

HUMAN RESOURCES UPDATE

November 2017

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[HR Key Events Calendar](#)

Thanksgiving Holiday and Break	November 23 - 24
#GivingTuesday	November 28
Christmas Holiday and Winter Break	December 25 - December 31
New Year's Day Holiday	January 1
College Designated Holiday	January 2
Professional Development Day	January 5



[Redesigned Training & Organizational Development Website](#)

The office of Training and Organizational Development is proud to launch our newly redesigned website, training.fscj.edu. The primary objectives of this site development effort were to improve aesthetics, simplify content, and increase the visibility of offered programs. The new design also allows for streamlined menus, clear navigation and a responsive layout for all platforms. A special thanks to Faculty Development Specialist, Phillip Delacruz, for taking the lead on this redesign.



FSCJ Safe Mobile App

FSCJ students, faculty, staff and visitors now have access to the new **FSCJ Safe** mobile app, designed to help keep them safe throughout the College's campuses and centers. The free app, available to download on Apple and Android devices, offers real-time safety functions and features in one convenient location.

The app will send you important safety alerts and provide instant access to campus safety resources. FSCJ Safe's features include:

- The Mobile BlueLight function, which allows on-campus users to send their location to and chat with Campus Security dispatch.
- A Friend Walk tool allowing users to send their location to a friend or Campus Security.
- A list of Campus Security contacts as well as phone numbers for JSO and the Nassau County Sheriff's Office.

Locate and download the app in Google Play or the App Store by searching "FSCJ Safe."

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Blue Rewards Points

The deadline to redeem your Blue Rewards points is December 31, 2017. To check your points, go to FloridaBlue.com and log in. If you are a new member registering, you may need to log out after initial log in to view your points. Full-time employees who participated in the Personal Health Assessment in the Spring may have earned Blue Rewards points that need to be redeemed. Remember, you can receive a \$25 gift card for every 100 points redeemed up to a maximum of \$175/700 points. Visit the HR [Wellness](#) page for more information or contact hrtraining@fscj.edu if you have any questions.

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Wellness Seminar

On November 30, 2017 at the Downtown Campus, ATC Room T-112, come hear a talk on **10 Healthy Habits for Women!** This seminar will be held from noon to 1 p.m. so bring your lunch and have a great time. Full-time employees with the College's health insurance in attendance will earn 50 Blue Reward points. Click [here](#) to sign up for this wellness seminar.

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Let's Move Jacksonville

Save the date for Saturday, December 2, 2017 from 10 a.m. to 2 p.m. for a family fun event organized by the ***I'm a Star Foundation***. This event is being held at Klutho Park, 204 West 3rd Street (Downtown). There will be fun activities for all ages, health screenings, food, fitness and dancing designed by youth for the whole family! This is a FREE EVENT. More information is available at

www.imastarfoundation.org.

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[Non-Operational Days in 2017](#)

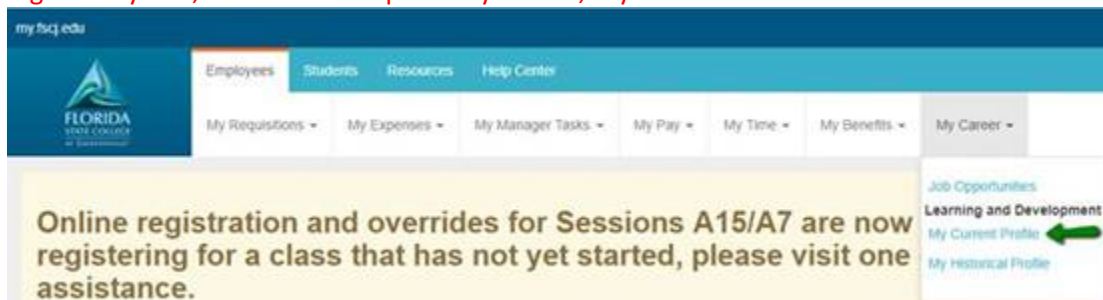
Employees are not required to ask for leave (and supervisors should not approve absence requests submitted) for non-operational days which are days of College closure. Upcoming non-operational days in the last quarter of 2017 include the day after Thanksgiving (November 24), and the 4 days after Christmas Day (December 26-29).

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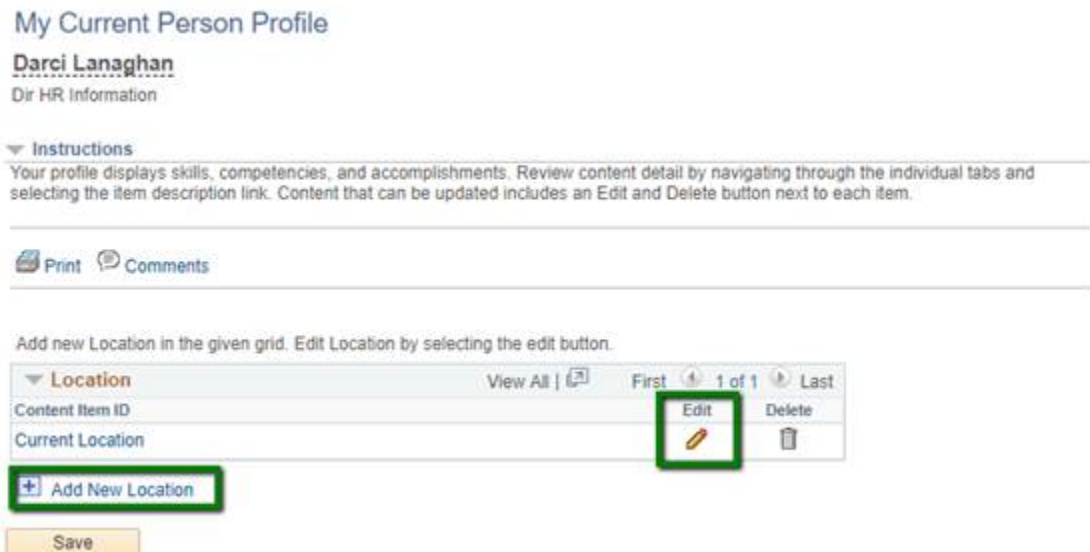
[Update Your Work Location in myFSCJ](#)

