

HUMAN RESOURCES UPDATE

October 2017

Content

[HR Key Events Calendar](#)

[Benefits Open Enrollment](#)

[Free Flu Shots](#)

[College Closure for Hurricane Irma](#)

[IRS Provides Hurricane Related Tax Relief](#)

[Health Advocate Employee Assistance \(EAP\) Reminder](#)

[Sick Leave Pool](#)

[Professional Development](#)

[Work Schedule in myFSCJ](#)



HR Key Events Calendar

Open Enrollment	October 16 - 27
Sick Leave Pool (Open Enrollment)	October 16 - 27
Achieve@FSCJ Equity Town Hall	October 20
Daylight Savings Ends	November 5
Veterans Day (College Closed)	November 10
Thanksgiving Day (College Closed)	November 23-24

Benefits Open Enrollment

The 2018 open enrollment period gives employees an opportunity to review benefit plan options and make changes for the next plan year, which is January 1 through December 31, 2018. After January 1, 2018, any changes you make will remain in effect for the entire calendar year unless you make changes because of a Qualifying Status Change (QSC) event. If you do not wish to make any changes, your current benefit elections will continue for Plan Year 2018, **with the exception of the Medical and/or Dependent Care Flexible Spending Accounts (FSA). Your current FSA deduction(s) will not carry over to Plan Year 2018. You must make a new election for Plan Year 2018.** For benefit related questions, contact benefits@fscj.edu or 904-632-3210.

Date/Time	Campus/Center	Online Enrollment	Vendors
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Monday, October 16 8 a.m. – 5 p.m.	Kent	Room F128B	Room F128S
Tuesday, October 17 8 a.m. – 5 p.m.	North	Room C136	Room C136
Wednesday, October 18 8 a.m. – 5 p.m.	Downtown (DC/ATC/AO/URC)	ATC Room T111	ATC Room T111
Wednesday, October 18 11 a.m. – 1 p.m.	Nassau	Room B110	Not available
Thursday, October 19 8 a.m. – 5 p.m.	South	Lakeside Room Wilson Center	Lakeside Room Wilson Center
Friday, October 20 8 a.m. – 5 p.m.	Deerwood	Room A1104	Room B1204
Friday, October 20 11 a.m. – 1 p.m.	Cecil	Room A107	Not available

[Free Flu Shots](#)

Flu shots will be offered the first week of Open Enrollment for employees and dependents covered by the College’s medical plans and for employees who opt out of medical insurance coverage. A photo ID and health insurance card are required. Part-time employees (including adjuncts) and their dependents can receive the flu shot at a cost of \$30 per person.

Date/Time	Campus/Center	Flu Shots
Monday, October 16 8 a.m. – 5 p.m.	Kent	9 am – 2 pm Auditorium F128
Tuesday, October 17 8 a.m. – 5 p.m.	North	9 am – 2 pm Room C140
Wednesday, October 18 8 a.m. – 5 p.m.	Downtown (DC/ATC/AO/URC)	9 am – 2 pm ATC Room T111
Wednesday, October 18 11 a.m. – 1 p.m.	Nassau	Not available
Thursday, October 19 8 a.m. – 5 p.m.	South	9 am – 2 pm Woodside Room
Friday, October 20 8 a.m. – 5 p.m.	Deerwood	9 am – 2 pm Room B1204
Friday, October 20 11 a.m. – 1 p.m.	Cecil	Not available

[College Closure for Hurricane Irma](#)

With Dr. Bioteau’s announcement of the College closure due to Hurricane Irma, HR Information Management (HRIM) removed all leave requests submitted and previously approved for Friday, September 8, through Sunday, September 17, and employees

were not charged for any leave during this time period. For tracking purposes, HRIM temporarily activated an Absence Type of "School Closure" and systematically applied it to all eligible full-time employees in the Absence Management module.

Employees will see the following third party entry in their Absence Request History.

