

Spring 2016

Department Representative Meeting

March 2, 2016

Welcome & Introduction

Sarah Mirkin

HR Communications Manager

Thank You to Our Partners

College of Medicine

Office of Business Services

Ringling Center for the Cultural Arts

Finance & Administration Update

Kyle Clark

*Vice President for Finance &
Administration*

Current Projects

- Collective bargaining
- New budget system
- Process Improvements
- Digital signature solution
- Streamlined management of federal student financial aid
- Implemented a Graduate Assistant Tuition Payment Plan
- Provided free online e-checks as a method of payment

Current Projects

- Shared Services Initiatives
 - Snack Vending
 - 1st Joint Competitive Solicitation with TCC, FAMU, FSU
 - Deferred Maintenance Software
 - Benchmarking services
 - Learning Management System
 - Online course software
 - Office Supplies
 - Travel Services (In Progress)
 - IT Computers/Peripherals/Services (In Progress)
 - Executive Search (In Progress)
 - Industrial/ Specialty Gases (In Progress)

Current Projects

- Public Private Partnership Guidelines
 - Convention, Retail, and Entertainment District
 - Varsity Way
 - Panama City Residence Hall
- Transportation masterplan
- Fleet management
- Human resource ERP upgrades in progress
- Information Technology Upgrades
- Vehicle Maintenance

Current Projects

- Transfer from Avis Rental Car to Enterprise / National Rental Car
- Strengthen Policies Related to Payment Card Industry Standards
- Transportation and Game Day Management
- Energy Savings Enhancements
- Implement Space Management Software

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Facilities Design & Construction Active Major Projects

Project Number	Project Description	SCHEDULE				BUDGET			
		Architect/ Engineer	Bid/Guarantee Max Price	Construction	Substantial Completion	Planning	Construction	Equipment	Total
FS-242	University Housing Replacement	11/15/2012	06/20/2013	08/05/2013	06/30/2015	\$7,600,000	\$ 46,300,000	\$1,500,000	\$ 55,400,000
FS-221	University Housing Replacement Phase 2 including Urban Eateries Dining Concept	9/29/2014	07/15/2015	08/15/2015	06/01/2017	4,830,355	62,382,899	2,450,000	69,663,254
FS-259	Earth Ocean. & Atmosph. Sci. (EOAS)	09/05/2013	05/01/2016	07/01/2016	05/30/2018	3,504,462	56,100,000	5,345,538	64,950,000
FS-298	Asian Art Study Center	04/01/2012	09/15/2013	12/20/2013	06/27/2015	902,100	9,318,309	685,000	10,905,409
FS-218	Doak Campbell Stadium Improvements	09/01/2014	01/15/2015	02/01/2015	09/01/16	5,000,000	75,000,000	5,000,000	85,000,000
31672 / 31866	Athletics Locker Room/Offices	04/24/2014	01/29/2015	03/23/2015	03/29/16	300,000	3,250,000	450,000	4,000,000
FS-275	Interdisciplinary Research & Commercialization Bldg (IRCB)	04/15/2015	05/15/2016	06/15/2016	06/15/2018	5,000,000	63,000,000	17,000,000	85,000,000
FS-253	Donald L. Tucker Center	Varies	Varies	Varies	Varies	2,823,931	18,046,792	6,404,445	27,275,168
31780 / 31954	Tucker Locker Room Improvements	10/18/14	10/30/2015	Mar 16	Sept 16	422,846	3,577,154	300,000	4,300,000
FS-321	College of Engineering (FSU\FAMU)	02/01/2015	08/15/2015	09/01/2015	08/01/2016	1,600,000	9385188	200,000	11,185,188

Projects Underway

\$ 417,679,019

Earth, Ocean, & Atmospheric Sciences

Substantial Completion Date: August 2018 (if funds are received this session)

GSF: 130,000 +/-

Total Cost: \$64,950,000

Fund Source: FCO

Project Information:

To be located at the prominent corner of Woodward Avenue & Tennessee Street, the new EOAS building will provide state of the art classrooms, teaching labs, research labs, and offices for the Earth Ocean & Atmospheric Sciences Department which has been created from the recently merged departments of Geology, Oceanography, and Meteorology.

Consultants:

Architects – Bohlin Cywinski Jackson Architects, Pittsburgh, PA

Contractor – Ajax Construction, Tallahassee, FL

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Earth, Ocean, & Atmospheric Sciences



University Housing Replacement Phase 2

Substantial Completion Date: 6/1/2017

GSF: 209,000 (Buildings 3 & 4); 19,300 GSF for Urban Eateries

Total Cost: \$64,500,000

Fund Source: University Funds

Project Information:

Dorman and Deviney have been demolished. Foundations for Buildings 3 and 4 are currently being installed. A 912-bed facility will be constructed in a suite style configuration. Common areas for study, lectures, recreation, and laundry are all included, as well as landscaped courtyards. Urban Eateries is a unique food service venue, to be located along Jefferson Street.

Consultants:

Architect – Gilchrist, Ross, Crowe Architects, Tallahassee, FL

Contractor – Culpepper Construction, Inc., Tallahassee, FL

University Housing Replacement Phase 2



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University Housing Replacement Phase 2



Doak Campbell Stadium Improvements

Completion Date: 8/1/2016

GSF: 75,000 new and renovated space

Total Cost: \$85,000,000

Fund Source: Seminole Boosters/Athletics

Project Information:

Improvements include the South end zone terrace/club seating and stadium seating, south end zone/ballroom expansion/renovation. Two new ingress/egress towers will be constructed along with replacement of the East/West skybox window wall, structural repairs, and mechanical upgrades.

Design-Build Consultants:

Architect – EMI Architects, Tallahassee, FL

Contractor – Childers Construction, Tallahassee, FL

Doak Campbell Stadium Improvements



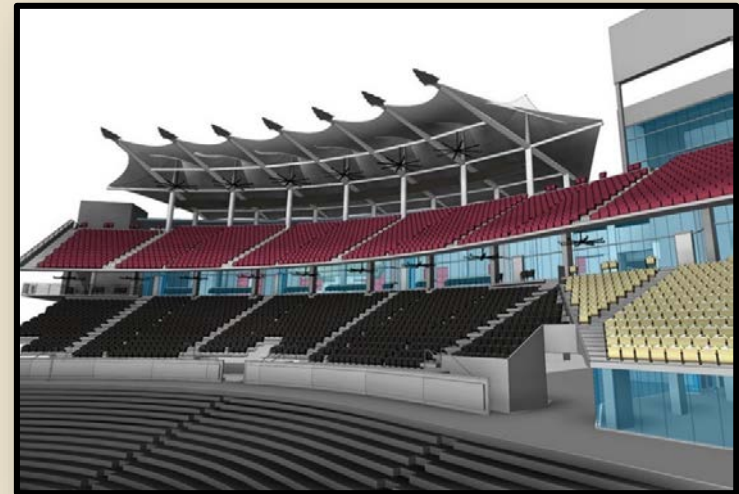
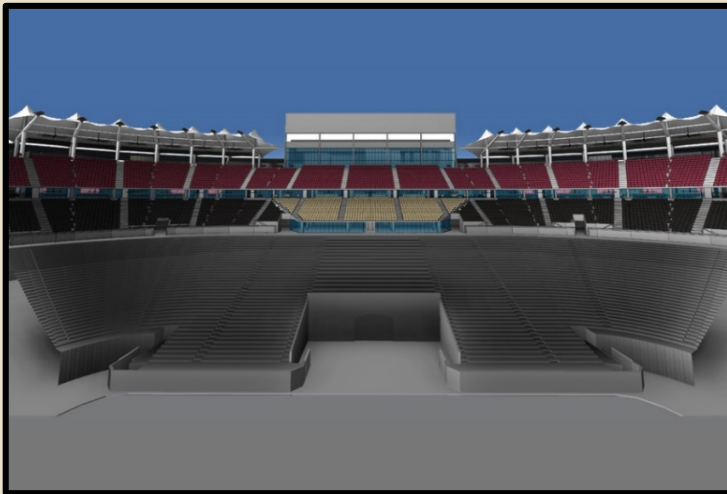
Doak Campbell Stadium Improvements



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Doak Campbell Stadium Improvements



Doak Campbell Stadium Improvements



Interdisciplinary Research & Commercialization Building (IRCB)

Completion Date: 2018 (if funds are received this session)

GSF: 125,000

Total Cost: \$85,000,000 (including equipment)

Fund Source: University Funds/FCO

Project Information:

This new facility will house interdisciplinary teams by creating a collaborative environment to conduct research and to develop commercialization opportunities to bring products to market. Spaces to be constructed are research labs, imaging/characterization labs, clean room facilities, collaboration spaces, administrative spaces, and building support functions. Researchers in the disciplines of biomedical engineering, chemistry, chemical engineering, condensed matter physics, and device prototyping will be accommodated.

