Question & Answer Session

ITS Update

When will the FSUID change process take effect?

The new process to request an FSUID change will be in place when our new system goes live in Fall 2017.

Clarify what will the employee need to do to activate FSUID?

When our new system goes live in Fall 2017, employees will still need to validate the same data as today to activate their FSUID. Once they activate, they will have the option to setup their self-service challenge questions.

Veteran's Initiative

Why is Veterans' Preference for USPS only?

Like many of our operating procedures at FSU, it's based on Florida law, which only provides for Veteran's preference in USPS hiring. See Florida Statutes § 295.07 (4)(a).

Federal Work Study (FWS) Hiring

For current FWS students returning in the fall, is there any paperwork required from the department?

Please check with the student first to make sure they are awarded work study for next year. If they have an award, they will need accept the award and bring in the FWS Authorization for the department to fill out. Then an ePAF needs to be completed in the HR system to hire them for the 2017/2018 period.

For current FWS students returning in the fall, how does the department know if the student is eligible to work?

Students should be able to tell you if they have a work study award by reviewing their online financial aid offer. Eligible students will be able to present departments with an authorization form once they accept their award. (See Sample Authorization form attached to this Q&A)

What if I have a student on work study this year that is not awarded for next year? Will they be able to receive work study?

If you have a work study student that you would like to hire next year who was not awarded work study, please have them contact our work study office to be put on a wait list. If funds become available, we will see if we can award them for next year. They must have completed the Free Application for Federal Student Aid (FAFSA) for 2017-2018 and they must be eligible for need-based aid.

Note: These questions & answers have been modified slightly to fit the online format.

Can we open a FWS posting if we hire for multiple sections and include multiple positions in the posting?

Once the work study job portal is live and open for job submissions, you may post a generic position description (for multiple work study jobs) or create specific position ids to differentiate between these position requirements. As a part of this phase of implementation, the position id's will be created and managed by the hiring department and approved by the Office of Financial Aid Work Study Recruiter.

Will the job offer be submitted through OMNI and the New Employee Wizard be completed/processed online? Will FWS students ever be able to use the new hire wizard rather than the paper process?

During this first phase of the project implementation we will continue to require paper documents, however we plan to enhance the process during a subsequent phase and make it completely seamless and online.

Will a FWS job portal be for departments individually or will there be a pool to choose from?

The FWS job portal will be open to all departments and each department will be required to post their positions in this portal individually.

Just to confirm: A FWS student must be awarded FWS, accept the award, get the authorization form, and THEN contact the department hiring representative to interview?

Yes. An overview of the FWS process may be seen here.

A student with NO award in financial aid and NO authorization form cannot say "financial aid said I'm eligible and must have a job offered before I get the award form" in order to secure an interview/job offer? (In other words, the award does not follow the job interview and job offer?)

Correct. The award comes before the job interview and job offer, an overview of the FWS process is provided below.

FWS Process Overview:

- The Federal Work-Study (FWS) Program is an employment program which provides jobs for eligible students with demonstrated financial need.

- Students are awarded FWS by completing the Free Application for Federal Student Aid (FAFSA) – once the FAFSA is complete a federal processor determines a student's eligibility.

- Recipients of FWS funding may use the earnings to help meet their costs of education; the money earned does not have to be paid back.

- Although many students qualify, an FWS award may not be offered to all eligible students due to limited funding.

- The FWS program benefits both the employer and the students who are employed:

  - FWS provides a supplemental source of funding to pay student employees who are eligible for the program. Although it is a benefit to have this additional funding, it also requires additional effort to comply with the FWS requirements for verifying eligibility and tracking employment earnings.

- FWS provides opportunities to student to earn money while attending college; learn useful skills that can apply to future employment; develop leadership and professional skills; and, become involved in the campus and the academic community.

- Students are notified via email regarding their award amount (maximum for current year $2,400) and advised to accept the same on their student portal (https://my.fsu.edu).

- Students who accept their awards are then provided with an authorization form.

- Students may then begin their search for employment.

    - Current job list – Student contacts employer to request interview,

    - When the new online job listing/application goes live – employer will contact student for interview.

- New hires – Authorization form and all new hire paperwork must be submitted to OFA FWS.

    - Includes 1-9 requirement.

    - Inclusive of any background check requirement.

- Returning hires – Authorization must be submitted to OFA FWS and ePAF must be submitted online.

    - If 1-9 has been terminated from previous period – new I-9 action required.

