

April 20, 2018

Follow us for more news and updates



2018 Summer Operations Schedule & Casual Attire



To accommodate the warm days of summer which are already upon us, and help ensure comfort for our faculty and staff, we will begin our summer casual attire on Monday, May 7th through Friday, August 17th. Additionally, flexible work schedules during the summer will be administered in accordance with the University's Flexible Work Schedule Policies and will follow the same requirements as used during the fall and spring semesters. [Click here](#) for more information.



Join the Office of Employee Assistance for the Mindful Well-Being at Work practice sessions. Click [here](#) to sign up for the sessions below.

Wednesday, April 25th, 12:00 p.m. – 1:00 p.m., CSC-1123 | MMC

Wednesday, May 2nd, 12:00 p.m. – 1:00 p.m., GL-482 | MMC

Friday, May 4th, 12:00 p.m. – 1:00 p.m., HL-319 | BBC

Friday, May 11th, 12:00 p.m. – 1:00 p.m., GL-482 | MMC

Wednesday, May 23rd, 12:00 p.m. – 1:00 p.m., GL-482 | MMC

Employee Benefits



Benefits Administration is providing you with these important notifications pertaining to your Benefits.

Dependent Eligibility Verification Audit (Friendly Reminder) – The [Dependent Eligibility Verification Audit for employees of all State Universities](#) is currently in effect. The Health Management Systems, Inc. (HMS) is the contracted party administering the audit process. Please click [here](#) for more information. To ensure that your dependent(s) will continue to receive benefits under the State of Florida group health insurance plan, you must take prompt action upon receipt of any requests for documentation to verify the eligibility of your dependent(s). In addition, **Please be cautious about disclosing personal information. HMS employees will not request Social Security numbers to confirm the employee's identity.** For more information, please visit the State's Frequently Asked Questions, website or contact HMS directly at 877-577-4549.

People First Portal Upgrade & Payment Process Changes – The new and improved [People First system is now here!](#) As a State of Florida employee, you use the People First system to enroll and make changes to your benefit plans. The new system is now compatible with all five supported browsers (Internet Explorer, Edge, Chrome, Safari, and Firefox). Click [here](#) for a quick introduction to the new People First system. The People First System Upgrade includes the following changes:

- **New benefits suspension process for underpaid premiums:** Employees with underpaid premiums will experience suspension of coverage until the end of that coverage month, three business days prior to the end of the month.
- **New benefits underpayment process:** People First will send automated notifications to employees with underpaid benefit premiums on the 27th of the month prior to the coverage month advising the employee that the underpayment will automatically be deducted from their next available paycheck.
- **Direct access to Securian:** Employees can now access their Life Insurance Account directly from People First's Self-Service Employee Portal allowing them to review, designate, and/or change their beneficiary information online.
- **Login ID and Password Reset:** New system functionality includes the ability to look up your login ID and to reset your password using the latest password security technology.

Please take the time to review your personal contact information in the [HR Panther Soft system](#) to ensure it is up to date.

9 over 12 month Deferred Earning Program (DEP) Enrollment Period – The 9 over 12 Deferred Earning Program (DEP) provides 9-month faculty an alternative option to receive payment of their salary over a 12-month period. This method of payment is available on an optional basis only and authorization is required from the faculty member. All 9-month faculty members will have the opportunity to select this payment option, or to dis-enroll, during the 9 over 12 Deferred Earning Program (DEP) Enrollment period that ends August 17th. For more information, please click [here](#).

Spring Benefits Walk-In Sessions at PC-411 schedule is [here!](#)

Spring Perks – This spring, discover savings on housing, car rentals, entertainment, and more. Click [here](#) for a complete list of perks.

IRS Paycheck Checkup



The IRS encourages you to do a “paycheck checkup” to make sure you have the right amount of taxes taken out of your paychecks for your personal situation. Having too little tax withheld could mean a tax bill or a penalty. Obtain a copy of your last tax return and check the [IRS Withholding Calculator](#) today. The earlier you check, the more time there is for withholding to take place, evenly. Taxpayers can use the results from the Withholding Calculator to determine if they should adjust their Form W-4, Employee’s Withholding Allowance Certificate, through [Employee Self Service](#). Should you have any questions, please feel free to contact our Human Resources Service Center at (305) 348-2181.

Sign up Today for the Service Excellence Workshops



The Service Excellence Workshops are back! Brush up on your “in-person” telephone, and written customer service skills. The workshops will cover:

- FIU’s philosophy on Service Excellence
- Professionalism at work
- Effective service over the telephone
- Managing written correspondence
- Techniques for delivering excellent service, even in difficult situations

Dates and Times:

Thursday, April 26th, 1:00 p.m. – 4:00 p.m., CSC-1144A

Tuesday, June 12th, 9:00 a.m. – 12:00 p.m., CSC-1144A

Wednesday, June 27th, 1:00 p.m. – 4:00 p.m., CSC-1144A

Thursday, July 12th, 9:00 a.m. – 12:00 p.m., CSC-1144A

[Register Today!](#)



FIU FLORIDA INTERNATIONAL UNIVERSITY
Division of Human Resources

Sunday Brunch Anyone?

