Time and Labor Talking Notes

Slide 1
Welcome to Florida State University. In this section of the New Employee Orientation we will cover:

- The various types of employee categories found on the FSU campus.
- The types of leave available to employees.
- OMNI Self Service functions such as how to update your personal information, viewing your paycheck, and reporting time.

Slide 2
We are now going to look at employee pay plans and how they are affected by the Fair Labor Standards Act.

Slide 3
The Fair Labor Standards Act stipulates 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 FLSA.

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First we will look at salaried employee pay plans:
The University Support Personnel System is divided into 2 pay plans, non-exempt and exempt.

**USPS Non-exempt employees** are covered by the Fair Labor Standards Act which means that their earned overtime pay or overtime compensatory leave is calculated at a rate of time and a half when more than 40 hours are worked in a workweek.

**USPS Exempt employees** are exempt from the Fair Labor Standards Act and any hours worked beyond 40 in a workweek are compensated on an hour for hour basis. The probationary period for all USPS employees is generally 6 months.

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**Administrative and Professional or A&P employees:**
A&P employees are on an annual contract. They are not restricted to a 40 hour workweek and are not compensated for time worked over 40 hours in a workweek.

**Faculty members** teach, research, or hold a position of public service here at the University. Faculty are also usually on an annual contract. Like A&P, they are not restricted to a 40 hour workweek and are not compensated for working more than 40 hours in a workweek.

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**OPS employees** are temporary, at-will employees. Non-exempt OPS are covered by the Fair Labor Standards Act and receive time and one half for hours worked beyond 40 in a workweek. They are not eligible for paid leave benefits but are eligible for Family and Medical Leave and Unpaid Parental Leave.
We will now discuss work rules.

USPS and A&P Employees should refer to the HR website for specific work rules and attendance and leave policies including the FSU & You Employee Handbook and the University Policies and Procedures.

The Office of Faculty Development and Advancement publishes a Faculty Handbook on their website that contains Faculty work rules and policies. The Office of Faculty Development and Advancement also holds a Faculty Orientation in August. During this orientation, issues are discussed that pertain strictly to Faculty and the services they provide to both the students and University.

For the majority of departments on campus, the FSU workweek begins at 12:01 AM on Friday and ends at midnight the following Thursday. Even though we are paid every two weeks, all attendance and leave is calculated by the workweek.

The next few slides will focus on leave.

The amount of leave an employee accrues during each pay period varies by pay plan and is proportional for part-time employees. The use of leave without pay will affect leave accrual rates. Full-time USPS employees will accrue annual leave based on their years of service in the amount of 4, 5, or 6 hours per pay period. Full-time A&P and 12-month faculty will accrue 6.769 hours of annual leave per pay period. 9 and 10 month faculty do not accrue annual leave. All salaried employees accrue 4 hours of sick leave per pay period with the exception of executive service who accrue 5 hours of sick leave. Additionally, USPS employees are eligible to receive 1 personal holiday per fiscal year.

Compensatory leave is paid leave for an employee to use in the future in lieu of being paid for working extra hours under certain circumstances such as holiday weeks. Compensatory leave can be earned in the following ways with supervisor approval:

USPS non-exempt employees earn overtime comp for working more than 40 hours in a workweek.

USPS exempt employees earn straight-time comp for working more than 40 hours in a workweek.

USPS non-exempt and exempt may earn straight-time comp for working more than the required hours during a holiday week. For instance, if there is one holiday in a workweek,
employees are only required to work 32 hours. Any hours worked over 32 and up to 40 would be earned as straight-time comp.

A&P employees may only earn regular straight-time comp if they physically work on a holiday and exceed the required hours for the holiday workweek. Unless otherwise specified in an applicable collective bargaining agreement, compensatory leave is paid out twice annually if not used by the employee, usually in June and December.

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Administrative leave is defined as leave of absence with pay authorized for a particular purpose not chargeable against an employee’s accrued leave.

Listed here are the most common forms of administrative leave used by employees (with approval from your supervisor):

The University provides up to 2 days administrative leave for the death of an immediate family member as defined by policy.

Employees who are summoned for jury duty will receive administrative leave for time away from their jobs. However, if you are released from the courthouse you must return to work and continue your workday.

If you are subpoenaed for a court appearance as a witness in a case that does not involve personal interests, you may be able to use administrative leave.

Administrative leave is provided to employees who are not already on leave when the President declares an official emergency closing of the University.

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If you are coming to FSU from another Florida governmental entity, you may be able to transfer accrued unpaid and unused annual and sick leave provided no more than 31 days has elapsed in employment between the two agencies and the hiring department approves the leave transfer.

USPS employees may be able to transfer up to 240 hours of annual leave.
A&P employees may be able to transfer up to 352 hours of annual leave.
All eligible employees may be able to transfer sick leave.

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Faculty employees may be able to transfer up to 240 hours of sick leave and up to 80 hours of annual leave from another Florida governmental entity.

