



Office of Human Resources
Fall 2016 Department Representative Meeting

Question & Answer Session

Note: These Questions & Answers have been modified slightly to fit the online format.

FLSA Update

Will there be a listing of exempt and nonexempt classifications on the HR Website?

Currently the best listing of job codes experiencing changes due to the FLSA changes this fall is the University-wide handout which was emailed to Department Representatives and department heads on 10/24/2016, a summary is provided below. After 11/18/2016 the Job Specifications for these job codes on the HR website will be updated to reflect the FLSA category.

Impacted Job Codes Becoming Overtime Eligible (Nonexempt)

FLSA	Job Code	Title	Pay Plan
Nonexempt	2814	Fine Arts Specialist	USPS
Nonexempt	4245	Student Union Activities Spec	USPS
Nonexempt	4264	Student Financial Aid Officer	USPS
Nonexempt	4275	Enrollment Management Officer	USPS
Nonexempt	4280	Academic Program Officer	USPS
Nonexempt	4611	Broadcast Specialist	USPS
Nonexempt	5033	Field Scientist	USPS
Nonexempt	5045	Laboratory Researcher	USPS
Nonexempt	5083	Teaching Laboratory Specialist	USPS
Nonexempt	6582	IT Services Coordinator	USPS
Nonexempt	8724	Industrial Safety& Hlth Officer	USPS
Nonexempt	9215	HR Specialist	A&P
Nonexempt	9218	Accounting Specialist	A&P
Nonexempt	9219	Payroll Specialist	A&P
Nonexempt	9225	Administrative Specialist	A&P
Nonexempt	9232	Enrollment Management Spec	A&P
Nonexempt	9236	Univ Business Admin II	A&P
Nonexempt	9254	Program Coordinator	A&P
Nonexempt	9277	Health & Human Services Spec	A&P
Nonexempt	9282	Student Financial Specialist	A&P
Nonexempt	9291	Training Specialist	A&P

FLSA	Job Code	Title	Pay Plan
Nonexempt	9293	Cultural Arts Specialist	A&P
Nonexempt	9294	Museum Registrar	A&P
Nonexempt	9295	Museum Specialist	A&P
Nonexempt	9309	Development Coordinator	A&P
Nonexempt	9312	News & Public Affairs Spec	A&P
Nonexempt	9313	Marketing Representative	A&P
Nonexempt	9317	Instructional Technologist	A&P
Nonexempt	9339	Data Analyst	A&P
Nonexempt	9388	Media Specialist	A&P
Nonexempt	9394	Academic Mapping Coordinator	A&P
Nonexempt	9396	Academic Program Specialist	A&P
Nonexempt	9402	Event Coordinator	A&P
Nonexempt	9419	IT Support Specialist	A&P
Nonexempt	9425	Grants Compliance Analyst	A&P
Nonexempt	9426	Resource Librarian	A&P
Nonexempt	9427	Student Program Coordinator	A&P
Nonexempt	9428	Library Specialist	A&P
Nonexempt	9450	Career Development Specialist	A&P
Nonexempt	9451	Academic Advisor	A&P
Nonexempt	9455	Campus Services Specialist	A&P
Nonexempt	9458	Facilities Superintendent	A&P
Nonexempt	9476	Athletic Coordinator	A&P
Nonexempt	9488	Procurement Specialist	A&P
Nonexempt	9500	Grants Accounting Coordinator	A&P
Nonexempt	9501	Grants Officer	A&P

Impacted Job Codes Remaining Exempt from Overtime (Exempt)

FLSA	Job Code	Title	Pay Plan
Exempt	2111	Programmer	USPS
Exempt	4613	Technical_Research Designer	USPS
Exempt	4691	Facilities Engineer	USPS
Exempt	9214	Senior HR Specialist	A&P
Exempt	9220	Senior Accounting Specialist	A&P
Exempt	9224	Senior Administrative Specialist	A&P
Exempt	9226	Business Analyst	A&P
Exempt	9252A	Asst Dir, Administrative Svcs	A&P
Exempt	9252C	Asst Dir, Cultural Arts	A&P
Exempt	9252D	Asst Director, Acad & Stu Svcs	A&P
Exempt	9252M	Asst Dir, Media, Comm & Mrktg	A&P

