



Training and Organizational Development

## NEO: Attendance and Leave

VIRES ARTES MORES



Welcome to Florida State University! In this section of the New Employee Orientation, we will:

- Identify various types of employee categories found on the FSU campus.
- Explain the types of leave available for employees.
- Use the OMNI Self Service functions to update your personal information, view your paycheck, and report time.

This provides a general overview. Any detailed information specific to you individually or your department will be communicated to you by your department representative.

**Navigation:** A navigation panel will appear on the left-hand side once you begin this course. Use the menu to move through each of the sections. Once you have finished reviewing a section you will receive a checkmark next to that section indicating it is completed.

***This is an interactive course designed to be self-paced. Please ensure that you click on all interactive media (a plus sign or number indicates additional content, click on buttons to reveal more information, etc.) to fully engage with the information. This course should take about 30 minutes.***

☰ Employee Pay Plans

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# Employee Pay Plans



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## Let's Explore Employee Pay Plans

We are now going to look at employee pay plans and how they are affected by the Fair Labor Standards Act.

## Fair Labor Standards Act (FLSA)

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

Under the FLSA, some employees are exempt from the wage and overtime provisions of the law and some are nonexempt.

## Employee Pay Plans

First, we will look at salaried employee pay plans. The University Support Personnel System is divided into 2 pay plans, **nonexempt** and **exempt**.

### University Support Personnel System (USPS) Employees —

USPS employees have a probationary period, generally for 6 months.

- **USPS Nonexempt** employees are covered by the Fair Labor Standards Act and they earn overtime pay or overtime compensatory when they work more than 40 hours in an FSU workweek. Overtime is calculated at a rate of time and one-half.
- **USPS Exempt** employees are exempt from the Fair Labor Standards Act and any hours worked beyond 40 in a workweek are compensated on an hour for hour basis through pay or compensatory leave.



## Administrative and Professional (A&P) Employees —

**Administrative and Professional (A&P)** employees are on an annual contract. The majority of A&P employees are exempt but there are a small number of A&P nonexempt.

- **A&P Nonexempt** employees are covered by the Fair Labor Standards Act which means that they earn overtime pay or overtime compensatory leave when they work more than 40 hours in a workweek.
- **A&P Exempt** employees are exempt from the Fair Labor Standards Act and any hours worked beyond 40 in a workweek are not compensated.



## Faculty Members —

**Faculty members** teach, research, or hold a position of public service here at the University.

Faculty are also usually on an annual contract. They are **exempt**, therefore they are not restricted to a 40-hour workweek and are generally not compensated for working more than 40 hours in a workweek.



CONTINUE

# Work Rules



## Policies and Procedures

The following are sources that employees should reference for job-specific work rules and attendance and leave policies.



## USPS and A&P Employees

USPS and A&P Employees should refer to the [HR website](#) for specific work rules and attendance and leave policies, including the [FSU & You Employee Handbook](#) and [University Policies and Procedures](#).

## Faculty

The Office of Faculty Development and Advancement publishes a [Faculty Handbook](#) on their [website](#) that contains Faculty work rules and policies. The Office of Faculty Development and Advancement also holds a Faculty Orientation in August. During this orientation, issues are discussed that pertain strictly to Faculty and the services they provide to both the students and University.

**i Faculty and staff who are covered by a collective bargaining agreement may have other terms and conditions of employment set forth in the collective bargaining agreement.**

## FSU Workweek

For most of the University departments on campus, the FSU workweek begins at **12:00 AM** on **Friday** and ends at **11:59 PM** the following **Thursday**. Even though we are paid every two weeks, all attendance and leave are calculated by the workweek.

CONTINUE

# Leave



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## Leave Accruals

The amount of leave an employee accrues during each pay period varies by pay plan and is proportional for part-time employees. The use of leave without pay will affect leave accrual rates. **Annual leave should be authorized in advance by your supervisor.**

### Full-time Employees

Full-time USPS employees will accrue annual leave based on their FSU years of service in the amount of 4, 5, or 6 hours per pay period. Full-time A&P and 12-month faculty will accrue 6.769 hours of annual leave per pay period.