Consultants:

Architect – Wilson Architects, Boston, MA

Contractor – Whiting-Turner, Tampa, FL

Interdisciplinary Research & Commercialization Building (IRCB)



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Interdisciplinary Research & Commercialization Building (IRCB)



Interdisciplinary Research & Commercialization Building (IRCB)



Ringling Campus – Asian Art Study Center

Substantial Completion Date: 6/26/2015

GSF: 30,000

Total Cost: \$9,850,000

Fund Source: University Funds

Project Information:

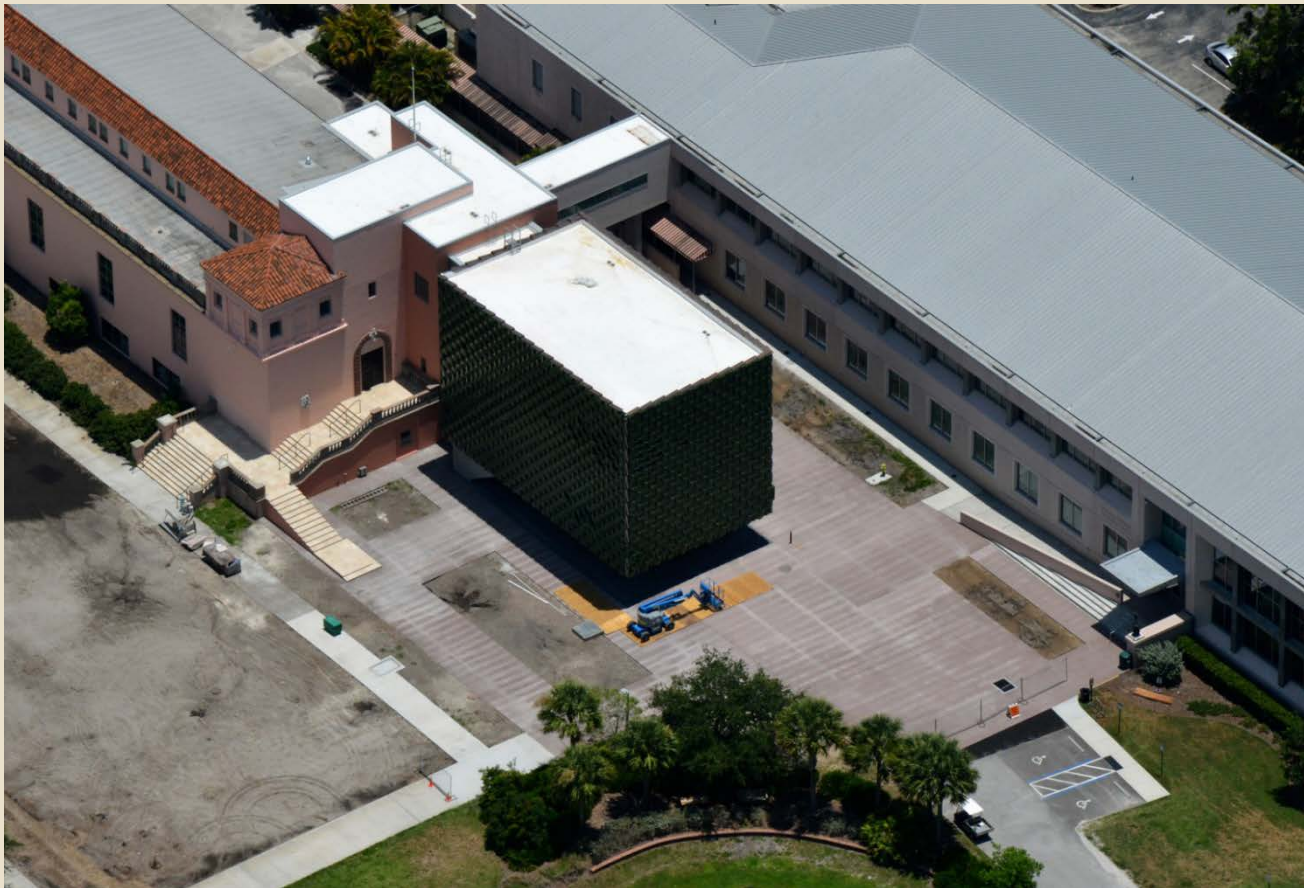
The project consists of new and renovated gallery, exhibition, educational, administrative and support space to display and accommodate Ringling's various art collections.

Consultants:

Architects – Machado & Silvetti Architects, Boston, MA

Contractor – Willis A. Smith Construction, Sarasota, FL

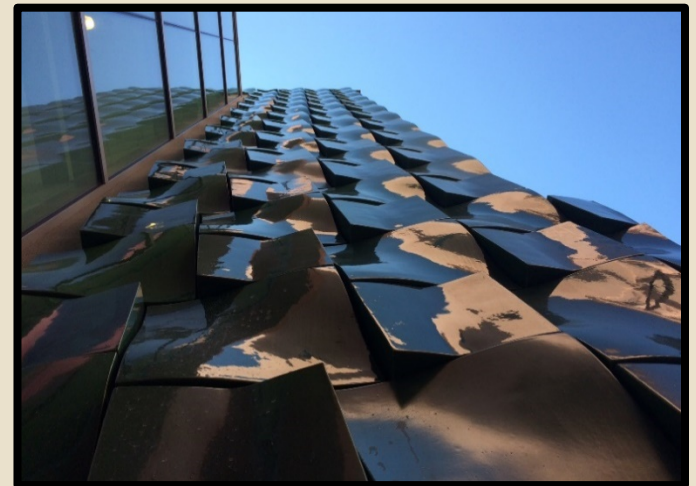
Ringling Campus – Asian Art Study Center



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Asian Art Study Center



Asian Art Study Center



Strozier Library Improvements

Substantial Completion Date: 8/31/2016

GSF: 125,000

Total Cost: \$3,500,000

Fund Source: FCO/University Funds

Project Information:

The project consists of many improvements to the upper floors at Strozier Library. New furnishings, carpet, paint, ceilings/lighting, and mechanical improvements are planned. Construction is expected to start in December and will be phased to keep the library operational. All work is expected to be complete by August 2016.

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Strozier Library Improvements



Strozier Library Improvements



Message from the President

John Thrasher

President

Telecommuting & The Americans with Disabilities Act

Amber M. Wagner

HR Administrator

Equal Opportunity & Compliance

Facts and Myths

- HR needs to know about all telecommuting.
 - **Fact.** Unless otherwise discussed with HR, an **approved** telecommuting agreement must be on file with HR for any work, within the 40 hour a week requirement, performed outside the typical work environment.
- Approval is only needed from the department or college.
 - **Myth.** Prior to the start of the telecommuting, approval must be received from HR.

Facts and Myths

- If I need to stay home for medical reasons, I can just work from home.
 - **Myth.** A one day occurrence can be approved by a supervisor, but telecommuting during an extended medical absence needs clearance from your doctor and an **approved** telecommuting agreement.
- HR rarely approves requests.
 - **Myth.** Every telecommuting request received is processed. Most are approved.

Facts and Myths

- Any employee can request to telecommute.
 - **Fact.** Telecommuting is a benefit that can be requested by anyone, but it is only approved if supported by the employee's supervisory chain and HR. There are several factors for consideration:
 - Job Duties
 - Length of service
 - Performance Evaluations
 - Medical Restrictions

Americans with Disabilities Act (ADA)

Reasonable Accommodations

- Disability
 - A physical or mental impairment that substantially limits one or more major life activities.
- Accommodation
 - Modification or adjustment to a job, work environment, or practices/procedures that enable an employee to complete the essential functions of their job.

Reasonable Accommodations

- Federal Obligation
 - As an employer, University must:
 - Make reasonable accommodations.
 - For qualified employees with disabilities.
 - Unless it creates an undue hardship.

What is an “Undue Hardship”?

- Case-by-case determination.
- Depends on the size, scope, and resources of an organization.
- Has to be documented and made in consultation with HR.
- We want to assist employees in performing their job, as appropriate.

Reasonable Accommodations

- No Magic Words
- Notification of Rights
 - If an employee indicates they have a **medical condition impacting their ability to do their job**, you should **refer them** to the ADA Reasonable Accommodation process.
 - Additionally, if they make a specific request, you should report to HR.

Medical Restrictions vs. Reasonable Accommodations

If an employee returns to work with a doctor's note that includes restrictions:

- Implement the restriction, if possible.
- If it is not possible, the employee needs to continue to **use leave** proportional to the duties that cannot be performed.
- Consult HR, Employee & Labor Relations when an employee returns to work with restrictions.
- If the employee considers themselves an individual with a disability, they may **also** request assistance through the ADA reasonable accommodation process.

Informal Accommodations

- Modifying/adjusting an employee's job, work environment, or how practices/procedures are implemented **without** a formal agreement.
 - Can set a precedent for how other similarly situated employees will need to be assisted.
- Modifications should be **formalized** to ensure expectations are set and to maintain fairness.

