



HWCOR Human Resources Onboarding

May 26, 2026

Agenda

- ✓ **HWCOT HR Team**
- ✓ **HWCOT HR Webpage**
- ✓ **Recruitment & Onboarding**
- ✓ **Budget Liaisons**
- ✓ **Time and Leave Management**
- ✓ **PEP Process**
- ✓ **Best Practices**
- ✓ **Professional Development**
- ✓ **Employee Relations**
- ✓ **Employee Engagement**
- ✓ **Employee Concerns**

Agenda

Training Outcomes

Outcomes	Supervisor Key Takeaways
HR Foundations	Understand supervisor role, responsibilities and when to engage HR
Recruitment & Onboarding	Understand recruitment process and best practice for onboarding
Time & Leave Management	Accurately review, approve, and manage time and leave of absence
Performance Management	Understand the importance of ongoing feedback, PEP comments, ratings and SMART goals
Employee Relations	Identify, address, and escalate employee concerns timely and appropriately
Employee Engagement	Promote development, recognition, and a positive team environment
Employee Concerns	Get familiar with available resources and provide safe space to employees

HWCOC Human Resources Team



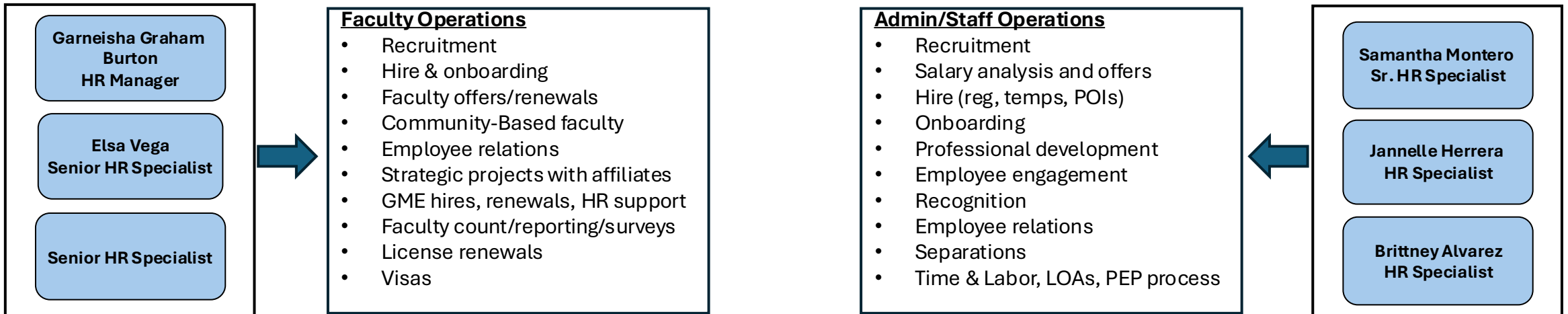
Yasmira Lopez
Associate Director of Human Resources
Faculty Operations



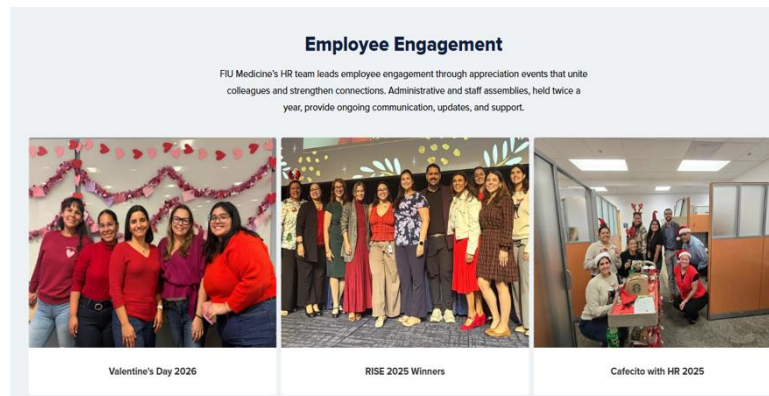
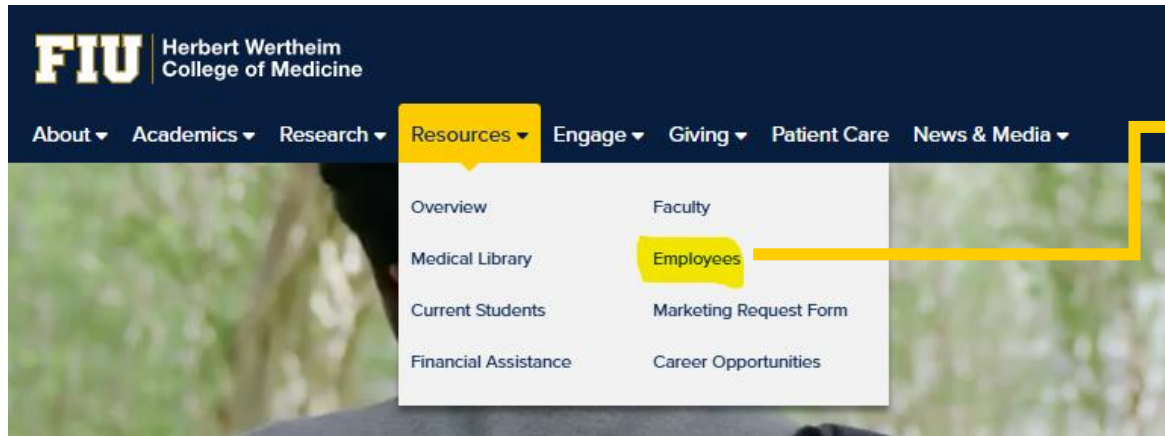
Natacha Alonso
Director of Human Resources