<b>Annual (vacation) Leave – Biweekly Accrual Rate</b>	
Based on 1.0 FTE and FSU years of service	
<b>USPS: 0-5 years</b>	4 hours
<b>USPS: 5-10 years</b>	5 hours
<b>USPS: 10+ years</b>	6 hours
<b>A&amp;P &amp; 12-month Faculty</b>	6.769 hours
<b>Executive Service</b>	9.195 hours

**i** **Nine- and 10-month faculty do not accrue annual leave.**

## **Sick Leave and Personal Holidays**

All salaried employees accrue 4 hours of sick leave per pay period with the exception of executive service who accrue 5 hours of sick leave. Sick leave is authorized for illness, injury, and/or appointments with health care providers for an employee or an employee's immediate family member. Sick leave should be authorized in advance by a supervisor except in cases of an emergency.

<b>Sick Leave – Biweekly Accrual Rate</b> Based on 1.0 FTE	
<b>USPS, A&amp;P, and Faculty</b>	<b>4 hours</b>
<b>Executive Service</b>	<b>5 hours</b>

Additionally, USPS employees are eligible to receive 1 personal holiday per fiscal year.

<b>Personal Holiday – Annual Accrual Rate</b> Based on 1.0 FTE	
<b>USPS</b>	<b>8 hours</b>

## **Compensatory Leave**

Compensatory leave is earned under certain circumstances and may be used as a paid leave in the future. Compensatory leave can be earned in the following ways with supervisor approval:

## **Overtime Compensatory Leave**

- Leave earned at a rate of time and a half (1.5 hours)
- Provided in lieu of Overtime Pay to nonexempt employees that work more than 40 hours in a workweek



## **Straight-Time Compensatory Leave**

- Leave earned at an hour for hour rate (1 hour)
- Earned by exempt USPS when they physically work more than 40 hours in a workweek
- Nonexempt and USPS exempt employees may earn straight-time compensation for working more than the required hours during a holiday week.
  - For example, if there is one holiday in a workweek, employees are only required to work 32 hours.
  - Any hours worked over 32 and up to 40 would be earned as straight-time compensation.
- A&P exempt employees may be eligible only when they physically work on a holiday.
- Unless otherwise specified in an applicable collective bargaining agreement, compensatory leave is paid out annually if not used by the employee, usually in December.

## **Leave Transfers**

### **FACULTY LEAVE TRANSFERS**

### **USPS AND A&P LEAVE TRANSF...**

Faculty transferring from a Florida governmental entity may be able to transfer unused annual and sick leave. Department approval is required for all transfers.

- 12-month faculty employees may be able to transfer up to 80 hours of annual leave from another Florida governmental entity.


- Sick leave transfers for 9, 10, and 12-month faculty is generally limited to 240 hours.

#### FACULTY LEAVE TRANSFERS

#### USPS AND A&P LEAVE TRANSF...

USPS and A&P employees transferring from an approved Florida governmental entity may be able to transfer unused annual and sick leave.

- University maximum of 80 hours annual leave & 240 sick
- No more than 31 days can elapse between employment
- Department approval required

 **Note:** No more than 31 days can elapse between employment.

## Common Types of Leave

Listed here are other types of leave that University employees may be eligible for. Contact Human Resources for further information.

### Family and Medical Leave —

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 eligible for FMLA if they meet both of the following requirements:

1. Have worked for the employer for a total of **12 months** in the past **7 years**.
2. Have physically worked **1,250 hours** in the immediate 12 months period preceding the requested leave date

Eligible employees may take FMLA protected leave for the following reasons:

1. **Birth and care** of a newborn child
2. **Adoption or foster care** placement of a child
3. **Serious health condition** of the employee or an immediate family member (spouse, child, or parent only)
4. To care for an **injured or ill service member** of the Armed Forces
5. **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 or visit the Office of Equity, Diversity & Inclusion <https://hr.fsu.edu/sections/equity-diversity-inclusion>



## 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. It 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.



## Sick Leave Pool —

FSU also participates in a Sick Leave Pool program. A Sick Leave Pool is a pool of employees who have donated hours that other pool members may use in a time of need. This is the only leave-sharing program available to employees of the University.

### Membership Requirements:

1. **One year** of continuous University service
2. A **72-hour** sick leave balance



3. An average sick leave use of **fewer than 9 days per year** of employment (exceptions may apply)
4. Upon acceptance, an **8-hour donation** of sick leave is required to join the Sick Leave Pool

#### **When to Apply:**

1. Within 30 days of completing 12 months of continuous University service.
2. During the annual open enrollment period.
3. Within 30 days of transfer to FSU from a State of Florida agency or University where you were a Sick Leave Pool member."

