

# HUMAN RESOURCES

April 2021

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## [36-hour Work Schedule](#)

May 9 begins the flexible 36-hour work week schedule. The College will operate Monday – Thursday with limited department operations on Friday. HR will systematically update all non-instructional full-time employees to SCHEDULE361 (9 hour days, off on Friday) effective Sunday, May 9. HR will also systematically return all full-time employees to the current 40-hour work week schedule effective Sunday, August 22.

**Should an employee need their schedule to include Friday with a May 9 effective date, please contact [HRInfoMgt@fscj.edu](mailto:HRInfoMgt@fscj.edu) noting hours scheduled for the 36-hour work week.** If an employee's work schedule needs to be changed at any point during the summer term with an **effective date after May 9**, the Supervisor can enter a new work schedule. Once logged into [myFSCJ](#), work schedules for direct reports can be viewed by clicking the "My Manager Tasks" tab, then select "Assign Work Schedule".

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## [Administrative and Professional Collaborative \(APC\) Brown Bag Series](#)

Chief HR Officer, Mark Lacey was the latest guest speaker for the APC Brown Bag Series on March 25. Mr. Lacey shared important HR updates on various topics including The CARE Project and telework. [Click here](#) to view the presentation, and contact [humanresources@fscj.edu](mailto:humanresources@fscj.edu) for questions.

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## [Performance Reviews](#)

The rating step for performance reviews will be available via the myIMPACT dashboard beginning May 1. Supervisors are encouraged to complete the ratings for Administrative, Professional, and Career employees no later than May 27 to allow time for review discussions and employee signatures prior to the June 15 deadline. If a performance review is not completed in a timely manner, Employee Relations will contact the responsible supervisor and their manager. See the "Overdue Reviews" section of the [HR Performance Review Desktop Procedure](#) for more details.

Please consider attending an upcoming **PD 4072 myIMPACT Performance Reviews** training session listed below to learn more about completing performance reviews.

Date	Time	Online Registration
Tuesday, May 4	9 a.m. – 10 a.m.	<a href="#">Register Now</a>
Tuesday, May 4	3 p.m. – 4 p.m.	<a href="#">Register Now</a>
Thursday, May 13	2 p.m. – 3 p.m.	<a href="#">Register Now</a>
Wednesday, May 19	1 p.m. – 2 p.m.	<a href="#">Register Now</a>
Monday, May 24	3 p.m. – 4 p.m.	<a href="#">Register Now</a>
Tuesday, June 1	9 a.m. – 10 a.m.	<a href="#">Register Now</a>
Thursday, June 3	11 a.m. – noon	<a href="#">Register Now</a>

Contact [emprelations@fscj.edu](mailto:emprelations@fscj.edu) for questions.

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### **[Summer Camp Procedure](#)**

The updated [desktop procedure](#) for holding an on-site summer camp is available on the [HR website](#). It is important to adhere to the employment process and required screenings outlined in the procedures for those who will be working the camps. The necessary employment forms along with a copy of the background clearance documentation is to be forwarded to the Human Resources Department. For further details refer to [APM 03-0315 – Selection of Summer Camp Personnel](#). Please contact [employment@fscj.edu](mailto:employment@fscj.edu) for questions.

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### **[Termination Dates](#)**

When entering the termination date in myFSCJ, please note that the effective date must be the calendar day after the employee’s last day of work. Using the incorrect termination effective date can result in overpayments and extension of benefits to which employees are not entitled. The next calendar day may be a weekend or holiday.

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### **[Training and Organizational Development](#)**

#### **Professional Development**

To view current synchronous and asynchronous course offerings, please log into [myLearning](#).

#### **Compliance Refresher Training Reminder**

FERPA compliance is to be completed by May 24. Please ensure that all direct reports have completed this training course. Completions can be verified by logging into [myLearning](#) and clicking the “Insights” tab. For additional information on how to use Insights, please review this [how to guide](#).

Contact [hrtraining@fscj.edu](mailto:hrtraining@fscj.edu) for help or questions.

#### **PeopleSoft Security Access Procedures**

When a new employee is hired, supervisors should refer to the PeopleSoft Security Access Procedures located on the [myFSCJ training page](#). This will help supervisors identify the trainings that the employee needs in order to obtain any PeopleSoft security that may be necessary to complete their job functions. The

employee should then log into [myLearning](#), search for the trainings on the Learning Library tab, and register. The trainings must be completed prior to submitting a security request. For questions or assistance locating a particular training in myLearning, please email [hrtraining@fscj.edu](mailto:hrtraining@fscj.edu).

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