

SUPERVISOR SEGMENT UPDATE-October 2016

In our ongoing effort to provide information and guidance specifically for supervisors, Human Resources will occasionally send this new, "Supervisor Segment." While we strive to identify topics that are timely and informative, if there are topics you would like more information about, please send suggestions to humanresources@fscj.edu. Also please remember you can always access the myFSCJ help guides at training.fscj.edu.

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Part-Time Hours Worked

Part-time employees should not exceed 28 hours per week in accordance with Board Rule 3.3 8(b), Pay Plan. In conjunction with not exceeding 28 hours per week, part-time employees are limited to working no more than 130 hours in a calendar month. Any exception must be authorized in advance and approved by the supervising administrator and the Chief Human Resource Officer.

Work Schedule Changes

Supervisors are responsible for selecting the work schedule that comes closest to an employee's actual schedule. Please review the work schedule for your direct reports by logging into [myFSCJ](#) then under the tab [My Manager Tasks](#) then select [Assign Work Schedule](#).

Most employees were assigned a schedule labeled as [SCHEDULE401](#) since this is the standard Monday through Friday, 8 hours per day, schedule. If this schedule is still there and has an effective date of 8/21/16, there is NOTHING YOU NEED TO DO. Otherwise, you must attach the employee to a 40-hour work week schedule based on what they work by adding a new record as described below. Direct any work schedule questions to hrintfomgt@fscj.edu.

Step 1: Click "View History"

Step 2: Verify that the schedule and effective date are correct. If they are, you are finished.

Step 3: If you need to add a new schedule, click the "+" sign. Add the new effective date and schedule ID. You can click the magnifying glass to view the list of schedule options.

Step 4: Click "Save".

Assign Schedules ? Personalize | Find | View All | First 1 of 1 Last

Primary Schedule Alternate Schedule

Effective Date	Assignment Method	Pay Group	Schedule Group	Default Schedule Change	Schedule ID	Description	Show Schedule
09/01/2016	Use Default Schedule		FSCSCHGRP	★	SCHEDULE401	8 HRS MON-FRI	Show Schedule

View history of Schedule Assignments, including default changes. Personalize | Find | First 1-5 of 5 Last

Primary Assignment History Alternate Assignment History

Effective Date	Assignment Method	Pay Group	Schedule Group	Schedule ID	Description
08/21/2016	Default from Paygroup	FSCCARS	FSCSCHGRP	SCHEDULE401	8 HRS MON-FRI
07/10/2016	Default from Paygroup	FSCCARS	FSCSCHGRP	SCHEDULE361	9 HRS DAYS, OFF ON FRI
07/03/2016	Default from Paygroup	FSCCARS	FSCSCHGRP	SCHEDULE36D	HOLIDAY ON MONDAY
05/08/2016	Default from Paygroup	FSCCARS	FSCSCHGRP	SCHEDULE361	9 HRS DAYS, OFF ON FRI
09/01/2016	Default from Paygroup	FSCCARS	FSCSCHGRP	SCHEDULE401	8 HRS MON-FRI

Save Return to Search Previous in List Next in List Notify Update/Display

Never Use Correct History

As a reminder:

- Sunday, August 21st is the effective date when the College returned to the 40-hour work week schedule; the only exception is new hires, whose schedule is effective on the hire date.
- **Never** use the “Correct History “option (see the red box above). Always add a new row when changing work schedules
- 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 needs to be accurate.
- For more information, go to [myFSCJ Training](#), select the “Manager Self-Service” tab then select “Manage Schedules” to view a demonstration.

Help New Employees Get Started

Be sure new employees are quickly provided their User ID and temporary password so they can start utilizing myFSCJ. If the new hire is not displayed in your list of direct reports within 48 hours of their hire date, contact hinfo@fscj.edu. If you see the new hire in your list of direct reports and have not yet received the new User ID and temporary password, contact the [IT Help Desk](#). Once logged in select [Submit a Request](#), then [User Technology Requests](#), then [Technology Setup for New Employee](#).

Employees returning from Family Medical Leave (FMLA)

When your employee has been approved for FMLA, you will receive an email from the Benefits team which will include the expected return date for your employee. If the employee does not return by the

designated return to work date or contacts you to return to work on a different date, you should contact Benefits at benefits@fscj.edu immediately.

Terminations/Resignations

Employee terminations (e.g. resignation, retirement, non-renewal, firing, discipline related) **should be entered in myFSCJ immediately**. Requests to fill a position will not be processed if the former employee has not been terminated from the position. If you are the person submitting the termination request, follow-up with the approving administrator, so that it doesn't linger in their queue. **PLEASE NOTE:** The termination effective date must be the day after the employee's last working day. For example, if the employee's last day is October 19, the termination date to enter in myFSCJ would be October 20.

Prior to terminating an employee in the system, be sure:

- A) If the employee terminating was a supervisor, set up a delegation for approvals effective on their last day of work to ensure time cards and leave requests from their direct reports are reviewed. This delegation should be effective for at least 30 days. It is suggested that the delegation be directed to the supervisor of the terminating employee.
- B) All worklist items in the terminating employee's queue are finalized!

You must also complete and submit the [Clearance Form](#) to HR no later than the employee's last day. An employee will not receive their leave payout, should they be eligible for it, until the Clearance Form has been received and processed by HR, Payroll, and Finance.

"Reports To" Change Process

The current supervisor the employee reports to in the system must initiate the reporting change. The "reports to" change process consists of 3 steps:

- A) Log into [myFSCJ](#) then select [My Manager Tasks](#) then [Reporting Change](#). Once complete the request will generate an email notification to the new supervisor.
- B) The new supervisor must approve the reporting change in the system.
- C) HR will process the approved request and upon completion, a confirmation email will be sent to the new supervisor. Once HR approves the request, the information will be updated during the system's next "refresh" so you may not see the change immediately.

Prior to submitting a reporting change for a direct report, the supervisor initiating the reporting change **must** approve any timesheets, leave absences, or workflow processes for that employee. Failure to do so will result in the transaction being null and void in the system, directly impacting the employee's pay and leave.

As a reminder:

- If an employee who is moved to a new supervisor has direct reports, the direct reports will remain under the old position number. In order to move those direct reports, please notify HR at hrinfomgt@fscj.edu with the subject line "Reports To – ADDITIONAL INFORMATION FOR TRANSACTION #---" and advise that the direct reports will need to be moved either to the same supervisor, or to a new supervisor.
- If you see an employee in your direct reports list and you are not familiar with them, please **do not** initiate a termination request. Contact that employee to see who they are report to in order to confirm to whom you must initiate the reporting change.

- If you already submitted a “reports to” request, please do not submit the same request again as this could cause the original request to error out.

Should you encounter any issues or have any questions, please contact hrinfomgt@fscj.edu.

Delegations

The use of delegation can help supervisors ensure that worklist tasks are handled when they are not available. Supervisors may set up a delegate to receive system workflow requests while out of office for an extended period of time (vacation, FMLA, etc.). The delegate must be a current supervisor with manager self-service access. Delegations must have a start and end date. When the delegation is initiated in the system, the person being assigned as the proxy must accept the delegation in myFSCJ. It is recommended that you set the end date to the day prior to your return. Items in the delegate’s worklist should be acted upon prior to the end date since tasks will not move forward when the delegation period ends.