Welcome / Introduction

Renisha Gibbs
Interim Assistant Vice President, Chief Human Resources & Diversity Officer

Kyle Clark
Vice President for Finance and Administration
FLORIDA STATE UNIVERSITY
Office of Human Resources

New HR Employees

Bill Strickland, Senior HR Specialist
Vickie Robinson, Senior HR Specialist
Denice Henderson, HR Specialist
Kendrick Scott, HR Specialist
Ellen King, HR Specialist
Rita Albert, HR Representative
Dallas Beckett, HR Representative

Tamieka McFadden, HR Representative
Victoria Powell, HR Representative
Jomar Fraser, HR Representative
Rachel Slingsby, Classification Analyst
Waukesha Peterson, Classification Analyst
Mayank Sharma, Application Developer/Designer
Darren Rajendranath, IT Support Specialist
Specialized Faculty Reclassification Process

Susannah C. Miller
Director, Human Resources
Faculty Relations, Diversity & Inclusion, & Employee Ombuds Program
• Information Sessions Posted on Training Website
• Online Training Available via the HR Website
• Project Document Available via the HR Website
<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
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<tr>
<td>Now – December</td>
<td>Information Sessions, Placement Discussions Take Place</td>
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<tr>
<td>November</td>
<td>Placement Process Published, Forms Distributed</td>
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<td>Nov – December</td>
<td>Submit Reclassification Actions to HR</td>
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<tr>
<td>December 20</td>
<td>12-month NTTF Reclassification Actions Take Effect</td>
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<tr>
<td>December 23</td>
<td>9-month NTTF Reclassification Actions Take Effect</td>
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<td>Spring 2014</td>
<td>Specialized Faculty Promotion Process</td>
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Contacts

Susannah Miller
645-1708 or scmiller@fsu.edu

Bill Strickland
645-2202 or bstrickland2@fsu.edu
Faculty Pay Increases
Administrative Discretionary Increases

Bill Strickland
Sr. Specialist, Human Resources
Administrative Discretionary Increases

- Counter-offers
- Endowed/named-chairs at the time they are awarded
- Extraordinary accomplishments
- Equity adjustments
- Increased duties and responsibilities
- Recognition for distinguished faculty
Administrative Discretionary Increases

• Must be accompanied by specified documentation to justify the increase, pursuant to the collective bargaining agreement
Counter-Offer

• Must be accompanied by a copy of the verified written offer
Endowed/Named Chairs

- Must be accompanied by a copy of the criteria and procedures for the award of the chair
Extraordinary Accomplishments

• Must be accompanied by an explanation of how the accomplishments exceed the minimum criteria for the top merit category of the department/unit,
  or
• When based on an external award or similar, must be accompanied by the specific external award or alternative criteria which is considered “prestigious” or “highly prestigious”
Equity Adjustments

- Must be accompanied by the salaries and history of annual accomplishments of the group(s) relative to which the inequity is to be corrected.
- Must be based on criteria and procedures published by the dean of each college/unit and provided to the UFF Chapter at least 45 days before implementation.
Increased Duties & Responsibilities

• Must be accompanied by the signed annual Assignments of Responsibility (AOR) for the year preceding the change and the new one reflecting the increased duties and responsibilities
Recognition of Distinguished Faculty
• Must be accompanied by the specific external award,
  or
• Must be accompanied by alternative criteria which justifies the designation of “Distinguished” or “with Distinction”
ADl Processing

Memo from Department

OFDA for Approval

Provost for Approval

Faculty Relations for Approval

EDM

OFDA

UFF for Acceptance (after expiration of CBA and pending a new CBA)

EDM for Processing

UFF as Notice (if not required to send for acceptance, as mentioned above)
Contact

Bill Strickland
645-2202 or bstrickland2@fsu.edu
I-94 Changes/Updates

Kristen Hagen
Associate Director, Academic & Student Services
Center for Global Engagement
I-94 is Now Electronic!!

- Paper I-94 cards are only used at land borders (cruises, crossing by foot or car)
- All other I-94 records must be printed from [www.cbp.gov/i94](http://www.cbp.gov/i94)
- Visiting scholars do not immediately have an FSUID or access to a printer, so you might need to help them print the I-94 for the SSN application
- Students can use library or computer lab printers
Electronic I-94 and SSA

- The electronic I-94 allows entry information to be viewed more quickly by SSA, in most cases.

- Students and scholars must check-in with the CGE at least 3 days before they go to SSA, because our validation/registration of the record takes some time to upload to SSA.

