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

- The types of OPS employees found on the FSU campus.
- Their work rules and unpaid leave options.
- OMNI Self Service functions including reporting your time electronically.
OPS employees are temporary, at-will employees. They are NOT eligible for paid leave benefits but are covered under certain federal and state laws. Please carefully review the Benefits section of New Employee Orientation for information on Group Health Insurance eligibility and Retirement.
We are now going to look at the OPS pay plan and the different OPS classifications.
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 Act.
OPS employees are either classified as non-exempt or exempt from the FLSA. Exempt OPS are NOT covered by the Fair Labor Standards Act and are not eligible for overtime. Non-exempt OPS are covered by the FLSA and receive time and one half for hours worked beyond 40 in a workweek. Faculty including Adjuncts, Post Doctorate, and the majority of Graduate Assistants are exempt.
The next few slides will focus on work rules and unpaid leave options. 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 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
Exempt employees are expected to work and are paid based on their appointment period and standard hours. OPS Non-exempt are hourly employees and receive compensation for every hour they physically work. They should maintain a record either electronically or on a paper time sheet of their start and end times. If a non-exempt employee works more than 40 hours during the FSU workweek, they will receive Overtime. Non-exempt employees should not begin or end work after the established starting and quitting time, respectively. Non-exempt OPS are covered by the FLSA and receive time and one half for hours worked beyond 40 in a workweek. Faculty including Adjuncts, Post Doctorate, and the majority of Graduate Assistants are exempt.
OPS employees are eligible for certain unpaid leave of absences such as the FMLA or Unpaid Parental Leave. Depending on the exemption status of the OPS employee, the appointment may be temporarily unfunded or the employee may be directed to manually enter a leave code on the timesheet. Please contact Human Resources for additional information.

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.
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.
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.

Read slide verbatim.
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.

Read slide verbatim.
Finally, we will give a quick overview of the myFSU Portal and HR Self Service Features available in OMNI.
During your orientation, you will be directed to activate your FSUID. The username obtained and the password that you setup will be used to access 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.
Employee self-service features can be accessed through the myFSU Portal. You can access the portal by going to my.fsu.edu and using your FSUID & password to login. In this database you can enter time, update personal information, and view your paycheck.
Upon logging into the portal, you will notice FSU applications on the left hand side such as Blackboard, HR, and Service Center. The middle of the screen provides information or links to your timesheet, paychecks, and benefits summary.

OPS non-exempt employees need to record their hours worked either electronically through the OMNI-HR system or on a paper timesheet. You should discuss with your supervisor which method your department uses. If your department requires employees to record their time electronically then your timesheet can be accessed through the link “Access Timesheet.”
OPS Exempt employees such as Graduate Assistants or Adjunct Faculty are not required to keep a record of their hours worked. If you are an exempt employee you are paid according to your FTE and appointment period. If you feel that appointment period and FTE is not indicative of your work put forth, please contact your department representative.
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 arrival and departure times so they can be paid correctly for any hours worked. There is no pre-populated schedule therefore employees are only paid for those hours recorded. If you are non-exempt, it is recommended that you record your time on a daily basis while adhering to the published payroll deadlines. After you record your hours worked, you must hit the submit button followed by clicking OK to ensure the time is saved. If an error is made after time has been submitted the minus sign may be used to delete the row. After deleting a row you should rerecord that day’s entry, if applicable. OPS non-exempt employees need to record their hours worked either electronically through the OMNI-HR system or on a paper timesheet. You should discuss with your supervisor which method your department uses. If your department requires employees to record their time electronically then your timesheet can be accessed through the link “Access Timesheet.”
Additionally features are also available by clicking the HR application button which will bring you to the OMNI system. Self-Service features through this link also allow you record time as well as update personal information or print off W-2s.
More detailed information is available through the HR website. Here you may review or obtain items such as:
- 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](http://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](http://my.fsu.edu)

• Obtain your Parking Permit
  – Online order Virtual Permit at [transportation.fsu.edu](http://transportation.fsu.edu) OR bring proof of employment and your FSUCard to Transportation & Parking Services
  – Costs approximately $10 biweekly

As a reminder and as part of your New Employee Orientation you should perform the following:
• Obtain your FSUCard (The Card Center is in the Woodward Ave. Parking Garage across from the Union) – bring proof of employment (appointment papers or contract)
• Activate your FSUID at my.fsu.edu
• Obtain your parking permit via online order at transportation.fsu.edu or bring proof of employment and your FSUCard to Transportation & Parking Services in the Woodward Ave. Parking Garage. Fees for an employee’s parking permit can be paid via payroll deduction.
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.