



FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

Online New Employee Orientation

Attendance & Leave

OPS Employees

FLORIDA STATE UNIVERSITY
Office of Human Resources

Other Personal Services (OPS)

- Temporary employees
- Not eligible for paid leave benefits
- Covered under FMLA, ADA, and Workers Compensation laws
- May be eligible (based upon hours worked) for group insurance plans

FLORIDA STATE UNIVERSITY
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Pay Plans/Classifications



FLSA

- The Fair Labor Standards Act of 1938 (FLSA) governs minimum wage and hour requirements for all covered, non-exempt employees. The Wage and Hour Division of the Department of Labor (DOL) is responsible for administering and enforcing the Act.

OPS Exempt vs. Non-Exempt

- **OPS Exempt**
 - Graduate Assistants (Research, Teaching)
 - Post Doctorate
 - Faculty OPS, Adjuncts, and Visiting in lieu of Adjunct.
- **OPS Non-Exempt**
 - Hourly Appointments
 - Business Office Assistants, Camp Counselors, Stagehands, Laboratory Assistants, Technicians, etc.

Workweek

- The FSU workweek is from 12:00 AM Friday to 11:59 PM the following Thursday
- Even though we are paid every two weeks, all attendance and leave is calculated by the workweek

OPS Policies and Procedures

- **OPS Exempt**
 - Expected to work and are paid according to the standard hours of their appointment
 - Full-time exempt OPS are expected to work a minimum of forty (40) hours in a work week and are not paid overtime
- **OPS Non-Exempt**
 - Paid according to hours physically worked and should maintain a record of their start and end times.
 - Eligible to received overtime (1.5 times their regular rate) for hours worked beyond (40) in a workweek.
 - Not permitted to begin work before the established starting time or work after the established quitting time unless authorized in advance by the supervisor.

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Unpaid Leave Types

- OPS employees are expected to work their established schedule unless they have been approved in advance for the following:
 - Family and Medical Leave
 - Unpaid Parental Leave
 - Other –Military, Academic Break, etc.

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Family and Medical Leave Act (FMLA)

- The Family and Medical Leave Act of 1993 was enacted to assist employees in reaching a balance between family and work responsibilities by allowing eligible employees to take unpaid job protected leave.
- An employee is eligibility for FMLA if they meet both of the following requirements:
 - Have worked for the employer for a total of 12 months in the past 7 years.
 - Have physically worked 1,250 hours in the immediate 12 months period preceding the requested leave date

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Family and Medical Leave Act (cont'd.)

- Eligible employees may take FMLA protected leave for the following reasons:
 - Birth and care of a newborn child
 - Adoption or foster care placement of a child
 - Serious health condition of the employee or an immediate family member (spouse, child, or parent only)
 - To care for an injured/ill service-member of the Armed Forces
 - Qualifying exigency related to an immediate family member being called to active duty

For additional information regarding FMLA please contact the FMLA Administrator at 644-5051.

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Unpaid Parental Leave

- Parental Leave (unpaid) is available for all FSU employees (Faculty, Salaried, & OPS) who become either biological or adoptive parents. Foster care is not covered by Parental Leave.
- Parental Leave provides an employee with up to six months of unpaid job protected leave.
- All Unpaid Parental Leave requests must be approved by the Chief Human Resources Officer prior to the leave being effective.
- FMLA and Parental Leave will run concurrently if the employee is approved for both FMLA and Parental Leave.
- For additional information regarding Parental Leave please contact the FMLA Administrator at 644-5051.

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OMNI SELF-SERVICE

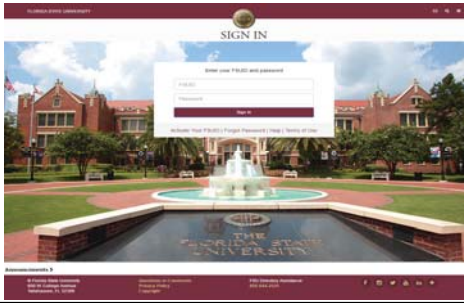


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FSU Application Access

- During the activation of your FSUID, you will be given a user name and will have the opportunity to setup a password
- Your username and password will be used to access the various FSU applications including OMNI-HR
- Depending on your job duties, additional security may need to be granted in order to obtain access to certain applications

myFSU Portal – my.fsu.edu



myFSU Portal – my.fsu.edu

- From this page you can access your timesheet, view paychecks, and link to various FSU applications



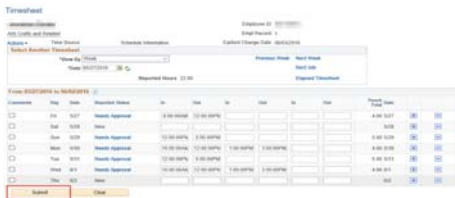
OPS Exempt Timesheet

- Do not need to record and are unable to record any entries on their timesheet
- OPS Exempt are paid according to their appointment period and FTE
- If the duties or schedule change, your department representative should modify your appointment

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OPS Non-exempt Timesheet

- Record the time of day you physically begin and end work. Employees should clock out for a break/meal period lasting more than 30 minutes



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myFSU Portal – my.fsu.edu

- Additional Self-Service features can be accessed through OMNI-HR by clicking on the HR icon



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HR Website – hr.fsu.edu

- You can find the following types of information on the HR website:
 - Pay Periods Calendar
 - Payroll Schedules
 - Employee forms & resources
 - Policies & Procedures
 - HR Contact Information by Section & Topic

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New Employee Orientation Checklist

- Obtain your FSUCard - fsucard.fsu.edu
 - Card Center is located in the Woodward Ave. Parking Garage across from the Union) – bring proof of employment (appointment papers or contract)
- Activating your FSUID – my.fsu.edu
- Obtain your Parking Permit
 - Online order Virtual Permit at transportation.fsu.edu OR bring proof of employment and your FSUCard to Transportation & Parking Services
 - Costs approximately \$10 biweekly

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Questions & Contact Information

- If you have additional questions regarding any of the information discussed within this presentation, please call the Office of Human Resources at 644-6034 and ask to speak with a member of the Attendance & Leave team. You can also visit the HR Website at hr.fsu.edu, there you will find specific contact information under the “About Us” tab.

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