



▶ HAPPY NEW YEAR!  
UPDATES FOR THE NEW  
ACADEMIC YEAR



▶ FRS RETIREMENT  
PLAN—EMPLOYEE  
WEBCAST SCHEDULE



▶ MAKING LIFE EASIER  
NEW PORTAL ONLINE  
FEATURES ARE HERE

3rd QUARTER | 2015

# On the Money

FLORIDA SOUTHWESTERN STATE COLLEGE'S BENEFITS & PAYROLL NEWSLETTER

## Happy New "Academic" Year!

As we wrap up our summer fun and look toward an exciting new academic year, we wanted to take some time to review one of our procedure changes that will affect the 2015-2016 year for our adjunct and faculty members.

Last spring as Human Resources rolled out the new electronic contract system known as FLAC, we implemented a new payroll calendar for all adjunct contracts and overloads to better serve the departments and our employees. This new payment plan allows departments the time necessary to enter, approve, change or delete contracts and overloads at the beginning of the academic period before any payment is processed.

This change in schedule is also beneficial to our employees because it spreads the payments out equally over the remaining pay periods, rather than adding retro lump sum payments that can increase an employee's tax liability for the pay period.

The Adjunct Contract and Overload Calendar 2015-2016 outlines the deadlines and the number of payments that can be expected based on the contract submission date. This calendar can be located at [www.fsw.edu/payroll/forms](http://www.fsw.edu/payroll/forms).

## New Student Employee Orientations

The new year brings new student employees and we want to help acclimate them to FSW! Payroll has developed a new student employee and web time orientation and we are happy to provide training to any area and are willing to travel to you.

If you are having a department meeting for your new employees and want to have payroll present the orientation, just let us know when and where and we will be there! Or, if you would like for payroll to host a training session, we will work with you to schedule different dates and times to try and accommodate student schedules.

If you are interested in having payroll present at your meetings or would like to set up an orientation training schedule, please contact Melissa Tenzel at 239-432-6713 or [mtenzel@fsw.edu](mailto:mtenzel@fsw.edu).



## 2015 FRS Webinars

FRS is offering free financial planning workshops for FRS covered employees in October. These webinars will be conducted out of Tallahassee and via a live broadcast over the internet. To register for any of the workshops below, please call 1-866-446-9377 then choose Option 2. The dates and topics for the FRS webinars are:

**10/20/2015 10:00am to 12:00pm**  
"Using the FRS to Plan for Retirement"

**10/20/2015 1:00pm to 3:00pm**  
"Investment Planning for Everyone—the Basics"

**10/21/2015 10:00am to 12:00pm**  
"Nearing Retirement in the FRS"

**10/21/2015 1:00pm to 3:00pm**  
"New Employee Retirement Plan Choice"

## Open Enrollment 2016 & Benefits Fair Coming Soon

The new 2016 benefit rates and open enrollment season is coming soon! Don't forget—this is the only time of year that you can change, cancel or add benefits without a qualifying event, so be sure to check your email for updates and take the time to review your benefits needs for 2016.

Each year during open enrollment, FSW hosts the Employee Benefits Fair to help you learn more about what's available and to have vendors on site to answer your important questions. The 2015 Benefits Fair will be held on:

**Tuesday, September 29th** Lee Campus 9:30am to 4:30pm

**Wednesday, September 30th** Collier Campus 11:00am to 3:00pm

**Thursday, October 1st** Charlotte Campus 11:00am to 3:00pm

As always, if you have any questions or need assistance with any of your benefits, please contact our benefits team at [benefits@fsw.edu](mailto:benefits@fsw.edu) or call 239-489-9326.

## Finally—Getting Paid to Workout

Florida Blue has partnered with Healthways to offer FSW employees an opportunity to receive up to \$150 towards your annual gym costs; you will also earn 1 BlueRewards point each time you visit a gym. And, we all know that BlueRewards points mean...gift cards of your choice!

**How It Works:** Visit a gym at least 25 times per quarter for a yearly total of 100 visits to qualify for reimbursement.

The Healthways gym network gives you access to over 8,000 facilities across the nation for just \$25 per month.

What if you're so in love with your gym that you don't want to change? No problem, you may still qualify for reimbursement. Find out all the details by contacting Adam Millis at 239-433-6916 or [adam.millis@fsw.edu](mailto:adam.millis@fsw.edu).



## Back by Popular Demand

To help combat the negative effects of sitting for long periods and to keep you energized throughout the workday, we invited Blue Cross and Blue Shield to our campuses to host a Deskercise workshop last spring. It was such a success that we are bringing it back!

