

HUMAN RESOURCES

January 2021

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HR Key Events Calendar

Martin Luther King Jr. Holiday	January 18
President's Day	February 15
Spring Break	March 8-14

myIMPACT Update: NEOGOV Introduces NEOED

NEOGOVS recently launched a new education-focused brand titled, "NEOED" to better provide services that are tailored toward educational institutions. While this rebranding will not change the functionality in myIMPACT, employees will notice minor changes in the system. These changes include:

- **NEOED URL** - The URL displayed while using myIMPACT will read "neoed.com" as opposed to "neogov.com".
- **NEOED logo** - The logo at the bottom of the dashboard will no longer display "NEOGOVS".
- **NEOED automated notifications** - Email alerts such as automatically generated task reminders in myIMPACT will be sent from NEOED instead of NEOGOVS.

The process to complete tasks in myIMPACT will not change. For questions about myIMPACT, please contact emprelations@fscj.edu.

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[Employee Contact Tracing Process & Help Guide](#)

As shared during the December 16, 2020 OnPoint call, the College's contact tracing process is still actively in place. COVID-19 isolation/quarantine scenarios and information along with the OnPoint presentation can be viewed on the [HR Workplace Guidance](#) page. Employees who are symptomatic and/or have received a positive test result for COVID-19 are asked to fill out this online [form](#). If assistance is needed in completing this form, or an employee is unsure of possible symptoms, please call [\(904\) 633-8233](tel:(904)633-8233) to speak with a Human Resources representative. All information is strictly confidential, and at no time will any identity be shared as part of the contact tracing process. Employees can visit the [COVID-19 Faculty and Staff information](#) page for more guidance.

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[Families First Coronavirus Response Act \(FFCRA\) - Update](#)

The FFCRA provision that provided funding for 10 days (80 hours) of paid leave and expanded family and medical leave for employees affected by the pandemic expired December 31, 2020. Effective January 1, 2021, full-time employees may use their accrued sick and/or annual leave for absences related to COVID-19.

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[Florida Blue Pharmacy Updates](#)

Effective January 21, 2021 Florida Blue is changing its home delivery pharmacy from AllianceRx Walgreens to Express Scripts Pharmacy. Employees who have current home delivery prescriptions will be automatically transferred to Express Scripts Pharmacy. [Click here](#) for additional details regarding pharmacy updates. Florida Blue members can continue to access valuable health information and resources, including care decision support, an online provider directory to find doctors, hospitals, and pharmacies worldwide. Find these and additional interactive web-based support tools [here](#).

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[2021 Paycheck Deductions](#)

Employees should review their paychecks regularly to ensure all information inclusive of payroll deductions are accurate. To review paystubs, employees must log into [myFSCJ](#) and select "My Pay" under the "Employee" tab. By viewing paystubs employees can confirm benefits (i.e., health, dental, vision, 403(b)/457(b)) and tax deductions. For questions, contact benefits@fscj.edu.

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[Insurance Identification Cards](#)

Florida Blue

Florida Blue mailed cards to members incurring a change mid-December and will generate health insurance ID cards as necessary. Cards mailed may include new member cards and cards to members who changed plans

during Open Enrollment. In addition, there are periodic updates to the magnetic strip on the back of member cards, which would necessitate the production of a new card. Employees who did not receive ID cards in December can contact Florida Blue’s customer service at (800) 352-2583 or email BAContactCenter@bcbsfl.com for questions.

Delta Dental

Delta Dental mailed cards only to new enrollees mid-December. Existing members can visit [Delta Dental](#) to print new or replacement cards.

Humana (Vision)

Humana mailed cards to employees who newly elected vision benefits or recently changed plans mid-December. Employees can access vision ID cards at [Humana Vision Care](#).

VSP Vision & Dental

Members who opted out of the College’s medical plans have the VSP plan. Members can visit [VSP](#) to log into their accounts or call Customer Care 800-877-7195 a list of providers and to print ID cards.