Carmen Garcia
Assistant Director of Human Resources
Admin/Staff Operations



College of Medicine HR Webpage



Employees

As an employee of FIU, you'll want to have easy access to resources that are important to every employee. Here you will find information for new employees, learn about our recognition program, obtain access to training and development materials, and links to helpful resources.

Contact us

Human Resources
305-348-0621
comhr@fiu.edu

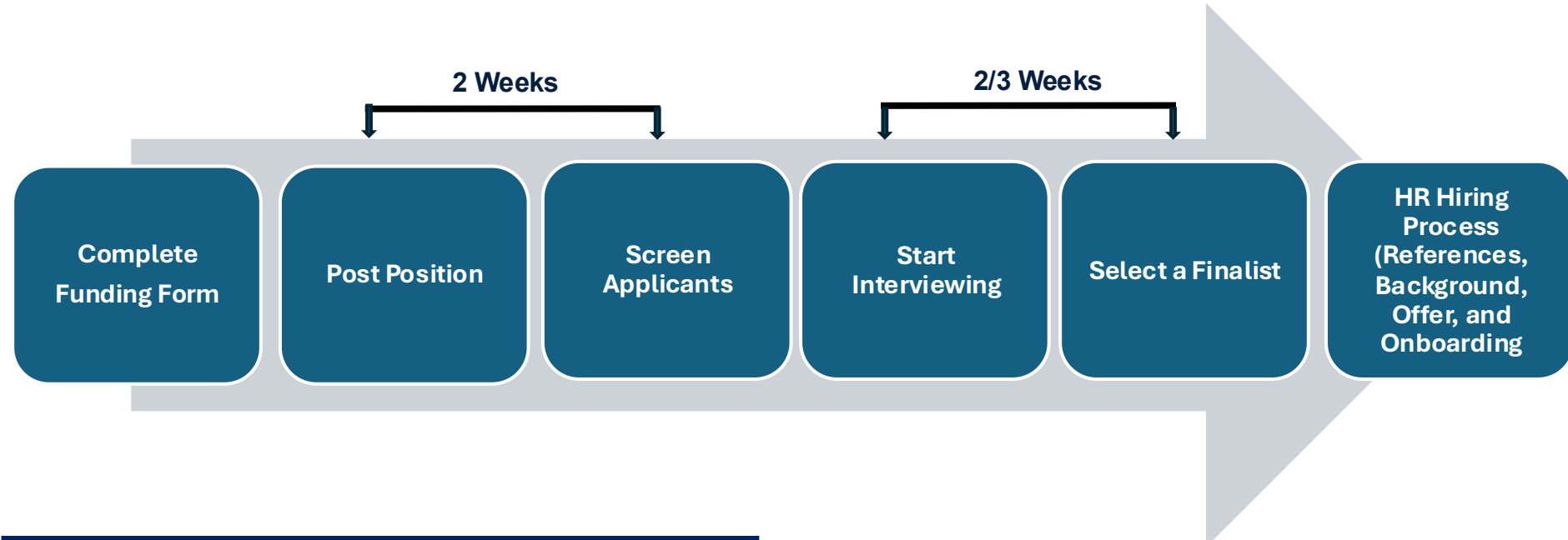


Supervisor Guide Topics:

