

HUMAN RESOURCES

July 2022

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HR Key Events Calendar



August 20
36-hour work week ends

August 25
College Convocation

August 29
Fall Term Begins

September 10
American Heart
Association (AHA) Heart
Walk

October 20
Jacksonville Corporate
Run 5k

Knowledge Base Articles

The Help Center has Knowledge Base Articles available on numerous topics within categories like Canvas, Email, myFSCJ, Payroll, and more! These articles have detailed instructions that can aid employees in their position and responsibilities at the College.

Visit the IT [page](#), click *Support*, then select *FSCJ Knowledge Base* at the bottom of the page to view over 200 articles in a variety of categories.

Perks at Work Program

The Perks at Work Program offers discount options year around. Employees can find deals and earn **WOW**Points on travel, tickets, electronics, restaurants, and much more. As an FSCJ employee, registration is easy. To manage the Perks at Work email notifications, follow these steps:

- [Log in](#)
- Select Email Settings
- Choose a preferred frequency
- Click Update Frequency to save
- Select preferences for types of notifications
- Employees may also opt to stop receiving all emails by selecting unsubscribe

Cancel Leave Request

Employees have the ability to cancel submitted leave requests in myFSCJ if the time off is no longer needed for that specific date(s). Requests to cancel must include an explanation in the comments for audit purposes. It is the employees' responsibility to inform their supervisor that cancellations are valid. To cancel leave:

- Log into [myFSCJ](#)
- Select the My Time tile
- Select the Absences tile
- Select Cancel Absence and find the leave request to be canceled
- Click Cancel Absence

Wellness Chatter

Corporate Run 5k

The Jacksonville Corporate Run will be held Thursday, October 20 at 6 p.m. This event is well-known for its camaraderie, friendly competition, post-race celebration and FUN! In support of this event, The FSCJ Wellness Club will be sponsoring 20 free entries for full-time employees who wish to participate. This is a team competition and is open to runners, joggers, and walkers. [Click here](#) for race information, or contact training@fscj.edu for FSCJ employee participation details.



American Heart Association (AHA) Heart Walk

FSCJ is once again supporting the AHA by participating in the 2022 Heart Walk.

Date: Saturday, September 10

Location: Jacksonville Fairgrounds

Time: 8 a.m. - Opening Ceremonies

9:30 a.m. - Walk Begins

[Register](#)

Health Webinar

Employees are invited to [Ask the Dietitian: Foods to Help with Sleep](#) on July 20, 1-1:45 p.m.

Florida Blue Better You Newsletter

View the Florida Blue [July](#) Newsletter for wellness highlights.

For questions about upcoming wellness events or how to join the FSCJ Wellness Club, please contact hrtraining@fscj.edu.

Training & Organizational Development

Introducing FSCJ'S Center 4 Credentialing Excellence

The Center 4 Credentialing Excellence (C4CE) was established to support the recent state mandates for student micro-credentials. In addition, several functional areas at the College also have opportunities to develop micro-credentials to further support students' academic and employment goals.

The C4CE will serve as a one-stop location for FSCJ micro-and macro-credential management. Located within Training and Organizational Development, the C4CE will guide faculty and staff through the four-step process for new digital badging requests and provide ongoing support.

At this time, Training and Organizational Development and Continuing Workforce Education offer a combined 26 badges to more than 200 FSCJ employees.

[Learn More](#)

Congratulations to the following employees on completing a Certificate Program!

Diversity Certification Program

Barbara Schaefer, Program Manager

Technology Certificate Program

Clair Hart, Project Coordinator

Managing at FSCJ Certificate Recipient

Ansa Reams-Johnson, Director, E-Administration & Support Services

Brian Keene, Laboratory Manager

Click [here](#) to view current course offerings.