



January 2017

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HR Key Events Calendar

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| Spring Term Begins | Monday, January 9 |
| Martin Luther King Jr. Holiday (College Closed) | Monday, January 16 |
| Presidents' Day (College Closed) | Monday, February 20 |



Open Enrollment for Employment Benefits - Update

In October employees were able to take advantage of open enrollment (OE) and make changes as needed to their benefits. All changes have been confirmed as processed. Below are some important follow-up details.

Florida Blue ID Cards:

ID cards were mailed December 20th. Florida Blue generates ID cards as necessary. That may include new member cards, cards to members who changed plans this OE and, in certain circumstances, cards that appear to be duplicate cards for members with no updates or changes. There are periodic updates to the magnetic strip on the back of member cards which would necessitate the production of a new card.

If you believe you should have received a ID card but have not received one, you can contact Florida Blue customer service:

PPO Base & PPO Plus Customer Service 1-800-664-5295

HMO Customer Service 1-800-352-2583

Delta Dental ID Cards:

Only new enrollees will receive Delta Dental Insurance cards. All existing members can go online to print new or replacement dental cards.

www.deltadentalins.com

Humana (Vision) ID Cards:

ID cards were mailed December 20th. If you have not received your ID card, please contact Humana Customer Service 1-800-865-3676.

Medcom (FSA): Employees will continue to use their current FSA debit card. New enrollees or current participants whose cards are approaching expiration will receive new debit cards. Please contact Medcom if you have any questions, are a new enrollee or if your current card is approaching expiration. Customer Service 904-596-4500



[Spring Catalog for Training & Organizational Development](#)

We are pleased to present the first edition of the [Professional Development Catalog](#). Within the catalog, you will find the full list of course offerings available during the Spring Term along with preview information for courses to come. Each professional development opportunity has been carefully selected and designed to assist you - our valuable faculty and staff – with achieving professional growth and personal fulfillment, and to strengthen our institution for the good of our students.



[New HR Training Room](#)

This January we proudly opened the doors to our new training classroom located in room 204 of the Administrative Offices. This multi-functional room accommodates classes, workshops and a computer lab for up to 25 employees. A glance through our [catalog](#) will inform which classes are being offered in this room.



[National Wear Red Day - February 3rd](#)

As part of our wellness program, FSCJ has joined the American Heart Association (AHA) on the First Coast in wearing red. February 3, 2017 is National Wear Red Day so wear something red to show your support to prevent heart disease and stroke. Join the conversation and share photos of you individually or of friends and co-workers with **#JaxGoesRed**. “Like” and follow the local AHA on [Facebook](#) and [Instagram](#) to get daily inspiration, photos, quotes, heart disease news, healthy living tips and more.

[Non-Employee ID Badges](#)

ID badges for contingent workers (i.e., Oasis employees, IT and OPS contractors, etc.) are now available in Human Resources. All contingent workers are encouraged to visit HR during normal operating hours (Monday – Friday, 8 am – 5 pm) to have an ID made. For confirmation of an individual’s status, please email employment@fscj.edu.

[Jury Duty Leave Requests – NEW Process for Absence Request in PeopleSoft](#)

Employee’s requesting leave for Jury Duty must submit supporting documentation ([per APM 03-1009 – Leave for Witness of Jury Service](#)) to their supervisor for approval via a paper [leave request form](#). Once approved by the supervisor, the form and supporting documents should be submitted to Human Resources or emailed to HRInfoMgt@fscj.edu.

In addition:

- Leave for Jury Duty service must be submitted as an Absence Request in PeopleSoft as **annual leave** (faculty should submit sick leave).
- Once the employee completes or is excused from Jury Duty, the employee must provide any additional receipts or documentation from the Court verifying their total time spent in Jury Duty, submitting the updated paper leave request form to Human Resources or emailed to HRInfoMgt@fscj.edu.
- Once received, these hours will be updated in the Absence Management system by the Absence Management Administrator to reflect as Jury Duty Leave, returning the Annual Leave and charging the appropriate hours to Jury Duty Leave.
- Any additional hours the employee is off from work in excess of the verified Jury Duty documentation will remain as Annual Leave in the system.

[Compliance Training](#)

To improve overall education and awareness of issues impacting our staff and students and to ensure the College’s compliance, Human Resources is launching a new compliance training platform. All FSCJ employees, including part-time employees, will be required to complete specified courses. Some examples of courses are “Unlawful Harassment Prevention”, “Preventing Discrimination and Sexual Violence: Title IX, VAWA and Clery Act” and “Code of Conduct for Higher Education”.

You will receive more detailed information about the courses and how to get started later this month.

Reporting Changes and Direct Reports

Supervisor Transfers/Position Changes:

Supervisors transferring or changing position numbers need to ensure that they process reporting changes for any direct reports prior to their position change occurring in PeopleSoft. If you have any questions, please send them to HRinfomgt@fscj.edu.

Delegations:

As we are learning the new system, assigning a proxy to approve workflow approvals on your behalf should **only** be set up in cases where the supervisor will be out of the office on leave. Delegations **should not** be set up in lieu of processing a reporting change for employees who are **vacating** their current position and who have direct reports. Direct reports are tied to a position number (not a “person”), so once an incumbent leaves a position number the delegation process will no longer forward workflow approvals.

Reporting Changes and Payroll:

In order to ensure there are no issues with the approval workflow of timesheets and/or absence requests, the cut-off for processing reporting changes will be 3 days prior to the Time & Attendance deadline date, which is the date highlighted in yellow on the [payroll calendar](#). This deadline for processing will be implemented regardless whether an employee has a timesheet or not.

Holiday and Absence Management

Full-time employees who submit an absence request during a holiday week need to remember that an adjustment may be necessary to the hours requested (partial hour request) if they do not work a standard schedule (Mon – Fri, 8 hrs). Payroll will automatically process **8 hours** for a holiday, so please ensure that the holiday hours combined with the absence request hours DO NOT exceed a total 40 hours for that week. (Sunday through Saturday constitutes the pay week.)

Managers, please remember that the employee’s work schedule dictates the amount of hours an employee is charged for leave. Please review your employee’s schedules to ensure they are correct.

When submitting leave in Absence Management, use 15 minute increments if not submitting whole hours:

15 minutes = .25

30 minutes = .50

45 minutes = .75

Exempt Employees Secondary Job Approval

Exempt employees interested in working an additional job at the College must receive supervisor signature approval prior to the start of the new position. A new, fillable [form](#) is required to complete this process.

Non-Exempt Secondary Job Policy

The College has reevaluated its practice of allowing full-time, non-exempt employees to hold second jobs at the College with recent changes to the Fair Labor Standards Act (FLSA) regarding overtime. These jobs include, but are not limited to, Adjunct Instructors, Test Proctors, Test Examiners and Program Facilitators. Effective January 1, 2017 full-time, non-exempt employees will no longer be eligible to work any additional jobs at the College.

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