Employees should update their physical office location in myFSCJ in order to populate their locations in the Outlook Active Directory. This helps ensure accurate reporting as well as timely mail distribution. The following tutorial will guide you through the process.

Step 1: Log into myFSCJ, and follow the path: My Career, My Current Profile.



Step 2. Add New Location ([new employees](#)) or Edit the Current Location ([current employees](#)).



Step 3. Update the Campus/Bldg. and Room # fields. The magnifying glass icon will bring up a list of options.

My Current Person Profile

Update Location

Darci Lanaghan

Update item details, then select OK to apply changes and return. Select [Return to Previous Page](#) to return without any changes.

Details

*Effective Date 11/01/2015

Content Item ID LOCATION Current Location

Campus/Bldg J01200101 FSCJ Administrative Offices

Room # 00101L 00101L

OK

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Step 4. Select OK when finished.

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Retirement Plan Limits - Maximum Allowable Contribution Limits (MAC)

The 403(b) and 457(b) voluntary plans are valuable retirement savings options available to employees. On October 19, 2017, the IRS announced the new 2018 retirement plan limits.

MAC Limits for 2018

- The normal calendar year limit for 403(b), 457(b) and 401(k) plans will increase from \$18,000 to \$18,500.
- The age-based additional amount (age 50 by 12/31/2018) will remain unchanged at \$6,000.

Catch-up Provisions

- 403(b) - An employee who has at least 15 years of service with FSCJ as well as an average contribution per year of less than \$5,000 can contribute an additional \$3,000 per year.
- 457(b) - The catch-up provision of \$3,000 is only allowed during the final three (3) full calendar years of service prior to the year of retirement.

To **EDIT** or **STOP** a 403(b) or 457(b) deduction, follow these steps in myFSCJ:

1. Select the My Benefits tab.
2. Select Savings Summary under Benefits Information.
3. Select type of benefit (403(b) or 457(b)) you are wanting to edit or stop.
4. Select Edit and change the deduction amount (dollar amount or percentage).
5. Save.

Employees who wish to establish a voluntary 403(b) or 457(b) account should first contact one of the College's [authorized providers](#). Once an account has been established, employees should contact the [Benefits Office](#) for additional assistance with elections in myFSCJ.

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[Update to Company Directory](#)

An enhancement has been made to the Company Directory located on under Quicklinks in myFSCJ. The work phone number is now included under Contact Information. Company Directory allows employees to search by name, job, title, department or email. In addition to contact information, Company Directory displays reporting relationships and organizational charts.



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[Instructions Added to Absence Request Page](#)


When entering an Absence Request, new detailed instructions have been added to the page to ensure employees understand the particulars of myFSCJ when asking for time off (see highlighted red box below). Although the employee's monthly calendar was always available on this page, the name has been changed for clarification from "View Monthly Calendar" to "View Current Monthly Work Schedule" (see highlighted green box below). Details on how to resubmit a denied or pushed back Absence Request have also been added to the email the employee receives when this occurs as referenced below.


Instructions

Please review these instructions prior to submitting your leave request

1. View your monthly schedule (blue link to the right of start date) to ensure you are assigned to the correct Work Schedule. If your schedule is NOT correct, notify your supervisor immediately, so they can update it. You can still submit your absence request. Your work schedule dictates the total hours to be charged on a given day.
2. Partial Days: Defaults to none. Change this option ONLY on days where you will work part of the day and take leave part of the day. You may also use partial days to split leave types (e.g. 4 hours of Annual Leave and 4 hours of Sick Leave Personal).
3. When entering minutes in for leave, only use quarter hours; .25 = 15 minutes, .50 = 30 minutes and .75 = 45 minutes. Do NOT use any other format for minutes.
4. Non-Operational days are **unpaid** days. Do NOT submit an absence request for a non-operational day. If your leave is for consecutive days, which also happens to include a non-operational day, you must submit separate leave requests to exclude the non-operational day(s).
5. Once complete, click SUBMIT so your request will route for approval.
6. If your supervisor denies or pushes your leave back, please follow the instructions in the email you receive to resolve the issue immediately.

If you are submitting leave as Sick Leave Personal, you must ensure that you have enough hours in Sick Leave prior to submitting the request, as Sick Leave Personal is not an additional amount of leave, but is a component of Sick Leave.

Absence Detail 

*Start Date  [View Current Monthly Work Schedule](#)

Filter by Type

*Absence Name

Comments

Requestor Comments

Go To [View Absence Request History \(NO Edit/Cancel Functionality in this Screen\)](#) [View Absence Balances](#)

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