Florida State University
Online New Employee Orientation
Office of Human Resources

Time & Labor
OPS Employees

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Other Personal Services (OPS)
Pay Plan/Classifications

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Other Personal Services (OPS)
• Temporary employees
• Not eligible for paid leave benefits
• Covered under FMLA, ADA, and Workers Compensation laws
• May be eligible (based upon hours worked) for group insurance plans
The Fair Labor Standards Act of 1938 (FLSA) governs minimum wage and hour requirements for all covered, non-exempt employees. The Wage and Hour Division of the Department of Labor (DOL) is responsible for administering and enforcing the Act.

OPS Exempt vs. Non-Exempt

- **OPS Exempt**
  - Graduate Assistants (Research, Teaching)
  - Post Doctorate
  - Faculty OPS, Adjuncts, and Visiting in lieu of Adjunct.
- **OPS Non-Exempt**
  - Hourly Appointments
  - Business Office Assistants, Camp Counselors, Stagehands, Laboratory Assistants, Technicians, etc.

Work Rules and Unpaid Leave Options
Workweek
- The FSU workweek is from 12:01 AM Friday to midnight the following Thursday
- Even though employees are paid every two weeks, all attendance and leave is calculated by the workweek

OPS Policies and Procedures
- OPS Exempt
  - Expected to work and are paid according to the standard hours of their appointment
  - Full-time exempt OPS are expected to work a minimum of forty (40 hours) in a work week and are not paid overtime

- OPS Non-Exempt
  - Paid according to hours physically worked and should maintain a record of their start and end times.
  - Eligible to receive overtime (one-half times their regular rate) for hours worked beyond (40) in a workweek.
  - Not permitted to begin work before the established starting time or work after the established quitting time unless authorized in advance by the supervisor.
Unpaid Leave Types
• OPS employees are expected to work their established schedule unless they have been approved in advance for the following:
  • Family and Medical Leave
  • Unpaid Parental Leave
  • Other – Military, Academic Break, etc.

Family and Medical Leave Act (FMLA)
The Family and Medical Leave Act of 1993 was enacted to assist employees in reaching a balance between family and work responsibilities by allowing eligible employees to take unpaid job protected leave. An employee is eligibility for FMLA if they meet both of the following requirements:
• Have worked for the employer for a total of 12 months in the past 7 years.
• Have physically worked 1,250 hours in the immediate 12 months period preceding the requested leave date.

Family and Medical Leave (cont’d.)
Eligible employees may take FMLA protected leave for the following reasons:
• Birth and care of a newborn child
• Adoption or foster care placement of a child
• Serious health condition of the employee or an immediate family member (spouse, child, or parent only)
• To care for an injured/ill service-member of the Armed Forces
• Qualifying exigency related to an immediate family member being called to active duty
For additional information regarding FMLA please contact the FMLA Administrator at 644-5051.
Unpaid Parental Leave

- Parental Leave (unpaid) is available for all FSU employees (Faculty, Salaried, & OPS) who become either biological or adoptive parents. Foster care is not covered by Parental Leave.
- Parental Leave provides an employee with up to six months of unpaid job protected leave.
- All Unpaid Parental Leave requests must be approved by the Chief Human Resources Officer prior to the leave being effective.
- FMLA and Parental Leave will run concurrently if the employee is approved for both FMLA and Parental Leave.
- For additional information regarding Parental Leave please contact the FMLA Administrator at 644-5051.

MyFSU Portal and HR Self Service Features

FSU Applications Access

- During the activation of your FSU ID Card, you will be given a user name and will have the opportunity to set-up a password.
- Your user name and password will be used to access the various FSU applications including OMNI-HR.
- Depending on your job duties, additional security may need to be granted in order to obtain access to certain applications.
The majority of HR Self-Service features can be viewed/accessed through the myFSU Gateway www.my.fsu.edu

From this page you can access your timesheet, view paychecks, and link to various FSU applications

OPS Exempt Timesheet

- Do not need to record and are unable to record any entries on their timesheet
- OPS Exempt are paid according to their appointment period and FTE
- If the duties or schedule change, your department representative should modify your appointment
OPS Non-exempt Timesheet
Record the time of day you physically begin and end work. Employees should clock out for a break/meal period lasting more than 30 minutes.

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myFSU Portal
Additional Self-Service features can be accessed through OMNI-HR by clicking on the HR icon

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HR Website (hr.fsu.edu)
You can find the following types of information on the HR website:

- Payroll calendars
- Employee forms
- Policies & Procedures
HR Website (cont'd.)

New Employee Orientation Checklist:

- Obtain your FSU ID Card (Card Center is located in the Woodward Ave Parking Garage across from the Union) – bring proof of employment (appointment papers or contract)
- Activating your FSU ID Card (my.fsu.edu) – activate your card and reset your password.
- Obtain your parking permit – bring proof of employment and your FSU ID card to Transportation and Parking Services, located within the FSU Card Center (in the Woodward Ave Parking Garage across from the Union). Costs approximately $10 biweekly.

CONTACTS

Should you have further questions regarding any of the information discussed within this presentation, please call The Office of Human Resources at 644-6034 and ask to speak with a member of the Time & Labor team.