Enter a chance to win today!

PRIZE DETAILS:

- A complimentary Sunday champagne brunch for two courses of 94th Aero Squadron Restaurant, Miami, FL.
- Gift certificate expires: May 28, 2018
- Gift certificate is subject to employee tax withholdings in accordance to IRS Publication 15 (Circular E).

For rules, please [click here](#).



[Click here to like us on Facebook!](#)

PAWScast –Click [here](#) to listen as Nathan and Giselle discuss heart health and the benefits of getting a checkup and how knowing your heart number can be beneficial to you. Enjoy!

April Wellness Wire – Spring is here! This [month's issue](#) of the Wellness Wire is now available! View a calendar of events, learn about online tools to manage your prescriptions, and understand the warning signs of alcohol abuse.

Records Management Compliance Brief

COMPLIANCE BRIEF RECORDS MANAGEMENT



Learn how you can help the university maintain its compliance with the Florida Sunshine Law. Click [here](#) to watch this 5-minute video of the Records Management Compliance Brief.

The Office of the General Counsel works closely with the FIU Libraries' University Archives to support the Records Management program and to offer training sessions throughout the year to assist all colleges and departments with the process of records disposition in compliance with the Florida Public Records Law. Records Custodians/Coordinators must attend the compliance trainings when offered on behalf of their department to receive updates on Records Management processes. For more information, please click [here](#). Staff members responsible for the records of their departments may register [here](#) for the Thursday, April 26th compliance training.

Labor Condition Application Update



The Labor Condition Application (LCA) is a form employers must file with the United States Department of Labor Employment and Training Administration (ETA) on behalf of employees applying for a non-immigrant H-1B, H-1B1 (Singapore and Chile) or E-3 (Australia) work visa. Employers submit Form ETA 9035/9035E to apply. We are pleased to announce that FIU is going to publish Labor Condition Application's (ETA Form 9035) for Nonimmigrant Workers through an electronic bulletin board. All employees can access this information through the [Immigration Process Webpage](#). You can also download copies of the notice from the website directly. Should you have any questions, or for more information, please contact immigration@fiu.edu.

FIU Law Practice Affordable Legal Services



FIU Law Practice will offer affordable, low-cost legal services for family legal issues to low- and moderate-income families who do not qualify for free legal services. FIU Law Practice will assist modest income families falling within the 125% and 200% poverty guidelines by providing affordable legal services in the family law area. FIU Law Practice will charge its clients, using a sliding scale based on the client's ability to pay and offering flexible, installment payment plans. Fees for services will range between \$75 - \$125 per hour. FIU Law Practice will utilize the legal clinic's current screening process to confirm eligibility based upon federal poverty guidelines and levels. For appointments, please call (305) 348-7876. Initial Consultation: \$50 (credited if we are hired). We will provide services in the following family law areas:

- Divorce (contested and uncontested)
- Paternity/child support/time-sharing
- Post-judgement modification(s)
- Domestic violence injunctions (civil)
- Prenuptials/Postnuptial
- Enforcement of judgments
- Wills



It's time to focus on yourself with an FIU Online master's degree. Transform your future with an advanced degree. As an FIU staff member, you can take advantage of the tuition waiver and apply for FIU Online scholarships. Most programs can be completed in 12 to 24 months. Go the next level and become a leader

with tools that FIU Online can provide. Explore our online programs [here](#). For more information, please contact FIU Online at (305) 348-3125 or onlineprograms@fiu.edu.

Celebration of Life Memorial for Anan Bakir

Celebration of Life Memorial

In loving memory of

Anan Bakir

Last weekend, FIU lost one of our own. Join us as we celebrate the life of Anan Bakir, who worked in the Communication, Architecture + The Arts (CARTA) department. A memorial will take place Thursday, April 26th from 3:00 p.m. – 4:30 p.m. in GC Ballroom East. For more information, please click [here](#). To RSVP, please contact Nicole Kolich at nkolich@fiu.edu or (305) 348-3107.

The College of Arts, Sciences & Education Camps at MMC



Searching for a fun, adventurous, and exciting camp for kids during the summer? Look no further! The College of Arts, Sciences & Education at MMC is sponsoring enrichment workshops for youth ages 5 and up. For more information or to register online, please click [here](#). Should you have any questions, please contact Ana Jimenez at (305) 348-6545 or email summercamp@fiu.edu.

Dr. Carlos J. Finlay Elementary FIU Friends & Family Orientation



Dr. Carlos J. Finlay Elementary



ATTENTION FIU Employees

Dr. Carlos J. Finlay Elementary School's 2018 – 2019 registration is currently open for all grade levels. They are now accepting requests for Out-of-Area Transfers for FIU employees who do not live within the school boundaries! Join them for the "FIU Friends & Family Orientation on Tuesday, May 15th at 8:30 a.m. School is adjacent to the Modesto A. Maidique Campus. Private tours are also available upon request. For more information, please click [here](#). Should you have any questions, please contact Elena Octala, Assistant Principal, at eoctala@dadeschools.net.

To provide feedback on this newsletter, please contact us at hadmin@fiu.edu