Slide 16
Listed here are other types of leave which University employees may be eligible for. Contact Human Resources for further information.
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The Family and Medical Leave Act (FMLA) was created to balance the needs of the workplace with the needs of families. In order to be eligible for FMLA leave, an employee must meet two criteria. An employee at FSU must have worked for a total of 12 months in the past 7 years. Breaks in services will not be counted as time worked except for military service. Also, an employee must work 1,250 hours in the immediate 12 months preceding the effective date of the FMLA leave request.

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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 or 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.

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- Unpaid Parental Leave is available for all FSU employees 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.

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FSU also participates in a Sick Leave Pool program. A Sick Leave Pool is a pool of employees who have donated hours that may be used by other pool members in a time of need. This is the only leave sharing program available to employees of the University.

Employees are eligible to apply for membership in the Sick Leave Pool after one year of University service. In order to qualify, the employee must have a sick leave balance of at least 72 hours. Upon acceptance, an 8 hour donation of sick leave is required to join the Sick Leave Pool.
Application for membership must be submitted to Human Resources within 30 days of the employee’s first anniversary with FSU, during the annual Sick Leave Pool open enrollment each spring, or within 30 days of transferring to FSU from a State of Florida agency or University where you were a Sick Leave Pool member.

These are the 9 official University holidays each year.

We will now discuss the OMNI HR/Payroll system.

Florida State University adopted the PeopleSoft (now Oracle) payroll and Human Resources system that we call OMNI in December, 2004. You can use this database to enter time, update personal information, and view your paycheck. Once you activate your FSU card, you will be given a user ID and password for OMNI which will allow you to log in on this page.

Once you have successfully logged into OMNI, there are two ways to access OMNI Employee Self Service. There are quick links to the left where you can view your timesheet and enter time, see your paycheck, and change personal information. You can also click on the OMNI Human Resources link in the center of the page to access these OMNI features.

There are two ways that employees record their time at FSU:

Through employee self-service in OMNI where you record any changes to your time throughout the week such as sick or vacation leave used or comp time earned. The other way that employees can record time is to fill out a paper timesheet and turn it into their supervisor or departmental time & labor representative who records your time in OMNI.

You will need to discuss with your supervisor which method your department uses. We will give you a brief overview recording your time in OMNI via self-service. The two electronic timesheets available to employees are referred to as the elapsed and punch timesheet. Generally, employees classified as exempt use the elapsed timesheet while those classified as non-exempt use the punch timesheet. This slide shows a picture of the OMNI elapsed timesheet. These timesheets have a schedule built into OMNI so the only entries you have to record on your timesheet are exceptions to your schedule such as sick or annual leave. For example, here we see that this employee took 8 hours of sick time on
June 8. You just add a row by hitting the plus sign, enter the amount of hours, choose the appropriate time reporting code from the drop down box and click the Submit button. At this point, your supervisor can go in and approve the entries.

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This is the OMNI non-exempt timesheet, also referred to as the punch timesheet. All non-exempt employees are required by Federal law to report their in and out times so they can be paid correctly for any overtime hours they may work. Unlike the Elapsed or Exempt timesheet, there is no pre-populated schedule therefore employees are only paid those hours recorded. Here you will notice that hours worked are recorded in the In and Out section while the sick leave on 1/14 is recorded as a quantity. Full-time employees should ensure their hours total 40 for the week.

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Through the self service quick links, you can also view your current and previous paychecks. The next three slides show the entire paycheck. You will have to scroll down in order to see the whole paycheck online. The top section shows information such as pay period dates, the date that the check was issued, and your employee information.

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The next section shows information such as gross earnings, taxes, and net pay.

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The bottom portion shows deductions, employer paid benefits and leave balances as of the paycheck date, and the last day of the pay period.

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The Personal Information Summary quick link allows you to view and modify your home and mailing addresses, email, phone, emergency contact and marital status information. If you want to change your name, you have to contact the HR Employee Data Management Department.

Slide 32
Phone numbers and emergency contacts can be viewed and modified.

Slide 33
Email addresses and marital status can be viewed and modified.

Slide 34
The HR Time & Labor department offers a variety of classroom training, department training, and if needed one-on-one training. Self-Service classes target employees and supervisors and their utilization of the OMNI timesheet. “eTime for Time and Labor Representatives and Supervisors” is generally structured for department representatives. Additionally, there is an Attendance & Leave class available pertaining to FSU’s policies and procedures.
FMLA training is also available through the University’s Training Center and is recommended for all employees in a supervisory role. You can log on to the training website to find class times.

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You can find the following types of information on the HR website:

- Payroll calendars which show pay days and holidays
- Employee forms
- Attendance and Leave Policies

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New Employee Orientation Checklist contains important links to do the following:

- Getting 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.
- Getting your parking permit - bring proof of employment and your FSU ID card to the 5th floor of the University Center, Building C. Fees for an employee’s parking permit are paid via payroll deduction.

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