

# HUMAN RESOURCES

## March 2021

### Content

[HR Key Events Calendar](#)

[myIMPACT Reminder](#)

[2021-22 Operating Calendar](#)

[Wellness Chatter](#)

[Fraudulent Unemployment Claims](#)

[Submitting Time](#)

[How to Enroll in a 403\(b\) & 457\(b\) Plan](#)

[Non-Operational Days](#)

[Perks at Work – Free Tax Prep](#)

[Training and Organizational Development](#)



### HR Key Events Calendar

Spring Break	March 8-14
Faculty Colloquium	April 9
Memorial Day	May 31

### myIMPACT Reminder

Professional and Career employees should complete a Check-in task with their supervisor in March. Check-ins are meetings between supervisor and employee regarding the employee's performance progress, individual development plan and goals with pre-determined questions. These questions serve as a guide to facilitate conversation between the supervisor and employee, but conversation is not limited to these questions. Check-ins show as a task on the supervisor's dashboard in myIMPACT.

[Back to top](#)

### 2021-22 Operating Calendar

The 2021-22 Operating Calendar is now available and has been placed on the [Human Resources](#) web page under HR Quick Links. The official College holidays are noted per District Board of Trustees' Rule 6Hx7-2.15.

[Back to top](#)

## [Wellness Chatter](#)

### **Florida Blue Better You Newsletter**

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

### **Florida Blue Webinar**

Covid-19: Vaccine Update | Tuesday, March 23 9:30 a.m. – 10:30 a.m. [Register Now](#)

Join this live webinar to hear an update on the COVID-19 vaccine. Dr. Kellie Tice Wells will discuss the latest news on vaccine development and availability, and review updated safety guidelines that protect those who are vulnerable.

### **2021 FSCJ Employee Wellness Program**

The 2021 FSCJ Employee Wellness Program is supported by the Florida College System Risk Management Consortium (FCSRMC) and Florida Blue. Program highlights include an online health assessment, wellness seminars and the opportunity for full-time employees with Florida Blue insurance to earn up to \$100 in gift cards by completing specific wellness activities and events. Unlike past years there are no current plans to offer onsite Personal Health Assessments (PSA). [Click here](#) to view more details about this year's wellness incentive plan.

[Back to top](#)

## [Fraudulent Unemployment Claims](#)

The Federal Bureau of Investigation (FBI) recently announced that they have noticed a spike in [fraudulent unemployment claims](#) filed using stolen identities. U.S. citizens from several states have been victimized by people impersonating them and using stolen identities to submit fraudulent unemployment insurance claims online. The College receives claims filed with the Department of Economic Opportunity (DEO) for review and verification. If the College receives a suspicious unemployment claim (such as a claim for an active, full-time employee), the Employee Relations (ER) office will send a notification to the employee asking for verification. If the claim is suspected to be fraudulent, ER will complete an Identity Theft Report with the DEO.

It is recommended employees who believe they are a victim of identity theft related to fraudulent unemployment insurance claims follow the steps outlined in the [Florida's Identify Theft Victim Kit](#) provided by the Attorney General's Office. The FBI encourages victims to report fraudulent and/or suspicious activities to the [Internet Crime Complaint Center](#) or consult [identitytheft.gov](#) for help in reporting and recovering from identity theft.

For questions or concerns regarding unemployment claims, please contact Employee Relations at [emprelations@fscj.edu](mailto:emprelations@fscj.edu).

[Back to top](#)

## [Submitting Time](#)

Time entered in timesheets and absence requests must be made to the nearest quarter hour, using the 7-minute rule when determining what to enter. When tracking work time in 15-minute increments the cutoff point for rounding down is 7 full minutes. If an employee works less than 8 minutes, round the number *down* to the nearest 15 minutes. If an employee works at least 8 full minutes, round *up* to the next 15 minutes. See an example timesheet [here](#). Employees should read instructions carefully when submitting time, and always submit an absence request whether or not there is leave time available.

[Back to top](#)

## [How to Enroll in a 403\(b\) & 457\(b\) Plan](#)

The College offers employees the opportunity to save by investing in a 403(b) or a 457(b) deferred compensation or Roth plan. All employees are eligible to participate and can choose to contribute through one or both plan providers (AIG or TIAA). Multiple plan options are available allowing employees the ability to select the plan that best fits their needs. Enrollment or plan changes can be made at any time. [Click here](#) for instructions on how to enroll or edit a savings plan. For questions, email [benefits@fscj.edu](mailto:benefits@fscj.edu). Financial advising questions can be directed to the advisors listed below:

Provider	Financial Advisor	Phone	Email
AIG	Christine Shippey	904-445-7081	<a href="mailto:christine.shippey@aig.com">christine.shippey@aig.com</a>
TIAA	Howard Reiff	813-632-5109	<a href="mailto:hreiff@tiaa.org">hreiff@tiaa.org</a>

[Back to top](#)

## [Non-Operational Days](#)

Employees are not required to request leave (and supervisors should not approve absence requests submitted) for non-operational days. Upcoming non-operational days include seven Spring Break days, March 8 – 14.

[Back to top](#)

## [Perks at Work – Free Tax Prep](#)

United Way RealSense has partnered with FSCJ to offer the Volunteer Income Tax Assistance (VITA) program. This program provides free Facilitated Self-Assist (FSA) tax preparation software to employees, for savings up to \$400 in tax preparation fees. Employees are able to prepare and e-file their federal and state tax returns at no cost using a secure and private account with TaxSlayer. Employees are ensured to receive all federal tax credits to which they may be eligible, and access to free technical and tax expertise 24/7 by contacting [FreeTaxHelp@uwnefl.org](mailto:FreeTaxHelp@uwnefl.org). All income levels are welcome to take advantage of this free exclusive FSCJ perk by logging into [PerksatWork](#) and clicking the “exclusives” icon to get started. Questions can be directed to [benefits@fscj.edu](mailto:benefits@fscj.edu).

[Back to top](#)

## [Training and Organizational Development](#)

### **Compliance Refresher Training Reminder**

The new FERPA training course was released in November to all employees with a due date of May 24, 2021. This course titled **CMPL 1007 FERPA Basics** takes approximately 40 minutes to complete, and is available on your myLearning page. To access myLearning, log into [myFSCJ](#), click the Employee tab and select myLearning from the Quick Links box on the right hand side. Contact [hrtraining@fscj.edu](mailto:hrtraining@fscj.edu) for help or questions.

### **Faculty Colloquium**

The 5<sup>th</sup> annual Faculty Colloquium will be held virtually, Friday, April 9. This event celebrates excellence in teaching and learning and promotes college-wide culture collaboration. The Academy for Teaching and Learning has once again partnered with the Student Success Conference to offer sessions of faculty development specific to Student Success. In addition, recipients of FSCJ’s Distinguished Faculty Award will be honored and recognized.

[Back to top](#)



**Friday, March 5, 2020**