For more information, please visit the HR website <https://hr.fsu.edu/sections/attendance-leave/sick-leave-pool>.

#### **Benefits:**

1. Members may be granted Pool hours for the employee's **serious illness or injury**.
2. Members may receive up to **480 hours in a 12-month period** for their serious health condition after using all sick, annual, personal holiday, and compensatory leave.
3. Members may be granted a **lifetime maximum of 960 hours** during their employment with FSU.



## Other Types of Leave —

- Military Leave
- Faculty Paid Parental Leave
- Staff Paid Parental Leave



## Nine Official University Holidays

There are nine official University holidays each year. Employees with a 1.0 FTE receive 8 hours of holiday pay. Part-time employees received holiday pay based on FTE.

- New Year's Day
- Veteran's Day

- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day

CONTINUE

# OMNI Employee Self-Service



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## FSU Application Access

During your orientation, you will be directed to activate your FSUID. The username obtained and the password that you set up will be used to access various FSU applications.

Depending on your job duties, additional security may need to be granted in order to obtain access to certain applications.

## Accessing Your Timesheet

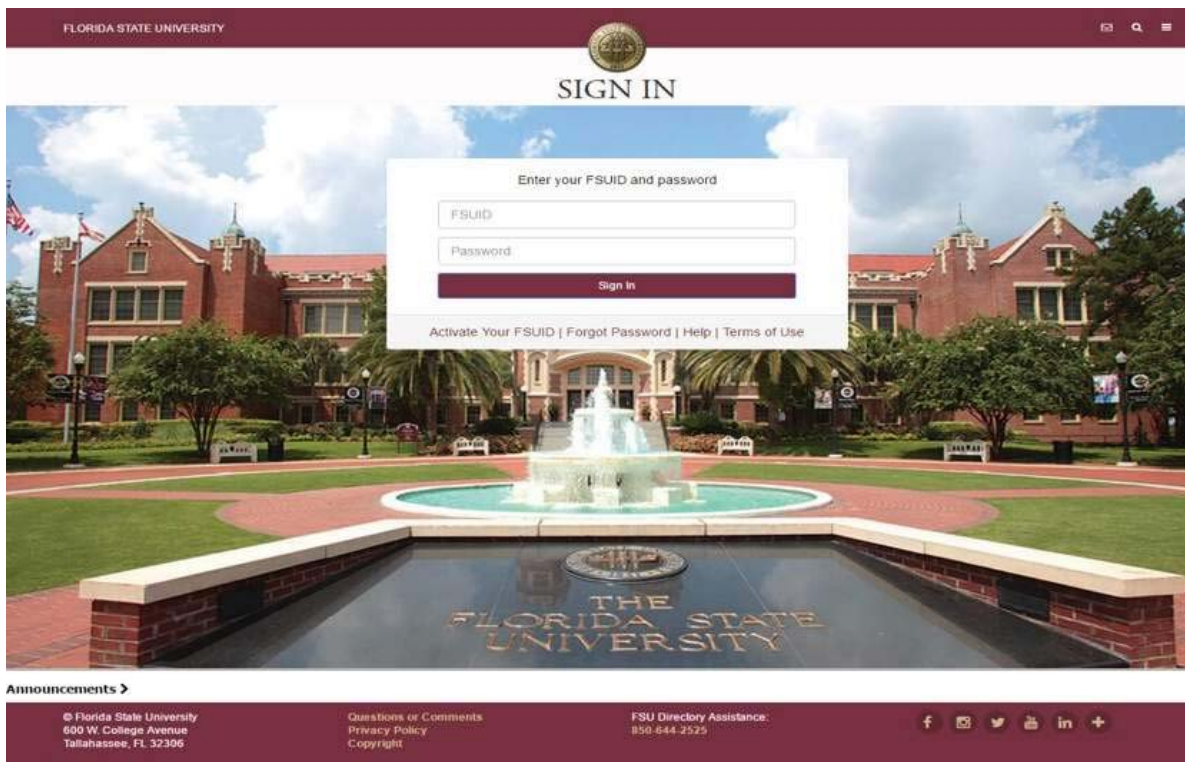
Follow the steps below to access and report time on your timesheet.

