

# NEO: Attendance and Leave (OPS)



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

- The types of OPS employees found on the FSU campus.
- Work rules and leave options.
- OMNI Self Service functions including reporting your time electronically.

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 15 minutes.***

≡ Employee Pay Plans/Classifications

≡ Work Rules

≡ Leave

≡ OMNI Employee Self-Service

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# Employee Pay Plans/Classifications

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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.

The Fair Labor Standards Act stipulates minimum wage and hour requirements for all covered, nonexempt employees.

## Employee Pay Plans

First, we will look at employee pay plans. The Other Personal Service system is divided into 2 pay plans, **nonexempt** and **exempt**, under the FLSA.

### Other Personal Services Exempt (OPS) —

**OPS** employees who are exempt are NOT covered by the Fair Labor Standards Act and are therefore ineligible for overtime.

- **Exempt** employees include most of the University OPS faculty, Adjuncts, those visiting in lieu of Adjunct, and Post Doctoral Associates.
- **Graduate Assistants (Research and Teaching)** are considered to have a student relationship with the University therefore the FLSA is not applicable to them.



## Other Personal Services Nonexempt —

**Nonexempt OPS** employees are covered by the Fair Labor Standards Act and receive time and one-half for hours worked over 40 in the FSU workweek. These employees include Business Office Assistants, Camp Counselors, Stagehands, Laboratory Assistants, Technicians, etc.





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# Work Rules

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## OPS Policies and Procedures

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

**OPS Exempt**

**OPS Nonexempt**

OPS Exempt employees are expected to work and are paid based on their appointment period and standard hours. They are expected to work a minimum of their full-time equivalency rate (FTE). For full-time employees, this would be 40 hours in a workweek. Generally, exempt employees are not required to report their hours on a timesheet.

OPS Nonexempt are hourly employees and receive compensation for every hour they physically work. They should maintain a record of their start and end times on their electronic timesheet located within the FSU HR Application, OMNI.

If a nonexempt employee works more than 40 hours during the FSU workweek, they will receive overtime (1.5 times their regular rate). Nonexempt employees should not begin or end work outside of the established scheduled hours unless authorized by their supervisor.

## 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.

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# Leave

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## Types of Unpaid Leave

OPS employees are eligible for particular types of unpaid leave such as the FMLA or Unpaid Parental Leave. Depending on the exemption status of the OPS employee, the appointment may be temporarily unfunded or the employee may be directed to manually enter a leave code on the timesheet. Please contact Human Resources for additional 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 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.

For additional information regarding Parental Leave please contact the FMLA Administrator at 850-644-5051.



## Postdoctoral Paid Time Off (PTO) —

Postdoctoral Associates is the **only** OPS Exempt classification that is eligible for paid leave benefits.

Fulltime (1.0 FTE) Postdocs earn 4 hours of Paid Time Off each pay period and may carry a maximum balance of 104 hours. Earned PTO can be used for any personal reason including but not limited to vacations, illnesses, and appointments. PTO must be requested and approved in advance and should not cause a postdoc to exceed their FTE.



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# 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 modify your timesheet.