Reasonable Accommodations

- Graduate Assistants
 - If a GA needs an accommodation related to their assistantship assignment, that should go through the HR accommodation process.
 - Yes, they count as employees, and have all the same rights and protections.
- Taking any Employment Actions
 - Do not take any employment action, either negative or trying to be helpful, without consulting HR.

Reasonable Accommodations

- Pregnancy Accommodations
 - Under the law, childbirth is a medical condition.
 - Must informally and formally accommodate as you would any other employee.



Reasonable Accommodations

- Non-Retaliation
 - Requesting a reasonable accommodation is a protected activity.
 - It violates FSU policy to take any negative actions or create a hostile environment because of an accommodation.

ADA Service Animals

- Per DOJ, only Dogs and Miniature Horses
 - Must allow to accompany a student/visitor wherever they would typically have access.
 - Employees should follow the reasonable accommodation process.
 - May ask: *“Is this a trained service animal for you as an individual with a disability?”*
 - Comfort animals



Policies and Contact Info

- Telecommuting
 - policies.vpfa.fsu.edu/personnel/3b.html#6
- ADA Reasonable Accommodation
 - policies.vpfa.fsu.edu/personnel/3i.html#1
- Contact Amber M. Wagner, *HR Administrator*
 - (850) 645-1458
 - amwagner@fsu.edu

Door Prize



Summer Camp Background Checks

April Smatt

Senior HR Specialist

Employment & Recruitment Services

Summer Camp Background Checks

- [Section 409.175 of the Florida Statutes](#) requires employers to conduct Level 2 Background Checks on all summer camp personnel prior to employment.
- Although coordinated by HR, these background checks are not run by our vendor, Accurate Background, Inc.

Who Needs a Summer Camp Background Check?

- New and current staff being considered for employment or a volunteer role in a summer camp.
 - New candidates for employment
 - Volunteers
 - Current FSU employees with summer camp duties

Who does **NOT** need a Summer Camp Background Check?

- Current employees who previously had a *summer camp background check* do **NOT** need a new background check this summer **unless**:
 1. The summer camp background check was 5 or more years ago (2011 or prior), or
 2. They've had a 31 day break in service (terminated in OMNI HR) or a 90 day break in funding (unfunded) since the summer camp background check.

Who does NOT need a Summer Camp Background Check?

- Volunteers who:
 1. Work less than 10 hours per month, **and**
 2. Are always in the line of site of a person who has passed a summer camp background check

Summer Camp Background Checks

- Key Resources
 - [Essentials of Summer Camp Background Checks for 2016](#)
 - [Summer Camp Background Checks 2016 – FAQs](#)
 - [Process for Requesting a Criminal History Background Check](#)
- Key Contacts
 - April Smatt, asmatt@fsu.edu
 - Becky Maas, bpmaas@fsu.edu
- Next Training
 - March 8, register in OMNI HR

Mass Appointments,
ePAF+ Enhancements, &
OMNI Security Enhancements

Katie Filomio

Assistant Director
Employee Data Management

What are Mass Appointments?

- A way to re-appoint multiple:
 - Graduate Assistants (GAs) or
 - 9-Month Faculty Members

in OMNI HR at the same time, using one spreadsheet, during a specific time period each semester.

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March 2016 — Graduate Assistant Mass Appointments

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
	1	2	3	4	5/6
7	8	9	10	11	12/13
				System open to	
14	15	16	17	18	19/20
Department Representatives (originator) for entry				Manager approval	
21	22	23	24	25	26/27
	Dep Rep reviews changes		Manager final approval		
28	29	30	31		
Sponsored Research approval			In OMNI HR		

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March/April 2016 — Faculty Mass Appointments

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
28	29	30	31	1	2/3
System open to Department Representatives (originator) for entry					
4	5	6	7	8	9/10
Cont'd					
11	12	13	14	15	16/17
Cont'd					
18	19	20	21	22	23/24
Cont'd		Sponsored Research approval			
25	26	27	28	29	30/
Cont'd				In OMNI HR	

ePaf+ Enhancements

Electronic Personnel Action Form Plus (ePAF+)

- An electronic form through OMNI HR, used to update an employee's position or job information such as:
 - salary changes,
 - funding extensions,
 - work hours, and
 - department changeswith automated workflow approval.

Upcoming ePAF+ Enhancements

- What
 - Paperless Employee Acknowledgements
 - Attachments
 - Flagging Wage Related Issues
 - Funding Details Period Amount
- When
 - March 2016

Employee Acknowledgement

- USPS, A&P, & Faculty employees with
 - change in funding end date or
 - a change in supervisorwill be able to acknowledge electronically via OMNI HR workflow.
- Departments no longer need to submit paper copies of signed ePAFs to Human Resources when the employee has acknowledged electronically.

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ePAF+ Originator Comments

FSU ePAF+ Approval

EMPLID=000026228, EMPL_RCD=0, POSITION_NBR=00056840, ACTION_DT_SS=2016-02-18, EFFSEQ=0: Pending


FSU ePAF+ Approval

Pending

 Sally Seminole
ePAF+ Department Manager



Not Routed

 Susie Nole Fan
Employee Acknowledgement



Not Routed

 Multiple Approvers
ePAF+ Comp/Class Staff Admin



Comments

Renegade Seminole at 02/18/16 - 10:23 AM

Supervisor Change inserts employee acknowledgment. You do not have to print the ePAF+ transaction and send it in separately.

Saved

Save as Draft

[Return to Transaction Search / Action Page](#)

Approval Signatures

Steps for Employee Acknowledgement

- Department representative submits ePAF+.
- Employee is automatically inserted in the electronic workflow.
- After Department Manager approval, an email is sent to the employee.
- Employee can approve via the worklist or approve ePAF+.

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Worklist

Worklist for |Susie Nole Fan

[Detail View](#)

Worklist Filters  Feed

Worklist Items							Personalize	Find	View All			First
From	Date From	Work Item	Worked By Activity	Approval Type	Priority	Link						
Sally Seminole	02/18/2016	Approval Routing	Approval Workflow		2-Medium <input type="text"/>	ePAF+: Susie Nole Fan 000026228 / 0 Effdt: 2016-02-18 Pos# 00056840	Mark Worked					

Select a Transaction

The list below contains ePAF requests requiring your approval. Click on an employee to view details and to process the approval.

ePAF+ Request Results								
	ePAF+ Request Results	Empl ID	Empl Record	Position Number	Position Title	Effective Date	Effective Sequence	J
1	Nole Fan, Susie	000026228	0	00056840	Academic Program Specialist	02/18/2016	0	9

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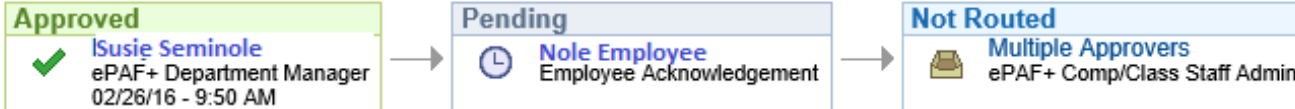
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ePAF+ Transaction Approvals

FSU ePAF+ Approval

EMPLID=000060286, EMPL_RCD=2, POSITION_NBR=00052569, ACTION_DT_SS=2016-02-26, EFFSEQ=0: Pending

FSU ePAF+ Approval



Comments

Betsy Becker at 02/26/16 - 9:50 AM
Approve Supervisor Change

Bryan Richards at 02/26/16 - 9:49 AM
Supervisor Change Employee Acknowledgement

Acknowledge



What if the Employee Doesn't Acknowledge Electronically?

- After 3 business days, ePAF+ is automatically reassigned to the employee's supervisor.
- Comments will be displayed when the supervisor takes action on behalf of the employee.
- Supervisor provides a paper copy signed by the employee to Human Resources.

Attachments


- User can add attachments using the “*Add Attachment*” paper-clip icon.

Favorites ▾ Main menu ▾ > ePAF+ ▾ > Enter ePAF+ Transactions


Enter ePAF+ Transaction


Incumbent:

Emplid	Rcd#	Name
200190858	0	Renegade Seminole

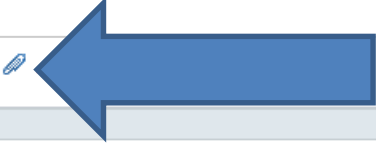
*Requested Transaction Date: 02/19/2016 

▼ Appointment Data

	Current Information	Proposed Changes
Job Code		
Job Code	M9184 Graduate Teaching Assistant	<input type="text"/> 
Salary Admin Pln	001 OPS Elapsed Time Reporters	
Pay Grade	099 OPS Elapsed Grade	
FLSA Status	No FLSA	
Union Code	42E UFFGAU_%9182,%9184,%9185	

Job 

You can attach a document, such as the Graduate Assistant Offer Letter.