- SSA still instructs everyone to wait 10 days, but they will not generally turn away a student or scholar who applies a little earlier.

- No applications for new or replacement cards accepted during government shutdown.
Housing Issues

- **Alumni Village will close on August 22, 2014!**
- There is no alternate on-campus housing for visiting scholars.
- Incoming visiting scholars/post-docs and those in AV will need to search for off-campus housing options.
- Graduate students accepted for Fall after May 1 will need to look for off-campus options.
- Short-term off-campus contracts are very limited; we recommend that scholars who will be at FSU for 12 months do NOT spend the first few months in AV and then look off-campus.
Cost of Living for Students & Scholars

• Each year, living expenses are re-evaluated and usually increase; therefore we require that all combined funding sources meet the new estimated cost of attendance prior to issuing an I-20.

• Scholar funding amounts are now based upon 185% of the poverty rate, but paid scholars should always receive the same rate of pay as anyone else in the same position.
Our New Website!

www.cge.fsu.edu

• Department information is under International Students & Scholars – Information for Departments.

• Global Partners Certificate information is under Training and Academic Courses – Global Partner Certificate.

• Be sure to join our Department Listserv for weekly updates. (Link to join is under General Information: http://cge.fsu.edu/infofordepts/deptmailinglist.cfm)
Graduate Assistant Appointments, Waivers, and Reporting

Brian Barton
Coordinator, The Graduate School
Employment/Recruitment & Compensation/Classification Reminders

Drew Meehan
Associate Director, Human Resources
• Updated Position Description/Background Checks
  • Veterans Preference/In-Unit Candidates
    • Regret Letters
    • Online Job Boards
    • Work Product Testing
    • Internet Browsers
  • Online New Employee Wizard Process
    • Creating New Positions
    • Restructures
BREAK
Benefits/Retirement

Linda Lieblong
Associate Director, Human Resources
• Bencor

• Domestic Partner Benefits

• Affordable Care Act (ACA)

• New Employee Orientation

• Open Enrollment
I-9s

Andrew Kapec
HR Specialist, Employee Data Management
• Guardian
  ▪ System where I-9s are completed, stored, and maintained
  ▪ Similar to OMNI
• LawLogix
  ▪ Company which operates Guardian
  ▪ Similar to Oracle over OMNI
• E-Verify
  ▪ Federal system which compares information from I-9 Form to SSA and DHS Databases
    • This is done through a case which must be closed
  ▪ Not associated with Guardian
  ▪ Does not verify the I-9 Form was completed correctly
Form I-9

- Federal form required for all paid employees
  - Excludes vendors, courtesy appts, volunteers, etc...
- Verifies employee’s identity and work authorization
- Errors can incur heavy fines
- Intentional forgery is a felony
- Can be completed after Job Offer is accepted
- Must be completed by first day of work for pay
- Must be completed in Guardian (unless Remote Hire)
  - No paper I-9s. No printouts.
- Must be completed for appointment to be processed
Section 1

- Completed by employee only
  - Employee must physically type or write their information
- Must be signed by employee only
  - Employee must physically enter the online PIN number and click “Electronically Sign.”
Section 2

- Employee physically presents acceptable original documents to FSU Rep
  - No copies or scans
  - No invalid or expired documents

Non-U.S. Citizens

- Follow I-9 Website when completing I-9s
- Special Rules apply
- Appointment will not be processed with incorrect Form I-9
I-9 Process in Guardian
1. Search “1 Minute I-9” Screen for employee with SSN
2. Create New I-9
3. Employee completes and signs Section 1
4. FSU Rep completes and signs Section 2 using original documents
5. FSU Rep selects “Mark Completed” and “Mark Approved”
   1. Guardian creates E-Verify Case automatically upon approval
6. FSU Rep interacts with and closes E-Verify Case
7. Employee leaves (see exceptions on E-Verify Page on I-9 Website)
8. Done
I-9 Audit should be completed
  - Ensures all active employees have I-9s
  - Ensures all I-9s are complete and valid
Keep Dashboard clean
  - No red dots (expired I-9s)
I-9 Website
  - [http://hr.fsu.edu CONTENT/I9](http://hr.fsu.edu/CONTENT/I9)
HR Reminders/Top 10

Michelle Gardner
HR Specialist, Time and Labor
Time & Labor’s
Top 10 Reminders
Contacts for Time & Labor

Christine Conley
Assistant Director
850-644-1978

Dallas Beckett
Human Resources Representative
850-644-9641

Michelle Gardner
Human Resources Specialist
850-644-9610

Abigail Lejeune
Human Resources Specialist
850-644-1449

Lisa Rosenthal
Human Resources Specialist
850-644-7936
Employees’ CURRENT email address
&
IDENTIFY YOURSELF!! As the Department Representative
Navigation to a Paycheck

Main Menu >
Payroll for North America >
Payroll Processing USA >
Produce Payroll >
Review Paycheck Summary
Separation Checklist

DON’T Sign off on the Separation Checklist if you are not DONE with ALL the items on the Checklist.

