

# The Office of Human Resources



## HR Forum Dual Compensation

September 29, 2014



# Agenda

- Welcome
- HR Updates
- Dual Compensation Training
- Feedback Exchange
- Up Next
- One-on-One Questions



# HR Updates

- Benefits Open Enrollment: October 20–November 7
- 14th Annual Benefits & Wellness Fair: October 21 from 10 a.m. to 2 p.m. in Oglesby Union Ballroom
- Please remember to process employee terminations in a timely manner
- FSU honored with 2014 Higher Education Excellence in Diversity (HEED) Award
- Upcoming Diversity and Inclusion Climate Survey
- New Diversity & Inclusion Certificate Series



# HR Updates, cont.

- A&P Evaluations Past Due – On October 1, 2014, departments will receive a spreadsheet listing past due evaluations and be given instructions on next steps
- New 2015 Spring Graduate Mass Appointment process available in November
- USPS Profiles – please don't forget to get USPS profiles into OMNI by the end of the year
- Disposition Codes – please ensure disposition codes are entered in a timely manner
  - Use Query FSU\_ERS\_DISP\_CODE\_REPORT to track disposition codes through the interviewing process
- Adjustment to Pay Period J for Veterans Day Holiday



# Dual Compensation

## Purpose:

- Ensures departments are aware of an employee's appointment(s) with other departments on campus
  - Impacts eligibility for benefits (based on Affordable Care Act)
  - Evaluate time constraints from scheduling (hours of work)
  - Evaluate duties, appropriateness of additional appointments
  - Evaluate possible conflict of interest or competing interests
- Ensures departments are aware of an employee's appointment(s) that could make them eligible for Overtime Pay



# Dual Compensation

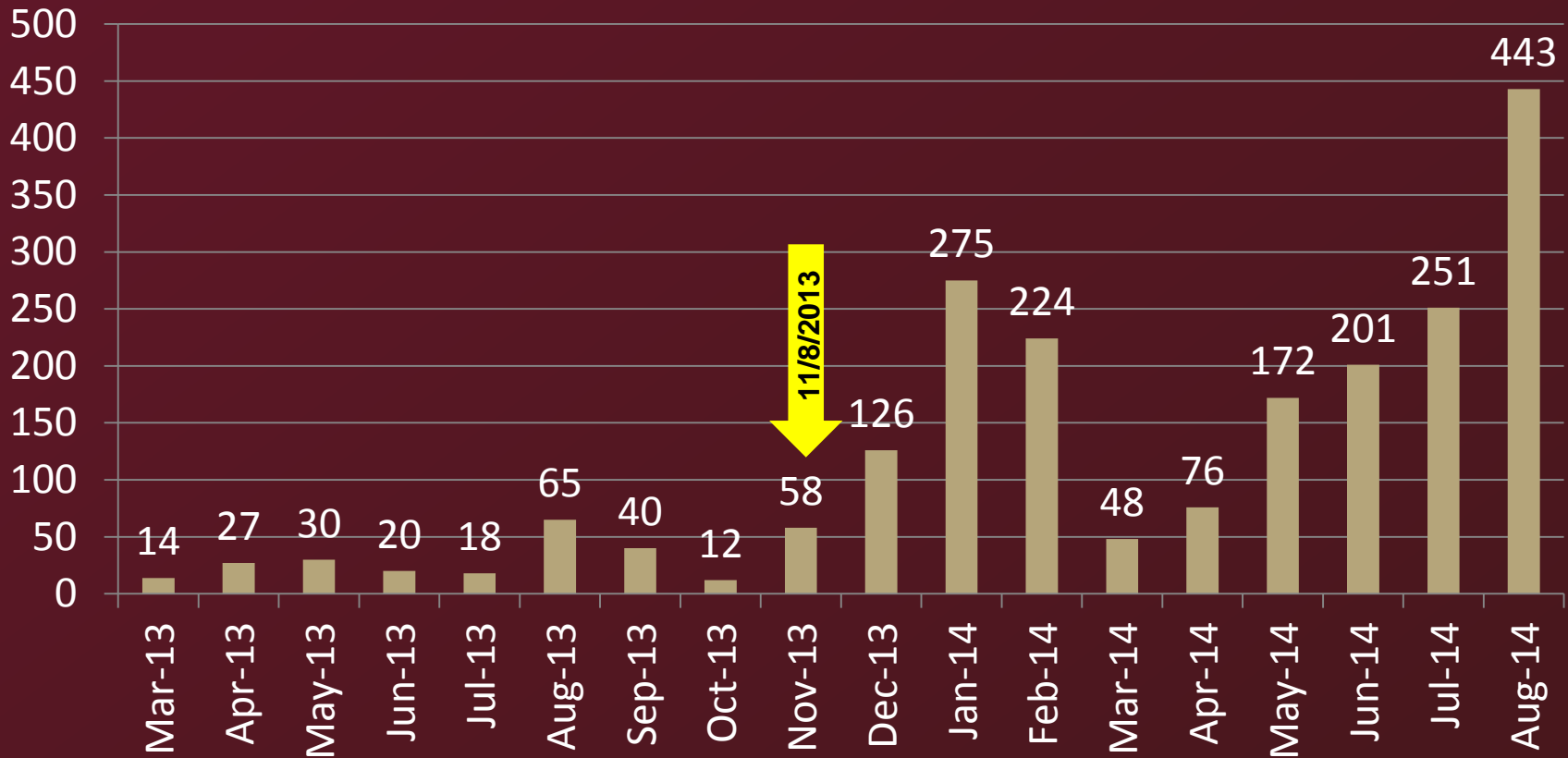
When do we need it?