    - If new background check required, must be completed before starting work.

- **Students may not start work until they are ready to work in the HR/Payroll system.**

- FWS students are hired and paid just like any other FSU employee, and must adhere to the same HR/Payroll schedules and rules.

- FWS students may not work during any scheduled class time.

- Students should not be scheduled to work more than 30 hours per week (10-12 is average).

- **Students and departments should monitor earning to ensure that the student does not earn over his/her awarded amount. Amounts in excess of the award may have to be funded by the department.**

Smart Onboarding

Will there be a decreased amount of VP approvers? If so, when should these be expected? How would the decrease be determined?

In our review of processes for onboarding, recruiting, and appointing, we will be evaluating all levels of approvals. We will make approval adjustments (if needed) based on the outcome of our review.

Attendance & Leave Update

Does a full-time USPS or A&P employee have to take a meal break? Do OPS employees working a full day (ex 8 am-5 pm) have to take a meal break?

Human Resources *recommends* that an unpaid meal period, lasting at least 30 minutes, be observed if any employee is working 6 or more hours. However, it *is ultimately a management/department decision* whether to require a meal period or approve an employee forgoing a meal period.

Most research shows that productivity, creativity, and innovation decreases when a meal period is not observed. Conversely, during peaks in department work volume, supervisors may occasionally require employees to not take a meal period or modify a meal period.

- http://www.npr.org/sections/thesalt/2015/03/05/390726886/were-not-taking-enough-lunch-breaks-why-thats-bad-for-business
- http://www.cnn.com/2011/LIVING/01/31/cb.lunch.break/

When using TimeClock Plus, will time go directly to OMNI for supervisor approval?

No. When using TimeClock Plus, employees will clock-in via the clock. Then the supervisor will approve time **in the Manager module of TimeClock Plus**. The time will then load to OMNI and the department representative must approve all time for that department in OMNI.

Is there information about TimeClock Plus on the HR Website?

Not yet. Once we have fully implemented the project and onboard all departments in Phase 1, we may provide information on the HR website for interested departments. In the meantime, if you're interested or have questions, contact Jonathan Banks, jebanks@fsu.edu, at (850) 644-1449.

When using TimeClock plus, could any department use any clock device?

Yes. TimeClock Plus allows employees to swipe on any device available and the supervisor can track where the swipe took place. The system can also limit which devices an employee is able use.

Appointment Tutorial Resources

Can any HR Department Representative train and perform I-9s?

Most departments have a primary HR Department Representative who completes I-9 actions. If you have questions about I-9 training and completing I-9 actions, please contact Adline Norwood, anorwood@fsu.edu, at (850) 644-7939.

Miscellaneous

Please add new HR Reps to the HR Listserv distribution list – I only found out by chance.

Every month HR runs a clean-up process and adds any new department representatives to the HR Department Representative listserv (HRMS). However, this process only captures the official HR Department Representative listed on the "department table" in OMNI HR.

Also, HR relies on departments to keep that table up-to-date as department reps change. This is another reason it is so important for departments to update the department table whenever the official HR Department Representative or HR Department Manager changes (there is nothing else in the system that tells HR who your Department Rep is).

- To update your department's HR Department Representative or HR Department Manager, complete this form and send it to jebanks@fsu.edu:
  http://hr.fsu.edu/pdf/forms/timeandleave/HRDepartmentTableUpdate.pdf

Also, this process is can't catch additional people in the department who assist with HR work, it will only capture the one official department rep for each department. Unfortunately, there is no way for HR to identify other employees who may assist with HR work through the system.

So, if you have new employees who do HR work and need access to the HRMS listserv, please help us get them enrolled. You can do this two ways:

1. They can self-enroll or you can enroll them at any time here: https://lists.fsu.edu/mailman/listinfo/hrms.
2. Email the *HR Communications Manager* at smirkin@fsu.edu and she will be happy to enroll them.

Sample FWS Authorization Form

Florida State University
Federal Work Study/Community Service Work Study Programs (FWS/CSWS)
Authorization for Employment

This student has qualified for employment through the FWS Program and is authorized to earn FWS/CSWS wages. Please monitor their work hours. Earnings may not exceed the award amount for each semester

This student has been awarded _____ CSWS _____ FWS (Check one that applies)

Empl ID fld_EMPLID   Email Address fld_EMAIL_ADDR

Name   **Eligible Employment Dates**   **Award Amount**
fld_LAST_NAME, fld_FIRST_NAME
                              Fall: 08-28-2017 to 12-15-2017 $ C.ACCEPT_BALANCE
                              Spring: 01-08-2018 to 05-04-2018 $ F.ACCEPT_BALANCE

Supervisor and/or Department Payroll Rep: Please complete this form and make a copy for your records.

