



**Appointing OPS Faculty via Faculty OPS Express**

**Key Information:**

Required Roles: **FSU\_ERS\_ADD\_EXPRESS** and **FSU\_SS\_MANAGER**

[OPS Faculty Appointment Checklist](#)

[Adjunct Faculty Appointment Resources](#)

[Payroll Deadlines - Smart Onboarding Actions](#)

**Understanding the Process:**

This guide will detail the steps to appoint OPS Faculty via Faculty OPS Express in OMNI HR.

Similar to the OPS and GA Express processes, each semester the Office of Human Resources creates a job opening called the Faculty OPS Express for departments to hire OPS Faculty. The Faculty OPS Express job opening will display for departments in the Recruiting > Search Job Openings list, but it is not advertised for applicants to apply. The department creates the appointment record and links the record to the current Faculty OPS Express pool.

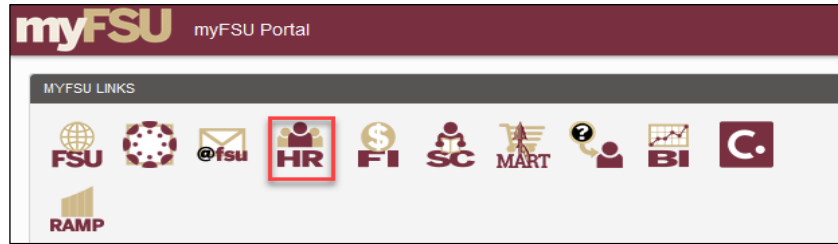
The hiring department must ensure that the top candidate qualifies, is interviewed, and [pre-employment checks](#) are completed; however, with regard to system coding, the department does not have to request applicants to be routed, create interview evaluations, record disposition codes, or complete the pre-employment checklist in OMNI.

Once the department has obtained approval for the rate of pay and discussed the anticipated start date and rate with the candidate, they may proceed with creating the express appointment and entering the job offer in OMNI as detailed below. At this stage, a *formal* job offer should not be made. This is because the Smart Onboarding processes, to include a criminal history background check (if needed), have yet to be completed.

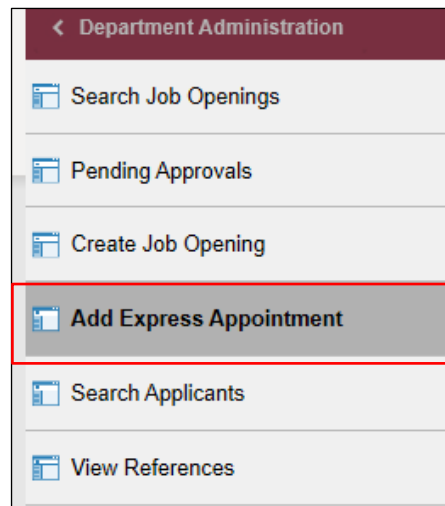
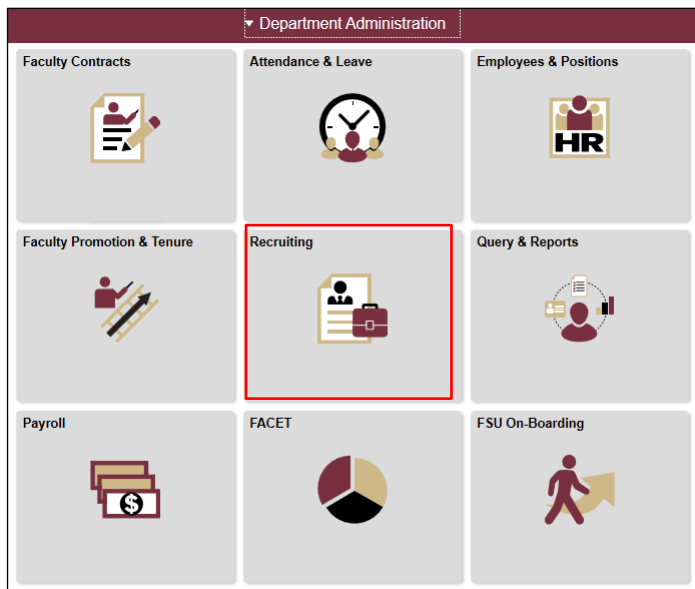
| Step | Action: <b>Confirm the candidate's FSU affiliation prior to creating the appointment record</b>   |
|------|---|
| 1.   | <p>Ask the hiring manager if the candidate is new to FSU or if they have an affiliation with FSU (i.e., are they a current employee, former employee, or current/former student):</p> <ul style="list-style-type: none"> <li>• If the candidate <i>is a current employee, former employee, or current/former student</i>, ask them to provide you with their <b>Empl ID/Student ID</b> and <b>FSUID</b> for the purpose of the department creating the appointment record.               <ul style="list-style-type: none"> <li>○ The candidate can find this information by logging into the myFSU portal and referring to the section under "Welcome" in the upper right of the page.</li> <li>○ <i>Never ask for a candidate's password.</i></li> <li>○ Obtain a valid email address from the candidate.</li> </ul> </li> <li>• If the candidate <i>is not affiliated with FSU, or is affiliated, but does not know their FSUID and Empl ID/Student ID</i>, proceed with adding them as a candidate new to FSU.               <ul style="list-style-type: none"> <li>○ Obtain a valid email address from the candidate.</li> </ul> </li> </ul> |