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- If a document has been attached, the “*View Attachments*” icon displays and subsequent approvers can view attachments.


Favorites ▾ Main Menu ▾ > ePAF+ ▾ > Enter ePAF+ Transactions



Enter ePAF+ Transaction

Incumbents:

Emplid	Rcd#	Name
000024074	0	Renegade Seminole

Position Number: 00052570
Working Title: Administrative Specialist
Headcount Status: Filled

*Requested Transaction Date: 

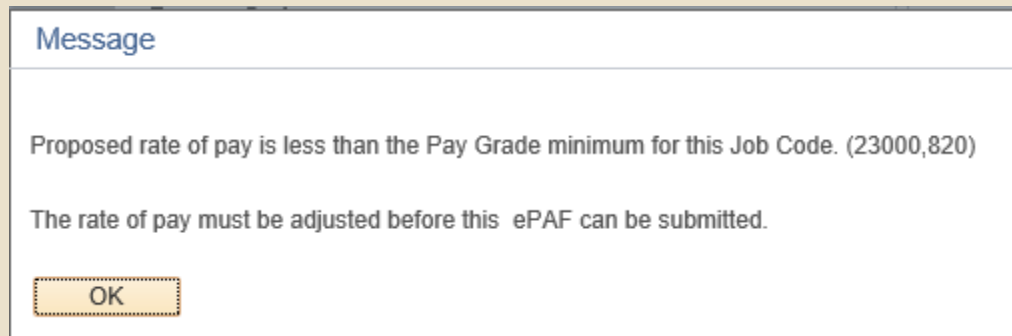
  [View Attachments](#)

Position Data

Current Information	Proposed Changes
Job Code	

Flagging Wage Related Issues

- Warning message appears when appointing at a salary less than the minimum for the job code.



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Flagging Wage Related Issues

Organizational Relationships

Department	126000	Edu Psychology & Learning Sys	<input type="text"/>
Location Code	00503204B	STONE BUILDING3204B	<input type="text"/>
County	Leon		
Supervisor ID	000054952	Sally Seminole	<input type="text"/>

Specific Information

Empl Class	OPS	
Admin Code	No Administrative Function	
Mail Code	4453	

Salary

Annual Rate	8490.361451	Reason Code	OPS Pay Rate Change
Bi-Weekly Rate	325.301205	Change Amount	-2489.361451
Hourly Rate	16.265060	Change Pct	-29.320
			6001.00
			229.923372
			11.496169

[Reset Changes](#)

Appointment Funding

Message

Hourly Rate is below the Minimum established for Graduate Assistants. (23000,826)

The rate of pay must be adjusted before this ePAF can be submitted.

OK

Funding Details Period Amount

- When a change to Full Time Equivalent (FTE) occurs, the employment period amount will calculate on the proposed FTE, providing an accurate reflection of the total dollar amount to be paid.

OMNI Security Enhancements

Multi-Factor Authentication (MFA) — DUO

What

- Upcoming OMNI security enhancement
- Uses the DUO application to add a layer of security to protect sensitive data you access in OMNI HR
- Will be required to access **HR Queries**



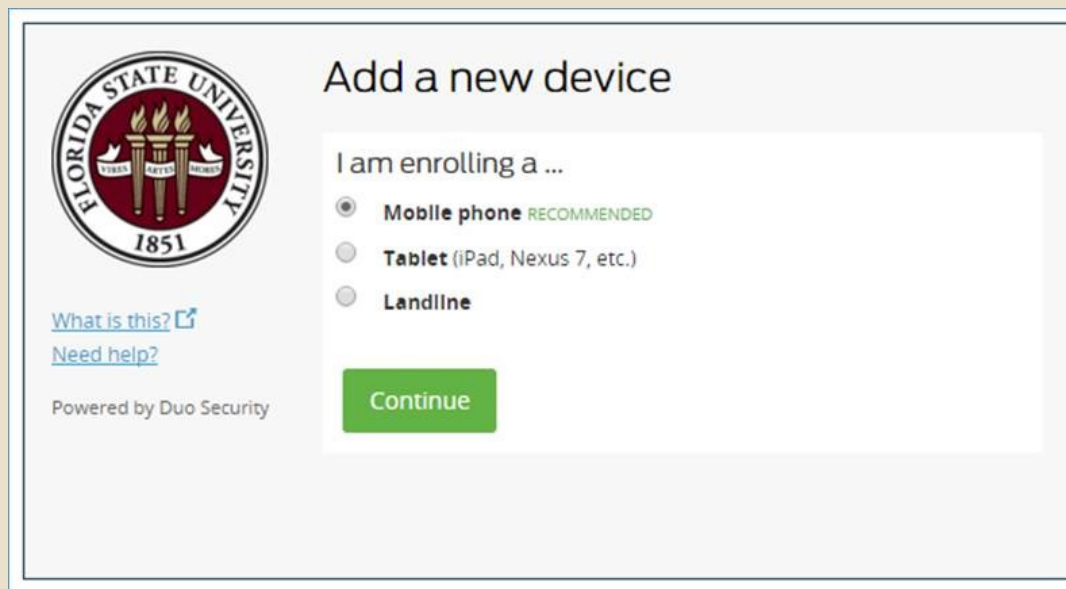
The screenshot shows a web page for setting up Duo Security. On the left is the Florida State University logo, which is a circular seal with three torches and the year 1851. Below the logo are two links: "What is this?" and "Need help?". At the bottom left of the logo area, it says "Powered by Duo Security". On the right side of the page, the heading reads "Protect Your Florida State University Account". Below this heading is a text box explaining that two-factor authentication enhances security by using a secondary device. At the bottom right, there is a green button labeled "Start setup".

Why MFA—DUO?

- Protects sensitive employee data from being breached.
- Prevents anyone from accessing your account, even if they know your password, by confirming through a second device.

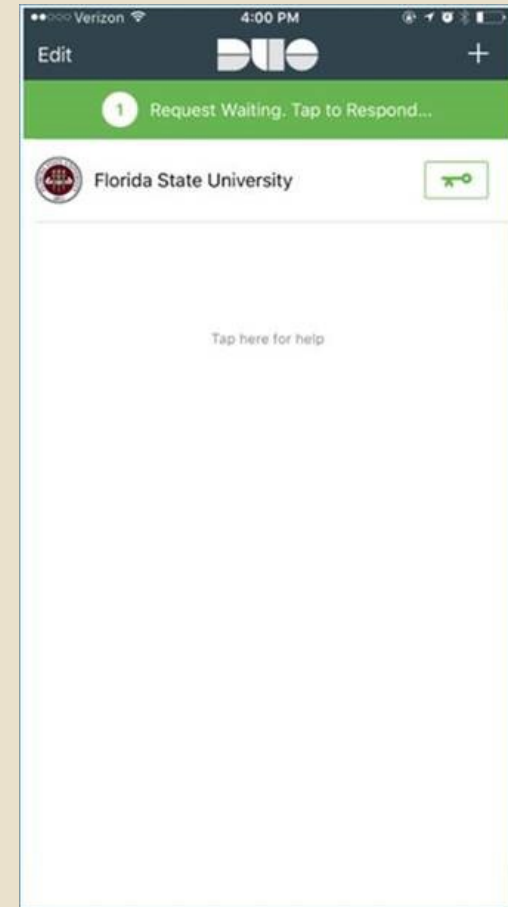
How Does MFA—DUO Work?

- Two Step Process
 - FSU ID Password, plus
 - DUO App on mobile phone, tablet, or landline



How Does MFA—DUO Work?

- When you want to access protected information in OMNI HR (like queries)
 1. You log in to OMNI HR with your FSU ID & password
 2. DUO App confirms your identity on the device you have set up (usually mobile phone)



When?

- Multi-Factor Authentication through the Duo app begins:
 - Spring 2016 for HR query viewing
 - Already used in central HR
- Stay tuned for more information.
- Once this enhancement is set up, you will be prompted to set up your Duo account the first time you navigate to a page that is protected by MFA.

Door Prize



Policy Update

Sarah Mirkin

Communications Manager
Communications

Remember the Nepotism Policy?

