

# HUMAN RESOURCES UPDATE

**October 2017**

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**Professional Development**

The [Fall 2017 Catalog](#) is now available for all faculty and staff to view and register for courses. To register for professional development courses, please reference [this tutorial](#) or follow these steps:

- Log into myFSCJ, click the “Students” tab.
- Click on “My Academics” and choose the “Student Center” link.
- In the “Academics” section click “Enroll,” and select the appropriate term with the “Professional Development” designation.
- Click “Class Search” and type in the class number in the “Search Criteria” section.
- Select class.

If you have any issues registering, general questions about the class, or input on our course offerings please contact [HRtraining@fscj.edu](mailto:HRtraining@fscj.edu). Below are a few of the courses available in the coming weeks and are One Percent Salary Incentive approved.

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Topic</b>	<b>Ref</b>
Thursday October 26	1 p.m. – 3 p.m.	ATC T-0140	AFPD 5173 – YOUR INFLUENTIAL PERSONALITY TYPE: HOW TO BE MORE PERSUASIVE <i>(not eligible for the one percent salary incentive)</i>	6735
Thursday November 2	1 p.m. – 2:30 p.m.	ATC T-0241	AFPD 5166 – TIME MANAGEMENT AND PRIORITIZATION: HOW TO ACCOMPLISH	5588
Wednesday November 8	10 a.m. - noon	AO-204	AFPD 1066 – SHAREPOINT	5366

Wednesday November 15	11 a.m. - noon	AO-204	AFPD 5062 – STRESS MANAGMENT	5434
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### Non-Operational Days in 2017

Employees are not required and Supervisors should not approve absence requests submitted for non-operational days. Upcoming non-operational days in the last quarter of 2017 include the day after Thanksgiving (November 24), and 4 days after Christmas Day (December 26-29).

### Absence Requests and Timesheets

Did you know that taking leave and completing your timesheet work together but are two separate processes? Employees enter absence requests in Absence Management and time worked in Time and Labor. It is imperative that supervisors review all absence requests and timesheets in detail once submitted by an employee. If employees enter payable time AND leave on the same date (8 hrs payable time AND 8 hrs of leave), they are still charged for the leave and paid for the time entered on the timesheet. Leave hours are shown on the timesheet only as a PLACEHOLDER. If an employee reports to work instead of taking the leave, the two entries on the timesheet will remain until a request is submitted to [hrintfomgt@fscj.edu](mailto:hrintfomgt@fscj.edu). Entries made on timesheets can be removed by the supervisor or the employee.

### Reporting Changes

It has recently been discovered that mid-pay period updates and updates made prior to the payroll deadline cause several timesheet approval flow issues. To ensure there are no disruptions to the routing of timesheet approvals, the reporting change process has been updated to include the following:

- Changes will no longer be added to job data records in the middle of the week; all reporting changes will be updated on an employee's job data record with a SUNDAY effective date.
- Reporting changes will not be processed retro-actively if they are submitted two (2) days PRIOR to a payroll deadline. Payroll deadlines are the yellow dates highlighted on the [payroll calendar](#).

To check on the status of a reporting change, go to My Manager Tasks > Job and Personal Information > View Reporting Changes (a workflow status of Data Saved means the transaction has been processed and the employee should soon populate on your list of direct reports in PeopleSoft). To view your direct reports go to My Manager Tasks > Job and Personal Information > View Employee Personal Info. As a reminder, please do not submit duplicate reporting changes.

### Employment Verification and Reference Checks


Employment verifications and reference checks are two separate requests. If a supervisor receives an employment verification request, please direct the caller to Human Resources at (904) 632-3210. In those cases where financial information is needed for a mortgage, etc., HR will coordinate the request with Payroll. If an employee lists their supervisor as a work reference, we ask that you just confirm the role they had and their dates of employment under your supervision. Requests for more detailed

reference check information cannot be verbally shared by the supervisor and once again, you can refer the caller to Human Resources.

## Updating Your Work Location in myFSCJ

All employees need to update their physical office location in myFSCJ in order to populate their locations in the Outlook Active Directory. Failing to enter this information will result in an employee being omitted from any distribution lists made from the active directory. The following tutorial will guide you through the process.

