

# UPCOMING TRAINING

OCTOBER 2025



## Training Opportunities for HR Department Representatives, Supervisors, and Employees

To enroll in a training session, please go to [fla.st/AJP4QHGS](https://fla.st/AJP4QHGS) and search by course name or number.

### HR Bootcamp III

10/1 | 9:00-12:00 | In-Person

The course covers faculty and graduate assistant classifications, appointments and recruitment, pay practices/compensation, union requirements, contracts, and leave. This independent course does not require participation in the HR Bootcamp I and II sessions.

### ADA: Understanding the Americans with Disabilities Act

10/9 | 9:30-11:00 | Training Center

Learn how to navigate through the minefields of employment law by examining issues related to Disability Law at the Federal, State, and University Policy level.

### Anti-Sexual Misconduct Prevention & Awareness

10/9 | 1:00-2:30 | Remote

This course reviews FSU's stance on sexual misconduct, the university's applicable policies, including what constitutes sexual misconduct, available reporting options and resources, and mandatory reporting requirements for Responsible Employees.

### Workers' Compensation

10/14 | 3:00-4:00 | Remote

Participants will learn how to report a workplace injury or illness, report leave time for injured workers, and the department representative, supervisor, and employees' roles and responsibilities when managing a work-related injury or illness.

### Form I-9, Guardian, E-Verify

10/15 | 10:00-12:00 | Remote

This class offers an in-depth look at the I-9 process, including how to complete the I-9 form correctly, how to navigate the Guardian software, how to complete an E-Verify case, and how to approach an I-9 audit.

### Family Medical Leave Act of 1993

10/28 | 2:00-3:30 | Remote

This course provides an overview of the FMLA of 1993 and strategies for managing employees on FMLA leave.

### eTime for Dept Reps & Supervisors

10/30 | 2:00-3:30 | Remote

This course focuses on time reporting in the Florida State University HR System (OMNI) for various employee classifications. It provides a broad overview of Attendance & Leave policies, but more detailed information is covered in the Attendance & Leave Training course. This course also covers important payroll processes to help department representatives and supervisors navigate the payroll cycle.

### Attendance & Leave Policies

10/30 | 11:00-12:00 | Remote

Participants will be provided with in-depth knowledge of the attendance & leave policies and procedures at Florida State University. Topics include work and leave rules at FSU, the differences in employee classifications for leave purposes, leave accruals, proper ways to report leave, available leave types, and roles and responsibilities in the termination process. An overview of Faculty leave is included in this class.