Online New Employee Orientation

Attendance & Leave

OPS Employees

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

Pay Plans/Classifications
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.

The FSU workweek is from 12:00 AM Friday to 11:59 PM the following Thursday.

Even though we 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 (1.5 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 Act (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.

OMNI SELF-SERVICE
FSU Application Access

• During the activation of your FSUID, you will be given a user name and will have the opportunity to setup a password
• Your username 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

• 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

---

**myFSU Portal – my.fsu.edu**

- Additional Self-Service features can be accessed through OMNI-HR by clicking on the HR icon
HR Website – hr.fsu.edu

- You can find the following types of information on the HR website:
  - Pay Periods Calendar
  - Payroll Schedules
  - Employee forms & resources
  - Policies & Procedures
  - HR Contact Information by Section & Topic

New Employee Orientation Checklist

- Obtain your FSUCard – fsucard.fsu.edu
  - Card Center is located in the Woodward Ave. Parking Garage across from the Union – bring proof of employment (appointment papers or contract)
- Activating your FSUID – my.fsu.edu
- Obtain your Parking Permit
  - Online order Virtual Permit at transportation.fsu.edu OR bring proof of employment and your FSUCard to Transportation & Parking Services
  - Costs approximately $10 biweekly

Questions & Contact Information

- If you have additional 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 Attendance & Leave team. You can also visit the HR Website at hr.fsu.edu, there you will find specific contact information under the “About Us” tab.