- Payroll & Compensation
- Recruitment & Onboarding
- Leaves
- Appreciation & Recognition
- Managing Employees
- Employee Concerns
- Professional Development
- Safety & Emergency

Employees | FIU Herbert Wertheim College of Medicine

Recruitment Process (Admin/Staff roles)



Supervisor's Responsibilities:

- Review resumes within 2 weeks
- Identify interview pool and send HR the list
- Conduct interviews within 2/3 weeks
- Provide finalist to HR to start offer process

Supervisor's Responsibilities:

- Prepare a list of interview questions
- All interviews should follow same format (virtual, in person, etc.)
- Same interviewers for all applicants
- Ask same questions to all candidates

Recruitment & Position Types

Regular

- Funding Form
- Posting
- Interviews
- Pre-employment
- Hiring Process

CATEGORIES:

- Full - Time
- Part - Time

Temporary

- Funding Form
- **Posting (if +6 months)**
- **Interviews (if +6 months)**
- Pre-employment
- Hiring Process

CATEGORIES:

- Temp up to 6 months
- Temp +6 months

Students

- Funding Form
- **Positing – As needed**
- Interviews
- Pre-employment (if applicable)
- Hiring Process

CATEGORIES:

- Student Assistants
- Federal Work Student

Person of Interest (POI)

- Request to HWCOR HR
- Applicable forms sent to requestor
- Once forms completed, FIU processes appointment
- Pre-employment (if applicable)

CATEGORIES:

- Interns/Research Lab Interns
- Medical Residents (Non-Baptist)
- Consultants

Onboarding Process

**NEW HIRE CHECKLIST**
SUPERVISOR GUIDE

Prior to New Hires Start Date

- ☐ Coordinate space assignment with [Facilities Management](#)
- ☐ Coordinate computer/phone installation with [HWCOTM IT](#)
- ☐ Request [PantherSoft](#) system access (if applicable)
- ☐ [Request for business cards](#) (if applicable)
- ☐ Prepare office supplies
- ☐ Send new employee a welcome message indicating where and when they should report to work.
- ☐ Send an e-mail introducing the new employee to your team and those that will collaborate with the individual.

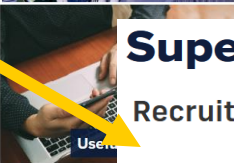
Once New Employee Starts

- ☐ Review job description and expectations
- ☐ Discuss work schedule and approval/reporting process for leave requests
- ☐ Provide department/HWCOTM primary phone extensions employee will utilize
- ☐ Inform importance of completing mandatory trainings (HIPAA/FERPA/Compliance/Non Exempt time and Labor (If applicable))
- ☐ Inform new employee of any additional trainings required per your department (if applicable)
- ☐ Ensure that your new hire has requested swipe key access and/or submitted physical key requests (if applicable). Approve the requests accordingly.
 - [Swipe Key Access](#) (please see the attachment below)
 - [Physical keys](#)
- ☐ Go over department and HWCOTM organizational chart (request from [HR](#))
- ☐ Review policies and procedures
- ☐ Provide a tour of department/HWCOTM and introduce Faculty and Staff
- ☐ [Discuss HWCOTM Strategic Plan](#)
- ☐ Meet with new employee at the end of the first week to answer questions, discuss their first week experience, and provide direction for the next few weeks

If you have any questions and/or need additional guidance, please feel free to contact HWCOTM Human Resources at 305.348.0621 or via email at comhr@fiu.edu

Supervisor's Responsibilities:

- Prior to the start date, ensure the employee has assigned space, equipment, system access, etc.
- Welcome the new employee and introduce them to the team and key colleagues
- Review the employee's responsibilities and expectations for the position
- Review work schedule, time reporting, and leave procedures
- Ensure employee completes all required trainings
- Provide position related SOPs and training



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Overview

Medical Library

Current Students

Financial Assistance

Faculty

Employees

Marketing Request Form

Career Opportunities

Supervisor Guide

Recruitment & Onboarding

- [Recruitment & Onboarding](#)
- [Search & Screen Committee Training](#)
- [New Employee Onboarding](#)
- [FIU Medicine New Hire Checklist Supervisor Guide](#)

