

### Instructions for Exempt Employees Work Performed Certification

1. An exempt employees' hours are not tracked for time keeping purposes. However, as the supervisor of an exempt employee, there is a requirement by the State of Florida Auditor General's Office to validate and certify the employee performed their required duties and/or was on approved leave during each pay period.
2. In order for the College to comply with the Auditor General's Office, we have put into place a new process called Exempt Employees Work Performed Certification. As a supervisor, you will receive an approval notification via email and worklist at the end of each pay period. We have chosen this time period as it is at the same timeframe when you will be approving your non-exempt employees' time sheets (if you have non-exempt employees) and would be convenient and easy to remember.
3. You will see a listing of all exempt employees reporting to you, and you will simply click the 'Approval' or 'Deny' button to confirm whether your employees have performed their required duties and/or were on approved leave during the pay period. Again, this is not to track the hours worked by exempt employees. This is a mechanism to validate that your employees are working and/or on leave during the pay period. Once you hit the 'Approve' or 'Deny' button, the program will assign a time and date stamp to the entry. This will serve as an acceptable electronic record of your approval or denial.

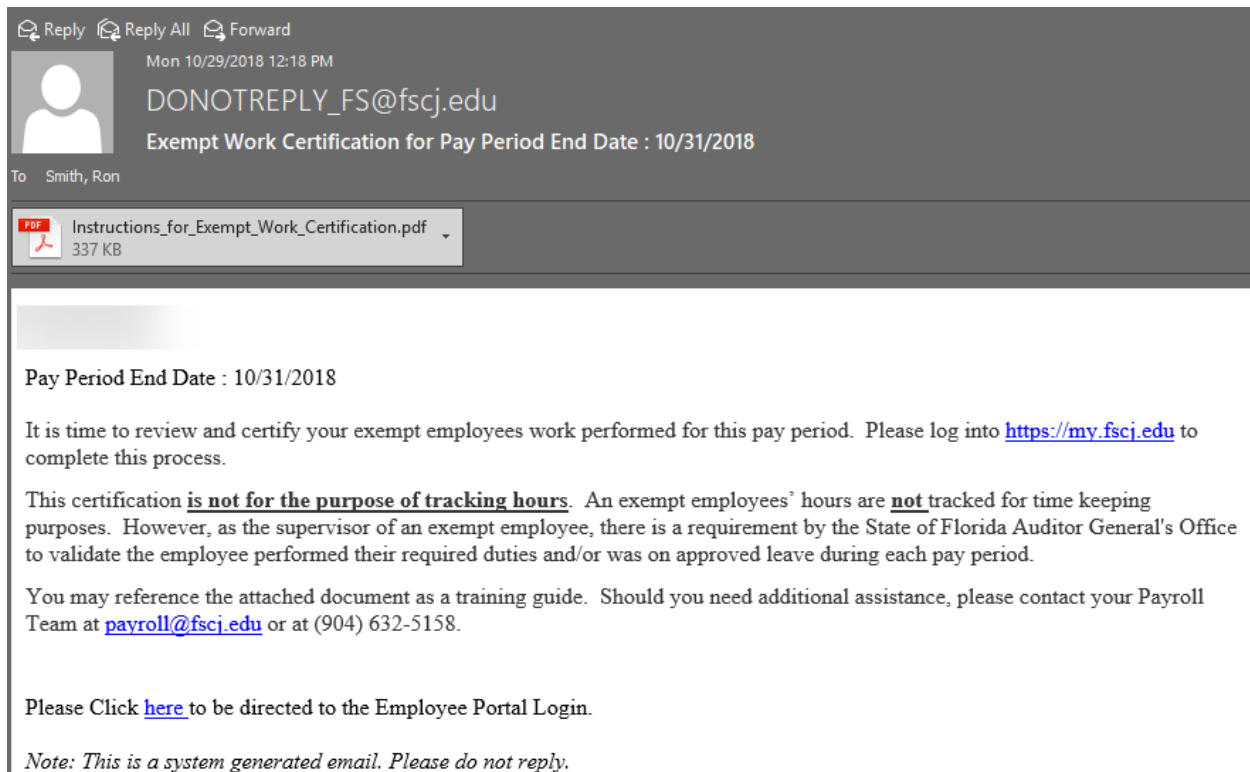
Note: You will need to allow pop up blockers to avoid any issues with the website functionality.

4. If you have an employee who has not complied with the outlined certification, you will have the option to 'deny' and provide comments for the pay period. Please provide an explanation in the comment field to document your reason for denial. This information will be routed to Payroll for review. Examples of reasons as to why you would deny this certification would be as follows:
  - a. An employee is no longer reporting to you.
  - b. An employee was terminated and you haven't performed the steps to terminate them in the system.
  - c. An employee name in which you do not recognize is showing in your list.
5. Should you overlook the email sent to you at the end of each pay period, you can access your worklist in myfscj.edu, and the certification will be accessible from there.

6. If you have not approved/denied your employee's work performed within seven days, you will be sent a reminder notice via email. We ask that you please act promptly on these items, so we may be certain the College always stays in compliance.


As always your Payroll Team is here to help. You may contact us via email at [payroll@fscj.edu](mailto:payroll@fscj.edu) or by calling (904) 632-5158.

Sample Email:




Reply Reply All Forward

Mon 10/29/2018 12:18 PM

 DONOTREPLY\_FS@fscj.edu  
Exempt Work Certification for Pay Period End Date : 10/31/2018

To Smith, Ron

 Instructions\_for\_Exempt\_Work\_Certification.pdf  
337 KB

Pay Period End Date : 10/31/2018

It is time to review and certify your exempt employees work performed for this pay period. Please log into <https://my.fscj.edu> to complete this process.

This certification **is not for the purpose of tracking hours**. An exempt employees' hours are **not** tracked for time keeping purposes. However, as the supervisor of an exempt employee, there is a requirement by the State of Florida Auditor General's Office to validate the employee performed their required duties and/or was on approved leave during each pay period.

You may reference the attached document as a training guide. Should you need additional assistance, please contact your Payroll Team at [payroll@fscj.edu](mailto:payroll@fscj.edu) or at (904) 632-5158.

Please Click [here](#) to be directed to the Employee Portal Login.

*Note: This is a system generated email. Please do not reply.*