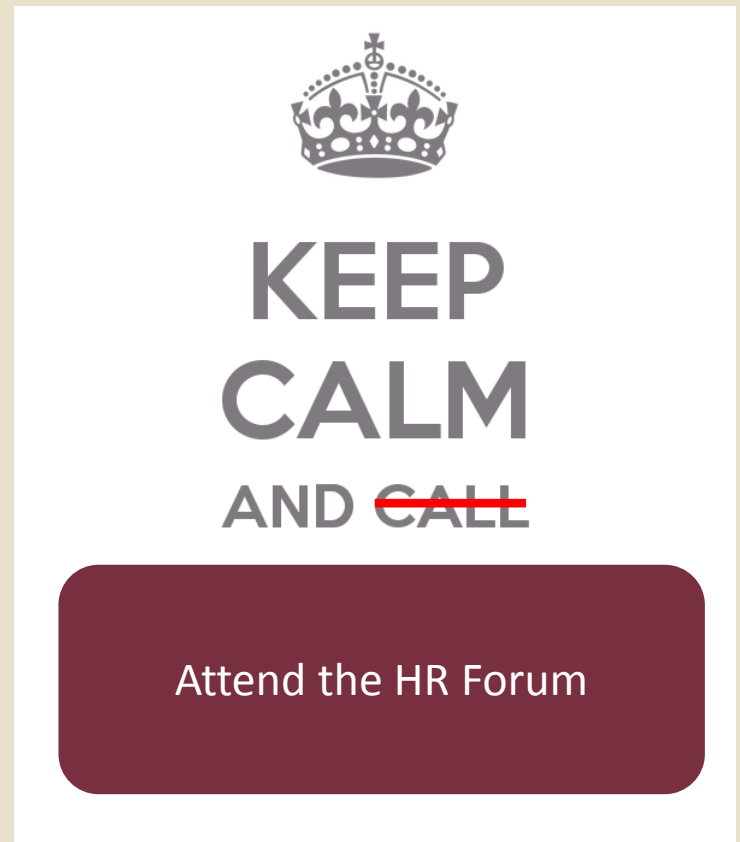


Update Employment of Relatives (Nepotism) Policy

- Regulation: March Board of Trustees Meeting
- Updated Policy: [Posted for Notice](#)
- ETA
 - July 2016 effective date

What Should You Do?

- Follow [Existing Policy](#)
- Stay tuned @ HR Forums



Smart Onboarding

Sarah Mirkin

Communications Manager
Communications

We've Been Thinking . . .



CRIMINAL HISTORY BACKGROUND CHECK PORTAL

Welcome to the Criminal History Background Check Portal

To get started, select Advertised or Un-advertised and then select the appointment type.

Advertised		Un-Advertised	
OPS	A&P / USPS	Faculty	
OPS Express	Volunteer, Courtesy, Contractor	Federal Work Study	

Next

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About Our Processes . . .

Departmental Representative Employment Checklist—Filling an A&P Position:

1. Create job opening in OMNI (see [OMNI E-Recruit Job Aids & Posting CI](#))
2. Have applications screened & routed by your [HR Recruiter](#) (must be done)
3. Contact candidates to schedule interviews
4. Conduct interviews with candidates
5. Create interview evaluations in OMNI (see [OMNI E-recruit Job Aids](#))
6. Identify applicant dispositions and record information in OMNI. Refer to [Criminal History Background Check Request Form](#)
7. Identify top candidate(s) and complete the following before making job offer:
 - a. Complete pre-employment references using [Employer Reference](#)
 - b. Request [pre-employment Criminal History Background Check](#) and [Criminal History Background Check Request Form](#)
 - c. Conduct education verification, if applicable ([copy of transcripts](#))
 - d. Collect and verify any other licensures/certificates required by position
 - e. If internal candidate, it's highly recommended to review employee file
 - f. Verify the salary to be offered meets FSU guidelines. Refer to [Salary/Appointment Explanation Form](#) if required
8. *Make job offer to top candidate, using [payroll calendar](#) to assist in identifying pay period
9. Complete pre-employment checklist in OMNI for selected candidate (see [OMNI E-recruit Job Aids](#))
10. **Create job offer in OMNI (see [OMNI E-recruit Job Aids](#))



Office of Human Resources
 Employment & Recruitment Services
 Phone: (850) 644-6034
 Fax: (850) 644-7033
 For electronic submissions use
[University Dropbox](#)

Criminal History Background Check Request Form

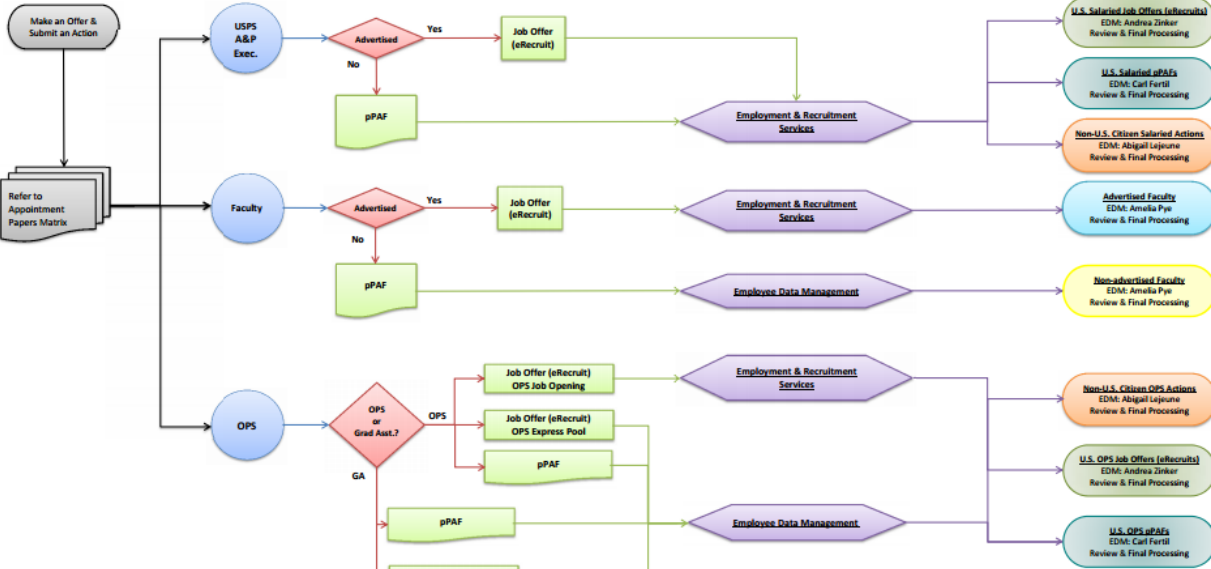
Date of request: _____

Types of Check below (HR will determine based on job posting or background check questionnaire):

Standard only Background Check—\$60

Level 2. Volunteers (non-summer camp)—\$57

11. Complete application
 - a. A&P O
 - b. Approval
 - c. If new hire
 - d. Copy of transcripts
 - e. Educational verification
 - f. Affirmations
 - g. Endorsements
 - h. If new hire
 - i. If non-hire
12. If new hire, routing to inter-office matrix
13. Notify applicant



NOTE: The appointment allow time for the appointment

*Job offer cannot be made
 **If current employee.

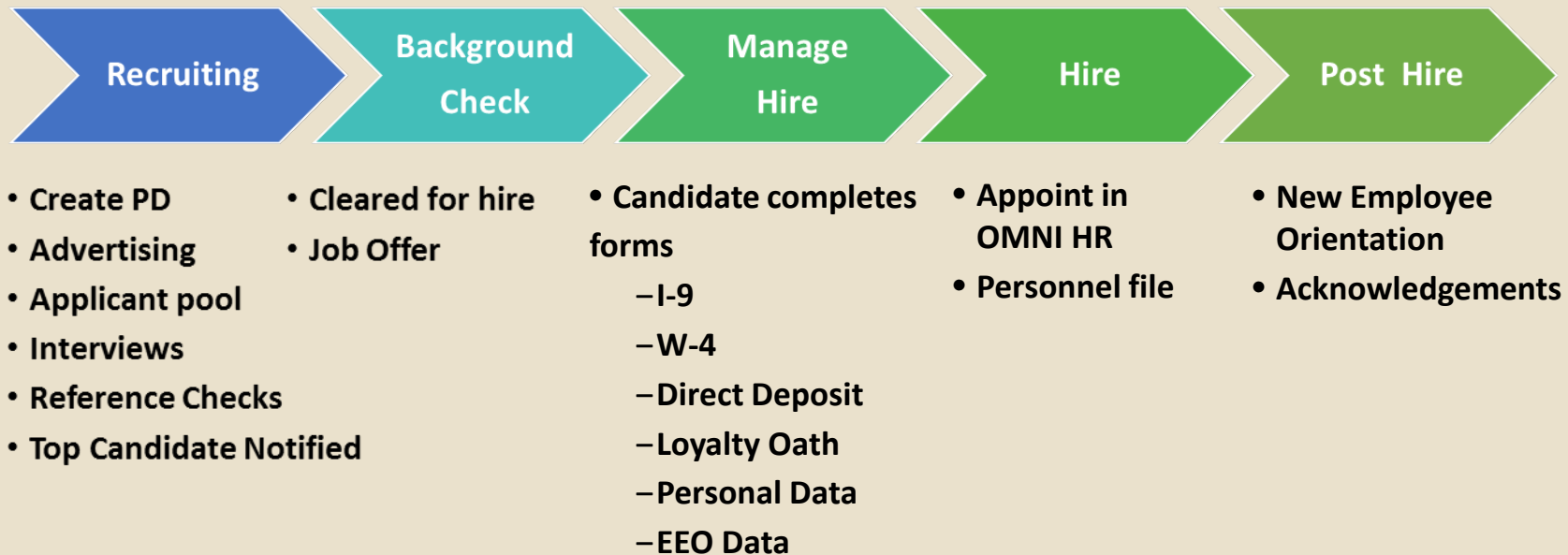
Resources:
 HR Website: [www.hr.fsu.edu](#)
 Department Rep. Res
 Department Rep. Form
 Non-US Citizen Empl
 Filling a USPS or A&P