### myFSU Portal Login

Employee self-service features can be accessed through the myFSU Portal.

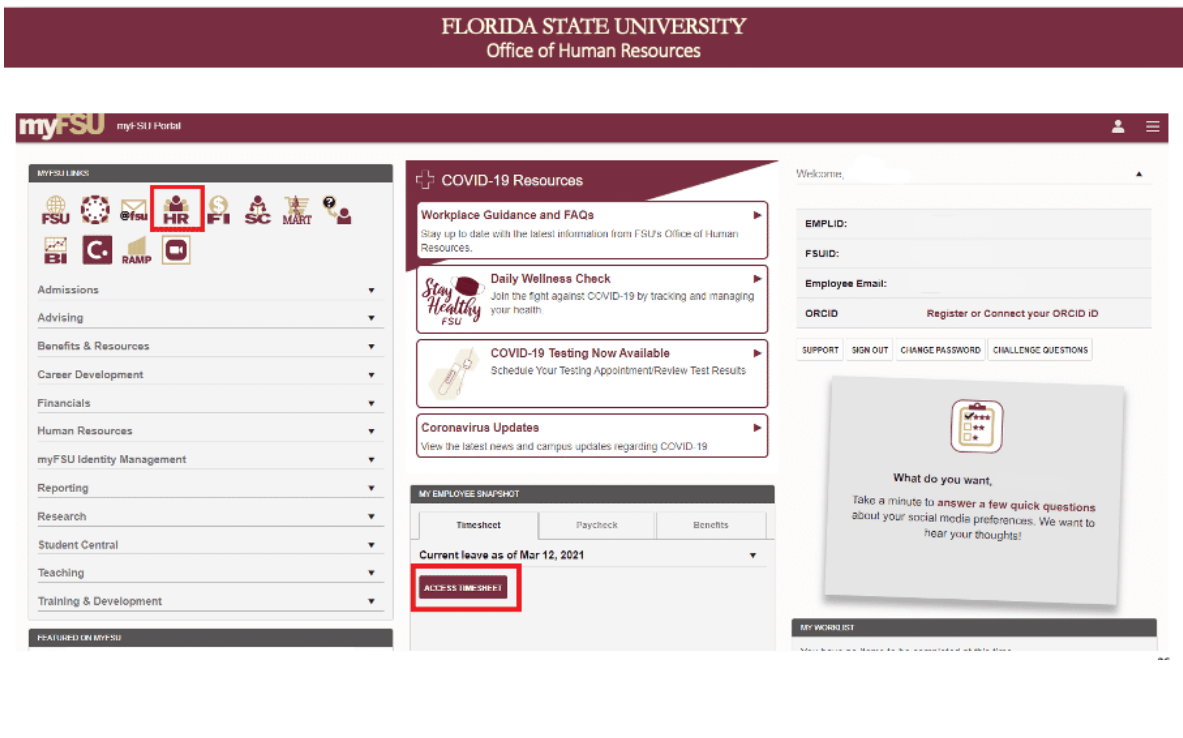
You can access the portal by going to [my.fsu.edu](http://my.fsu.edu) and using your FSUID & password to log in.

In this database, you can enter time, update personal information, and view your paycheck.



## Employee Self-Service

Once you have successfully logged into OMNI, there are two ways to access OMNI Employee Self Service. There are quick links in the middle where you can access your timesheet and enter time, see your paycheck, and Benefits information. You can also click on the OMNI HR application link on the left of the page to access these OMNI features.



## Elapsed Timesheet

Employees that use an elapsed timesheet are A&P, USPS Exempt, and 9/12-month Faculty.

- The elapsed timesheet has a default schedule that will automatically pay scheduled hours based on an employee's FTE.
- Regular Hours worked and Holidays do not need to be reported, nor approved, and will generally pay based on the employee's default schedule.
- Leave events and schedule deviations need to be reported and approved by an employee's supervisor. For example, a full-time Exempt employee is required to work a minimum of 40 hours within the FSU workweek. If the employee worked less than their scheduled hours leave must be recorded.
- Here is an example of an elapsed timesheet. The timesheet will automatically display the FSU workweek (Friday – Thursday). The back and forward arrows should be used to locate specific work days or weeks.

