Quick Hits
Office of Human Resources - 850-599-3611

1. **Florida Minimum Wage effective 01/01/2015 IS $8.05 per hour.**
2. For all employees, especially OPS employees, please include the **working/certifying department number on the OPS contract** so that time entry, time approval and the Cost Center Report can be processed smoothly.
3. **THE OFFICIAL NAMES OF EMPLOYEES AS PRINTED ON THEIR SOCIAL SECURITY CARD MUST BE USED ON ALL HUMAN RESOURCES RELATED DOCUMENTS.** Nick name or alias create many issues in the processing/tracking of documents.
4. For OPS employees with multiple jobs, overtime may be charged to both jobs depending on the number of hours worked per work week.
5. For OPS and USPS employees to be authorized to work overtime, an overtime request form must be completed and approved by the President or President’s designee (Provost or Vice Presidents).
6. OPS students enrolled and employed at FAMU **cannot exceed .625 FTE or 50 hours** in a bi-weekly pay period from **all jobs.**
7. OPS college work-study students enrolled and employed at FAMU **cannot have any other employment with the University** per the Office of Financial Aid.
8. Graduate Assistants total FTE from all jobs at FAMU **cannot exceed .50** or **40 hours in a bi-weekly pay period.** Any increase or change in hours has to be authorized by the Dean of Graduate Studies (850-599-3505).
9. Before a Non-Resident Alien can be hired, the Office of International Programs (850-599-3563) must be notified in order to obtain a Memorandum of Review.
10. **Adjuncts:** All adjuncts who are not working their contracted hours, the department must report zero in iRattler for the days they are not working to prevent any overpayments.
11. **Graduate Assistants:** All Graduate Assistants who are not working their contracted hours are afforded 40 hours of leave to be used and paid. After the 40 hours of leave has been used, the department must report zero in iRattler for the days in which they are not working to prevent any overpayments.
12. Please use the website below to help calculate Section 4 of the OPS appointment. [http://www.eng.fsu.edu/facstaff/appointment_calc.html](http://www.eng.fsu.edu/facstaff/appointment_calc.html).

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