Agenda

• Welcome
• HR Updates
• Dual Compensation Training
• Feedback Exchange
• Up Next
• One-on-One Questions
• 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
  o Use Query FSUERS_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

---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---
14 | 27 | 30 | 20 | 18 | 65 | 40 | 12 | 58 | 126 | 275 | 48 | 76 | 172 | 201 | 251 | 443

11/8/2013
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:

![Image of Florida State University Dual Compensation Request/Approval form]
Dual Compensation

Suggestions from HR:

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

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