



FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

HR Forum

Stressed Out!

April 26, 2018

HR Updates

Employment and Recruitment Services

- New processes, effective 4/23/18:
 - Faculty OPS Express (*Summer: Job ID 43308/Fall: Job ID 43309*)
 - Modeled after GA Express
 - Create applicant record, link record, and create job offer
 - Process for salaried appointments exempt from advertisement
 - Online “open application”
 - Non-Advertised Job Opening
 - Job Offer and workflow
 - [Online Training Guides](#) > Recruiting Activities

HR Updates

Employee Data Management

Reminders:

- New Electronic Remote I-9 Process launched 4/9/2018
- Please follow the new process for remote hires who do not physically work on or in proximity to an FSU Campus
- Electronic Remote I-9 Process and the Remote Hire with Agent Request Form can be found on the [I-9 Information website](#)

HR Updates

Payroll Services Updates

2018 Tax Cuts & Jobs Act

- All employer-provided moving expenses are taxable income to the employee, including:
 - House hunting
 - Moving of household goods
 - Travel from former location

HR Updates

Payroll Services Updates

2018 Tax Cuts & Jobs Act, cont.

- All reimbursed and direct paid expenses must be added to an employee's taxable wages
 - The value will be added to the employee's paycheck and appropriate taxes will be assessed
 - Department can approve the value to be grossed up so the additional taxes do not impact the employee's net pay

HR Updates

2018 Tax Cuts & Jobs Act, cont.

Example: Grossed up non-cash taxable fringe benefit

Gross up												
			Employee Tax							Employer Tax		
Employee	Empl ID	record #	Net Pay - NonCash	Federal W/H	Medicare	Addtl Medicare	Social Security	Gross Up	Medicare	Social Security	Total Costs to Department	
			10,000.00	3,127.22	206.11		881.31	14,214.64	206.11	881.31	5,302.06	
Noncash transaction. Employee will not be paid.												
No costs to employee.												

Example: No Gross up

No Gross Up - Employee Pays tax												
			Employee Tax							Employer Tax		
Employee	Empl ID		Net Pay	Federal W/H	Medicare	Addtl Medicare	Social Security	Gross Amount	Medicare	Social Security	Total Costs to Department	
			0.00	2,200.00	145.00		620.00	10,000.00	145.00	620.00	765.00	
Total costs to Employee:							2,965.00					

HR Updates

Payroll Services Updates

2018 Tax Cuts & Jobs Act, cont.

- Payroll Services and Human Resources are actively working on a new policy and procedure for the moving reimbursements to be approved and processed
- Departments must notify Payroll Services regarding any moving expenses paid on behalf of a new employee, even if using Foundation funds.
- Information or questions on moving expenses can be directed to Beverly Miller at bjmiller@fsu.edu.

HR Updates

Foundation to OMNI Transition

Design & Configuration

Chartfield set-up, Hyperion (budget training), BI (reports/queries)

Fund 599 appointments, “Sunset” of Fund 547

Approval authority at the DeptID level, Foundation approval inserted into workflow

ePAFs (with new fund numbers) due 6/15 for FY19

HR Updates

Foundation to OMNI Transition, cont.

New Chartfield Setup

PC Business Unit	KK Ledgers	Fund Code	Department IDs	Project IDs
'FSFD1'	CC_FF_BUD CC_FF_ENC CC_FF_EXP CC_BUD CC_ENC CC_EXP	599 – Foundation Funds	[Area]9xx (example – 187900 Music Dean / College Wide FSUF)	Fxxxxx [Current Foundation 5 digit Fund ID] (example – F04051)

[Controller's Office Website](http://controller.vpfa.fsu.edu/): <http://controller.vpfa.fsu.edu/>

[Foundation to OMNI Integration Website](http://controller.vpfa.fsu.edu/services/accounting-reporting/omni-foundation): <http://controller.vpfa.fsu.edu/services/accounting-reporting/omni-foundation>

HR Updates

Foundation to OMNI Transition, cont.

Contact Information

- General Questions: Judd Enfinger, Controller's Office, jenfinger@fsu.edu / 5-2436
- Department Setup: Chris Warren, ERP, crwarren@fsu.edu / 5-3290
- Budget Questions: Katie Perkins, Budget Office, kperkins@fsu.edu / 5-2436

HR Updates

Benefits

Dependent Eligibility Verification Audit (DEVA)

- HR Benefits Office will host walk-in help sessions to answer questions about DEVA at the Training Center at Stadium Place
 - Tuesday, May 1, from 2:00 p.m. – 4:00 p.m.
 - Wednesday, May 2, from 9:00 a.m. – 11:00 a.m.
- For more details:
 - Reference HRMS communication that was distributed on 4/23
 - Contact Benefits at insurance@fsu.edu or (850) 644-4015

Stressed Out!

Kyle Caswell, LMHC, MCAP

Senior Health & Human Services Specialist

Employee Assistance Program

Up Next

May HR Forum: *Smart Onboarding Demo*
Wednesday, May 23 (8:30 a.m. – 11:00 a.m.)
Training Center

One-on-One Questions

Section	Representative(s)
Attendance & Leave	Anna Capenos
Benefits	Linda Lieblong
Compensation Services	Tyler Martin
Diversity & Inclusion	Michelle Douglas
Employee & Labor Relations	Julie Ritter
Employee Data Management	Adline Norwood
Employment & Recruitment Services	April Smatt
Equal Opportunity & Compliance	Michelle Douglas
Facilities HR	Shiffany Rawls
Faculty Relations	Adam Donaldson
Housing HR	Devaris Chandler
Training & Organizational Development	Janet Fryman