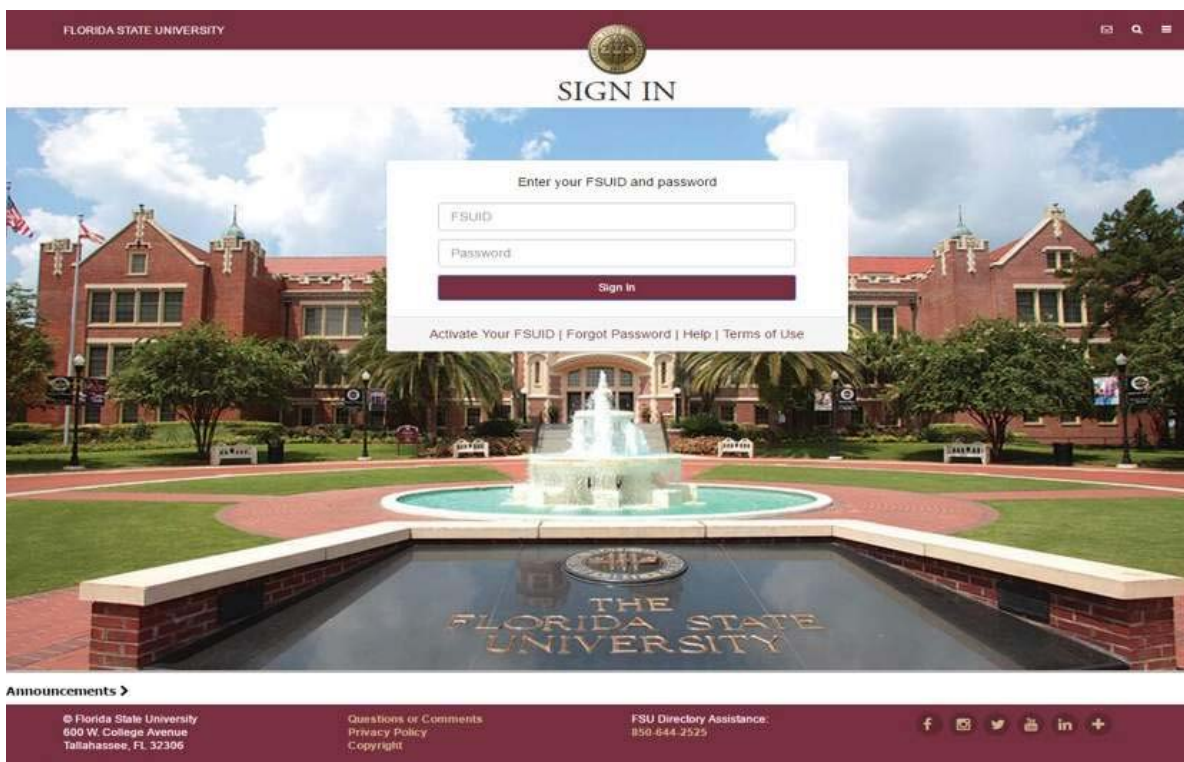
### **myFSU Portal Login**

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.