- You can see with the elapsed timesheet how scheduled hours are already populated. The timesheet will automatically generate pay for payroll based on scheduled hours.
- The + and – buttons are used to add or delete a row. The submit button is used to submit the timesheet if leave or a deviation has been made.

An employee can view their accrued leave and any compensatory leave with the leave/compensatory time button at the bottom of the timesheet.

Job Title: HR Specialist

20 May - 26 May 2022  
Weekly  
Scheduled 40.00 | Reported 40 Hours

View Legend

Submit

*Time Reporting Code / Time Details	20-Friday	21-Saturday	22-Sunday	23-Monday	24-Tuesday	25-Wednesday	26-Thursday
Scheduled 8 Reported 8	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8
	8.00		8.00	8.00	8.00	8.00	8.00
Comments							

**Sick**  
Plan Type: Sick  
Recorded Balance: 201.35

**Vacation**  
Plan Type: Vacation  
Recorded Balance: 178.11

**Sick Pool**  
Plan Type: Sick Pool  
Recorded Balance: 0.00

## Punch Timesheet (Non-exempt)

Employees that use the punch timesheet are USPS nonexempt.

- All USPS nonexempt employees must maintain a record of their hours worked, so they can be paid correctly for any overtime hours.
- The punch timesheet requires all hours worked to be entered as in and out punches.
- All leave events and holidays must be entered for the employee to be paid.
- The Punch Timesheet is a null schedule. An employee will not be paid unless time is entered.
- Here is an example of a punch timesheet. The timesheet will automatically display the

- Here is an example of a punch timesheet. The timesheet will automatically display the FSU workweek (Friday – Thursday). The back and forward arrows should be used to navigate to specific workweeks. Hours worked are entered as in and out punches and do not require approval by a supervisor.
- Any leave taken should be entered as a quantity and requires supervisor approval. The submit button is used to save a timesheet entry.

13 May - 19 May 2022

Weekly  
Scheduled 0.00 | Reported 40.00 Hours

View Legend Clear

Day Summary	In	Out	In	Out	In	Out	Time Reporting Code	Quantity	Time Details
<b>13</b> Friday May Reported 8.00 / Scheduled 0.00	<input type="text" value="8:00:00AM"/>	<input type="text" value="1:00:00PM"/>	<input type="text" value="2:00:00PM"/>	<input type="text" value="5:00:00PM"/>	<input type="text"/>	<input type="text"/>	Regular Hours Worked - REGHP	<input type="text"/>	<input type="button" value="⌵"/>
<b>14</b> Saturday May Reported 0.00 / Scheduled OFF	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="button" value="⌵"/>
<b>15</b> Sunday May Reported 0.00 / Scheduled OFF	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="button" value="⌵"/>
<b>16</b> Monday May Reported 8.00 / Scheduled 0.00	<input type="text" value="8:00:00AM"/>	<input type="text" value="1:00:00PM"/>	<input type="text" value="2:00:00PM"/>	<input type="text" value="5:00:00PM"/>	<input type="text"/>	<input type="text"/>	Regular Hours Worked - REGHP	<input type="text"/>	<input type="button" value="⌵"/>
<b>17</b> Tuesday May Reported 8.00 / Scheduled 0.00 <input type="button" value="⌵"/> <input type="button" value="⌶"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Vacation Leave Taken - VACHT	<input type="text" value="8.00"/>	<input type="button" value="⌵"/>
<b>18</b> Wednesday May Reported 8.00 / Scheduled 0.00	<input type="text" value="8:00:00AM"/>	<input type="text" value="1:00:00PM"/>	<input type="text" value="2:00:00PM"/>	<input type="text" value="5:00:00PM"/>	<input type="text"/>	<input type="text"/>	Regular Hours Worked - REGHP	<input type="text"/>	<input type="button" value="⌵"/>

## Accessing Your Paycheck Information



## **Viewing Your Paycheck**

**Let's review how to view your paychecks.**

## Step 1

# My Employee Snapshot

The screenshot displays the myFSU Florida State University website interface. On the left, there is a vertical menu titled "MYFSU LINKS" with various icons and categories such as Admissions, Advising, Benefits & Resources, Career Development, Financials, Human Resources, myFSU Identity Management, Reporting, Research, Student Central, Teaching, and Training & Development. Below this menu is a "FEATURED ON MYFSU" section with a logo for "FSU'S GREAT GIVE 10TH ANNIVERSARY MARCH 10, 2021".

