

Final Checklist

This checklist is designed to help you quickly recap important information provided in orientation pertaining to insurance and benefits, workplace policies and procedures, and other topics relevant to new employees. This quick reference will remind you of important deadlines and includes links to required forms and additional on-line tools that are available to you.

Compensation/Attendance & Leave:

- FSU & You Faculty Handbook**
http://www.hr.fsu.edu/PDF/Publications/communications/fsu_and_you_handbook.pdf
- Attendance & Leave policies and procedures**
<http://www.vpfa.fsu.edu/policies/personnel/index.html#a1>
- OPS Guidelines, policies and procedures**
<http://policies.vpfa.fsu.edu/personnel/3h.html>

Insurance & Benefits:

Information regarding Health Insurance, Life Insurance, Dental Insurance, Vision Insurance, Flexible Spending Accounts, Long Term Disability, and other available insurances can be viewed on Florida State University's Insurance website and on the State of Florida's MyBenefits website.

http://hr.fsu.edu/index.cfm?page=FacultyStaff_Insurance_InsuranceHomepage&NAV2=Insurance
<http://www.myflorida.com/mybenefits/>

To enroll in benefits within 60 days of your hire date, log into the People First website listed below. People First can be contacted at 866-663-4735 if log-in assistance is needed.

<https://peoplefirst.myflorida.com/>

Retirement:

There are three retirement plans that Florida State University Faculty and Staff employees can choose from.

For USPS, A&P and Faculty employees:

- Pension Plan: – Enrollment must occur within 5 months of hire date
- Investment Plan – Enrollment must occur within 5 months of hire date

For A&P and Faculty employees:

- Optional Retirement Program – Enrollment must occur within 90 days of hire date

For information regarding available retirement plans and voluntary savings plans can be viewed on Florida State University's Retirement website listed below.

http://hr.fsu.edu/index.cfm?page=FacultyStaff_Retirement_Retire&nav2=Retirement

Sexual Harassment Policy:

- ❑ Office of Audit Services
<http://www.auditservices.fsu.edu/>
- ❑ Sexual Harassment Complaint Form
<http://www.auditservices.fsu.edu/sh/index.html>

Employee Labor Relations:

- ❑ Employee Relations' web site
http://www.hr.fsu.edu/index.cfm?page=EmployeeRelations_Homepage
- ❑ Guidelines for Disciplinary Action
http://hr.fsu.edu/index.cfm?page=EmployeeRelations_DisciplinaryProcess_ELROGuidelines&nav2=Disciplinary%20Process
- ❑ The GUIDE (Gateway to University Interactive Decision-making for Employees)
<http://hr.fsu.edu/elro/guide/guidehome.html>
- ❑ Office of the Dean of the Faculties
<http://www.fsu.edu/~dof/>
- ❑ For A&P and USPS employees – Contact Employee Relations Staff
<http://hr.fsu.edu/elro/staff.html>
- ❑ For Faculty Members – Contact Staff with the Office of the Dean of the Faculties
<http://dof.fsu.edu/DOF-and-HR-Staff-and-Functions>