Budget Liaisons

Myriam Ampuero &
Anabel Lopez

**Academic
Affairs**

Emmet Kiliddjian & Monica
Snider/ Laura Malespin

**Clinical
Affairs**

Priscilla Chaves

**Faculty Affairs
DoME**

Michael Paez &
Clyde Felix

**Research
Administration**

Budget Liaisons Responsibilities:

- Budget Process
- Funding Approval
- Allocations
- Employee Actions
- Professional Development
- Expenses

Time Approval

Supervisor's Responsibilities:

- Review time
- Ensure hours are entered correctly for hourly employees
- Ensure codes are accurately entered
- Correct hours/codes, if needed
- Approve time every pay period
- Discuss flex time/overtime, if needed
- Inform HR if you have any questions or concerns
- If you are out on leave, ensure you proxy someone to approve timesheets or contact HR

[Time/Leave Submission & Approval — FIU Human Resources](#)

2026 Payroll Deadlines							
PAY PERIOD DATES	PP	ePAF APPROVAL/ SIGN-ON SUBMISSION DEADLINE BY 5:00PM	FIRST LEVEL CONTRACT APPROVAL DEADLINE BY 5:00PM	EMPLOYEE TIME/LEAVE SUBMISSION DEADLINE BY 5:00PM	SUPERVISOR APPROVAL DEADLINE BY 2:00PM	PAY DAY	
12/20/25	01/02/26	14	12/16/25	12/17/25	01/02/26	01/05/26	01/09/26
01/03/26	01/16/26	15	01/07/26*	01/09/26*	01/15/26*	01/16/26*	01/23/26
01/17/26	01/30/26	16	01/22/26	01/26/26	01/30/26	02/02/26	02/06/26
01/31/26	02/13/26	17	02/05/26	02/09/26	02/13/26	02/16/26	02/20/26
02/14/26	02/27/26	18	02/19/26	02/23/26	02/27/26	03/02/26	03/06/26
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05/09/26	05/22/26	24	05/13/26^	05/15/26^	05/21/26^	05/22/26^	05/29/26
05/23/26	06/05/26	25	05/28/26	06/01/26	06/05/26	06/08/26	06/12/26
06/06/26	06/19/26	26	06/11/26	06/15/26	06/19/26	06/22/26	06/26/26
06/20/26	07/03/26	1	06/24/26*	06/26/26*	07/02/26*	07/06/26	07/10/26
07/04/26	07/17/26	2	07/09/26	07/13/26	07/17/26	07/20/26	07/24/26
07/18/26	07/31/26	3	07/23/26	07/27/26			
08/01/26	08/14/26	4	08/06/26	08/10/26			
08/15/26	08/28/26	5	08/20/26	08/24/26			
08/29/26	09/11/26	6	9/2/2026†	9/4/2026†			
09/12/26	09/25/26	7	09/17/26	09/21/26			
09/26/26	10/09/26	8	10/01/26	10/05/26			
10/10/26	10/23/26	9	10/15/26	10/19/26			
10/24/26	11/06/26	10	10/28/26**	10/30/26**			
11/07/26	11/20/26	11	11/09/26Δ	11/12/26Δ			
11/21/26	12/04/26	12	11/23/26Δ	11/30/26			
12/05/26	12/18/26	13	12/07/26	12/09/26			

Holiday Schedule 2026		
Holiday	Day Observed	Date Observed
New Year's Day	Thursday	January 1, 2026
Martin Luther King, Jr. Day	Monday	January 19, 2026
Memorial Day	Monday	May 25, 2026
Independence Day (Observed)	Friday	July 3, 2026
Labor Day	Monday	September 7, 2026
Veteran's Day	Wednesday	November 11, 2026
Thanksgiving Day	Thursday	November 26, 2026
Friday after Thanksgiving	Friday	November 27, 2026
Winter Break Day 1	Thursday	December 24, 2026
Christmas Day	Friday	December 25, 2026
Winter Break Day 2	Thursday	December 31, 2026
New Year's Day	Friday	January 1, 2027
Martin Luther King, Jr. Day	Monday	January 18, 2027

* Deadlines revised due to Martin Luther King Jr. Holiday.
^ Deadlines revised due to Memorial Day Holiday.
† Deadlines revised due to July 4th Holiday.
‡ Deadlines revised due to Labor Day Holiday.
** Deadlines revised due to Veterans Day Holiday.
Δ Deadlines and Pay Day revised due to Thanksgiving Holiday.
Deadlines revised due to Christmas Day Holiday.