**Step 1:** Log into myFSCJ, and follow the path: My Career, My Current Profile.



The screenshot shows the myFSCJ website interface. At the top left is the URL 'my.fscj.edu' and the Florida State College at Jacksonville logo. A navigation bar contains 'Employees', 'Students', 'Resources', and 'Help Center'. Below this is a secondary menu with 'My Requisitions', 'My Expenses', 'My Manager Tasks', 'My Pay', 'My Time', 'My Benefits', and 'My Career'. A yellow banner in the center reads: 'Online registration and overrides for Sessions A15/A7 are now registering for a class that has not yet started, please visit one assistance.' On the right side, there are links for 'Job Opportunities', 'Learning and Development', 'My Current Profile', and 'My Historical Profile'.

**Step 2.** Add New Location (new employees) or Edit the Current Location (current employees).

### My Current Person Profile

Darci Lanaghan






Dir HR Information

#### ▼ Instructions

Your profile displays skills, competencies, and accomplishments. Review content detail by navigating through the individual tabs and selecting the item description link. Content that can be updated includes an Edit and Delete button next to each item.

 Print  Comments

Add new Location in the given grid. Edit Location by selecting the edit button.

▼ Location		View All   	First 	1 of 1	 Last
Content Item ID			<b>Edit</b>		Delete
Current Location					

 Add New Location

Save

**Step 3.** Update the Campus/Bldg. and Room # fields. The magnifying glass icon will bring up a list of options.

My Current Person Profile

### Update Location

Darci Lanaghan

Update item details, then select OK to apply changes and return. Select [Return to Previous Page](#) to return without any changes.

**Details**

*Effective Date	11/01/2015	
Content Item ID	LOCATION	Current Location
Campus/Bldg	J01200101	FSCJ Administrative Offices
Room #	00101L	00101L

OK

[Return to Previous Page](#)

**Step 4.** Select **OK** when finished.

### [Removing "Orphan Items" in your Worklist](#)

A Worklist "orphan" is an item that a Supervisor processes out of sequence. For example, if your employee submits their time on Monday, Wednesday, and Friday, but you only approve Friday's time for the entire week, time submitted on Monday and Wednesday become orphans. In some cases, worklist orphans require manual intervention to remove but most times IT can resolve through a systematic process. Should you encounter Worklist orphans, you can follow these steps to clear them out:

- In the Worklist screen (Main Menu > HCM > Worklist > Worklist), if there is a yellow box labeled "Mark Worked", click on that box, and the item will be cleared from your Worklist.
- If there is not a yellow box labeled "Mark Worked", or if it is already greyed out, you must submit a help desk ticket to IT through the Service Now located under the Help Center on the my.fscj.edu home page or directly via <https://fscj.service-now.com/esp>. Be sure to attach a snapshot of the items you would like to be cleared.

### [New Contingent Worker Security Role](#)

Contingent workers have been given a new dynamic security role that allows them to update their own work phone number in PeopleSoft. This is important, as the work phone number is what populates on the Outlook Active Directory. Contingent workers should check their work phone number for accuracy. If this information is inaccurate it can be updated by the following the path Main Menu > HCM > Self Service > Personal Information > Phone Numbers.

## [Updated Clearance Form](#)

An updated [Clearance Form](#) is now available on the HR Forms page within the Employment section. A Clearance Form must be completed **prior to** an employee's termination from FSCJ or internal transfer to another department and then submitted to Human Resources.

### **This form serves as the following:**

- Reminder to supervisors to terminate the employee in PeopleSoft and prevent overpayment to employee.
- Keys and property checklist for College issued items. All procurement or access cards will be deactivated at this time.
- Reminder to employee to enter any absence requests they plan to use prior to leaving (supervisor approval is required).
- Reminder to make direct reporting changes for termed/transferred employee.
- Reminder to Payroll and Accounts Receivable to ensure the employee does not have outstanding financial obligations.
- Reminder to Human Resources to compute a final leave payout and/or leave transfer for employee.

## [Termination Dates](#)

Using the incorrect termination effective date can result in overpayments and extension of benefits to which employees are not entitled. Please note that the termination effective date must be the calendar day after the employee's last day of work, not the next business day. This includes and applies to weekends and holidays.

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