HR Forum

Important Employee Benefits Reminders

February 27, 2020
EDM Special Projects

Summer Mass Appointment Process

- Begins March 2, 2020, for Graduate Assistants and Faculty.
- See HR website for Mass Appointment Schedules.

Courtesy Electronic Appointment Process

- Courtesy ePAF is available for department use. This can be used to terminate appointments.
- Courtesy appointment process is now an electronic submission. Remember to add employee ID if there is one.
- Monitor your My Tasks. You must submit the “Supplemental Documents” page.
- Unpaid Visiting Scholar Job Aid is now available on the HR website.
HR Updates

Employee & Labor Relations

USPS Performance Evaluations

• USPS evaluations are available in OMNI HR ePerformance.
• All documents are due on March 2, 2020.
• Online training guides: www.hr.fsu.edu/eperformancetraining.
• ELR Main Line: (850) 644-6475
Employee Data Management

2020 W-4 Form

• The electronic 2020 W-4 form is now available in Smart Onboarding. Effective February 12, 2020, original invitations launched include the electronic 2020 W-4 form. Original invitations launched February 11th or earlier will require a completed 2020 W-4 form attached to the Supplemental Documents page.
HR Updates

Attendance & Leave

Postdoc Paid Time Off

• Paid Time Off (PTO) for Postdoctoral Scholar Employees will be effective March 6, 2020.
• Postdocs will be credited their first accrual at the conclusion of the pay period.
• Training sessions (COAL02) on policy administration and time entry are scheduled for March 11th and 24th.
Tips for Confirming a Top Candidate’s Qualifications

• Education
• Experience
• Certification/Licensure

New Web Page Coming Soon!
Important Employee Benefit Reminders

Kacy Ellis, *HR Specialist*, Retirement
Donna Grubb, *HR Specialist*, Insurance
Benefits – Shared Savings Program

Kodie Nix, *Project Manager*, Division of State Group Insurance

- **Shared Savings Program**
  - Voluntary rewards program
  - Rewards employees for making informed and cost-effective decisions about healthcare services
  - Available to employees and dependents who are enrolled in a State Group Insurance health plan

- **Vendors:**
  - [Healthcare Bluebook](#)
  - [SurgeryPlus](#)
  - [Chard Snyder](#)
Benefits – FICA Alternative (Bencor)

• Florida State University has implemented a qualified retirement plan, BENCOR 401(a) FICA Alternative Plan, for part-time, seasonal, or temporary employees who are not covered by the Florida Retirement System.

• In lieu of paying 6.2% of employee wages for Social Security taxes, the employee will now contribute 7.5% of pre-tax wages into an individual investment account. Medicare contributions at 1.45% will continue to be withheld from paychecks.

• Participation in this plan is mandatory for all eligible employees.
Benefits – FICA Alternative (Bencor)

• FICA Alternative Plan – **Bencor**
  
  – Distribution of funds and direct rollover requests
    
    ▪ 4-6 weeks after final contribution
    ▪ Must be in TER status
Benefits - Insurance

- [www.hr.fsu.edu](http://www.hr.fsu.edu) > HR Sections > Benefits > Insurance
  - Resources
    - OPS Employee Insurance Eligibility
      - [Eligibility](http://www.hr.fsu.edu) – OPS eligibility requirements
      - [Break in Service](http://www.hr.fsu.edu) – impact of insurances when employees transfer jobs/pay groups
      - [Measurement Matrix](http://www.hr.fsu.edu) – Measurement Periods (new hire and open enrollment)
Benefits - Insurance

• People First Reminders – www.peoplefirst.myflorida.com
  – 1095-C Forms
    ▪ People First Home Page > Insurance Benefits > Health Insurance Tax Forms
  – Home & Mailing Address Updates
    ▪ OMNI HR > Employee Self Service > Personal Information
Benefits - Employee Insurance Eligibility

• Full-time salaried position to OPS position
  – Transfers from a full-time salaried position to an OPS position (any FTE)
  – Terminates their salaried position (w/benefits) but stays in OPS (any FTE)

• Example:
  – Sally Seminole terminates her 1.00 FTE A&P position and is immediately hired into a 0.25 FTE OPS position.
    ▪ All eligible State of Florida insurances transfer to OPS position.
Benefits - Employee Insurance Eligibility

• Full-time position to part-time FTE – Same position type
  – Salaried employees keep full-time health rate. Next Open Enrollment Measurement Period determines next year’s premium.
  – OPS employees always pay the full-time rate regardless of FTE. Next Open Enrollment Measurement Period determines OPS eligibility for benefits.
Benefits - Employee Insurance Eligibility

• OPS position to full-time salaried position
  – Benefits ineligible OPS that transfers to full-time salaried
    ▪ Sally was hired into a 0.25 OPS position and was not eligible to enroll in insurances. She gains a 1.00 FTE USPS position and now has 60 days as a new hire to enroll.
  – Benefits eligible OPS (doesn’t enroll) that transfers to full-time salaried
    ▪ Sally was hired 0.75 OPS and eligible to enroll in insurances, but she did not enroll. She gains a 1.00 FTE USPS position but cannot enroll in insurances because this is not a Qualifying Status Change (QSC) event.
Benefits - Employee Insurance Eligibility

• Benefits coverage is terminated or transferred.
  – Employee enrolled in benefits gains coverage outside of FSU.
    ▪ Employee must cancel coverage with People First.
    ▪ Department is liable if coverage is not cancelled.
  – Employee enrolled in benefits ends employment, but position is not terminated timely in OMNI.
    ▪ Employee and department liable for premiums until position is terminated in Job Data.
  – Employee transfers from other state employment.
    ▪ State insurances transfer with the employee regardless of FTE.
Benefits - Employee Insurance Eligibility

• Rehiring OPS and salaried employees
  – New hire: OPS
    ▪ Separated 6 full calendar months
    ▪ Automatic re-enrollment if rehired less than 6 months from terminating another position
  – New hire: Salaried
    ▪ Separated 1 full calendar month
      • When rehired into another salaried position
Contact & Resources

• **Human Resources Benefits webpage**
  – Insurance
  – Retirement
  – Benefits and Perks
  – OPS Eligibility

• Benefits Main Line: (850) 644-4015

• Insurance Email: insurance@fsu.edu

• Retirement Email: retirement@fsu.edu
Questions?
Up Next

Department Representative Meeting
Friday, March 13, 8:30 – 11:00 AM
FSU College of Medicine Auditorium
## One-on-One Questions

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