmission:
    ▪ Re-runs FBI portion for up-to-date records
    ▪ For rehires/current employees in Summer Camp Years 2-4
    ▪ No fresh fingerprinting or documents
Who Needs a Check, cont.

• New Screenings Required for:
  – New Camp Personnel
  – Rehires/Current Employees not in DCF’s Clearinghouse
  – Rehires/Current Employees in Summer Camp Year 5

• Resubmissions Required for:
  – Rehires/Current Employees in DCF’s Clearinghouse in Summer Camp Years 2-4.
# Summer Camp Requirements

<table>
<thead>
<tr>
<th>Year Working/ Volunteering</th>
<th>Pre-Employment Background Check Requirement Under the Clearinghouse</th>
<th>*Cost</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>New Level 2 DCF Summer Camp Background Check including fingerprinting. For: New Candidates, Year 5 Candidates, or Rehires screened before 2016.</td>
<td>$55.00/Local or $74.00/Fieldprint</td>
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<tr>
<td>2 - 4</td>
<td>Once screened under the Clearinghouse, the current employee/volunteer or rehire needs to have the FBI portion of their background check re-run for an up-to-date Level 2 before each summer camp season. (No fingerprinting or additional forms are required.)</td>
<td>$25.00</td>
</tr>
<tr>
<td>5</td>
<td>A new Level 2 DCF Summer Camp Background Check is required for all summer camp employees every 5 years.</td>
<td>$55.00/Local or $74.00/Fieldprint</td>
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<tr>
<td>6 or More</td>
<td>Years 2 - 5 above repeat.</td>
<td>See Above</td>
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Exemptions to New DCF Summer Camp Checks

• Certain Volunteers if:
   – They are volunteering on an intermittent basis for less than 10 hours per month; AND
   – They will not be considered responsible for any vulnerable population; AND
   – Others designated as responsible for any vulnerable population who have been properly screened are always present and in direct line of sight; AND
   – There is no possibility of the volunteer being alone with a vulnerable population under any circumstances.

• Current K-12 Public Florida School Teachers:
   – Memo and Affidavit of Good Moral Character are required.
Summer Camp Documents

• Department Forms:
  – FSU Summer Camp Background Check Roster
    ▪ Must include all camp personnel
    ▪ HR will review for required action
  – Blanket Questionnaire
    ▪ Questionnaire within Job Posting or Express Job Offer is also valid

• Candidate Forms:
  – Clearinghouse Demographic Sheet: Send to HR
  – Clearinghouse Privacy Policy Acknowledgement Form: Send to HR
  – Affidavit of Good Moral Character: File original; do not send to HR

• All forms must be uploaded via Dropbox to HR-ERS@FSU.EDU
Reminders

• DCF Checks cannot be initiated until all candidate forms are complete
• Once initiated, HR will email instructions to candidates
• Fingerprinting can only be completed after initiation by HR
• Fingerprinting can be done at FSUPD, HR, or Fieldprint sites
• Original, valid photo ID is required with printing
• Candidates will have photo taken
• HR will advise the hiring department of the outcome
Resources

• Background Check Website
• Background Check Team
  – Andrew Kapec: akapec@fsu.edu or 850-644-7938
  – Ashlee Wright: Ashlee.wright@fsu.edu or 850-644-7702
  – Jaylen White: 0white@fsu.edu or 850-645-1746
Summer Camp Hiring
Appointment Paperwork Requirements

Abigail Lejeune, Assistant Director
Employee Data Management
New Hire Requirements

• Required for new hires or rehires separated for 1 year or more:
  – Hiring Action (job offer/pPAF)
  – New Employee Wizards
    ▪ Notarized Loyalty Oath
    ▪ Social Security Card or Application Receipt
    ▪ Supplemental Work Authorization Documents Required for Non-US Citizen Hires
New Hire Requirements, cont.

• Required for new hires or rehires separated for 1 year or more, cont.
  – Form I-9 in Guardian (See I-9 Instructional Website for guidance)
    ▪ New Hires: Form I-9
    ▪ Rehires:
      • Section 3 Rehire on Form I-9 if the employee's original Form I-9 was created less than 3 years ago and was sent to E-Verify
      • New Form I-9 required if the employee's original Form I-9 was created over 3 years ago
Rehire Requirements

• Required for rehires separated for more than 30 days, but less than 1 year:
  – Hiring Action (job offer/pPAF)
  – Rehire packet
  – Form I-9 in Guardian (See I-9 Instructional Website for guidance)
    ▪ Section 3 Rehire on Form I-9 if the employee's original Form I-9 was created less than 3 years ago and was sent to E-Verify
    ▪ New Form I-9 required if the employee's original Form I-9 was created over 3 years ago
  – Supplemental work authorization documents required for Non-US Citizen hires
Rehire Requirements, cont.

• Required for rehires separated for less than 30 days:
  – Hiring Action (job offer/pPAF)
  – Form I-9 in Guardian (See I-9 Instructional Website for guidance)
    ▪ Section 3 Rehire on Form I-9 if the employee's original Form I-9 was created less than 3 years ago and was sent to E-Verify.
    ▪ New Form I-9 required if the employee's original Form I-9 was created over 3 years ago.
  – Supplemental work authorization documents required for Non-US Citizen hires
Additional Appointment Requirements

• Required for employees who are active with FSU:
  – Hiring Action (job offer/pPAF)
  – Dual Compensation form required if:
    ▪ Employee is being hired into a different department than the currently active one, OR
    ▪ Currently active appointment is salaried and new appointment is OPS (and vice versa), OR
    ▪ Adding the additional job pushes the employee over a combined 40 hours per week.
General Reminders

• 2018 Payroll Deadlines Calendar for Personnel Actions
  – Personnel Actions: hr-edmdocs@fsu.edu
  – Dual Compensation Forms: hr-dualcomps@fsu.edu

• Common Summer Camp Job Codes:
  – A/T019 Camp Counselor/Assistant (Non-exempt)
  – A/T027 Camp Teacher/Coordinator (Exempt)
    ▪ Requires OPS Position Description and approval
      • Teacher: Primary duty must be teaching
      • Coordinator: Minimum pay $913/week
Questions?
Up Next

March: *Spring Department Representative Meeting*

Wednesday, March 21 (8:30 a.m. – 11:00 a.m.)
College of Medicine Auditorium
## One-on-One Questions

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<td>Sandra Dixon</td>
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