

Questions and Answers

Employee Information and Administrative Services

OFFICE OF HUMAN RESOURCES

Contact Information:

Benefits: Evelyn George (evelyn.george@famuedu.edu) (850)599-3367
Payroll: Lakeisha Brooks (lakeisha.brooks@famuedu.edu) (850)599-3416
Time & Attendance: Tasha Ingram (tasha.ingram@famuedu.edu) (850)599-3235
Resources for Living
(Employee Assistance Program): Sandi Smith Anderson (sandi.anderson@famuedu.edu) (850)599-3441

OFFICE OF THE CONTROLLER

Contact Information:

Controller (Distribution of paper pay checks): Tiffany Holmes (tiffany.holmes@famuedu.edu) (850)561-2888

Benefits:

Q1. Will my benefits be impacted?

A1. No. Your benefits will not change. You will be covered as you were before the emergency closing of satellite campuses.

Q2. Will my benefits deduction be impacted by the closing?

A2. No. Your benefits deduction will occur on the regular payroll processing period.

Q3. Who can I contact for my prescription coverage?

A3. Please contact CVS/Caremark at 1-888-766-5490.

Q4. If I had to evacuate, can I use my insurance card in another city?

A4. Yes. The hospital/medical care center will request to see your insurance card and government issued identification to bill the insurance carrier directly.

Payroll:

Q5 If the University is closed and I don't have direct deposit, where can I pick up my printed paycheck?

A5. Your printed paycheck will be available for pick-up on Tuesday, October 9, 2018 from 12:00 noon through 4:00 pm in the Office of the Controller, Suite 201 Foote-Hilyer Administrative Center.

Payroll con't:

Q6. Will my salary warrant (paycheck) be impacted?

A6. No. Employees will be paid as described below:

- a. Active Executive Service, A&P, Faculty, and USPS employees will be paid by default if they did not report any leave hours. If they reported leave hours, their leave hours will be approved by mass approval.
- b. Active Adjunct and Graduate Assistants employees will be paid by default.
- c. Active OPS employees who enter hours worked into iRattler will be approved by mass approval.

Q7. Will my direct deposit be impacted?

A7. No. We will direct deposit in the same manner as previous salary warrant.

Q8: Can I request a cash advance on my paycheck from the University?

A8. No. However, please consult with your supervisor regarding other options that may be available to you.

Time & Attendance:

Q9. If I am USPS or OPS who might be required to work during an emergency closing, how do I report hours worked?

A9. Please contact your departmental representative to inquire about how to report hours worked in iRattler and on your timesheet.

Q10. Will my leave be charged during an emergency closing?

A10. No. All Executive Service, A&P, Faculty and USPS employees will be granted Administrative Leave with Pay for the days the University is officially closed.

Q11. If I was on a prior approved leave, will I be eligible for Administrative Leave with Pay?

A11. No. You must use the leave that was previously approved.

Q11. If I am unable to return to work after the University has reopened, what are my options?

A12. Please contact your supervisor/department directly to discuss your leave options of annual, compensatory, if applicable or leave without pay.

Q13. If I have exhausted my accrued leave, can I receive leave donation from another employee?

A13. No. The University does not have a shared leave policy.

Time & Attendance con't

Q14. Are OPS employees eligible for Administrative Leave with Pay?

A14. No. All OPS employees are paid based on hours worked. If an OPS employee is required to work during closure, all time worked must be supervised where appropriate and approved by the immediate supervisor and the President or Vice President as appropriate. See Question 9 (Q9/A9).

Q15. Can I work from home during the emergency closing?

A15. No. The University does not have a telecommuting policy.

Resources for Living:

Q16. Are counseling services available to employees?

A16. Yes. The University's Employee Assistance Program (EAP) provider is AETNA Resources for Living. EAP provides 24-hour confidential support, consultation, and resources that's available to faculty and non-OPS staff, and their immediate family members, who live in their household (as defined by State Health Insurance Programs) who may need assistance with life, family and financial challenges. EAP offers short-term counseling services for personal or work-related issues, at no cost. Related topics include Emergency and Hurricane Preparedness to name a few. A licensed counselor is available 24 hours per day to talk with employees, give guidance, and provide the right resources. All EAP calls are confidential, except as required by law.

Click on this link for [Resources for Natural Disasters](#)

For direct assistance and information regarding Emergency and Hurricane Preparedness, you may call 1-800-272-7252.

For 24-hour confidential access to Aetna online resources, including Emergency and Hurricane Preparedness, please visit www.mylifevalues.com.

- Login: *FAMU*
- Password: *FAMU*
- For specific tips on preparing for Hurricane and Flood, enter keyword "Hurricanes".

If you have additional questions regarding the EAP Program, please call Sandi Smith Anderson, Director, Human Resources at (850)599-3441.

