

HUMAN RESOURCES

August 2019

Content

[myIMPACT Reminder](#)

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

[FMLA Supervisor FAQ](#)

[Training and Organizational Development](#)

myIMPACT Reminder

myIMPACT plays an important role in how we measure performance and interact in order to enhance employee engagement for the betterment of our students and our community. Below are a few process reminders for supervisors:

- Initial SMART goals and IDP's for full-time administrative, professional and career employees are due September 1. Establishment of a SMART goal and/or IDP is at the supervisor's discretion for regular part-time career employees.
- Supervisors and employees should complete the signature task to acknowledge competencies for the performance review.
- View [training and separate walk-in sessions](#) and additional [instructional resources](#).
- If you attended training prior to June 6th, please remember to reference the recent [IDP process update](#) and replace this portion of your training manual.
- Please continue to review tasks on your dashboard once logged into **myIMPACT** ensuring you have selected the Perform module using the drop-down arrow in the upper left corner.

As mentioned in the [Introducing myIMPACT for Adjuncts email](#) on August 12, the new Adjunct performance review process begins with the 2019-20 academic year and will be available the week of August 26. The 2019-2020 Adjunct Convocation will be held Thursday, August 15, at 3 p.m. at the Advanced Technology Center and all adjunct employees are requested to attend. **myIMPACT** training sessions will available in Room T-203 at 3:20 p.m., 4:05 p.m. and 4:50 p.m. Additional [training resources](#) on the new **myIMPACT** for Adjuncts are also available.

Please contact HumanResources@fscj.edu with questions.

[Back to top](#)

Return to 40-hour Work Schedule

August 18 is the return to the 40-hour workweek schedule. Supervisors must enter the appropriate work schedule for each of their direct reports into myFSCJ for the 40-hour workweek with an effective date of Sunday, August 18. Failure to enter the 40-hour work schedule will result in an employee being under/overcharged hours on absence requests. For more detailed information, please refer to the [HCM Training](#) page, Manager Self-Service tab under Topic Areas, HCM: Manage Schedules. IT has been made aware of supervisors experiencing issues when assigning Work Schedules. If an error prohibits you from assigning a Work Schedule, please contact hrinfomgt@fscj.edu.

[Back to top](#)

[FMLA Supervisor FAQ](#)

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

[Back to top](#)

[Training and Organizational Development](#)

Compliance Training

Each new employee should complete Compliance Training which includes 4 courses related to Cyber Security issues, and two courses that cover important information about Title VII and Title IX responsibilities. Encourage new employees to complete this training during their first week. New employees will receive an email with instructions on how to complete the Compliance Training in myFSCJ.

Leadership Academy

Information went out last week regarding the application process for the Leadership Academy. The program is designed to expose employees to key leadership skills and knowledge. Please consider applying and encouraging qualified managers in your area to do so as well. Don't miss the opportunity to be part of this exciting program.

(NEW COURSE) Supervisor Lunch and Learn

Join us Thursday, October 3rd, at noon in the AO Building, room 204A, for the first quarterly Supervisor Lunch and Learn. In these quarterly sessions, HR will provide an update on key HR and College topics with a focus on listening to supervisor perspectives and providing support. [Sign up](#) now for AFD 7650 and use course number 6035 to attend this quarter's discussion on **myIMPACT**.

Professional Development

For video or written instructions on how to enroll in professional development courses, visit [this page](#). View the [Training and Organizational Development website](#) for a variety of helpful professional development resources. Please contact hrtraining@fscj.edu with general questions about classes or issues registering. The following offerings are one percent (1%) salary incentive approved.

Date	Time	Campus	Topic	Class Number
Monday, August 26 – Tuesday, October 15	Online	Online	AFPD 5124 – Team Development	5627
Tuesday, September 10	9 a.m. – noon	AO/204A	AFPD 5219 – Foundations of Management	5638

[Back to top](#)