FLSA	Job Code	Title	Pay Plan
Exempt	9255	Program Manager	A&P
Exempt	9300	Scientific Research Specialist	A&P
Exempt	9302	Research Scientist	A&P
Exempt	9410	Radio_TV Production Specialist	A&P
Exempt	9411	ERP Analyst I	A&P
Exempt	9415	Application Developer_Designer	A&P
Exempt	9417	Network Administrator	A&P
Exempt	9418	Technology Specialist	A&P
Exempt	9420	Systems Administrator	A&P
Exempt	9454	Facilities Specialist	A&P
Exempt	9459	Business Manager	A&P
Exempt	9481	Network Specialist	A&P
Exempt	9483	Athletic Trainer	A&P
Exempt	9490	IT Manager	A&P
Exempt	M9189	Postdoctoral Associate	OPS
Exempt	M9189N	Postdoctoral Assoc Researcher	OPS
Exempt	A/T020	Professional Res Asst (Exempt)	OPS
Exempt	A/T021	Administ/Executive (Exempt)	OPS
Exempt	A/T023	Artistic Creative (Exempt)	OPS
Exempt	9055AS	Asst Univ Librarian	FAC
Exempt	9130AS	Specialist, Computer Research	FAC
Exempt	91689S/AS	Assistant in Research	FAC
Exempt	9199AS	Faculty Administrator	FAC
Exempt	90804O	Research Faculty I Adj	OPS

If A&P nonexempt employees are being phased into USPS timekeeping requirements and are still on 1 year contracts, how is this not a demotion?

A demotion is a change to a person’s job that results in their position having a lesser degree of responsibility and a lower pay grade range maximum. This is not happening to employees who become A&P nonexempt. A&P nonexempt (and other employees becoming nonexempt) will have the same job duties, level of responsibility, and regular rate of pay. They will be gaining wage and hour protections they did not have as an exempt employee, chiefly the right to additional overtime compensation when they are required to work over 40 hours in a single workweek.

Also A&P nonexempt employees will **not** have the same timekeeping requirements as USPS nonexempt employees. A&P nonexempt employees will keep their default schedule in OMNI HR. The only change is that they will need to start adjusting their total hours for the day if they vary from their normal schedule. They will **not** have to report their start time, end time, or clock in/out for lunch.

- For example: If an A&P nonexempt employee normally work 8 hours a day, her OMNI HR timesheet will still default to 8 hours per day, as it does now. If she works her normal schedule for the week with no extra hours and no leave taken, she doesn’t need to do anything.

The difference is that if she stays late one day and works a total of 9.25 hours, she will need to update her timesheet to reflect that she worked a total of 9.25 hours that day. This ensures that she will receive compensation for any additional hours she works.

Will the University cover the costs of salary increases for employees that are in an exempt job code, but don’t meet the new salary minimum?

E&G costs of FLSA salary adjustments will be centrally funded by the University. Non-E&G costs (like C&G costs) will be covered by the Department.

If weekly pay increases over time over the FLSA threshold, will the employee's exemption status automatically change?

For full-time and part-time employees in A&P Nonexempt job codes, the employee's FLSA status is tied directly to the job code FLSA status. An increase in the employee's salary over the new salary threshold will not impact the employee's FLSA status.

For part-time employees in an A&P Exempt job code: If a part-time employee has been designated as nonexempt due to part-time status and the employee's salary increases or the FTE increases to bring the salary over the FLSA threshold, the employee's FLSA status will update to match the job code FLSA status of exempt.

Give me some examples of USPS exempt positions (titles).

- Fine Arts Specialist
- Student Union Activities Specialist
- Enrollment Management Officer
- Academic Program Officer
- Broadcast Specialist
- Field Scientist
- Laboratory Researcher
- Teaching Laboratory Specialist
- IT Services Coordinator
- Industrial Safety & Health Officer
- Programmer
- Technical_Research Designer
- Facilities Engineer

When are the 13 new, exempt job codes created in connection with the FLSA changes? Were the departments notified of these new job classes? What are the types of classes that were added?