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[Florida Retirement System \(FRS\) Reemployment After Retirement](#)

Members are considered retired when they have terminated all employment with all FRS-participating employers, established an effective retirement date through the application process, and cashed or deposited a benefit payment. If participating in DROP, retirement is complete once employment is terminated with the FRS-participating employer. If returning to work for an FRS employer within six (6) months after retirement, retirement benefits are then voided and benefits received to date must be repaid. For months 7-12 following retirement, members may not receive both a salary and a retirement benefit. There are no limitations on receiving retirement benefits while working for an FRS-participating employer after you have been retired for 12 calendar months. An Investment Plan member who terminates employment with an FRS-participating employer and receives any distribution from his or her Investment Plan account (including a rollover) is considered a retiree. [Click here](#) for additional information regarding reemployment or call 1-844-377-1888 to speak with an account representative.

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[Florida Retirement System \(FRS\) Workshops](#)

The Florida Retirement System (FRS) offers free financial planning workshops for FRS-covered employees via webcast. Below is the webcast schedule for January 2021. Register now to attend an upcoming workshop.

Date	Time	Topic	Registration
Wednesday, January 20	10 a.m. – 11:30 a.m.	Income Tax Planning: Smart Planning for Your Taxes	Register Now
Wednesday, January 20	2 p.m. – 3:30 p.m.	Investment Planning	Register Now
Wednesday, January 27	10 a.m. – 11:30 a.m.	Income Tax Planning: Smart Planning for Your Taxes	Register Now

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[Wellness Chatter](#)

Florida Blue Better You Newsletter

Check out the Florida Blue [January Newsletter](#) for helpful monthly wellness tips.

Guided Meditations

Meditation is an easy and effective way to improve overall well-being. Taking a few minutes to focus on staying calm and centered can help employees stay productive, healthy and safe. Each Tuesday beginning January 12 through March 30, 2021, Florida Blue offers weekly guided meditations at 10:30 a.m. [Click here](#) to attend, no registration is required.

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[Training and Organizational Development](#)

Professional Development

To view our current synchronous and asynchronous course offerings, please log into [myLearning](#).

Congratulations to the following employees on completing FSCJ Certificate Programs!

Communications Certificate Recipient

Dr. Linka G. Crosby, Instructional Program Manager-ESOL

Megan Oliver, Project Coordinator

Managing at FSCJ Certificate Recipient

Dr. Linka G. Crosby, Instructional Program Manager-ESOL

Diversity Certificate Recipient

Dr. Phenessa Gray, Academic and Career Coordinator

Dora Kress, Academic Tutor

Administrative Assistant Certificate Recipient

Shantelle Ortiz, Administrative Assistant II

Professional Development Day Recap

The 5th Annual Professional Development Day was held on Friday, January 11 and was an outstanding success. The keynote presentation by Donna Hurt, from Ruby Payne's consultant group, was attended by over 350 employees and covered the extremely valuable topic, "Understanding and Engaging Under-Resourced College Student." By addressing the needs of the under-resourced college student, this workshop provided a wealth of resources for the audience to consider. Following the keynote, there were 30 additional presentations covering everything from humor in the classroom to the latest FERPA information. All sessions were well attended, with many having more than 60 participants. The Office of Training and Organizational Development (TOD) wishes to thank everyone who attended.

Save the Date – Canvas Training: January 19-21

Canvas Learning Specialist, Kenneth Rogers, will offer 12 virtual training sessions covering a wide range of topics and experience levels Tuesday, January 19 through Thursday, January 21. [Click here](#) to view course offerings and registration details. Sessions will be recorded for those unable to join live.

Save the Date – Math Mini-Conference January 28-29

The Virtual Math Mini-Conference will be held Thursday, January 28 through Friday, January 29. The keynote will be given by Dr. Kathleen Clark on “The Power, Potential, and Practice of Primary Source Projects: Transforming Instruction in Undergraduate Mathematics”. [Click here](#) to view course offerings and registration details.

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