[Payroll-CALENDAR-2026.pdf](#)

[HOLIDAY-SCHEDULE-2026.pdf](#)

Leave Accruals

Sick Leave Accrual for Full-Time Employees				
Position Type	Bargaining Unit Accrual Rate		Out of Unit	Accrual Maximum
	PBA FNA UFF			
Faculty, Administrative & Staff	4 hours per pay period		4 hours per pay period	1,920 hours
Executive Service	N/A		5 hours per pay period	
Note: Sick leave accruals are prorated based on FTE using the following formula: $FTE \times \text{Accrual rate per pay period}$ Example: Employee with FTE 1 (40 standard weekly hours, 80 hours biweekly) reports 40 hours worked in a per pay period. The accrual calculation would be as follows: $\text{Pay period FTE (0.5)} \times \text{accrual rate (4 hours biweekly)} = 2 \text{ hours of sick leave accrued for that pay period.}$				
Vacation Leave Accrual for Full-Time Employees				
Position Type	Bargaining Unit Accrual Rate		Out of Unit	Accrual Maximum
	PBA FNA	UFF		
Faculty (12-month Appointment)	N/A	6.77 hours per pay period	7 hours per pay period	352 hours (refer to the UFF Agreement for 12-month faculty in-unit excess annual leave maximum conversion)
Administrative	N/A	N/A	7 hours per pay period	352 hours
Executive Service	N/A	N/A	9.22 hours per pay period	480 hours
Staff Exempt	7 hours per pay period	N/A	7 hours per pay period	352 hours
Staff Non-Exempt Service: up to 5 years	5 hours per pay period	N/A	5 hours per pay period	250 hours
Staff Non-Exempt Service: 5 - 10 years	6 hours per pay period	N/A	6 hours per pay period	250 hours
Staff Non-Exempt Service: 10+ years	7 hours per pay period	N/A	7 hours per pay period	250 hours
Note: Vacation accruals are prorated based on FTE using the following formula: $FTE \times \text{Accrual Rate per pay period}$				

[Leave Accruals — FIU Human Resources](#)

Supervisor's Responsibilities:

VACATION LEAVE

- Vacation leave must be approved by the supervisor prior to the employee taking the time off from work

SICK LEAVE

- Employees must use sick leave for its intended purpose (identify potential pattern of abuse)
- Identify potential FMLA needs
- Report any medical leave to the HR Team if it consists of **four (4) or more consecutive business days**

IDENTIFY PATTERN OF ABSENTEESIM

- Leave type & reason
- Days of the week

[LOA — FIU Human Resources](#)

Work Week

- Each workweek stands by itself
- The FIU workweek begins on Saturday at 12:01am and ends on Friday at midnight
- Non-exempt employees are entitled to overtime compensation for hours worked more than 40 in a workweek
- Overtime should be approved by the supervisor in advance
- An hourly employee's scheduled hours could be adjusted by the supervisor to meet the needs of the department within the same workweek (flex time)



