



Office of Human Resources  
Spring 2019 Department Representative Meeting

Question & Answer Session

**Federal Work Study**

**Are we able to use current job listings for Fall 2019?**

Unfortunately, it's not possible to re-open current job listings and use them for Fall 2019. One reason is that there are students who have applied for that opening in its original period who cannot be cleared out for Fall 2019. A new job opening and background questionnaire are required for the new year.

**Is there a query just for tracking Federal Work Study award balances after each payroll?**

Currently there is not such a query. We have been working on a BI report and may be able to share that with departments, or we may be able to work with HR to develop a query. We encourage departments to keep track of their work study students, job codes, and how much they have been earning.

**Can you confirm the department steps for a Federal Work Study new hire? Are the steps to complete the paper form provided by the FWS office, FWS Wizard, and I-9? Is there a personnel action form to initiate? To reappoint, should I just complete a new paper form for the student to turn in?**

Correct! New Hires require the I-9, FWS Wizard, and FWS Authorization form. Re-Hires and Reappointments would be a p-PAF, Re-Hire paperwork, and FWS Authorization form. Transfers and changes would require the completion of an ePAF or pPAF and a new FWS Authorization form if job duties are changing. We're working on some new checklists and training aids to assist with these scenarios and we'll provide the resources to all departments.

**New Employee Orientation Reminders**

**Can an employee who has previously taken New Employee Orientation take it again as a refresher?**

Yes, most definitely! The information provided in the NEO is a wonderful resource to revisit time and again. However, if you certified completion of the orientation the first time, there is no need to certify it again whenever you revisit the modules.

**Guardian Updates**

**What do I do if I believe a new hire's photo on their ID does not look like the person when they are completing their I-9?**

Employees should be providing documentation that reasonably appears to be genuine, relates to the employee, and is on the List of Acceptable Documents. However, you are not expected to be a document expert. If you are unsure about a document provided, partner with HR to determine next steps.

**E-Verify Photo Matching – Do photos for existing employees need to be uploaded?**

No, only new I-9's completed after March 22, 2019, will require the E-Verify Photo matching document to be uploaded.

## ***Center for Global Engagement Updates***

### **Can the CGE recommend a CPA who specializes in international tax issues?**

The CGE can recommend a private CPA. Please note, this person owns a private business and is not affiliated with Florida State University. The employee will be responsible for payment of any services rendered. Her contact information is:

#### **Dr. Alison Riley, CPA**

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## ***Associate Vice President for Human Resources Update***

### **How will the extra pay period work for 2019-2020 and will staff be informed?**

There will be an extra paycheck in FY19-20. The extra paycheck will be covered for E&G funded employees. The departments will be responsible for finding that additional funding for non-E&G employees. This will not impact how employees are appointed. It will likely only impact the departments' budget areas. Discussions are still ongoing and communication about the extra paycheck will go out eventually. If you have any questions, please contact Gail Friedrich in the Budget Office at [gfriedri@fsu.edu](mailto:gfriedri@fsu.edu) or (850) 644-4245.