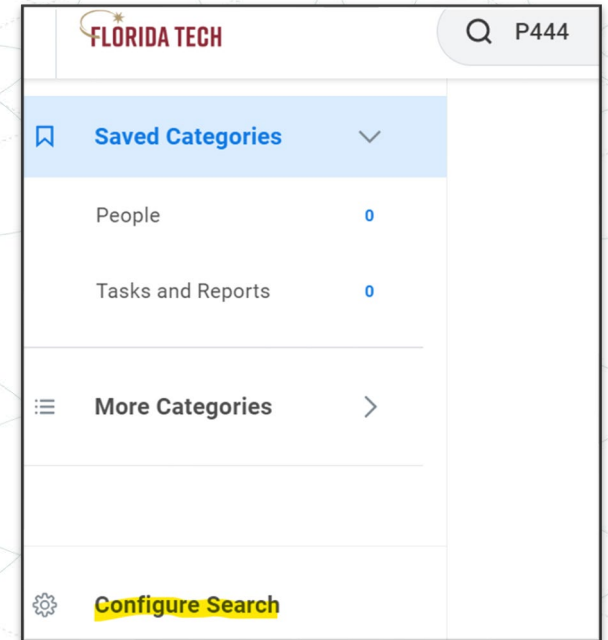
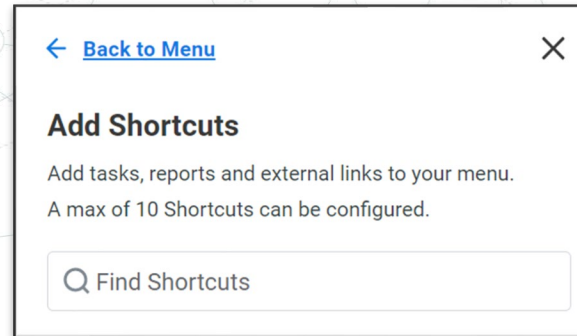


A scenic view of a university campus featuring a large pond in the foreground, a multi-story brick building with a dome in the background, and lush green trees. The sky is clear and blue.

IT Summer Learning Series: Human Resources

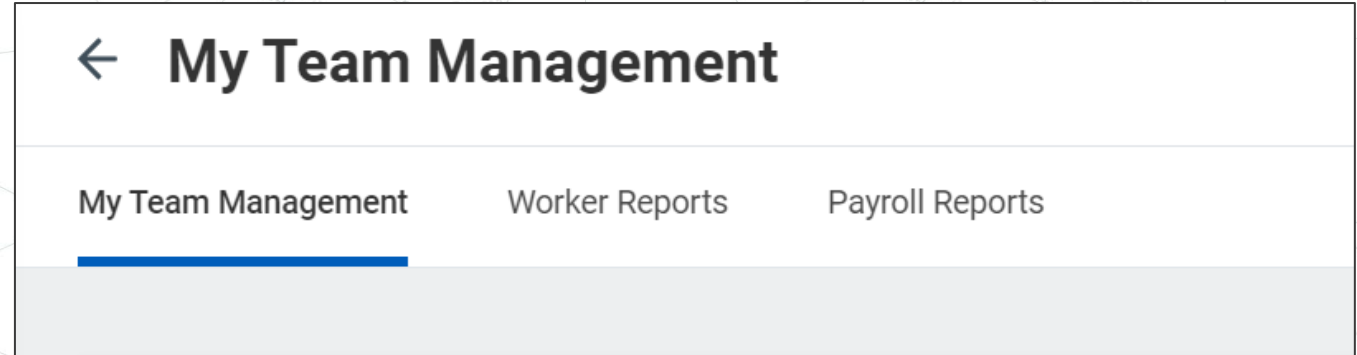
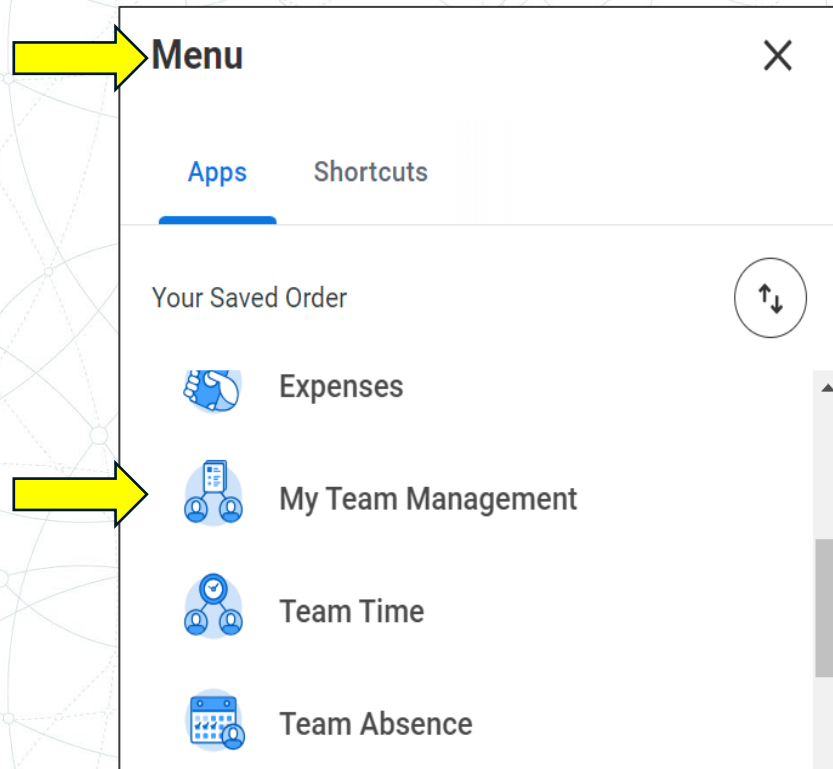
Workday – Helpful Tips