Job Opening ID: _____
 Position #: _____

U.S. Salaried Job Offers (eRecruits) EDM: Andrea Zeiser Review & Final Processing \$70
 U.S. Salaried pPAFs EDM: Carl Fertill Review & Final Processing \$74.00
 Non-U.S. Citizen Salaried Actions EDM: Abigail Lejeune Review & Final Processing
 Advertised Faculty EDM: Amalia Pyle Review & Final Processing
 Non-Advertised Faculty EDM: Amalia Pyle Review & Final Processing
 Non-U.S. Citizen OPS Actions EDM: Abigail Lejeune Review & Final Processing
 U.S. OPS Job Offers (eRecruits) EDM: Andrea Zeiser Review & Final Processing
 U.S. OPS pPAFs EDM: Carl Fertill Review & Final Processing

Must be submitted with this form to initiate the process.
 Last Name: _____
 Date: _____ (mm/dd/yyyy)

And the Big Picture

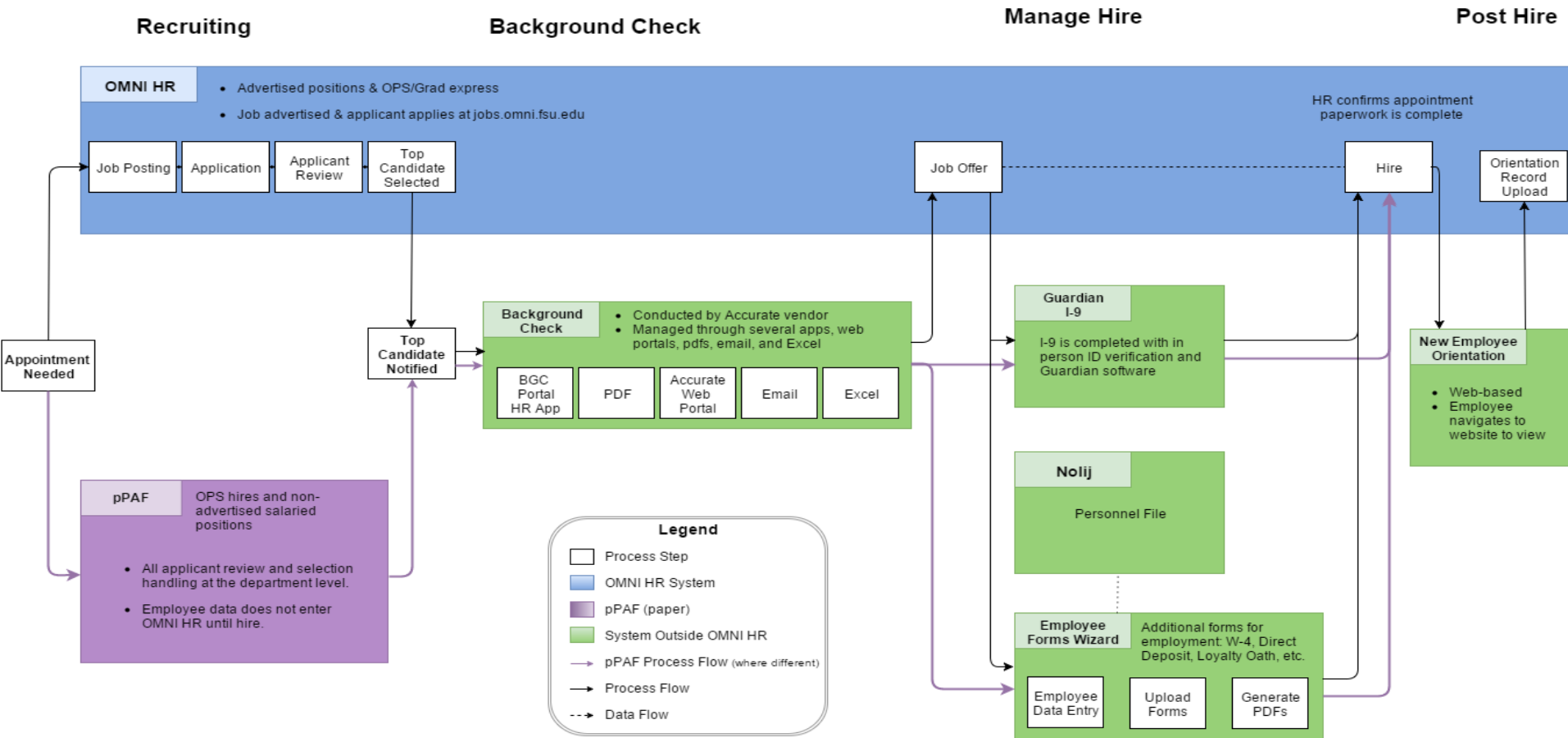


FLORIDA STATE UNIVERSITY

The Office of Human Resources

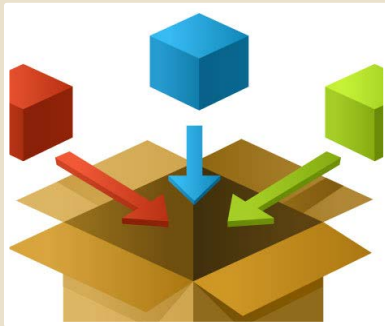
What We Found

Onboarding Current State



Where We Want to Go

Consolidate



Employee Data

Process Steps

Reduce



Paper

Data Entry

Time to Hire

Improve



Visibility/Coordination

Ease

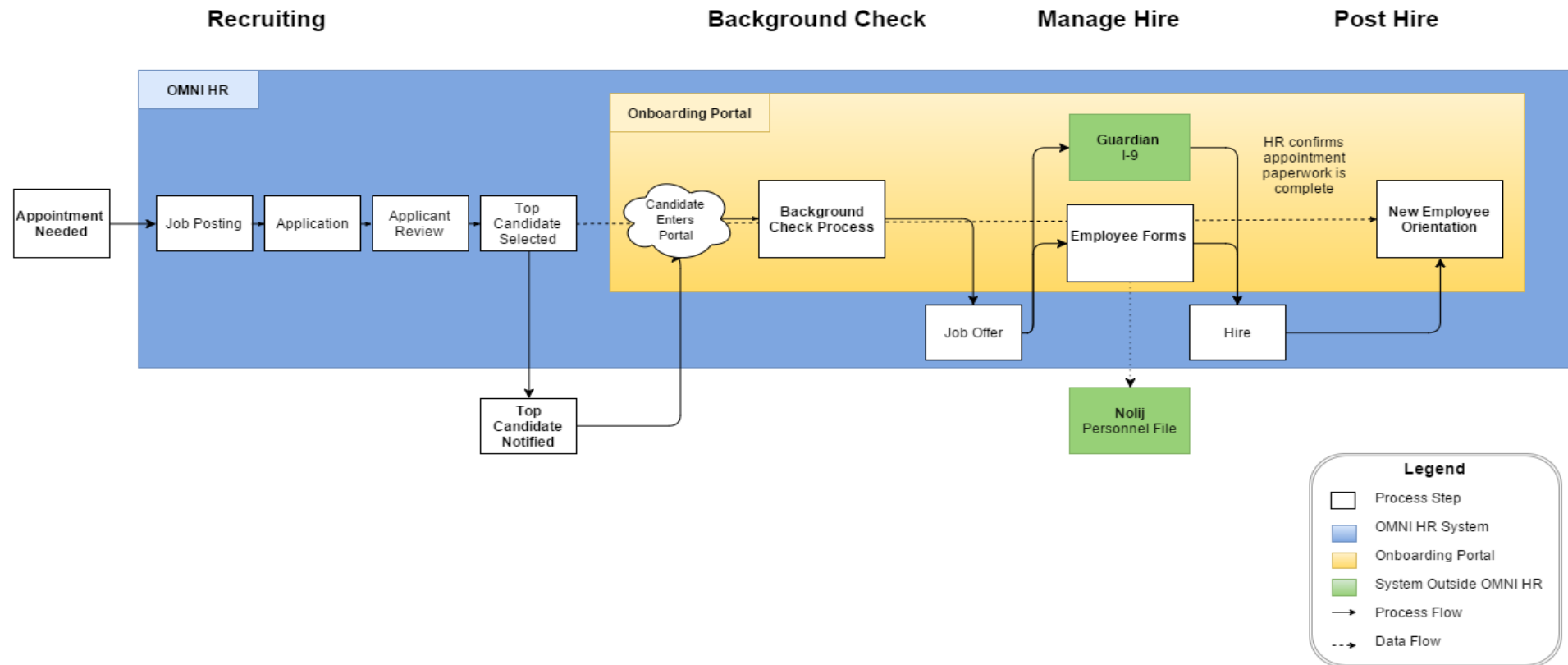
1st Impression

FLORIDA STATE UNIVERSITY

The Office of Human Resources

Where We Want to Go

Onboarding Future State



FLORIDA STATE UNIVERSITY

The Office of Human Resources

Where We Want to Go



Home



Welcome



Payroll & Tax



SmartERP Policies



Additional Reqrnts



Benefits



Submit to HR

Welcome

Electronic Disclosure

Name: Hill, Tom

Please read the following statement carefully.