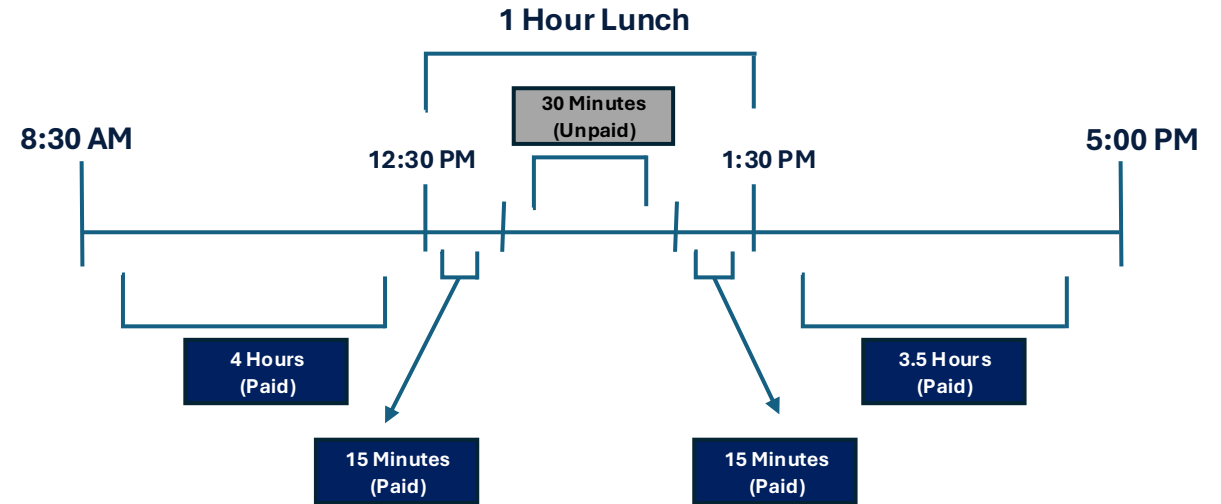
Hours Worked

- All hours that an employee works must be accurately entered in PantherSoft
- Employees must be paid for all hours worked
- Leave hours taken and holidays are not considered “hours worked”, therefore, would not count toward the 40 hours within the workweek



Meal & Break Periods

- There are no mandated breaks under Florida law
- FIU policy allows a 30-minute unpaid lunch per 6 hours worked
- FIU policy allows an additional two paid 15-minute breaks for an 8-hour worked day
- FIU generally allows employees to combine the 30-minute lunch with two 15-minute breaks for a total 1-hour lunch break, depending on business needs

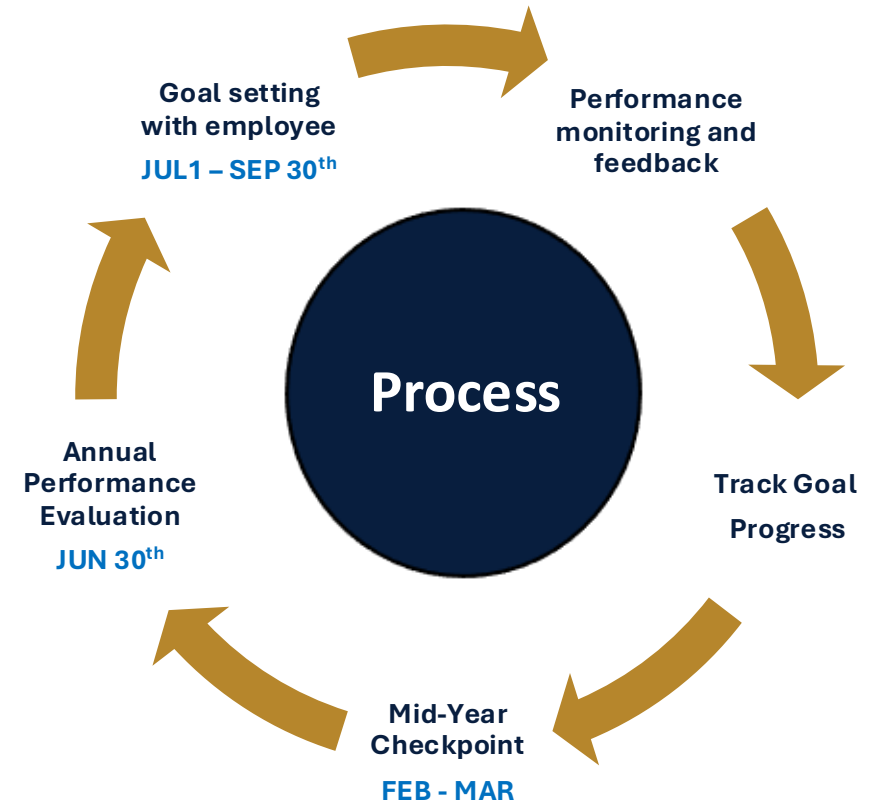


- **Workday Length:** 8.5 Hours
- **Paid Time:** 8 hours (7.5 worked + 0.5 paid breaks)
- **Rest Periods:** may not be used 1) to [offset late arrival or early departure](#) from work or 2) to accumulate paid time off from one day to the next

Performance Excellence Process (PEP)

Supervisor's Responsibilities:

