

HUMAN RESOURCES

Supervisor Segment

August 2022

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Return to 40-hour Work Schedule

As a reminder, **Sunday, August 21** 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 21, please contact 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 21**, 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 through 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.

NEW - myIMPACT

Performance Reviews Enhancements

As part of the continued analysis of the performance review process, several enhancements have been made to the current performance reviews.

Enhancements include:

A new streamlined myIMPACT Dashboard
Beginning September 2022, Supervisors will log in and complete Check-in's for Career and Professional employees via the new dashboard.

Revised competencies
Collective input and support were provided from APC, CEC, and Campus Deans to revise competencies and competency definitions. View enhancements [here](#).

Additional details regarding these changes will be sent later this month. For questions, please contact emprelations@fscj.edu.

Approving Leave

When an 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 or taken time off, the system will automatically place the employee in a Leave Without Pay status.

Training and Organizational Development

Interest-Based Problem Solving Training (IBPS) Update

Training sessions will begin in September for all employees. This training will introduce employees to the principles of IBPS and will discuss the benefits of using this approach to collaboratively solve problems. It is recommended that all employees attend an upcoming one-hour training session. View a list of in-person and virtual sessions [here](#).

Click [here](#) to view additional course offerings.

Contact hrtraining@fscj.edu for questions about upcoming training.