By entering information in the screens included in this SmartERP, I state that the information provided in this and any accompanying documentation is true and complete. I also understand that any false or misleading information or significant omissions may disqualify me from employment with the company, and is grounds for my immediate dismissal if discovered at a later date.

By using this website, I agree to use an electronic signature in lieu of a paper-based signature. I understand that electronic signatures, just like the paper signatures, are legally binding in the United States and in other countries. I further agree not to electronically sign any form without first reading it and ensuring that I have accurately filled out the form to the best of my knowledge, thus demonstrating that I am able to access the electronic information contained therein.

I consent to the release of any information gathered during this SmartERP process as appropriate to Department of State HR staff with the understanding that any information entered and included with this process will be used only for internal employee records at the SmartERP.

DO NOT E-SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT

- I acknowledge that I have read and understand the materials above
- I choose to opt out of the electronic process and will use paper forms instead

Electronic Acknowledgement

Smart Onboarding Project

- Goal = simplify while meeting diverse needs
- Work has begun (HR Workgroup)
 - Finance & Administration has greenlighted
 - Still in development
 - Long term project
- Onboarding software solution
- Will solicit Department input
- Expect to hear more

How Can You Help?

- Be patient
- Respond to requests for input
- Spread the word
- Attend trainings (when the time comes)

Smart Onboarding



BREAK

Essential Piece Award

Renisha Gibbs

*Assistant Vice President for Human Resources
Finance & Administration Chief of Staff*

Essential Piece Award Nominee

*He embodies the qualities that make a department representative exceptional. Being at an off campus location has unique challenges, and I believe **he goes the extra mile to make sure his employees are informed** by sharing the information communicated to him by HR.*

*When asked to review his employees' timesheets to make corrections, he can be depended on to make sure the changes are made. Rarely is an employee in his department underpaid needing an off-cycle check. He **proactively communicates to HR**, to make sure that time entry will be as seamless as possible.*

*Not only are we fortunate to work with him, his employees benefit greatly from his knowledge and **attention to detail**.*

Essential Piece Award Nominee

*He has a **quick learning curve** on all subjects and retains knowledge very well. He is **active with his new hires**, understands the payroll and background check schedules, requests updates on a reasonable timeline, and **makes few errors.***

*Our conversations are always productive as simple tasks or previous questions aren't reviewed again. He has **made me re-think some subjects from a different perspective** and I appreciate that. I respect him, his work, and his opinion.*

Matthew Rogers

Administrative Specialist, Ringling Center for the Arts



Spring 2016 Outstanding Department Representative
and
Essential Piece Award Recipient

Faculty Relations Resource Updates

Danni Staats

HR Specialist

Faculty Relations

Appointment Letter Checklist

- [Updated for 2016-2017](#)
 - HR Website
 - HR Forms
 - Faculty Relations Section
 - Graduate School's Blackboard Page
 - 2016-2017 Letters of Offer Templates

ADI Checklist

- Administrative Discretionary Increases
 - Counter Offers
 - Endowed/Named Chairs
 - Extraordinary Accomplishments
 - Equity Adjustments
 - Increased Duties and Responsibilities
 - Recognition of Distinguished Faculty
 - Other

Where can I find the ADI Checklist?

- HR Website
 - Forms
 - Faculty Relations Section

Questions?

Rebecca Peterson

Assistant Director, Faculty Relations

(850) 645-2202

rpeterson@fsu.edu

Danni Staats

HR Specialist, Faculty Relations

(850) 644-0184

dstaats@fsu.edu

Postdoctoral Affairs Update

Dr. Debra Fadoo

Associate Dean & Director for Postdoctoral Affairs
Office of Postdoctoral Affairs

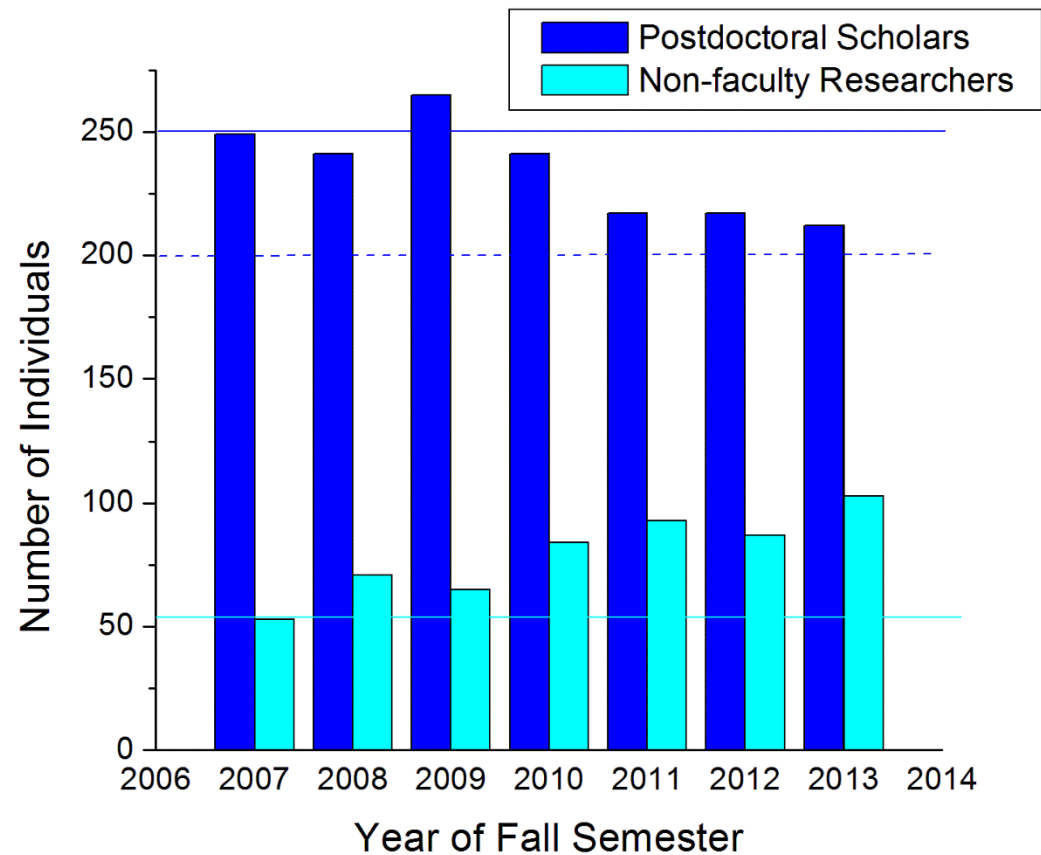
Composition of FSU Campus

- 32,621 Undergraduate Scholars
- 7,972 Graduate Scholars
- 205 Postdoctoral Scholars