- Meet with the employee to discuss their performance evaluation and provide meaningful feedback
- Complete the evaluation and provide clear examples that support the ratings assigned
- If a rating of “2” is given, consult and work with HWCOR HR to ensure appropriate next steps
- Establish SMART goals (Specific, Measurable, Achievable, Relevant, and Time-bound)
- Discuss opportunities for professional development aligned with department goals and employee interests



DEADLINES

- Self Eval: **Jul 31**
- Supervisor Eval: **Sep 11**
- Second Level Approval: **Sep 30**

[Manager PEP Toolkit — FIU Human Resources](#)

Best Practices

- Schedule regular 1:1 meetings with clear agendas and follow-ups

- Set and communicate clear expectations, goals, and deadlines

- Maintain and follow standardized operating procedures (SOPs)

- Promote cross-training to ensure coverage and continuity

- Monitor progress, provide ongoing feedback and address issues promptly

- Celebrate wins and give credit

- Foster accountability, collaboration, and a positive work environment

- Communicate openly, trust employees to make decisions and support their growth

Professional Development

Supervisor's Responsibilities:

- Encourage employees to participate in professional development opportunities to strengthen skills and support career growth.
- Discuss training needs during regular meetings and performance evaluations.
- Follow up on completed trainings and discuss how new skills can be applied to their work.
- Promote a culture of continuous learning and development within the team.

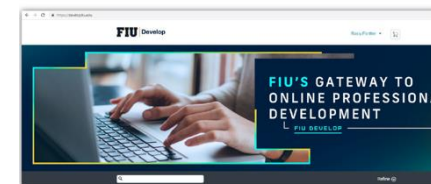
Professional Development Opportunities for HWCOC Admin & Staff



Professional Development Approval Process

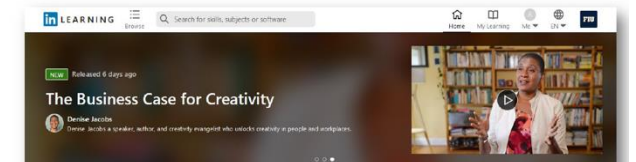


FIU Develop



[FIU Develop](#)

LinkedIn Learning

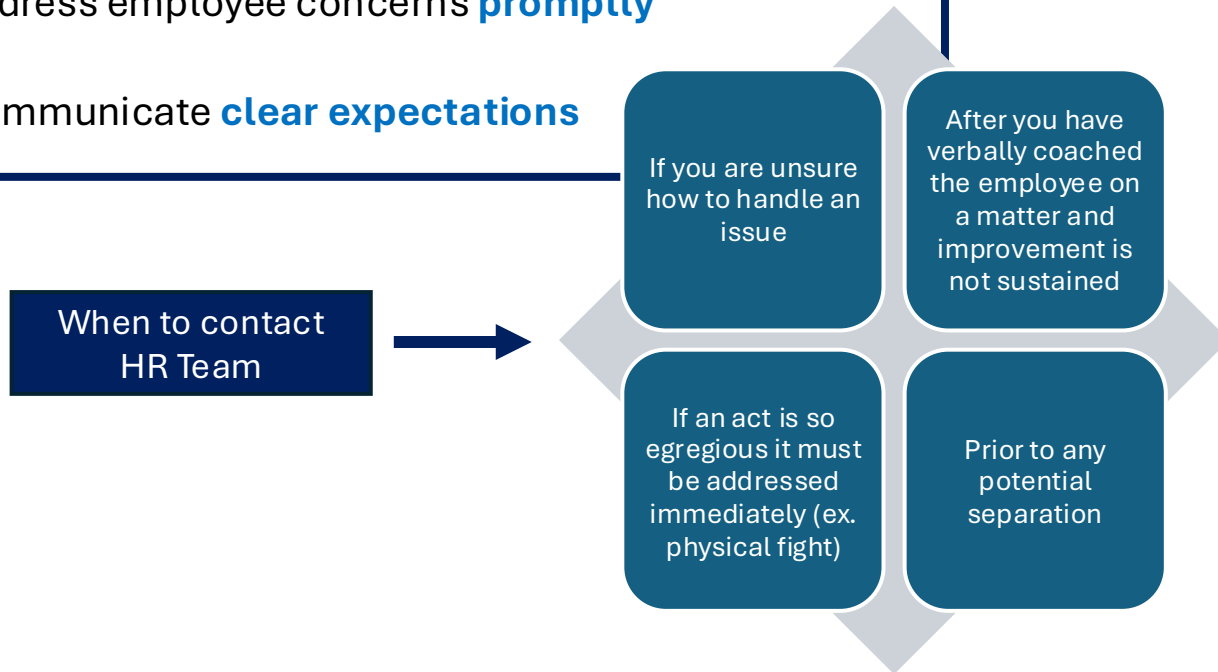


[LinkedIn Learning](#)