The new job classifications were added into OMNI HR over the past two months as part of a review of specific position descriptions related to FLSA. Individual departments with positions identified as meeting the qualifications for the new classifications were directly notified of the new code availability. The new job codes are:

- Senior Administrative Specialist
- Program Manager
- Student Health Coordinator
- University Communications Specialist
- Sales Representative
- Research Vessel Captain
- Licensing Specialist
- Event Manager
- Strength & Conditioning Coach
- Athletics Program Manager
- Residence Hall Manager
- Sports Information & Communications Specialist
- Career Liaison

If an ePAF is entered 10/25-10/27 with an effective date of 11/4, will it be worked prior to the moratorium?

No. Compensation will be enforcing a moratorium on routine position updates/reclassifications, salary increases, and routine position changes (reports to, department, location, etc.) from 11/4-11/17 to implement FLSA related position changes. **ePAFs submitted with a requested effective date during the moratorium will not be processed until the following pay period, with an effective date of 11/18/16.** Position changes directly related to FLSA implementation will be reviewed and processed during this moratorium.

Is there a way for a Department Representative to view who has and has not acknowledged their qualtrics for the FLSA Change?

Unfortunately, no. FSU Qualtrics doesn't have a way to give you this access. Responses will be monitored by Human Resources and several reminders will be sent directly to employees who have not responded. If we have individuals who we are having trouble getting a response from, we will reach out to you for help.

FLSA Timekeeping Changes

Will managers have to approve overtime in OMNI HR if the employee is being paid overtime (not taking it as Overtime Compensatory leave)?

Overtime hours reported as regular time worked on an employee's timesheet do NOT require manager approval to pay out. **This is why it is extremely important for managers to review all nonexempt employee time every pay period.** If the employee reports over 40 hours on the timesheet and the manager does nothing and does not look at the timesheet, overtime will be paid out without the manager knowing. As we review timekeeping holistically this coming year we will look at addressing this.

Who determines whether an employee gets overtime pay or overtime compensatory leave?

Departments may put policies in place that would make the default compensation to be in the form overtime compensatory leave. If the department does not have a policy in place than the employee and supervisor should come to a mutual agreement of how the overtime hours worked will be compensated.

Can a manager insist that employees take time off to exhaust compensatory balances to prevent payouts?

Yes, according to FSU policy a supervisor or other appropriate authority may require an employee to use compensatory leave.

If an A&P nonexempt employee is .5 FTE and they work 30 hours, will they get the 10 hours at an overtime rate or at a straight time rate?

A part-time nonexempt employee who works more than their reported hours should report those deviations on their FSU timesheet to ensure they receive compensation for every hour worked. In this scenario, the payment would be at an hour-for-hour rate and you would have the option to allow the employee to earn straight time comp for the hours worked over their FTE. The FLSA only requires agencies to compensate at a rate of time and one half if an employee works **over 40 hours during the FSU work week** (Friday-Thursday)

What is the difference in overtime compensatory leave and straight-time compensatory leave?

Overtime compensatory leave is earned by nonexempt employees when they physically work more than 40 hours in a work week. Straight-time compensatory leave is earned in very specific scenarios as outlined in FSU policy <http://policies.vpfa.fsu.edu/personnel/3e.html#1.2>. Overtime leave is provided at a rate of time-and-one-half (1.5 hours of overtime compensatory leave for every overtime hour worked) whereas straight-time is provided at an hour-for-hour rate.

Does overtime need to be approved in advance?

Yes, hours worked outside of an employee's normal schedule require approval in advance. The only exception is if the employee needs to respond to an emergency situation. If the employee fails to get overtime approved in advance, please ensure the employee is aware of the preapproval process. If the employee continues work overtime without getting approval in advance, this may lead to disciplinary action and you should contact Employee & Labor Relations.

Will graduate assistants who have an elapsed timesheet now have to move to a punch timesheet?

No, graduate assistants will maintain the elapsed timesheet and will be paid according to their appointment period and FTE. Graduate assistants are considered to have a student relationship with the University by the Department of Labor, and the FLSA is not applicable to their appointments.

Why do holidays have to be entered whereas they use to be pre-loaded?

The only classification that will need to manually enter holidays is USPS nonexempt who are in an electronic/self-service entry department. The current USPS nonexempt employees have always been required to enter their holidays. The only ones that will be changing are those moving from USPS exempt to USPS nonexempt. Paper timesheet departments where an administrator enters the time from the paper timesheet into the OMNI HR system will maintain their Elapsed timesheet. Additionally, all A&P, Faculty, and Post-Docs will maintain the Elapsed Timesheet.