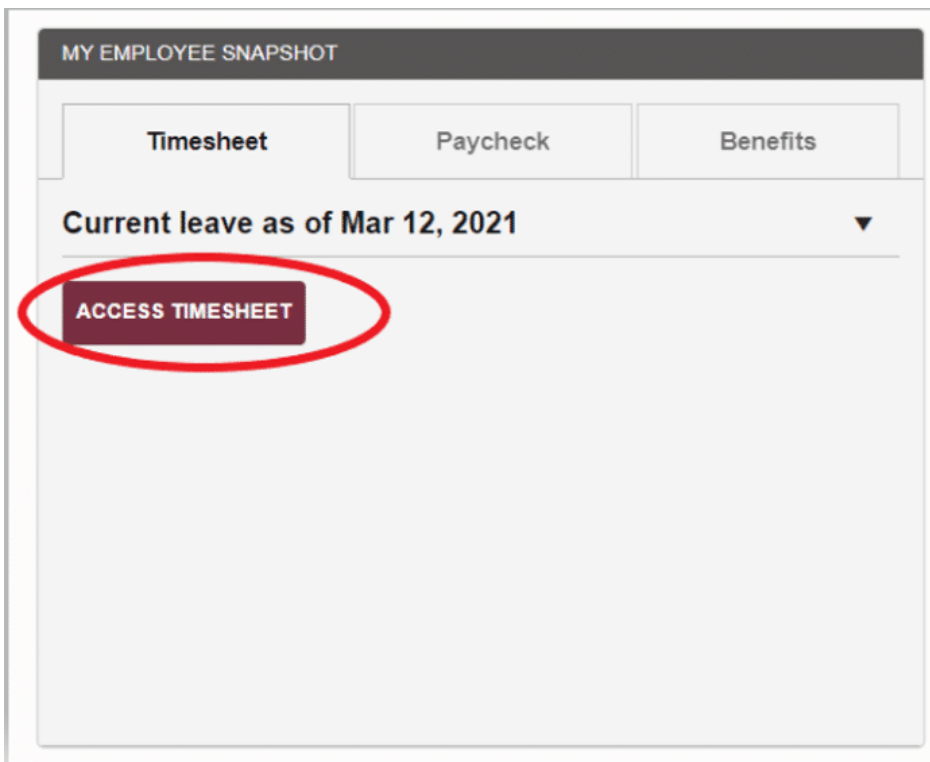




## Employee Self-Service

Once you have successfully logged into OMNI, you will notice FSU applications on the left-hand side such as Canvas, HR, and Service Center. The middle of the screen provides your employee snapshot and links to your timesheet, paychecks, and benefits summary.

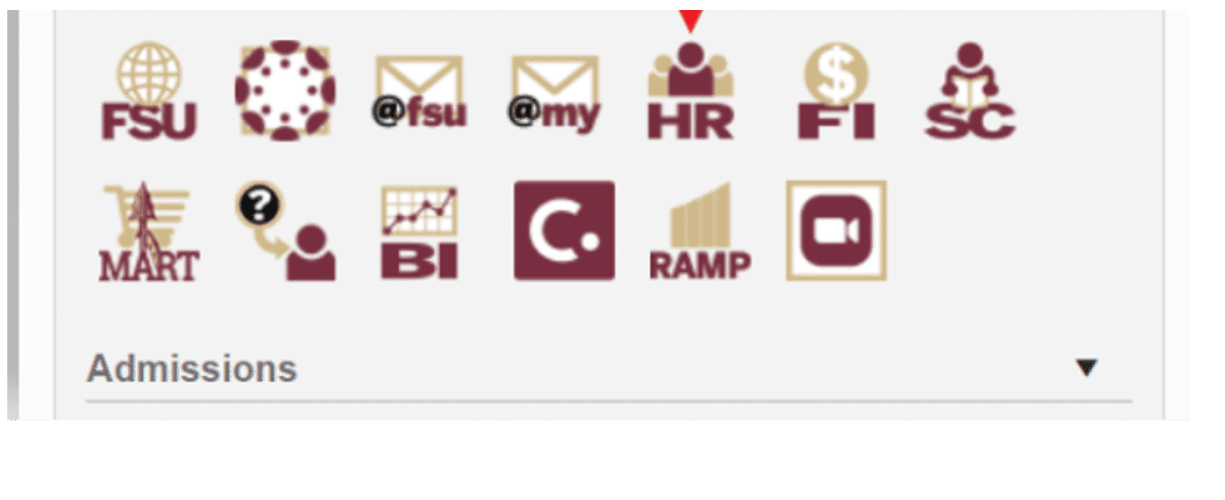
OPS nonexempt employees need to record their hours worked electronically through the OMNI-HR system. The timesheet can be accessed through the link “Access Timesheet.”



### Additional Self-Service Features

Additionally, you can access your timesheet and other features by clicking the HR application button, which will bring you to the OMNI system. Self-Service features within OMNI HR include recording time, updating personal information, and printing off W-2s.





## OPS Nonexempt Punch Timesheet

Employees that use the punch timesheet are OPS nonexempt.

- All OPS nonexempt employees must maintain a record of their physical work hours and document their In and Out times.
- You should clock out for break/meal periods lasting more than 30 minutes.
- There is no pre-populated schedule therefore employees are only paid for those hours recorded.
- It is our recommendation that you record your time on a daily basis while adhering to the published payroll deadlines which are communicated via automated messages to employees each pay period.
- After you record your hours worked, you must select the submit button to ensure the time is saved.
- If an error is made after the time has been submitted the minus sign may be used to delete the row. After deleting a row you should rerecord that day's entry, if applicable.

