

# HUMAN RESOURCES

## August 2021

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### [Return to 40-hour Work Schedule](#)

As a reminder, **Sunday, August 22** is the return to the 40-hour work week schedule. HR has systematically returned all non-instructional full-time employees to the 40-hour work week schedule to which they were assigned prior to the start of the 36-hour work week.

**Should a department have employees who will work a different 40-hour work week beginning August 22, please contact [hrinfomgt@fscj.edu](mailto:hrinfomgt@fscj.edu) and provide the employee name, EMPLID, and appropriate work schedule.** If an employee's work schedule needs to change at any point **after August 22**, the supervisor may enter a new work schedule. As a reminder, work schedules start on a Sunday to align with the beginning of the Sunday – Saturday work week. Once logged into [myFSCJ](#), work schedules for direct reports can be viewed or assigned by accessing the Manager Self Service area, Time Management tile, then select "Assign Work Schedule" located under Manage Schedules. See directions and an example of how supervisors can enter an employee's work schedule [here](#). For additional questions, please contact [hrinfomgt@fscj.edu](mailto:hrinfomgt@fscj.edu).

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### [FMLA Supervisor FAQ](#)

Supervisors are an important first step in the FMLA leave process. This [FAQ](#) provides information that will help develop a better understanding and answer many questions about FMLA. For additional questions, contact [benefits@fscj.edu](mailto:benefits@fscj.edu).

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### [myIMPACT Reminders](#)

**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.

**Individual Development Plan** – 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.

**Check-Ins** – Supervisors will receive a notification in September about completing the Check-in task in myIMPACT for Professional and Career employees. Check-ins are meetings between supervisor and employee regarding the employee’s performance progress, individual development plan and goals. A series of question prompts is provided as a guide to facilitate conversation between the supervisor and employee, but conversations are not limited to these prompts. Check-in dates and any comments should be recorded in the space provided.

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## **Approving Leave**

When a full-time employee is absent from work, whether for an hour or a complete day, the employee must enter a leave request. Supervisors are responsible for approving the employee’s leave based on attendance, not whether the employee has leave available to use. If the employee doesn’t have enough leave for the requested time off, the system will automatically place the employee in a Leave Without Pay status.

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## **Employee Termination Workflow**

When an employee leaves the College, the immediate supervisor is responsible for entering the termination request in myFSCJ. Employees who are not actively employed should not have access to the system. Timely termination also ensures the employee is not paid in error. This goes for all types of employees whether they are full-time, part-time, or student workers, and also for non-employee Contingent Workers. Supervisors should monitor all direct reports, either directly or indirectly, and submit a termination for anyone not currently active. The termination request can be entered for a future date as soon as an employee makes their supervisor aware of an upcoming departure. System access will be removed on the Transaction Date that is entered. The termination request is routed to the next level supervisor and then to HR, who will enter the termination into the system on the Transaction Date requested. The Transaction Date of the termination request should always be the calendar day (can be a weekday, weekend, or holiday) after the last day of employment at FSCJ.

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## **Training and Organizational Development**

### **Professional Development**

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

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