Sex Discrimination & Sexual Misconduct

What do you do to guarantee non-retaliation for reporting discrimination/misconduct?

Once a report is made the Office of Equal Opportunity and Compliance takes several steps to help prevent retaliation. 1) Information is kept on a need to know basis. 2) Each party involved is made aware of their rights/protections and that they should reach out to us immediately if they believe retaliation is occurring. 3) Each party involved is put on notice of the University's non-retaliation policy and expectations for appropriate behavior. 4) Supervisors are made aware of the situation, informed of the expectation for non-retaliation, and tasked with helping to monitoring the environment. 5) As warranted, the accused party will be directed to have no contact or communication with the complaining party.

Does sex discrimination include male employees being paid more and advancing quicker than females?

The Sex Discrimination & Sexual Misconduct Policy is gender neutral and is inclusive of pay equity. There are a multitude of factors that influence pay and advancement (e.g., length of service, length in position, level of responsibilities, above satisfactory performance, negotiation of starting rate, education level, prior experience, applying for vacant positions, etc.). If an employee feels he or she has not received a pay increase or been denied a

promotion because of his or her gender, the individual can request an informal review of his/her records, or has the right to file a discrimination complaint. (http://hr.fsu.edu/?page=eoc/eoc_home).

myFSU BI Reports

When submitting a case for an incorrect employee appointment, who should the case be assigned to?

The case should be routed to the HR-Employee Data Management queue for review if there is an appointment error. If the error is related to time, the case should route to HR-Attendance and Leave. Our HR teams work together to ensure cases are reviewed and routed to the correct team for processing.

Sometimes OPS Employees start working before Department Representative is notified. When that happens, can we tell them to stop working? Do we have to pay employees for time worked even if the Department Representative is not aware of the hire?

Yes, employees should be compensation for the time worked. It is important for you as Department Representatives to communicate to your Department Heads and supervisors regarding the importance of complying with HR appointment processes and procedures. In some cases, it may be appropriate to ask that the employee stop working until required appointment actions, such as the background check or I-9, have been completed.

What is the best day to Run the Employee Time Verification Report?

The Employee Verification Report can be run at any point during the pay period. One option would be to always run it the morning time is being approved. This will allow you to get items corrected and approved before the First Cost Center Report.

Employment and Recruitment Update

Reference Requests – Will a method be created to allow applicants to attach letters they had previously collected so they are not requesting their letters twice?

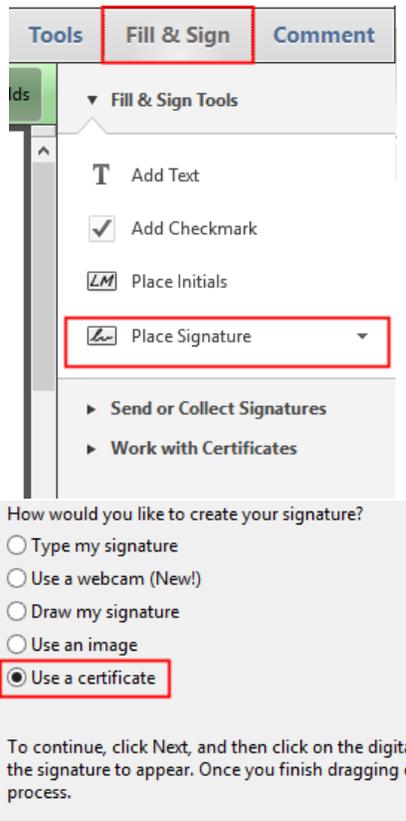
Applicants may upload letters of recommendation they have obtained themselves in their application. The new process in OMNI HR is designed as a method of obtaining confidential letters of recommendation from third parties.

Do work study hires have or need to have background checks completed if they are working with financial or sensitive information?

All Federal Work Study appointments should have Background Check Questionnaires completed to determine if their duties require a background check. Working with financial or sensitive information would require a Standard background check.

Why can't supervisors electronically sign Questionnaires?