- Required for any employee who has more than one active appointment in more than one department number (on Job Data information)
- Required for any employee working over 1.0 FTE, regardless of the department number
- Required for any employee being paid simultaneously from OPS & Salaried funds
- Excludes SFG or any non-compensated records



# Dual Compensation

## Volume of Dual Compensation Forms





# Dual Compensation

Who initiates a Dual Compensation form?

- The department submitting an action

What is an action?

- Additional appointment
- Change in hours
- Change in salary
- Change in funding





# Dual Compensation

## Terminating Records:

If an employee is no longer working in the foreseeable future, terminate the record



# Dual Compensation

New tool you can use:

HR Main Menu > Reporting Tools >

BI Publisher > Query Report Viewer

- Report Name: FSU\_DUALCOMP
- Click “View Report”
- Enter Empl ID and click “OK”



# Dual Compensation

## FSU\_DUALCOMP

- Dual Compensation Request/Approval generates with current active appointments
  - **Current** Appointment - make relevant changes
  - **New** Appointment - add details of appointment



# Dual Compensation

## Completing the form:

<b>Florida State University</b> Dual Compensation Request/Approval												
<b>EMPLOYEE NAME</b>		<b>EMPLOYEE ID</b>		<b>PHONE</b>		<b>MAIL CODE</b>		<b>INITIATOR NAME</b>		<b>GENERATED ON</b>		
Amber Pursley		000099874		850/644-0184		2410		Amber Pursley		9/17/2014		
<b>POSITION INFORMATION</b>												
<b>EMPL RCD</b> 0	<b>Job Indicator</b>	<b>Employing Department</b>	<b>Job Title</b>	<b>Position#/ Job Code</b>	<b>FTE</b>	<b>FLSA Code</b>	<b>Annual Rate</b>	<b>Period Amount</b>	<b>Funding Source</b>	<b>Period of Employment</b>	<b>Schedule (Circle Days)</b>	
	Funding Row: 1 Primary Job	025000-Human Resources	Program Coordinator	00051518/ 9254	1.00	Exempt			E&G	2014-09-12- 2015-06-30	M T W TH FR SA SU	
		<b>Employing Department</b>	<b>Job Title</b>	<b>Position#/ Job Code</b>	<b>FTE</b>	<b>FLSA Code</b>	<b>Annual Rate</b>	<b>Period Amount</b>	<b>Funding Source</b>	<b>Period of Employment</b>	<b>Schedule (Circle Days)</b>	
										-	M T W TH FR SA SU	
<b>APPROVALS</b> This employee has my approval to perform the additional duties above which will not be performed during the employee's regular working hours, will not involve a conflict of interest with the employee's regularly assigned duties and will not involve the use of any state place, personnel, equipment or supplies furnished by the primary employer. An overtime rate will be paid if an employee is non-exempt in their primary position and combined hours worked in a week exceed 40. Job duties that directly contribute to the educational mission of FSU are considered the primary appointment. If overtime is generated, I may be responsible for the additional calculated compensation. By authorizing this additional employment, I understand my department may be responsible for funding State Group Insurance for eligible employees per the Affordable Care Act.												
0	<b>Supervisor/Department Chair Signature</b>			<b>Print Name/Date</b>			<b>Dept. Head/Dean/Director Signature</b>			<b>Print Name/ Date</b>		
	<b>Supervisor/Department Chair Signature</b>			<b>Print Name/Date</b>			<b>Dept. Head/Dean/Director Signature</b>			<b>Print Name/ Date</b>		
<b>TO BE COMPLETED BY EMPLOYEE</b> The hours and rate of pay as indicated for the secondary employment are agreeable. This certifies that the hours indicated are accurate, are outside of my normal working hours in my primary employment, and do not interfere with my primary employment. I understand if more than one secondary appointment is received, an additional Dual Compensation Request must be submitted.												
Employee Signature/									Date/			
<b>FINAL APPROVAL</b>												
Authorized				Authorized as modified				Not Authorized				
VP for Faculty Development and Advancement OR Asst. VP for Human Resources or Designee Signature/									Date/			



# Dual Compensation

Suggestions from HR:

As an approving department, help reduce processing time by completing any dual compensation forms accurately and timely



# Dual Compensation

## Activity:

- Discuss in small groups what suggestions or wish list items YOU have to improve the Dual Compensation process
- Choose a spokesperson to present your ideas



# Feedback Exchange





# Up Next

HR Forum: New Employee Wizard Process

October 16, 2014

Fall 2014 Department Representative Meeting

November 5, 2014





# Thank You!





# One-on-One Questions



Section	Representative
Benefits and Retirement	Leasa Howard Kelly McLaughlin
Compensation and Classification	Shelley McLaughlin
Diversity and Inclusion	Susannah Miller
Employee and Labor Relations	Tracey Pearson
Employee Data Management	Katie Filomio
Employment	Drew Meehan
Equal Opportunity and Compliance	Amber Wagner
Facilities HR	Bobby Messer
Faculty Relations	Susannah Miller
Time and Labor	Christine Conley
Training and Organizational Development	Sandra Dixon