On the right side, there is a "COVID-19 Resources" section with several cards: "Workplace Guidance and FAQs", "Daily Wellness Check" (with a "Stay Healthy FSU" logo), "COVID-19 Testing Now Available", and "Coronavirus Updates".

The main focus is the "MY EMPLOYEE SNAPSHOT" section, which is highlighted with a red border. It contains three tabs: "Timesheet", "Paycheck" (which is selected and also highlighted with a red border), and "Benefits". Below the tabs, it states "Paycheck available: March 12, 2021". There is a "View Deposits" dropdown menu, and a prominent "ACCESS PAYCHECKS" button is highlighted with a red border.

Through the My Employee Snapshot quick links, you can also view your current and previous paychecks by selecting the access paychecks button.

Step 2

# Employee Pay Stub



**FLORIDA STATE UNIVERSITY**  
 Payroll Services, A5600 University Center  
 TALLAHASSEE, FL 32306-2392

Net Pay: 1,410.47  
 Pay Begin Date: 05/14/2010  
 Pay End Date: 05/27/2010  
 Advice Date: 06/04/2010

Name:	Zeenah Waukeenah	Business Unit:	FSU01
Employee ID:	000099999	Pay Group:	APF-F12 /A&P Regular Service
Address:	1234 Main Street, Tallahassee, FL 32301	Department:	09999 - English
		Location:	Diffenbaugh - Room 100
		Job Title:	Assistant Director
		Pay Rate:	\$1,984.48 Biweekly

Fed Marital Status:	Single	Fed Addl Percent:	
Fed Allowance:	0	Fed Addl Amount:	

	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	1,984.48	1,891.80	435.70	138.31	1,410.47
YTD	21,829.28	20,809.80	4,892.73	1,521.41	15,415.14

HOURS AND EARNINGS						TAXES		
Description	Rate	Current		YTD		Description	Current	YTD
		Hours	Earnings	Hours	Earnings			
Regular Pay	24.805987	56.00	1,389.13	689.75	17,109.92	Fed Withholding	290.98	3,300.78
Sick Leave Pay	24.805987	16.00	396.90	46.75	1,159.69	Fed MED/EE	27.43	301.74
Vacation/Annual Leave Pay	24.805987	8.00	198.45	86.25	2,139.52	Fed OASDI/EE	117.29	1,290.21
Compensatory Time Taken			0.00	1.25	31.01			
Holiday Leave Pay			0.00	56.00	1,389.14			
Straight Time Comp Earned			0.00	1.00	0.00			
Sick Leave Adjust to EE			0.00	1.50	0.00			
Vacation Hours Adjustment			0.00	-1.50	0.00			
Winter Holiday Comp Earned			0.00	0.25	0.00			

The top section shows information such as pay period dates, the date that the check was issued, and your employee information.

The next section shows information such as gross earnings, taxes, and net pay.

Step 3

## Employee Pay Stub (continued)

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Capital Health Plan PRTX	90.00	990.00	Gabor Unum LTD 90-day Elim	13.17	144.87	Capital Health Plan PRTX	502.07	5,297.17
Minnesota Life (Basic St) PRTX	1.41	15.51	Cash/Whole Value Life Insuranc	18.32	201.52	Minnesota Life (Basic St) PRTX	4.70	51.70
FSU Parking Regular(24)	10.41	114.51	United Way of the Big Bend	5.00	55.00	Minnesota Life (Basic St) PRTX*	9.14	100.54
						Pre-Tax Assessment Savings	6.89	75.79
						FRS Pension Regular Class	195.47	2,150.17
<b>TOTAL:</b>	<b>101.82</b>	<b>1,120.02</b>	<b>TOTAL:</b>	<b>36.49</b>	<b>401.39</b>			
						*TAXABLE		
NET PAY DISTRIBUTION					LEAVE BALANCES			
Advice #	Account Type	Account Number	Deposit Amount	Description	YTD Hours			
00000100	Checking	XXXXXX	\$1,410.47	Vacation	340.2			
				Sick	358.2			
				Personal Holiday	0.0			
				Comp Reg	0.0			
				Comp OVT	0.0			
<b>TOTAL:</b>			<b>\$1,410.47</b>	<b>Total YTD</b>	<b>698.4</b>			
MESSAGE:								

The bottom portion shows deductions, employer-paid benefits, and leave balances as of the paycheck date and the pay period's last day.

