



FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

HR Forum

Important Employee Benefits Reminders

February 27, 2020

HR Updates

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.
- Evaluation period measures performance from January 1, 2019 – December 31, 2019.
- All documents are due on **March 2, 2020**.
- Online training guides: www.hr.fsu.edu/eperformancetraining.
- ELR Main Line: (850) 644-6475

HR Updates

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.

HR Updates

Employment & Recruitment Services

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 > HR Sections > Benefits > Insurance
 - Resources
 - OPS Employee Insurance Eligibility
 - [Eligibility](#) – OPS eligibility requirements
 - [Break in Service](#) – impact of insurances when employees transfer jobs/pay groups
 - [Measurement Matrix](#) – 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

Section	Representative(s)
Attendance & Leave	Cierra Moore
Benefits	Linda Lieblong
Compensation Services	Lisa Rosenthal
Diversity & Inclusion	Michelle Douglas
Workers' Compensation	Adline Norwood
FMLA	Denice Henderson
Employee & Labor Relations	Julie Ritter
Employee Data Management (EDM)	Anna Capenos
EDM Special Projects	Amy Walker
Employment & Recruitment Services	April Smatt
Equal Opportunity & Compliance	Tonya Edington
Facilities HR	Rachel Brouwer
Faculty Relations	Adam Donaldson
Housing HR	Ashlee Shafer
Training & Organizational Development	Janet Fryman