



March Supervisor Segment 2017

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[Supervisor Panel Summary](#)

In February, the HR Management Team hosted open panel discussions to address supervisor questions on a variety of HR topics. We appreciate the attendance and active participation of the 92 supervisors who joined us. It was helpful for us to hear from you and gain insight on the various topics discussed.

The overall common threads of discussion lead to 4 main areas of the supervisor role:

- Administrative Tasks/Processes
- Coaching
- Developing Employees
- Managing the Work Environment

Participants were also asked to share what aspects of supervision they found to be the most challenging. The common responses amongst supervisors were:

- Performance Reviews
- Managing Difficult Employees
- Meetings and Time Management
- Budget
- Communicating with Multiple Direct Reports

We look forward to continuing our growth of knowledge on how to deliver the highest level of partnership and service to our supervisors at all locations. Additionally, please refer to the [professional development](#) section of this update for training opportunities to enhance your skills as a supervisor.



[New HR Website](#)

Human Resources is pleased to announce our new [website](#) is now live. The updated site serves as a one-stop source for all Human Resources news, updates, forms, contacts and more. This modern, user friendly design aims to provide you, our valuable faculty and staff, with convenient access to tools and information necessary to work more efficiently in our effort to continue to deliver the highest quality service to our students and community.



[Absence Management Process Improvement](#)

After careful review, the HR Information Management team will be removing the “forecast balance” function from Absence Management in PeopleSoft, effective March 16th. This function was available to assist employees and supervisors with future leave requests by forecasting a future leave balance with every request to ensure employees had available leave to take paid time off.

It has been determined that the forecasting option has created confusion by displaying varying balances due to any one of the following factors:

- Supervisors **not** approving absence requests **timely** (within the same pay period as the absence occurred).
- The system calculates hours based on the current work schedule attached to the employee. Every May and August staff switches to and from a 36-hour work week schedule. If an employee asks for time off in February for dates in July, the system will only look at the CURRENT work schedule, if the 36-hour schedule has not been entered.
- If an **adjustment** has been made to an absence request (i.e. deleted or hours adjusted) in the system during the same pay period, the system will not adjust until the following pay cycle.
- The forecast balance only takes into account absences that have already been finalized by Payroll (deducted from leave balances) and “assumed” accruals based on the time frame of the request being submitted. Any absences **between** these dates may not be reflected in the balance.

Additionally, the College allows employees to submit unpaid leave if they **do not** have enough leave hours in their balance. Therefore, forecasting balances is not necessary and added an extra step to the process.

Please email HRInfoMgt@fscj.edu with any questions.

[Performance Reviews](#)

The time for performance reviews is rapidly approaching. Please begin planning accordingly and mark your calendars for the appropriate deadlines.

Faculty Evaluations:

- Pursuant to Article 11 of the Collective Bargaining Agreement, all faculty on annual contract are to be evaluated once a year.
- Faculty on continuing contract are to be evaluated once every three years. The supervising administrator may evaluate a continuing contract faculty member more frequently if there are concerns regarding the faculty member's quality of instruction or methodology. Per the Collective Bargaining Agreement, supervisors shall consult with faculty regarding perceived problems, in a timely manner, as appropriate.
- [Faculty Evaluation Forms](#)

Full-time and Regular Part-time Staff Evaluations:

- All full-time and regular part-time administrative, professional and career employees should have their annual evaluation conducted in May. Completed evaluations should be submitted to Human Resources no later than **Friday, June 2nd**.
- Evaluation forms for Administrative and Professional employees are prepared using Performance Impact Workplace (PIW) software. If you supervise Administrative and/or Professional employees and do not have PIW installed on your computer, please notify the Employee Relations Office at emprelations@fscj.edu.
- [Career Evaluation Forms](#)

Manager Resources

The Manager Resources section of the HR website provides managers/supervisors with resources to assist in the hiring and training of new employees, as well as the continuous development, management and supervision of current staff members. The manager resources page will include a variety of printed resources, tips, checklists and other information to help with daily success in your role. Please continue to visit this section as additional manager resources will be updated regularly. If you have further questions, please email humanresources@fscj.edu.

