Division of Human Resources Welcomes You!

Jaffus Hardrick, Ed.D.
Vice President, Human Resources
Vice Provost for Student Access & Success
Payroll Essentials

Presented by:

Carlos A. Flores
Assistant Vice President
Division of Human Resources
Employee Self Service
Manager Self Service
MyFIU - Main Menu

m.fiu.edu

- **Employee Center**: All of your Employee information in one page.
- **Messages**: Receive messages from departments supporting FIU employees and faculty, including Academic Affairs, the Division of HR and the Division of IT.
- **Leave Balance**: Check your sick and vacation leave balances.
- **Paychecks**: Review recent paychecks, with all deductions and taxes in a detailed page.
- **W4**: See your current W4 declarations.
- **Direct Deposit**: Verify bank accounts and direct deposit information.
- **My Information**: Check your current address, phone numbers, emails, emergency contact information.
PantherSoft Self-Service
Online Training

Employees & Affiliates

Professional Development

Available Trainings

Human Resources UPKs

Online Training

FIU SkillPort is your 24/7 gateway to learning resources for skills improvement, professional development, performance support, and more. Use SkillPort’s easy-to-navigate interface to find answers to questions, develop professional skills, and take targeted learning. Simply log in to start exploring the learning resources available to you.

SkillPort Log-in Instructions

In addition, FIU has partnered with lynda.com which provides an online training library with more than 100,000 video tutorials on topics such as: Adobe Photoshop, AutoCAD, Microsoft Office, Final Cut Pro, and WordPress.

There are UPK’s available for all of FIU’s administrative applications. Click the appropriate application link below to review and/or complete list of UPK tutorials.

- Campus Solutions UPKs
- Human Resources UPKs
- Financials System UPKs
<table>
<thead>
<tr>
<th>PAY PERIOD DATES</th>
<th>PP</th>
<th>NEW HIRE/CHANGE FORM/SIGN-ON SUBMISSION DEADLINE BY 5:00PM</th>
<th>FIRST LEVEL CONTRACT APPROVAL DEADLINE BY 5:00PM</th>
<th>EMPLOYEE TIME/LEAVE SUBMISSION DEADLINE BY 5:00PM</th>
<th>SUPERVISOR APPROVAL DEADLINE BY 2:00PM</th>
<th>PAY DAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/12/17</td>
<td>08/25/17</td>
<td>5 08/17/17</td>
<td>08/21/17</td>
<td>08/25/17</td>
<td>08/28/17</td>
<td>09/01/17</td>
</tr>
<tr>
<td>08/26/17</td>
<td>09/08/17</td>
<td>6 08/30/17†</td>
<td>09/01/17†</td>
<td>09/08/17</td>
<td>09/11/17</td>
<td>09/15/17</td>
</tr>
<tr>
<td>09/09/17</td>
<td>09/22/17</td>
<td>7 09/14/17</td>
<td>09/18/17</td>
<td>09/22/17</td>
<td>09/25/17</td>
<td>09/29/17</td>
</tr>
<tr>
<td>09/23/17</td>
<td>10/06/17</td>
<td>8 09/28/17</td>
<td>10/02/17</td>
<td>10/06/17</td>
<td>10/09/17</td>
<td>10/13/17</td>
</tr>
<tr>
<td>10/07/17</td>
<td>10/20/17</td>
<td>9 10/12/17</td>
<td>10/16/17</td>
<td>10/20/17</td>
<td>10/23/17</td>
<td>10/27/17</td>
</tr>
<tr>
<td>10/21/17</td>
<td>11/03/17</td>
<td>10 10/25/17**</td>
<td>10/27/17**</td>
<td>11/02/17**</td>
<td>11/03/17**</td>
<td>11/09/17**</td>
</tr>
<tr>
<td>11/18/17</td>
<td>12/01/17</td>
<td>12 11/22/17Δ</td>
<td>11/27/17Δ</td>
<td>12/01/17</td>
<td>12/04/17</td>
<td>12/08/17</td>
</tr>
<tr>
<td>12/02/17</td>
<td>12/15/17</td>
<td>13 12/06/17</td>
<td>12/08/17</td>
<td>12/13/17</td>
<td>12/14/17</td>
<td>12/21/17</td>
</tr>
<tr>
<td>12/16/17</td>
<td>12/29/17</td>
<td>14 12/18/17</td>
<td>12/20/17</td>
<td>12/28/17</td>
<td>12/29/17</td>
<td>01/05/18</td>
</tr>
</tbody>
</table>

† Deadlines revised due to Labor Day Holiday.
** Deadlines revised due to Veterans Day Holiday.
Δ Deadlines revised due to Thanksgiving Holiday.