| Step | Action  |
|------|---|
| 2.   | Log into myFSU > click on the <b>HR</b> icon. |



| Step | Action: <i>Create the OPS Faculty Appointment Record</i>   |
|------|--|
| 3.   | From the <b>Department Administration</b> page or the Navigator > click <b>Recruiting</b> > <b>Add Express Appointment</b> . |





**Action: Adding CANDIDATES NEW TO FSU**

On the **Express Appt** page:

- a. Allow **Applicant Type** to default to "Express Appt."
- b. Enter the candidate's legal name in the **First Name** and **Last Name** fields.
- c. Click **Add Email Address** > choose **Email Type** > enter a **valid** email address > click **Save or Save and Create Another** to create additional express appointments.

**Note:** The email provided is where the Smart Onboarding invitation will be sent later in the process.

The screenshot shows the 'Express Appt' form with several fields highlighted in red boxes. At the top, there are buttons for 'Save' and 'Save and Create Another'. The 'Applicant' section includes a dropdown for '\*Applicant Type' set to 'Express Appt' and a dropdown for 'Preferred Contact' set to 'Not Specified'. The 'Applicant Status' section includes a dropdown for '\*Status Code' set to 'Active' and a date field for 'Status Date' set to '06/24/2020'. The 'Name' section includes a dropdown for 'Name Format' set to 'English', a dropdown for 'Name Prefix', and text input fields for '\*First Name' and '\*Last Name'. The 'Email Addresses' section has a message '\*No Email Addresses have been added for this applicant.' and a button 'Add Email Address'. The 'Phone Numbers' section has a message 'No Phone Numbers have been added for this applicant.' and a button 'Add Phone Number'.

- d. Note the **Applicant ID** that generates and proceed to step 4.

The screenshot shows the 'Express Appt' form after the applicant has been created. The 'Name' field is set to 'Testing Example' and the 'Applicant ID' is displayed as '682002'. The 'Applicant' section includes a dropdown for '\*Applicant Type' set to 'Express Appt' and a dropdown for 'Preferred Contact' set to 'Not Specified'. The 'Applicant Status' section includes a dropdown for '\*Status Code' set to 'Active', a dropdown for 'Status Reason', and a date field for 'Status Date' set to '06/24/2020'. There are buttons for 'Save', 'Save and Create Another', 'Recruiting Home', and 'Manage Applicant'.



**Action: Adding EMPLOYEES, REHIRES, and CURRENT & FORMER FSU STUDENTS**

**IMPORTANT! Completing the steps below will sync the onboarding invitation with the candidate's myFSU account; therefore, it is very important that you have confirmed their affiliation. If in doubt, enter as an Express Appt versus an Employee.**

If the candidate is a current employee, former employee, or current/former student, and has provided their **Empl ID/Student ID** and **FSUID**, take the following steps:

On the **Express Appt** page:

- a. Choose **Employee** from the **Applicant Type** drop-down menu > click **Search**.

The screenshot shows the 'Express Appt' form. In the 'Applicant' section, the '\*Applicant Type' dropdown is set to 'Employee'. The 'Employee ID/Student ID' field is empty. The 'Search' button is highlighted with a red box. Other fields include 'Preferred Contact' (Not Specified), 'Applicant Status' (Active), and 'Status Date' (06/24/2020).

- b. On the search page, enter the candidate's Empl ID/Student ID in the **Empl ID/Student ID** field and FSUID **IN ALL CAPS** in the **User ID** field > click **Search**.

- c. When you have confirmed a match, click **Select** to continue adding the record.