Employment Start Date: _____ _____ _____ **Must be completed**)
 _____ Never worked at FSU (**Must attach Employee Wizard Form**s)
_____Student has an AFWS/ACSL record, but it has been terminated in Omni
_____Student has an AFWS/ACSL record and it has NOT been terminated (**Process an ePAF+**)
_____Student has an OPS record, but No AFWS/ACSL record (Additional Appointment)
_____Transfer from one department to another within the academic year

Omni Employee ID # :_____(**Complete if the student has been on the FSU Omni Payroll**)
Employee Record #:_____

FSU Department #:____ _____ (**Must be completed**)
FSU Supervisor's Employee ID #:_ _____ (**Must be completed**)
FSU Supervisor's Name: ___ _____ (**Please print**)
Department or CSWS Agency Name: _ _____
Department/Agency Contact Person: _____Phone #:_____
Fax #:_____ Email Address: _____
** For FWS the Job Code is AFWS and the Funding Account Code is 254217660-O

** Community Service Job Code is ACSL and the Funding Account Code is 254317660-O

Hourly rate: ____ _____ (based on level of job duties – see FWS wage guidelines)
Weekly Work Hours :_____(not to exceed the award amount or interfere with class hours)

The employing department and student is responsible for monitoring the hours this student can work.

Job Title: _ _____ Job ID (if posted online through FSU HR) _____
Job Description: _____
_____

Job Requirements/Job Qualifications: _____ _____
_____

_____
Supervisor Signature   Date

FWS Office Signature _____Date_____
Student: Please use the FWS drop box located inside the Financial Aid lobby (A4400 University Center) to turn in your forms (FWS/CSWS Authorization and if needed, the Employee Wizard forms).

April 19, 2017

➢ **Federal Work Study (FWS)/Community Learning Service Program (CLSP) awards give students the opportunity to earn money towards their educational/everyday expenses. Funds are paid bi-weekly for hours worked. Unearned funds will not be disbursed.**

➢ **Students and departments are responsible for monitoring earnings so that earnings do not exceed the awarded amount.**

➢ **Hiring/Payroll paperwork must be complete and in the system before you start to work. Your supervisor will notify you when you can begin to work.**

➢ You may have only one work study job at a time. If you also contract to work OPS while working FWS, you must inform both employers and the FWS office as special authorization is required.

➢ You must be an enrolled degree seeking student to be eligible to work. If you Withdraw from all of your classes, or drop below 6 hours, you must stop working immediately.

➢ You must meet Satisfactory Academic Progress to be eligible to work. If you are no longer eligible for aid due to your Satisfactory Academic Progress status, you must stop working.

➢ Your supervisor will work with you to establish a regular schedule of work hours that do not conflict with your class schedule. **You must call/notify your employer if you are unable to make a scheduled work time or will be late.**

➢ FWS regulations do not allow students to work during a scheduled class time. If your class is cancelled and you wish to work, you must provide documentation to your supervisor and the FWS office to show that the class was cancelled.

➢ Your supervisor will advise you on the process for recording and reporting your time worked each day/week. **Falsification of time is grounds for termination and possible disciplinary action.**

➢ Follow job site rules. Ask your employer about any dress code, and adhere to it appropriately. Take pride in doing your job to the best of your ability. All of this may help you build references for the future.

➢ If you are having issues within your workplace, speak to your supervisor and let them guide you.

➢ If you need to change your work schedule, work with your supervisor. If you feel you can no longer work your schedule or any FWS schedule, try to give at minimum 2 weeks' notice to your supervisor.

➢ Employers have the right to terminate students who do not meet regular employment expectations (i.e. adherence to schedule, adherence to dress code, performance of expected duties).

➢ A student who changes jobs may be paid at a different rate (higher or lower) as applicable to the job duties for the new job.

FSUSN_____

STUDENT SIGNATURE_____ DATE_____

SUPERVISOR SIGNATURE_____ DATE_____

PLEASE GIVE THIS FORM TO YOUR EMPLOYER. A COPY MUST BE RETURNED WITH YOUR EMPLOYMENT AUTHORIZATION, TO THE FEDERAL WORK STUDY OFFICE.

April 19, 2017