Termination Effective Date

The termination effective date is ALWAYS the day AFTER the last day worked.
Termination

It is not a Termination unless you LEAVE FSU!!

If you are going to another department, it is a...
Holiday Reporting

To report a Holiday or not to report a Holiday, that is the question??
Overtime

ALL Overtime must be JUSTIFIED and APPROVED prior to actually working it.
Timesheet

ONLY LOOK AT THE TIMESHEET BY THE WEEK VIEW
(NOT THE TIME PERIOD VIEW)!
When you are sent an email please read it in its entirety, you may find the answer in the email!
Tobacco-Free Campus Update

Increasing Campus Health, Success, and Lifelong Productivity

Shiffany Rawls
Assistant Director, Facilities Human Resources
University Tobacco Free Implementation Committee

Kevin T. Frentz, Ph.D., Health Promotion and Policy Coordinator,
University Health Services, Director, MPH Community-Based Public Health Research

Lynn M. Vinson, B.S., CTTS, Tobacco Treatment Specialist

HR Department Representative Meeting
Presentation Goals

To address questions you might have about issues related to the Tobacco-Free FSU Initiative, such as:

- Why a Tobacco-Free Campus
- How is Compliance/Enforcement to be Addressed
- Implementation & Awareness Efforts
- Availability of Cessation Services
Why Become Tobacco-Free?

- Smoking is the leading cause of preventable death in the United States
- Secondhand smoke is the third leading cause of preventable death in the United States
- There is no safe level of contact with secondhand smoke; even brief exposure is harmful
- Smokeless tobacco (spit tobacco) is a major cause of oral cancer and other health issues
- Hookah smoking has been associated with lung cancer, oral cancer, heart disease, and respiratory illness
Why Become Tobacco-Free?

- In 2006, FSU adopted Breathe Easy Zones
- While this was a step forward, students and staff are still affected by smoking on campus
- Smoking bans are more effective than smoking restrictions and are one of the most effective evidence-based methods to help both:
  - Protect people from exposure to secondhand smoke*
  - Help people quit tobacco use*

Cost and Liability

- Cost-saving on facilities and maintenance
- Sustainability
- Reduce risk of fires
- Legal liability

Smoking is the leading cause of fire-related deaths *

Education and Awareness

Tobacco-Free FSU is coming January 1, 2014
Visit our website: www.tobaccofree.fsu.edu
Compliance and Enforcement

- This is a health initiative, intended to support and is born out of concern for the health of both smokers and non-smokers.
- This policy is based not upon enforcement and penalty, but as a community standard and as an aspirational target for achieving the Healthy Campus 2020 objectives.
- Compliance is based upon education, awareness and community support.
On-Campus Tobacco Dependence Treatment Services

- Attend a **Quit and Be Free** one hour workshop provided by the Health Promotion Department and approved for participation during work time through spring semester of 2014.

- Attend **Quit Smoking NOW** six week group classes sponsored by FSU College Medicine Area Health Education Center (AHEC) Program Office.
On-Campus Tobacco Dependence Treatment Services Eligibility Criteria

- All FSU students, faculty, and staff ages 18 and older are eligible to participate
- Tobacco dependence treatment services (tobacco cessation) are provided for use with all types of tobacco products (cigars, pipe, dip, hookah, etc.)
- Free Nicotine Replacement Therapy (NRT) in the form of patches, lozenges, or gum available to participating clients
- Participants may bring one guest such as a boyfriend, girlfriend, baby sitter, etc. who is not affiliated with FSU
Video Productions:
Contacts

Tobacco Dependence Treatment Services:
Lynn M. Vinson
(850)644-6489
lvinson@admin.fsu.edu

University Tobacco Policy:
Kevin Frentz, Ph.D.
(850)645-4973
kfrentz@admin.fsu.edu
Questions & Answers
Closing Remarks

Renisha Gibbs