



July 2017

Content

[HR Key Events Calendar](#)

[Mentor Commons](#)

[Summer Professional Development Catalog](#)

[Professional Development Courses](#)

[New Certificate Program: Managing at FSCJ](#)

[Faculty Campus Solutions Webinar](#)

[Wellness Seminar](#)

[Faculty and Staff Awards Winners Announced](#)

[Revised Leave Process - Approved or Submitted for Approval](#)

[myFSCJ Reports To Functionality](#)

[Borland-Groover Clinic](#)

[Updated Clearance Form](#)

[Beneficiary Designation](#)



[HR Key Events Calendar](#)

YMCA First Coast Games	April 22 - August 5
Convocation	August 24
Wellness Seminar	August 29
Labor Day	September 4

[Mentor Commons](#)

We are pleased to offer Magna Publications 20-Minute Mentor Commons to all FSCJ faculty and staff. This online resource offers on-demand, flexible, and accessible professional development, targeted to faculty and administrators. With the wealth of topics available in this library, and unlimited access, you can tailor your learning to your professional development needs. It's a flexible, practical means to build knowledge and improve performance. The programs feature outstanding presenters delivering practical information and advice about the issues educators face every day in the classroom. For details on how to sign up, please visit <https://training.fscj.edu/mentorCommons.aspx>.

[Summer Professional Development Catalog](#)

We are pleased to share the Summer 2017 edition of the [Professional Development Catalog](#) where you will find the full list of course offerings available during the Summer Term. Look for new updates throughout the semester in the weekly Professional Development email communications.

[Professional Development Courses](#)

Below are a few courses available to all FSCJ faculty and staff this summer. To register for these professional development courses, log into ARTEMIS and select the COLLEGE tab. To the left, click on REGISTER. Add the reference number and click Add Classes. If you have any issues registering, general questions about the class, or input on our course offerings please contact HRtraining@fscj.edu. These courses are One Percent Salary Increase approved.

Date	Time	Location	Topic	Ref. Number
July 24	12:30 – 1:30	DWC – G1708	AFPD5082 – TEAM BUILDING	455510
July 26	10:00 – 11:30	AO – 204A	AFDP1173 – BEGINNING EXCEL	456057
July 31	9:00 – 11:00	Kent – C0211	AFPD4053 – PREVENTING WORKPLACE BULLYING	455519
August 15	1:30 – 3:30	AO – 204A	AFPD5217 – HOW TO PRESENT AND BUILD EFFECTIVE PRESENTATIONS	455500

[New Certificate Program: Managing at FSCJ](#)

Training and Organizational Development recently launched the **Managing at FSCJ** certificate program, open to all employees. The purpose of the program is to better equip participants with tools to be effective managers as they supervise the day-to-day operations of staff and faculty. This competency-based program is designed for current managers, as well as any employee interested in future management roles, to provide effective manager training in a student-centered, diverse environment. Participants will learn skills that are directly applicable to supervision at FSCJ. Please visit our [website](#) for more information about this program. The program has received an overwhelmingly positive response to our initial announcement and we are now planning the launch of additional courses. All courses will rotate throughout the year to allow various opportunities to enroll. For general questions, contact HRtraining@fscj.edu.

[Faculty Campus Solutions Webinar](#)

In April, the Faculty Center Solutions webinar was launched to provide information on accessing the Faculty Center in Campus Solutions, viewing scheduled classes, entering final grades and maintaining attendance rosters. If you missed this video or would like to view it again, click [here](#) and select the Faculty tab. Campus Solutions will continue to provide Open Lab Sessions throughout the summer, including evenings. Additional updates will be available in upcoming Professional Development email communications.

Wellness Seminar

To register for a seminar and earn 50 BlueRewards points click [here](#). Seminars are open to all employees and may be considered work time with supervisor's pre-approval. For the most updated Wellness information, click [here](#) or contact hrtraining@fscj.edu.