- Personalize Workday
 - Configure Shortcuts
 - Configure Apps
 - Configure Main Search
- Working Remote?
 - [VPN – FortiClient](#)
 - TRACKS – CAS
 - Browser - Workday



Workday Dashboard-Manager

- My Team Management



Workday - Delegations

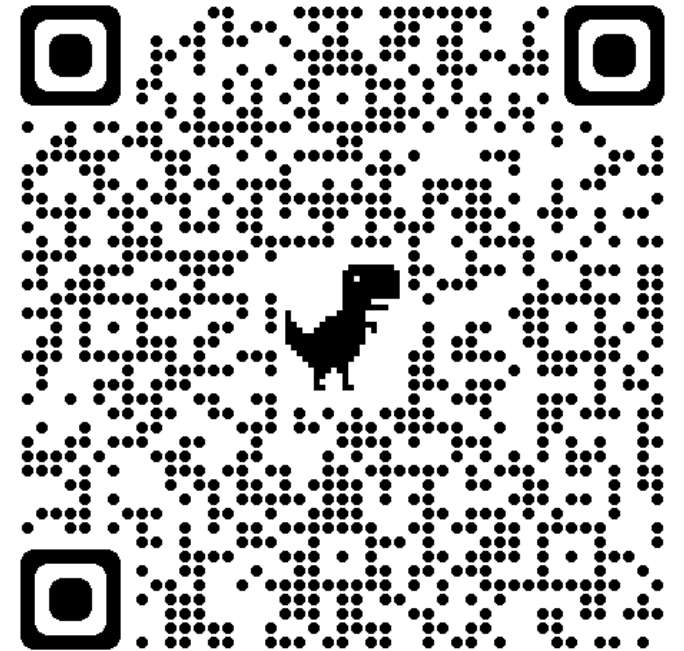
- Delegate business processes to your supervisor, not to a peer or a direct report
- Student Timesheets can be delegated to departmental admin on a short-term basis
- Expense Reports can **NOT** be delegated
- Ensure you communicate with your delegate, prior to your departure to review Workday tasks they are expected to complete on your behalf
 - [Job Aid for Managers](#)
 - [Job Aid for Delegates](#)

Job Changes

- Should align to the [Pay Factor Calendar](#)
- Benefit to/from Non-Benefit Eligible
 - Adjunct or Student Worker to Staff/Faculty
 - Vacation Pay Out (VPO)
 - Access to 403b
- Offboarding/Exit Interview
- Hiring Reminders
 - When hiring Temps, be sure to select Temp Job Profile & Temporary for worker type (need end date)
 - When hiring Adjunct, be sure to select Remote Home Office for location
 - Taxes

Student Employment

- College Role & FWS Recruiting is active
 - Contact Shannon Zuzek if you are a new supervisor or HR Partner email: szuzek@fit.edu
- Review/processing current student workers is advised
 - Wages are impacted if students work past their target end date
- Key applicant resource - *Students launchpad/Student Employment*
 - **Troubleshooting WD Access - application errors** (FWS and CR applicants)
 - Federal Form I-9 identification requirement (all FWS, CR, & GSA new hires)