Deadlines revised due to Christmas Day Holiday.
Deadlines revised due to New Year’s Day Holiday.
Panthers Active Wellness Services

Your employee wellness program

Presented by:

Nathan Burandt
Wellness Manager
PAWS: For Your Health
PAWS: Fall 2017 Schedule of Events

• **September**
  – Wellness Journey ’17
  – Wellness and Exercise Workshop
  – Biometric Screens

• **October**
  – Nutrition Workshop

• **November**
  – Handling Stress Workshop

• **December**
  – Financial Wellness Workshop
  – Mindfulness & Meditation Program
  – Strive for 5 Program
Benefits Options

- State Benefits Administrator
- Voluntary Benefits
- FICA Alternative Plan
<table>
<thead>
<tr>
<th><strong>Health Insurance Marketplace</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Patient Protection Affordable Care Act</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Health care law requires most U.S. citizens to have health insurance coverage as of January 1, 2014; or potentially pay a tax penalty for noncompliance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Health Exchange Options</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HealthCare.gov</strong></td>
</tr>
<tr>
<td>- One stop shop to find quality health coverage</td>
</tr>
<tr>
<td>- Through the Marketplace website, you can purchase private health insurance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Health Insurance Design</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>- No pre-existing condition exclusions, regardless of age</td>
</tr>
<tr>
<td>- No annual dollar limit on essential health benefits</td>
</tr>
<tr>
<td>- Preventative Health Services at no cost</td>
</tr>
<tr>
<td>- Extension of coverage to adult children</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Employer Mandate</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>People First:</strong></td>
</tr>
<tr>
<td>1-866-663-4735</td>
</tr>
<tr>
<td>- Employers are required to offer affordable coverage that meets minimum standards to full-time employees (averaging 30 or more hours per week)</td>
</tr>
<tr>
<td>- Employer On Record: State of Florida, Division of State Group Insurance</td>
</tr>
</tbody>
</table>
State-Sponsored Plans

- Medical (Health Insurance)
- Prescription Drug Plan
- Dental Insurance
- Vision Insurance
- Tax-Favored Accounts
- State Life Insurance Plans
- Other Supplemental Plans

For more information please visit http://hr.fiu.edu
Eligibility & Important Notes

• Welcome New Hire Package from People First

• Package not received? Contact 305-348-2181

• Coverage Effective: First (1st day) of the subsequent month following enrollment and payment is received

• Required Information: Social Security Number and Date of Birth for all Eligible dependents

• Premium Payment: Made one month in advance of the month of coverage

Benefits Lab:
August 21th and August 22nd
Location: PC 411
FICA Alternative Plan

• All temporary eligible employees who are not covered by the State Retirement System, excluding students, are automatically enrolled in this plan.

• In lieu of paying 6.2% of after-tax wages to Social Security, eligible employees will contribute 7.5% of before-tax wages to an investment account under their name.

• FICA Alternative Plan administered through Bencor, Inc.

(Medicare contributions of 1.45% will continue to be withheld and matched by FIU)
Voluntary Retirement Contribution

457
- 6 providers through Florida Deferred Compensation
- IRS Limit
  Under 50 yrs. old: $18,000
  Over 50 yrs. old: $24,000
- Charles Schwab, Great West, VOYA, Nationwide, T. Rowe Price & Valic

403b
- 10 providers to choose from
- IRS Limit
  Under 50 yrs. old: $18,000
  Over 50 yrs. old: $24,000
- AXA, Fidelity, ING Reliastar, Jefferson National, MetLife, Symetra, TIAA-CREF, T. Rowe Price, Valic, Vanguard, VOYA
Benefits Contacts

**State of Florida - People First**
Contact Information:
1-866-663-4735
peoplefirst.myflorida.com

**FICA Alternative Plan - Bencor Inc.**
Contact Information:
1-888-258-3422
https://bencorplans.usretirementpartners.com

**FIU HR - Benefits Administration**
Contact Information:
305-348-2181
benefits@fiu.edu
Workers’ Compensation

• To Do:
  - Report to Supervisor
  - Complete Injury Report Online

• In case of Medical Emergency:
  - For emergency transportation CALL Public Safety at (305) 348-5911
  - Go to the nearest emergency room

• Workers’ Compensation Assistant:
  - Mary Cruz
  - 305-348-2181 /cruzma@fiu.edu

• AmeriSys:
  - Emergency Contact: 1-800-455-2079

On-the-job injuries MUST be reported IMMEDIATELY
Employee Perks & Services

Visit hr.fiu.edu to discover more perks!

- On Campus Services
- Retail Discounts
- Restaurants
- Hotel & Travel
- Entertainment Tickets
- Financial Planning
- Auto & Pet Insurance
- Cellphone Plan Discount
- Housing & Mortgage Services
Thank you
Faculty Success

Presented by:

Meredith Newman
Vice Provost
Faculty and Global Affairs
Visit the Resource Fair

- Take official FIU portrait
- Get FIU One Card
- Meet service units
- Review benefits options