Employee Relations

Supervisor's Responsibilities:

- **Consult with HWCOR Human Resources** when addressing employee relations issues, including performance concerns, attendance, workplace conflicts, or policy guidance
- Address employee concerns **promptly**
- Communicate **clear expectations**



1. Address the **FACTS** (provide supportive concrete examples)



2. Give an opportunity to the employee to provide **FEEDBACK**



3. Explain the **IMPACT** (provide examples)



4. Set clear **EXPECTATIONS**



5. Follow up with a **WRITTEN SUMMARY**

How to address concerns

Employee Engagement



EMPLOYEE EVENTS

The HR Team organizes **several events and social gatherings during the year** with the following goal:

- Create meaningful experiences that strengthen connection among employees
- Create opportunities for employees to feel recognized, valued, and energized through thoughtfully curated experiences.

[Employees | FIU Herbert Wertheim College of Medicine](#)



ADMIN/STAFF ASSEMBLY

- Admin/Staff Assemblies are held twice a year to **share college relevant updates for employees to stay informed.**
- We foster a sense of belonging by encouraging active participation and engagement by involving employees in the planning and activities

[Employees | FIU Herbert Wertheim College of Medicine](#)



RISE RECOGNITION PROGRAM

- RISE Recognition Program is held once a year to **recognize outstanding HWCOM employees.**
- Honors employees who demonstrate excellence, dedication, and teamwork.

[Appreciation & Recognition | FIU Herbert Wertheim College of Medicine](#)

Employee Concerns

Supervisor's Responsibilities:

- Encourage open communication and provide employees with a safe space to raise concerns or questions
- Inform employees they can report workplace concerns directly to their supervisor or department leadership
- Encourage employees to contact Herbert Wertheim College of Medicine Human Resources for guidance or support
- Advise employees they may use FIU's reporting channels when appropriate to raise concerns or seek assistance



HOW TO REPORT CONCERNS

- Discuss with your supervisor
- Discuss with the department chair/department head
- Contact FIU Medicine at comhr@fiu.edu or via phone 305-348-0621
- Contact the Office of employee and labor relations at elr@fiu.edu or via phone at 305-348-4186
- Report anonymously
- Ethical Panther Hotline - FIU Compliance Office
- Employee Concerns - FIU Human Resources

Your Voice Matters – Don't Hesitate To Reach Out

Important Contacts

Emergencies

FIU Police Department (Non-emergency): 305-348-2626
FIU Police Department
Emergency line: 5-911
[FIU Police Department website](#)

Human Resources

Main HR: 305-348-2181
hr@fiu.edu

HWCOT HR: 305-348-0621
comhr@fiu.edu

IT Support

FIU Division of IT: 305-348-2284
[UTS Resources](#)
it@fiu.edu
HWCOT IT: 305-348-4843
[HWCOT IT Contacts](#)
comit247@fiu.edu

FIU Campus Information

MMC Main Phone Number:
305-348-2000
BBC Main Phone Number:
305-919-5500
[FIU Contact Information](#)

FIU Health

Appointments:
305-348-3627
[FIU Health](#)

Office of Employee Assistance

Main: 305-348-2469
[OEA website](#)
oea@fiu.edu

Access, Compliance and Equal Opportunity

Main: 305-348-2785
[Access, Compliance, and Equal Opportunity](#)
ace@fiu.edu

People First Benefits

Employees: 866-663-4735
Monday - Friday
8am - 6pm
[People First Portal](#)

Other

[HWCOT Admin Offices](#)
[HWCOT Medicine Directory](#)
[See more important contacts](#)

Contact Information

Natacha Alonso

Director of Human Resources
naalonso@fiu.edu /305.348.6315

Yasmira Lopez

Associate Director of Human Resources
lopezyas@fiu.edu /305.348.6025

Carmen Garcia

Assistant Director of Human Resources
carmgarc@fiu.edu /305.348.6239

HWCOR Human Resources

comhr@fiu.edu

305-348-0621