Day	Date	Time	Campus	Room	Topic
Tuesday	August 29	12:00 - 1:00	Kent	D-120	Stress Management

**Additional seminars will be scheduled for later in the year*

Faculty and Staff Awards Winners Announced

Congratulations to the recently announced winners of the Outstanding Faculty Award, Administrative and Professional Collaborative Exceptional Service and Initiative Award and the Career Employees' Council Recognition of Excellence Award as shown below. For more details, visit the June edition of [BlueWave News](#).

Outstanding Faculty Awards

Dr. Ranjan Chhibber, Professor of Film Studies and Humanities
Dr. Carl Colavito, Professor of Political Science
Dr. Mary Lee Cunill, Professor of Speech
Professor Kimberly Hall, Professor of Criminal Justice
Dr. Stefanie Maruhnich, Professor of Biology

Administrative and Professional Collaborative Exceptional Service and Initiative Award

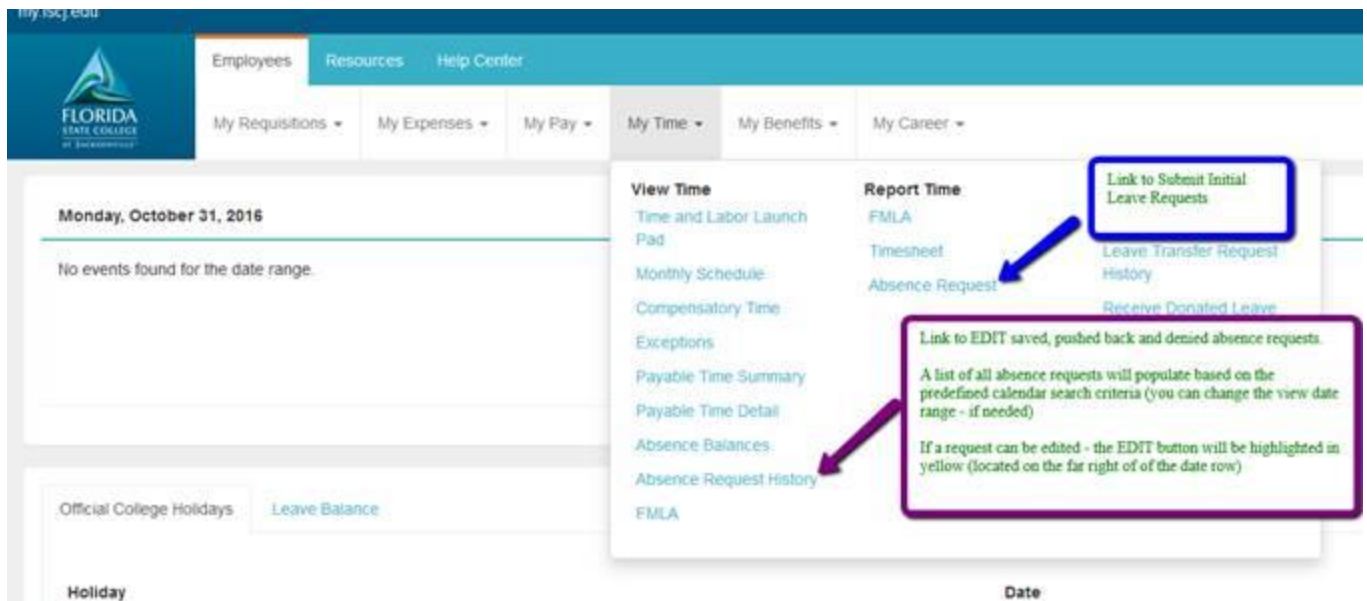
Dr. Kathleen Ciez-Volz, Associate Provost of Curriculum and Instruction

Career Employees' Council Recognition of Excellence Award

Mr. Esteban Cano, Academic Tutor of Foreign Languages

Revised Leave Process - Approved or Submitted for Approval

To revise or void a leave request that has been approved by your supervisor, a request must be submitted by your immediate supervisor to an [Absence Management Administrator](#) to make the change. This request must include your EMPLID, date(s), number of hours, type of leave and written permission to make such revision from the immediate supervisor for audit purposes. Once a request is received, the update will be made and the revision or void can be viewed in your Absence Request History. If you want to revise or cancel a Leave Request that has not been approved by your supervisor (shows as "submitted" on your timesheet and/or in absence request history), a supervisor may then **Push Back** the leave request. This will open the EDIT functionality for that leave entry in your absence request history allowing you to make edits and re-submit the request for approval. The option to CANCEL the request is also available with this **Push Back** option.