Supervisors can electronically sign the Questionnaires within Adobe using the “**Place Signature**” option under “**Fill & Sign**” and if they use the certificate to verify their identity.



- Draw a rectangle where you want the signature to be placed.
- If the signee has never created a Digital ID they'll select Sign As: "New ID..."
- Select "A new digital ID I want to create now"
- Store the digital ID in the "New PKCS#12 digital ID file"
- Enter all requested information and click "Next"
- Create a password and "Finish" the signature

Why is the new Background Check process taking longer?

The expected average turnaround time for background checks is 3-4 days through our vendor Accurate. However, the turnaround time is dependent on the candidate taking their required action promptly (whether that is responding to the Accurate email with their personal information or going to be fingerprinted). Waiting for candidates to take action is still the largest factor which causes delay in background checks.

Training Center Renovations

How do we request specific training courses?

You may contact the [HR Office of Training & Organizational Development](#) at training@fsu.edu or 850-644-8724.

FSU Mobile

If we approve time on our FSU mobile apps away from the office is this considered telecommuting.

No, but it is considered time worked. You are not required to use FSU mobile to approve time. It is just another option provided for your convenience.

Smart Onboarding

Will the Smart Onboarding process be viewable by multiple department representatives within the hiring department? This would be helpful if employees who initiate processes are out of the office.

HR is still developing the work flow and the accompanying access and views for Smart Onboarding. We are considering more than one option for the dashboard views and will continue to provide information as it becomes available.

Will the onboarding include a link or replacement to the I-9 system?

The I-9 process will be incorporated in the Smart Onboarding process. However, we will not be replacing the current vendor, Guardian, for the I-9 process.

Miscellaneous

Do Volunteer appointments have to be entered into OMNI HR?

Volunteers needing access to University privileges such as FSU email accounts, computer systems access, or building access will need to have a Courtesy/Volunteer appointment set-up in OMNI HR. Visiting Scholars who are on campus for more than 14 consecutive days will also be required to have an OMNI HR Courtesy Appointment.

Could you explain the “due to HR” dates and best practices for document submission?

During normal pay cycles appointment actions are due to HR on Fridays, the first day of the pay period. After the deadline HR reviews and processes the appointments. If actions make deadline and were submitted complete, you should expect to see the appointment on your Actives report for verification on the 2nd Wednesday of the pay period. The normal payroll deadlines schedule can be found here: <http://hr.fsu.edu/PDF/Publications/timeandleave/2016PayrollDeadlines.pdf>. There are several ways to send documents to HR. If you are submitting a new hire through the new employee wizards, you can upload all of the employee's supplemental documents directly to the wizard portal. For pPAF submissions, it is best to send directly to hr-edmdocs@fsu.edu. Please send dual compensation forms directly to hr-dualcomps@fsu.edu for processing. It is best to send all documents for an appointment in a single submission, and include the employee's name in the email for reference.

When are new employment contracts required for A&P employees?

A new employment contract is required for a current A&P employee for any of the following scenarios:

1. Job code changes:
 - Promotion (competitive or non-competitive)
 - Demotion (voluntary or involuntary)
 - Reclassification to another A&P job code
2. Reduction or increase in FTE

Here are a few additional reminders about A&P employment contracts:

- A new employment contract is required when a current USPS employee moves to an A&P job code.
- Use the correct contract based on the employee's funding type; Soft money or E&G. In some cases, two contracts may be required for those employees that are split funded between soft money and E&G funds.

- When it's necessary to use two contracts because the employee has split funding, the FTE and salary on each contract must be proportionate to the FTE for that funding source. It is helpful to include the funding breakdown in the "Special Conditions" section on the contract.
- If the employee is split funded between multiple soft money funds (e.g., auxiliary, grants, local funds), only one contract is needed. You can denote the funding breakdown in the "Special Conditions" section on the contract.
- Please ensure the contract has all of the required signatures to the includes the Department Head or designee, the employee, and the President, Vice President, or representative.
- For an E&G contract the Dates of Appointment should begin with the hire date (effective date) and end on August 7th of the same or following year; depending on whether the hire date is before or after August 7th of the current year. E&G funded contracts are automatically renewed every year.
- For soft money contracts the Dates of Appointment should begin with the hire date (effective date) and the end date should coincide with the funding period in OMNI HR.