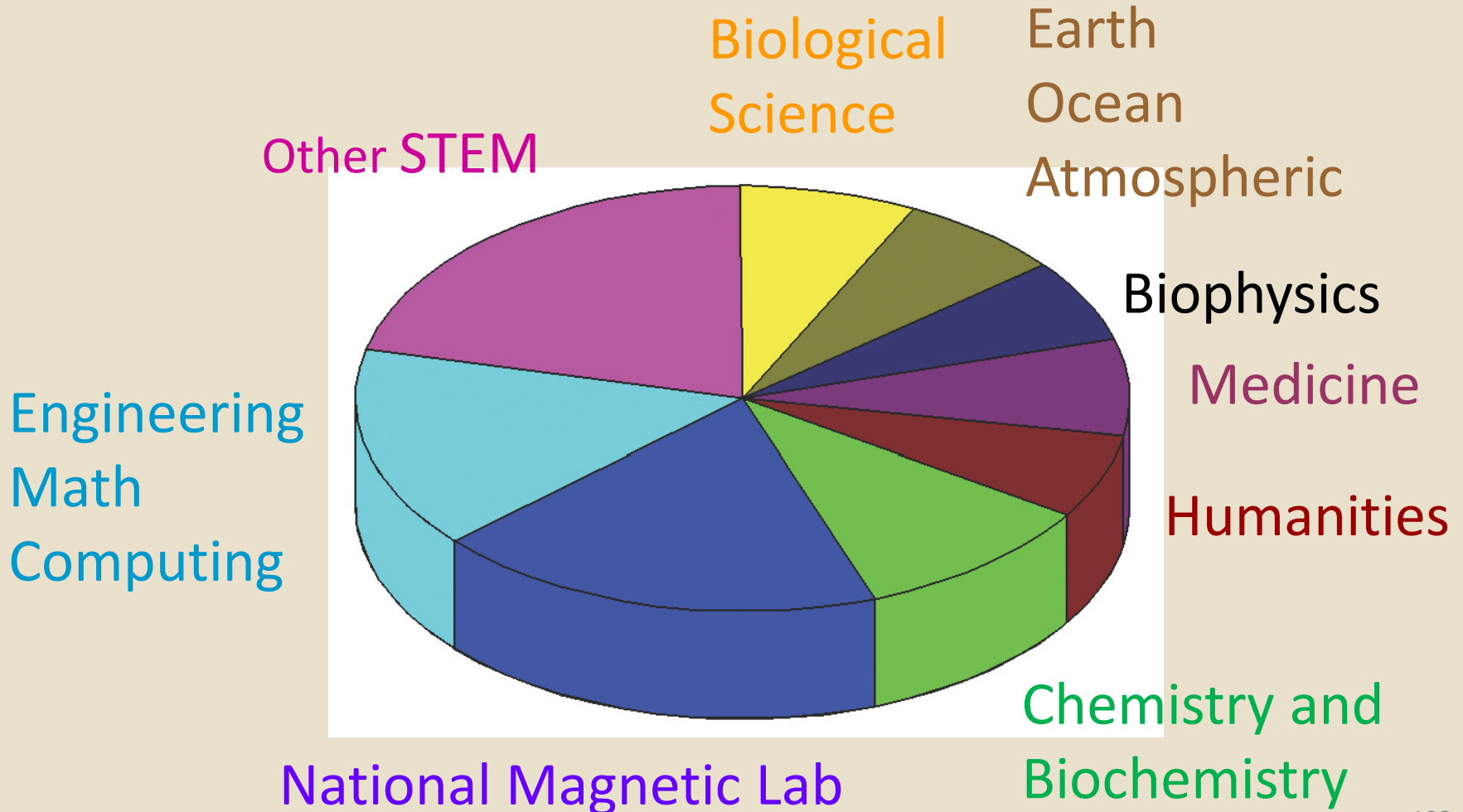
FLORIDA STATE UNIVERSITY

The Office of Human Resources

What is the Trend of Postdocs on Campus?



Which Units House our Postdocs?



What is a Postdoctoral Scholar?

1. An intense period of training following a doctorate whereby there is a close apprenticeship by an expert in a chosen field.
2. Training purpose is to acquire the professional and technical skills needed to pursue a career path in academia, industry, government, or other high demand organization.
3. Goal is to achieve independence as an investigator, researcher, and/or instructor.
4. Majority will become a faculty equivalent by the conclusion of their training interval.

What is the OPDA and What is Its Purpose?

- Central office to establish policies, coordinate opportunities, and guide postdoctoral training across campus.
- Director interfaces with the Postdoctoral Advisory Board and the Postdoctoral Association.
- Provides institutional resources for award programs, professional development, and training events.

opda.fsu.edu

Intramural Awards and Career Development

- Postdoctoral Travel Awards (July 1 and Jan 1)
opda.fsu.edu/Resources/Postdoc-Travel-Awards
- Postdoctoral Extramural Grants Workshop and Intramural Award Program
opda.fsu.edu/Awards-and-Fellowships/FSU-Postdoc-Grants
- Postdoctoral Fall Symposium and Spring Career Workshop
opda.fsu.edu/Events-Workshops
- Postdoctoral NIH Training Grant Chemical Senses
opda.fsu.edu/Awards-and-Fellowships/NIH-FSU-Postdoctoral-Fellowships/NIH-Training-Grant-Postdoctoral-Appointments
- FSU Arts & Science Postdoctoral Teaching Fellows
opda.fsu.edu/Awards-and-Fellowships/NIH-FSU-Postdoctoral-Fellowships/College-of-Arts-and-Sciences-Postdoctoral-Fellowships

Postdoctoral Advisory Board

- Meets quarterly to recommend training and hiring policies to the Provost.
- Composed of faculty, postdoctoral officers, members of the Provost and VP for Research offices, the Director of Postdoctoral Affairs, the Dean of the Graduate School.
- Human Resources advises when appropriate.

Current Board = Nancy Marcus, Debra Fadool, Ross Ellington, Bruce Locke, Tim Logan, Wu-Min Deng, Tim McGraw, Richard Norwakowski, Rob Contreras, Nicolas Thiebaud, Audrey Grockowiak, Roxanne Hughes, Wei Yang, Ian McDonald.

Who do You go to in Your Department Concerning Postdoctoral Questions?

- Each department or campus program has a Postdoctoral Coordinator or Director that is listed at the [OPDA website](#).

Help us keep this up to date!

- There are also lead postdocs in every unit that are active members of the PDA that can help junior postdocs.

What is the Postdoctoral Association (PDA)?



Postdoctoral Governing Groups and Communications

- Postdoctoral Association (PDA)
 - opda.fsu.edu/About-Us/FSU-PDA
- National Postdoctoral Association – free membership
 - opda.fsu.edu/Versatile-PhD-and-NPA/NPA-Affiliate-Membership
- FSU Postdoctoral Listserv
 - lists.fsu.edu/mailman/listinfo/postdoc-careerprog
- Weekly Digest
 - opda.fsu.edu/Upcoming-Events-Workshops/Newsletter/Weekly-Digest-Archive

Is There a Handbook for Postdoctoral Scholars?

What then are the general policies?



Suggested Guidelines

1. Are encouraged to publish scholarly work with their advisor during the period of their training.
2. Are encouraged to seek independent funding for their research and creativity under the guidance of their advisor.
3. Should be compensated at the NIH year 0 level for minimum entry salary or twice the rate of the graduate stipend of their home department.
4. Time off is prearranged with consultation and approval by the advisor.
5. Annual review (two way) and completion of an Individual Development Plan (IDP).

opda.fsu.edu/Policies/Information-for-FSU-Postdoctoral-Administrators-and-PIs

How are Postdoctoral Scholars Classified?

1. **Postdoctoral Scholar** = Regular FSU employee working more than 30 hours/week is covered under the Affordable Care Act. This type of scholar is typically paid by FSU or a grant administered by FSU. Access to faculty insurance plan options.

Receive the Following Additional Benefits

- Seminole Savings
 - Florida Prepaid College Tuition
 - Bencor Retirement
 - 12-week Family Leave Policy (without Pay)
2. **Postdoctoral Courtesy Appointment** = Non-faculty visitor at FSU who is not paid by FSU, but rather, by home country, institution, or other program. This classification also comprises scholars appointed on NIH training grants. Access to wellness center student insurance plans

Minimum Salary Recommendations

Option 1:

Annual stipends of Postdoctoral Scholars should be no less than the full-time equivalent for PhD candidates in the same department.

For example if the stipend for a graduate student in the department is \$18,000 then the minimum postdoctoral salary should be \$36,000 for that department.

Option 2:

Annual stipends of Postdoctoral Scholars should be no less than the levels recommended by the National Institutes of Health for National Research Service Award (NRSA) postdoctoral fellowships.

Specific information about the NIH minimum stipend are posted on the NIH website at <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-048.html>

A department or unit must **all** adopt one option or the other. No differential policy across a unit.

Resources

- Core facilities across campus
 - opda.fsu.edu/Resources/FSU-Resources
- Grant Support Letters
 - opda-info@fsu.edu
- Scientific Writing (proofing and grant content checks)
 - Tracy Ippolito, tippolito@fsu.edu

Please feel free to contact or
visit me with your questions!

Monday afternoons and Wednesdays
Westcott 314

Debra Ann Fadool (Debi)

dfadool@bio.fsu.edu

opda-info@fsu.edu

opda.fsu.edu

International Students, Scholars, and Faculty Update

Kristen Hagen, *Associate Director*

Luciana Hornung, *Assistant General Counsel*

Center for Global Engagement

Updates

- USCIS Delays affecting H-1B, F-1 OPT, etc.
 - H-1B and premium processing
 - Plan early for change of status
- New Faculty Hires
 - Contact Luciana Hornung
- STEM OPT Update
- I-20 Processing: Dept. funding form reminder
- Upcoming visiting scholar policy

Workshops for Int'l Students and Scholars

- Taxes
 - Friday, March 25, Globe Auditorium
 - 1:00 pm (filing as resident)
 - 3:00 pm (filing as non-resident)
- Preparing to Gain Employment in the U.S.
 - Saturday, March 19, Globe Auditorium
 - 9:30 am – 3:00 pm

Door Prize



Questions & Answers

Closing Remarks

Sarah Mirkin

HR Communications Manager

Thank You!