FSC_CLO_AT	Q	School Closure Take	09/08/2017	09/17/2017	Normal	09/08/2017	Details	Third Party	Approved
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Within the details link, employees can see that it is in response to Hurricane Irma:

Absence Event

Absence Event Comments

Comment Hurricane Irma

This effort was finalized when Absence Management processed on Friday, September 29. Please contact HR Information Management at hrinfomgt@fscj.edu should you have any questions.

IRS Provides Hurricane Related Tax Relief

The IRS is providing several types of tax relief for those affected by hurricanes hitting Texas, Florida, Georgia, Puerto Rico and the U.S. Virgin Islands. Special tax relief and assistance is available to taxpayers in the Presidential Disaster Areas. Refer to the following sites for a current list of all tax relief available in these disaster areas and others.

- IRS.gov/hurricaneirma
- IRS.gov/hurricaneharvey
- [401k, 403\(b\) and 457\(b\) plans](#)

Health Advocate Employee Assistance (EAP) Reminder

The Employee Assistance Program (EAP) through Health Advocate Solutions is a short-term, confidential counseling and/or crisis intervention service provided for employees. Access to [health and wellness blogs](#) that discuss topics such as avoiding the flu this season is a great benefit offered with this program. Visit www.HealthAdvocate.com/members to find additional useful information on a wide range of topics or send an email to answers@HealthAdvocate.com.

Sick Leave Pool

Enrollment in the Sick Leave Pool must be completed during the Open Enrollment period beginning Monday, October 16, through Friday, October 27. All full-time employees who meet the eligibility requirements can join the Sick Leave Pool. Eligibility will be determined as of the December 8, 2017 paycheck. To join, employees

must have been employed for one year and have a minimum of 72 sick leave hours available. For more information, please see [APM 03-1006](#).

This year, to add a Donate Leave request (also known as joining the Sick Leave Pool), log into myFSCJ and follow the steps below:

- Select the My Time tab.
- Select Donate Leave Request.
- Choose Sick Leave where you see the “Select Entitlement” dropdown window.
- Input “16” as the number of hours to donate.
- Under the “Agreement and Compliance” section, click the confirmation button.
- Submit.

[Professional Development](#)

The [Fall 2017 Catalog](#) is now available for all faculty and staff to view and register for courses. To register for professional development courses, follow these steps:

- Log into myFSCJ, click the “Students” tab.
- Click on “My Academics” and choose the “Student Center” link.
- In the “Academics” section click “Enroll,” and select the appropriate term with the “Professional Development” designation.
- Click “Class Search” and type in the class number in the “Search Criteria” section
- Select class.

If you have any issues registering, general questions about the class, or input on our course offerings please contact HRtraining@fscj.edu. Below are a few of the courses available in the coming weeks and are One Percent Salary Incentive approved.

Date	Time	Location	Topic	Ref. Number
Wednesday October 18	1 p.m. – 3 p.m.	AO-204	AFDP5162 – CREATING AND USING PROJECT PLANS FOR BEGINNERS	5346
Thursday October 19	1 p.m. – 2:30 p.m.	AO-204	AFPD 1172 – EXCEL CHARTS AND PIVOT TABLES	5425
Tuesday October 24	10 a.m. - noon	AO-204	AFPD 1023 - ADVANCED EXCEL	5427
Thursday November 2	11 a.m. - noon	AO-204	RESILIENCY: SECRETS OF SUCCESSFUL EMPLOYEES	5432

[Work Schedule in myFSCJ](#)

It is best practice to review the Work Schedule to which you are attached, especially when schedules change. You can review your schedule on my.fscj.edu at Employees > My Time > View Time > Monthly Schedule. Work schedules directly impact the number of hours employees are charged for a day of leave, so as an employee you have a vested interest to ensure you are set up under the correct Work Schedule. If your work schedule isn't correct, please speak with your supervisor, who can correct it for you.

[Back to top](#)