

HUMAN RESOURCES

July 2020

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[HR Key Events Calendar](#)

Convocation	August 27
Labor Day	September 7

[Updated – Performance Reviews Desktop Procedure](#)

Performance reviews for Administrative, Professional and Career employees should now be complete in myIMPACT as the June 15 deadline has expired. As we begin the next review cycle, employees are encouraged to review the updated Performance Reviews procedure, which is available on the [HR desktop procedures](#) page. For additional questions, contact emprelations@fscj.edu.

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[myIMPACT Reminders](#)

myIMPACT plays an important role in measuring employee performance and enhancing overall engagement for the betterment of our students and College community. At this time, employees are encouraged to work with supervisors to establish SMART goals and Individual Development Plans (IDP).

SMART Goals – Full-time Administrative, Professional and Career employees should have at least one active SMART goal at all times. As one goal is completed, a new goal should be entered in the system and approved by the manager.

Individual Development Plan (IDP) – The College is supportive of employee career growth and the IDP allows employees to design a personal plan toward that growth. Each fiscal year full-time Administrative, Professional and Career employees are encouraged to create an IDP consisting of at least one developmental objective with two or three supporting developmental activities. Employees can visit [myLearning](#) and the Training and Organizational Development [certificate programs page](#) for suggested courses that align with competencies for their IDP.

Virtual training is available on writing SMART Goals and IDPs. Click [here](#) to view a complete schedule of the upcoming sessions and register. Additionally, the [myIMPACT training website](#) includes helpful videos and training documents on the SMART Goal and IDP process.

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[myLearning Update](#)

myLearning has seen huge success in enrollment since it was first launched in May 2020. More than 200 faculty and staff have enrolled in over 500 courses and completed nearly 600 hours of training. Currently, there are over 50 online self-paced and live trainings available to employees who seek career enhancement and life enrichment. Visit [myLearning](#) today to explore course offerings. For questions, contact emprelations@fscj.edu.

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[FSA Reimbursement Claim Address Change](#)

If submitting a PayFlex Flexible Spending Account reimbursement claim by mail, please note that the address has changed. Completed forms and additional claim documentation can be mailed to:

PayFlex Systems USA, Inc.

PO BOX 8396

Omaha, NE 68103-8396

Claims may also be submitted via [website](#) or the [PayFlex mobile app](#). For questions, contact 1-844-729-3539.

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[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" tab.
- Select "Absence Request History" and find leave request to be cancelled.
- Click "Cancel".

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[Wellness Chatter](#)

Health Advocate: Return to Work Tips to Ease Anxiety

The Employee Assistance Program (EAP) through Health Advocate is a short-term, confidential counseling as well as crisis intervention service provided for College employees and their families. The Health Advocate staff follows careful protocols and complies with all government privacy standards. All medical and personal information is strictly confidential, and privacy protected. [Click here](#) to view a few tips from Health Advocate on how to ease anxiety associated with returning to the workplace. Contact the 24-Hour CARELINE at 877-240-6863 or send an email to answers@HealthAdvocate.com with questions.

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Training and Organizational Development

Each week, Training and Organizational Development (TOD) emails course offerings to all employees with instructions on how to get started. These courses include face-to-face classes conducted online through Canvas Conferences or WebEx (unless otherwise advised), and self-paced online classes. The following courses are available through [myLearning](#).

Course Availability	Online Registration	Topic
Thursday, July 16 10 a.m. – 11 a.m.	Register Now	PD 4073 – myIMPACT: SMART Goals and IDP’s
Thursday, July 23 1 p.m. – 3 p.m.	Register Now	PD 5217 – How to Present and Build Effective Presentations
Tuesday, July 28 2 p.m. – 3:30 p.m.	Register Now	PD 7581 – Student Recruitment and Admissions 101
Now through August 21	Register Now	PD 4063 – Career path: Strategies for Success

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