View Legend

Clear Submit

Day Summary		In	Out	In	Out	In	Out	Time Reporting Code	Quantity	Time Details	Comments	Reported Status
20	Friday											
May	Reported 4.00	6:00:00AM	12:00:00PM									Needs Approval
21	Saturday											New
May	Reported 0.00											
22	Sunday											
May	Reported 5.00	12:00:00PM	5:00:00PM									Needs Approval
23	Monday											
May	Reported 5.00	12:00:00AM	12:00:00PM	1:00:00PM	4:00:00PM							Needs Approval
24	Tuesday											
May	Reported 4.00	9:00:00AM	1:00:00PM									Needs Approval
25	Wednesday											
May	Reported 4.00	6:00:00AM	12:00:00PM									Needs Approval

## OPS Exempt Elapsed Timesheet

OPS Exempt employees such as Adjunct Faculty are not required to keep a record of their hours worked. If you are an exempt employee you are paid according to your Full-Time Equivalency (FTE) and appointment period.


If you feel that the appointment period and FTE are not indicative of your work put forth, please contact your department representative.

## Post Doctoral Elapsed Timesheet

Postdocs have what is referred to as an Elapsed timesheet that pre-populates their hours based on their FTE and appointment period. Timesheet entries are only required if the Postdocs worked less than their FTE or scheduled hours. For example, a full-time Postdoc is required to work a minimum of 40 hours within the FSU workweek.

- If a Postdoc worked less than their scheduled hours leave must be recorded, either PTO or Leave without Pay.
- In the example below, this Postdoc did not work on Friday. To record PTO simply add a line and drop the 8 value down to the PTO line.








After you record leave and hours worked, you must hit the submit button followed by clicking OK to ensure the time is saved. If an error is made after the time has been submitted the minus sign may be used to delete the row. After deleting a row you should rerecord your week's time. The deadline for time & leave entry is communicated via automated messages to employees each pay period.

 Postdoctoral Scholar

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		
	<div> <div>Scheduled 8</div> <div>Reported 8</div> </div>	<div> <div>Scheduled OFF</div> <div>Reported 0</div> </div>	<div> <div>Scheduled OFF</div> <div>Reported 0</div> </div>	<div> <div>Scheduled 8</div> <div>Reported 8</div> </div>	<div> <div>Scheduled 8</div> <div>Reported 8</div> </div>	<div> <div>Scheduled 8</div> <div>Reported 8</div> </div>	<div> <div>Scheduled 8</div> <div>Reported 8</div> </div>		
Paid Time Off - PTO	8.00							+	-
Regular Hours Worked - REGHP				8.00	8.00	8.00	8.00	+	-
Comments									

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# HR Support

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## 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

Payroll Schedules

3

Employee Forms &amp; Resources

4

Policies &amp; Procedures

5

HR Contact Information by Section and Topic

## New Employee Orientation Checklist

As a reminder and as part of your New Employee Orientation you should perform the following:

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Obtain your FSUCard - [fsucard.fsu.edu](https://fsucard.fsu.edu)

- The Card Center is located in Woodward Ave. Parking Garage across from the Union.

- Bring proof of employment (appointment papers or contract)

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Activating your FSUID - [my.fsu.edu](https://my.fsu.edu)

☐

Obtain your Parking Permit

- Online order Virtual Permit at [transportation.fsu.edu](https://transportation.fsu.edu) **OR** bring proof of employment and your FSUCard to Transportation & Parking Services in the Woodward Avenue Parking Garage.

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# Contact Us

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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 **850-644-6034** 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).

You can also visit the [HR Website](#). There you will find the specific contact information under the **"About Us"** tab.

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**Thank you for completing this training!**