[myFSCJ Reports To Functionality](#)

On June 8 the ability to request reporting changes through manager Self-Service was disabled to allow for numerous fiscal year changes to be made. The ability to request a reporting change was enabled again on July 1. At that time, employees who report to you should be reviewed for accuracy. If you have any questions, please send them to HRinfmt@fscj.edu.

[Borland-Groover Clinic](#)

Borland-Groover Clinic has been through ongoing contract negotiations with Florida Blue since September 2015. Their facility and anesthesia services remained in-network; however, their providers (physicians) have been considered out-of-network during this time.

GOOD NEWS! The Borland-Groover Clinic recently announced that their physicians would once again be participating providers (in-network) with Florida Blue effective May 1, 2017. Any impacted claims for services rendered during the contractual update (May 1st and forward) will be reprocessed by Florida Blue on behalf of our employees. Questions can be directed to Benefits@fscj.edu.

[Updated Clearance Form](#)

An updated [Clearance Form](#) is now available on the HR Forms page within the Employment section. A Clearance Form must be completed by the employee & supervisor **prior to** an employee's termination from FSCJ or internal transfer to another department, and then submitted to Human Resources. Internal transfers need to complete a clearance form but do **not** need to be terminated in PeopleSoft.

This form serves as the following:

- Reminder to supervisors to terminate the employee in PeopleSoft and prevent overpayment to employee.

- Keys and property checklist for College issued items. All procurement or access cards will be deactivated at this time.
- Reminder to employee to enter any absence requests they plan to use prior to leaving (supervisor approval is required).
- Reminder to make direct reporting changes for termed/transferred employee.
- Reminder to Payroll and Accounts Receivable to ensure the employee does not have outstanding financial obligations.
- Reminder to Human Resources to compute a final leave payout and/or leave transfer for employee.

Beneficiary Designation

Beneficiary designations are a necessary part of planning for the future of you and your loved ones. It is important to name primary and contingent beneficiaries when you enroll in the 403(b)/457(b), Florida Retirement System or term life insurance offered by the College. Anytime you experience a life event, such as a marriage, death, divorce, birth or adoption, you should review both the primary and contingent beneficiaries on your policies and investments. Outdated beneficiary choices could result in unintended payment of benefits that may be due at the time of your passing. Beneficiaries for payroll related leave payout is determined by the most recent name listed on beneficiary forms in the employee's personnel file. Employees may contact the specific 403(b) and 457(b) [vendor](#) to request beneficiary changes. Please contact Benefits@fscj.edu if you have any questions.

To edit your beneficiary designation in PeopleSoft, follow these steps:

- Sign into myFSCJ.
- Select My Benefits.
- Select Benefits Summary.
- Choose Life under Type of Benefit.
- Select Edit.
 - Edit any current beneficiary(ies) or select "Add" to enter new beneficiary(ies), be sure to include percentages next to the primary and/or contingent beneficiary.
 - Update totals.
 - Save.

To edit your beneficiary designation in the Florida Retirement System (FRS), follow these steps:

- Sign in/Register to your [FRS Online account](#). If you need assistance in getting your User ID and a temporary Password, or your account is locked, please call the MyFRS Financial Guidance Line at 1-866-446-9377, Option 1.
- Select Account Details.
- Select Personal Information tab.
- Select Beneficiaries.
- Select Choose or Edit Beneficiaries.

[Back to top](#)