36-hour Work Schedule Changes

As we approach the summer 36-hour work week, this is a reminder that **supervisors** are responsible for attaching the appropriate work schedule to each of their direct reports who use Absence Management. Access the work schedule for your direct reports by logging into [myFSCJ](#), then under the tab [My Manager Tasks](#) select [Assign Work Schedule](#).

You can attach the employee to a 36-hour work week schedule based on what they work by adding a new record as described below:

Step 1: Click "View History" to reference prior schedules assigned to the employee.

Step 2: Add a new schedule, by clicking the "+" sign on the current row. The new row added will automatically populate "today's date", so that is the row you will need to update (you will receive an error message if you attempt to update any other row).

Step 3: Change the effective date to 5/7/17 and select the employee’s new Schedule ID (by clicking on the magnifying glass, you can view the list of schedule options). **Note that the 36-hour Work Schedule MUST have an Effective Date of 5/7/17.**

Step 4: Click “Save”.

The screenshot displays the 'Assign Schedules' interface. The main table has the following data:

*Effective Date	*Assignment Method	Schedule Group	Default Schedule Change	Schedule ID	Description	Show Schedule
08/20/2017	Select Predefined Schedule	FSCSCHGRP		SCHEDULE401	8 HRS MON-FRI	Show Schedule
05/07/2017	Select Predefined Schedule	FSCSCHGRP		SCHEDULE361	9 HRS DAYS, OFF ON FRI	Show Schedule
05/01/2016	Default Schedule	FSCSCHGRP	*	SCHEDULE401	8 HRS MON-FRI	Show Schedule

Below the main table is a section titled 'View history of Schedule Assignments, including default changes'. It contains a sub-table:

Effective Date	Assignment Method	Pay Group	Schedule Group	Schedule ID	Description
08/20/2017	Predefined Schedule		FSCSCHGRP	SCHEDULE401	8 HRS MON-FRI
05/07/2017	Predefined Schedule		FSCSCHGRP	SCHEDULE361	9 HRS DAYS, OFF ON FRI
08/21/2016	Default from Paygroup	FSCPROF	FSCSCHGRP	SCHEDULE401	8 HRS MON-FRI
07/10/2016	Default from Paygroup	FSCPROF	FSCSCHGRP	SCHEDULE361	9 HRS DAYS, OFF ON FRI
07/03/2016	Default from Paygroup	FSCPROF	FSCSCHGRP	SCHEDULE360	HOLIDAY ON MONDAY
06/01/2016	Default from Paygroup	FSCPROF	FSCSCHGRP	SCHEDULE361	9 HRS DAYS, OFF ON FRI

At the bottom of the interface, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'. The 'Save' button is highlighted with a green box.

Other reminders:

- If you do not see your employee’s schedule in the pre-defined list of schedules, you need to select a comparable schedule. Keep in mind the most important element is to capture the total work hours for each day.
- An employee’s work schedule operates in conjunction with Absence Management and not Time and Labor timesheets. It is important that the actual number of hours the employee works each day is accurate in order for Absence Management to work correctly.
- **Sunday, August 20th is the effective date** when the College returns to the 40-hour work week schedule; the only exception is new hires, whose schedule is effective on the hire date.
- Always add a new row when changing work schedules.
- For more information, go to [myFSCJ Training](#), select the “Manager Self-Service” tab then select “Manage Schedules” to view a demonstration.

Professional Development

Each Supervisor Segment, we will share a few professional development opportunities that could be beneficial to supervisors and managers. To register for these professional development courses, log into ARTEMIS and select the COLLEGE tab. To the left, click on REGISTER. Add the reference number and click Add Classes. If you have any issues registering, general questions about the class, or input on our

course offerings please contact hrtraining@fscj.edu. These courses are One Percent Salary Increase approved.