## Summary

Note: Another way to access your paycheck is by selecting the HR icon in myfsu links at the top. This will direct you to Employee Self Service, where you can select the Payroll and Compensation tile.

### **Personal Information Summary**

The **Personal Information Summary** link allows you to view and modify your **home** and **mailing addresses, email, phone, emergency contact, and marital status** information.

## Personal Information Summary

[Expand All](#) [Collapse All](#)



**Sally Seminole**

Assoc Dir, Admin Services

[Actions](#) ▼

### ▼ Name

Sally Seminole

To change your name in OMNI, you must submit a new copy of your Social Security Card and a name change form, found on the Human Resources website, to Human Resources - Employee Data Management.

### ▼ Home/Mailing Addresses

Addresses				
Address Type	Status	As Of	Country	Address
Home	Current	02/02/2017	USA	5402 Main Street Tallahassee, FL 32303 Leon
Mailing	Current	02/02/2017	USA	5402 Main Street Tallahassee, FL 32303 Leon

[Change Home/Mailing Addresses](#)

If you want to change your name, you have to contact the HR Employee Data Management Department.

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▼ Phone Numbers

Phone Numbers		
Phone Type	Phone Number	Preferred
Campus	850/644-1978	<input checked="" type="checkbox"/>
Mobile	850/987-6543	<input type="checkbox"/>
FAX	850/645-9510	<input type="checkbox"/>
Home	850/123-4567	<input type="checkbox"/>
Main	850/123-4567	<input type="checkbox"/>
FSU Alert	850/987-6543	<input type="checkbox"/>

[Change Phone Numbers](#)

▼ Emergency Contacts

Emergency Contacts		
Name	Relationship to Employee	Primary Contact
Chief Osceola	Spouse	<input checked="" type="checkbox"/>
Rachel Renegade	Parent	<input type="checkbox"/>

[Change Emergency Contacts](#)

**Phone numbers** and **emergency contacts** can be viewed and modified.

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▼ Email Addresses

Email Addresses		
Email Type	Email Address	Preferred
Business	CAY02D@psinvalid.fsu.edu	✓
Home	CAY02D@psinvalid.fsu.edu	

Change Email Addresses

▼ Instant Message IDs

Instant Message IDs			
IM Protocol	IM Domain	Network ID	Preferred

▼ Marital Status

Marital Status Married

As of 03/17/2008

Change Marital Status

▼ Ethnic Groups

Ethnic Groups
Description
White

Change Ethnic Groups

**Email addresses** and **marital status** can be viewed and modified.

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# HR Support



Training and Organizational Development

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## Training and Development

The HR Attendance & Leave department offers a variety of classroom training, department training, and if needed one-on-one training. Self-Service classes target employees and supervisors and their utilization of the OMNI timesheet.



**eTime for Department Representatives and Supervisors:** This course is generally structured to demonstrate more in-depth time reporting and payroll schedules & reports.



**Attendance and Leave Policies and Procedures:** Some of the topics for this course include, work and leave rules at FSU, the differences in employee classifications for leave purposes, leave accruals, and available leave types.



**Family Medical Leave Act:** This course provides an overview of the FMLA of 1993 and strategies on how to manage employees who are on FMLA leave.



See the Human Resources Training website at [hr.fsu.edu/train](https://hr.fsu.edu/train) for class schedules.



## FSU Human Resources Website

You can find the following types of information on the [HR website](#):

- 1 Payroll calendars that show paydays and holidays
  - 2 Employee forms
  - 3 Attendance and Leave Policies
  - 4 Contact Information
-

CONTINUE

# Contact Us



Training and Organizational Development

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## Contacts

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Should you have further questions regarding any of the information discussed within this presentation, please call 644-6034 and ask to speak with a member of the Attendance & Leave team or email us at

[HR-AttendanceLeave@fsu.edu](mailto:HR-AttendanceLeave@fsu.edu)

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**Thank you for completing this training!**