Federal Work Study Timeline

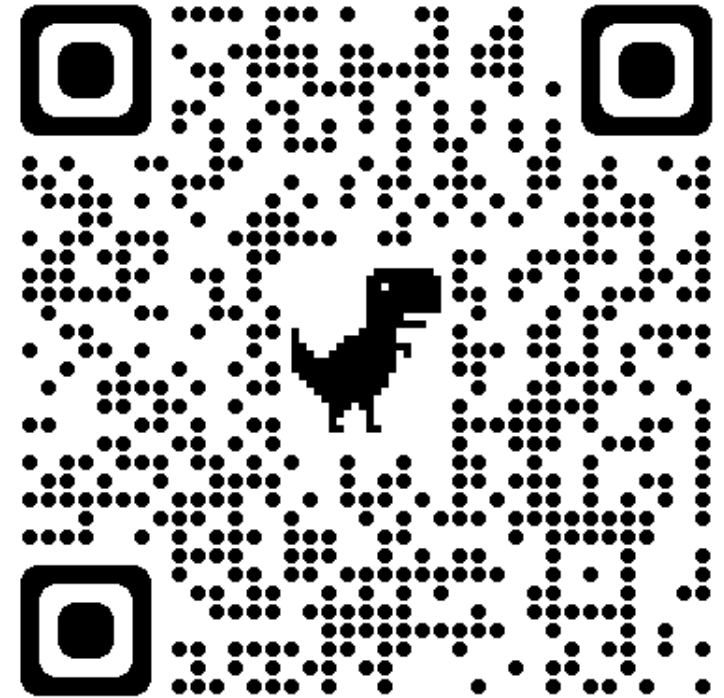
- July – FWS Recruiting opens
- August 6th: earliest start date for rehires and Job Changes transitioning Summer CRs to FWS positions
- August 20th: earliest start date for FWS new hires (first position or 12+ months since previous job ended)
- December 16th – Fall 23 end date

Student Employment Resources & Tools

- [Student Employment Site](#)
- Tracking Offers – 7/6 email attachment
- [2023 Payroll Calendar](#)
 - Manage deadlines accordingly – e.g. Labor Day holiday
 - Team Time
- [FWS Award Tracking Tool](#)
- Period Activity Pay Alerts – sent monthly
- Florida Minimum Wage Update – Sept 30th

Onboarding

- Hiring confirmation email sent to student, cc'ing supervisor
 - Quoted start date for new hires is a *target* – can be revised if more time is needed for onboarding
- Frequent WD inbox monitoring is advised
- Forward students to HR office with **original I-9 IDs** before training or job duties begin
 - Include laptop access if task assistance is needed



Strive Rewards by BCBS



Complete the **PRIORITY** activities to unlock more reward opportunities.

PRIORITY: Personal Health Assessment	
Biometric Screening	\$100 Pulse Cash
Health Check-Up	\$50 Pulse Cash
Onsite/Campus Events activities (10 events)	\$100 Pulse Cash (\$10 each)
TOTAL REWARDS	\$250 Pulse Cash

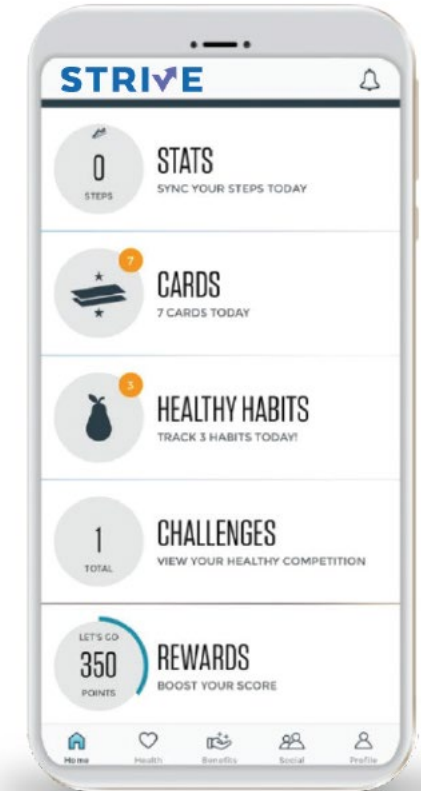
Earn up to \$100 more in rewards!

You can participate in additional healthy activities throughout the year to earn points, move through the levels and earn Pulse Cash as you level up. Simply complete your priority activities to unlock these rewards.

	Level 1	Level 2	Level 3	Level 4	Additional rewards max
Points	7,000	25,000	40,000	60,000	
Pulse Cash	\$10	\$20	\$30	\$40	\$100

+250 Total Rewards = \$350 Pulse Cash Annual Max

*ICUBAcares (Pharmacist Advocate Program) = 10,000 points



IT Resources

- TeamDynamix
 - help.fit.edu
 - Service Catalog to browse and request IT assistance
 - Knowledge Base for self-help assistance
 - NEW! Chatbot named Astra for additional IT assistance
- IT Website
 - it.fit.edu
- FIT Workday Website
 - [Workday Share Site](#)
 - Job Aids
- [FortiClient VPN](#)

Questions?

Thank you!