Date	Time	Location	Topic	Ref. Number
Thursday March 30	2:00 - 3:00	AO-204A	AFPD1066 - SHAREPOINT	451263
Thursday March 30	12:30 – 2:00	ATC- T0241A	AFPD1067 – ADVANCED SHAREPOINT	455037
Friday April 7	9:00 - 11:00	AO-204A	AFDP5162 – CREATING AND USING PROJECT PLANS	455057
Wednesday April 19	2:00 - 3:30	AO-204A	AFPD5126 – DIVERSITY, INCLUSION, AND VALUING THE UNIQUENESS OF OTHERS	451385

Non-Operational Days in 2017

Supervisors should NOT approve absence requests submitted for non-operational days, which in 2017 includes Spring Break (March 20-24), the day after Thanksgiving (November 24), and 4 days after Christmas Day (December 26-29).

Compliance Training Reminder

In the January HR newsletter, it was announced that we are launching a new compliance training platform. The initial two required courses for all employees are “Discrimination and Harassment Prevention for Higher Education” and “Preventing Discrimination and Sexual Violence: Title IX, VAWA and Clery Act”. Supervisors need to ensure their direct reports, including part-time employees, complete the required courses. The reminders will continue to be sent by email every seven days, until courses are completed. Additionally, course completion is tracked online so there is no need to send completion certifications to HR. If you have any questions, contact hrtraining@fscj.edu.

Campus Solutions Training

Training with Campus Solutions will be an ongoing process. Admissions was the initial training and all other areas will be released in the coming months. All Campus Solutions training will continue to be available at training.fscj.edu. On the training home page, select MyFSCJ Training, then Campus Solutions (CS).

View Your Direct Reports

As a supervisor, you can see a list of your direct reports on the portal page:

my.fscj.edu

My Direct Reports

EMPLID	First Name	Last Name	Email
[REDACTED]	Kimberly	Baker	[REDACTED]
[REDACTED]	David	Luding	[REDACTED]
[REDACTED]	Delia	Walker	[REDACTED]
[REDACTED]	Deborah	Stewart	[REDACTED]

Sometimes, this list does not include all of your direct reports because space is limited to 40 employees. Additionally, WLU Adjuncts do not have a supervisor assigned in the system. It is a good best practice to review your listed direct reports on a regular basis through the Manager Self Service path (located at the top of the portal screen), where you can see everyone reporting to you:

The screenshot shows the 'Main Menu' of the my.fscj.edu portal. A callout box with a purple border and arrows pointing to the 'Main Menu' and 'Manager Self Service' items contains the following text:

To access the Manager Self Serve menu, click on Main Menu; HCM; Manager Self Service

A list of options will populate (you may not have all options shown in this screen shot), which includes **Time Management** (allows you to view and add employee work schedules, view and approve timesheets/absence requests and you can initiate an absence request on behalf of your employee if they are unable to do so themselves)

Job and Personal Information allows managers to view all employees who report to them, terminate employees and request/approve reporting changes

The menu items visible in the screenshot include: Campus Solutions, FSCJ Dashboards, Financial Supply Chain, HCM, User Account Menu, My Content, Content Manager, Start, Take a Survey, My Instant Message, Recruiting, Workforce Administration, Benefits, Compensation, Stock, Time and Labor, Payroll for North America, Global Payroll & Absence, Payroll Interface, Workforce Development, Time Management, Job and Personal Information, Compensation and Stock, Learning and Development, Performance Management, Career Planning, Succession Planning, Manager Dashboard, Talent Summary, and Review Transactions.

Under Job and Personal Information, supervisors are able to view items they have processed and approved in the system. Components listed may vary per supervisor. Please email HRInfoMgt@fscj.edu with any questions.

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