So, mark your calendars—the Deskercise workshop will be held on **October 28, 2015 from 12:00pm to 1:00pm** on the Lee Campus with Polycom access being provided for the Charlotte, Collier and the Hendry/Glades campuses.

Be sure to look out for an email from Benefits for RSVP information. And—RSVP early! It was such a popular event last time that the Lee Campus ran out of seats!

## Coming Down the Pike

FSW has partnered with Mercer to conduct a dependent eligibility verification for all of FSW's health care plans. The audit will require employees who cover their dependents under our health care plans to provide proof of eligibility documentation for each dependent covered. Not to panic, there are several documents that will satisfy the eligibility verification requirement and you can obtain a complete list at <http://www.fsw.edu/viewdocs/doc/304559>.

In the coming weeks, you will be receiving an email from FSW outlining what will be necessary to prove eligibility. You will also be receiving an email from Mercer explaining the process and how to submit your documents.

**The deadline to submit the required documents to Mercer will be October 2, 2015.** If documentation cannot be provided, all non-verified dependents will be removed from our plans effective 10/31/2015.

We understand that any time we have to hunt down our official papers it is annoying and a complete pain—that's why we all hate going to the DMV, but this process will assist FSW in providing the best possible rates to all employees in the coming years.

## The Portal Gets Better and Better

You wanted to be able to add, cancel or update your direct deposit accounts online and we heard you! Effective immediately, employees can now update their direct deposit information via the portal. To use this new feature, log into the portal, click on "Employee Services", click on "Banner Web Services", click on "Pay Information". Then click "Direct Deposit Breakdown", and click "Update Direct Deposit Allocation". From there you can change your allocations or add or inactivate accounts. Please note, if you are trying to re-activate an old account, you will still need to contact Payroll as the system is not equipped to re-activate accounts online. As we mentioned in the last newsletter, you also have the ability to update your W-4 exemptions online as well.

*And we are letting the cat out of the bag on this one*—but we are just so excited, we can't wait to share! Ellucian has released a major overhaul of the portal employee self service system dubbed the "Employee Profile". This new design will allow you to find all of your important employee information on one page with drop down features that will allow you to access your data with one simple click.

Our Information Technology team is testing this new program and it is planned to roll out later this year. We hope you will enjoy the new super charged user friendly layout and design!



*Florida SouthWestern State College is committed to providing an educational and working environment free from discrimination and harassment. All programs, activities, employment and facilities of Florida SouthWestern State College are available to all on a non-discriminatory basis, without regard to race, sex, age, color, religion, national origin, ethnicity, disability, sexual orientation, marital status, genetic information or veteran's status. The College is an equal access/equal opportunity institution. Questions pertaining to educational equity, equal access or equal opportunity should be addressed to Title IX/Equity Officer, Florida SouthWestern State College, 8099 College Parkway, Fort Myers, FL 33919, (239) 489-9051.*

## Foreign National Employees

Our international student and employee population is growing! We wanted to share with you that all non U.S. citizens who are working for FSW, must complete additional paperwork to comply with the Internal Revenue Service (IRS) guidelines on employing Foreign Nationals.

As a non U.S. citizen working for FSW, an employee must complete the "Foreign National Information Form" and provide supporting documentation as outlined on the form to satisfy the IRS requirements. The form and identification documentation must be provided to the payroll office before any payment can be made to the employee.

The Foreign National Information Form can be obtained by going to [www.fsw.edu/payroll/foreign](http://www.fsw.edu/payroll/foreign) and then click on form link. Once the form is completed and the necessary identification documentation attached, it can be delivered to Payroll in building N-101 for processing.

If you need any assistance in completing this form or have any questions please contact Melissa Tenzel at 239-432-6713 or [mtenzel@fsw.edu](mailto:mtenzel@fsw.edu).

Have an idea, suggestion, rant or rave? Please contact us at [benefits@fsw.edu](mailto:benefits@fsw.edu) or [payroll@fsw.edu](mailto:payroll@fsw.edu) —we would love to hear from you!

Mercy Saroza  
Assistant Director of  
Employee Services  
Ext. 11326

**Benefits**  
(239) 489-9342 main  
(239) 489-9041 fax  
[Benefits@fsw.edu](mailto:Benefits@fsw.edu)

Adam Millis  
Benefits Specialist  
Ext. 16916

Carmen Hernandez  
Employee Services  
Assistant  
Ext. 11342

**Payroll**  
(239) 489-9342 main  
(239) 489-9042 fax  
[Payroll@fsw.edu](mailto:Payroll@fsw.edu)

Melissa Tenzel  
Payroll Manager  
Ext. 16713

Sophia Rodriguez  
Payroll Representative  
Ext. 16956

Sara Wood  
Payroll Representative  
Ext. 11026