The screenshot shows a search page with two input fields: '\*Empl ID/Student ID' and '\*User ID'. Both fields are highlighted with red boxes. Below the fields are 'Search' and 'Clear' buttons, and a 'Return' button at the bottom.

**Search Results**

| Select        | Empl ID   | User ID | First Name | Middle Name | Last Name |
|---------------|-----------|---------|------------|-------------|-----------|
| <b>Select</b> | 000000000 | TEST    | Testing    | A           | Record    |

Return



- d. Their legal name and last known email address will populate on the page. Update the primary email address if needed.
- e. Click **Save** or **Save and Create Another** to add additional express appointments.
- f. Note the **Applicant ID** that generates and proceed to step 4.

**Notes:**

- The email address provided is where the Smart Onboarding invitation will be sent later in the process.
- If the appointment is created with an Empl ID/Student ID, it will carry over to the job offer. When the Onboarding invitation is launched, the candidate will be directed to log in at the myFSU portal to complete onboarding.
- Creating the record as an employee applicant type also allows some existing data to prepopulate into the onboarding session therefore making it a faster process for the candidate.

The screenshot shows the 'Applicant' form in the Faculty Express system. At the top, there are buttons for 'Save' and 'Save and Create Another', along with navigation links for 'Recruiting Home' and 'Manage Applicant'. The form is titled 'Name Testing Record' and shows an 'Applicant ID' of 000000. Below this, there are tabs for 'Personal Information' and 'Applications'. The 'Applicant' section includes fields for '\*Applicant Type' (Employee), 'Employee ID/Student ID' (000000000), and 'Preferred Contact' (Not Specified). The 'Applicant Status' section shows '\*Status Code' (Active) and 'Status Date' (06/24/2020). The 'Name' section lists 'Name Format' (English), 'Name Prefix', 'First Name' (Testing), 'Middle Name', and 'Last Name' (Record). The 'Email Addresses' section shows a table with columns for 'Primary', '\*Email Type' (Home), and 'Email Address' (testing@fsu.edu). There is an 'Add Email Address' button at the bottom.

| Step | Action: Searching for the Record   |
|------|--|
| 4.   | Navigate to <b>Recruiting &gt; Search Applicants</b> > enter the applicant ID in the <b>Applicant ID</b> field > click <b>Search</b> . |

The screenshot shows the 'Find Appt/Applicants' search interface. It has a 'Recruiting Home' link at the top. Below are three search options: 'Quick Search', 'Keyword Search', and 'Advanced Search'. The 'Search Criteria' section includes a checkbox for 'Search My Applicants' and several input fields: 'First Name', 'Last Name', 'Alternate Character Name', 'Applicant Status' (dropdown), 'Applied Within' (dropdown), 'Applied Between' (date range), 'Job Opening ID' (with a search icon), and 'Applicant ID' (highlighted with a red box). At the bottom, there are 'Search' and 'Clear' buttons.



| Step | Action: <b>Linking the Record to the Faculty OPS Express Pool</b>  |
|------|--|
| 5.   | Across from the candidate's name, use the <b>Actions</b> drop-down menu to select <b>Link Applicant to Job</b> . |

**Find Appt/Applicants**

Recruiting Home | Saved Searches

Quick Search | Keyword Search | Advanced Search

Search Criteria ?

4 Result(s) Found

Search Results ?

| Select                   | Applicant  | Applicant ID | Type         | Status     | Phone | Email Address | Date Applied | Jobs Applied | Actions  |
|--------------------------|------------|--------------|--------------|------------|-------|---------------|--------------|--------------|--|
| <input type="checkbox"/> | Tom A Hawk | 673535       | Express Appt | 010 Active |       |               | 11/20/20     |              | Actions<br>Add Applicant to List<br>Change Applicant Status<br><b>Link Applicant to Job</b><br>Send Correspondence |

| Step | Action   |
|------|--|
| 6.   | Enter the appropriate Faculty OPS Express job ID in the <b>Job Opening ID</b> field or use the magnifying glass icon to select the Faculty OPS Express pool corresponding to the employee's begin date > click <b>Link</b> . |

**Applicants to be Linked**

| Applicant | Name            | Status     | Email Address   |
|-----------|-----------------|------------|-----------------|
| 682002    | Testing Example | 010 Active | testing@fsu.edu |

Add Applicant

**Job Openings**

| Job Opening ID | Posting Title                     | Job Posted | Questionnaire |
|----------------|-----------------------------------|------------|---------------|
| 47219          | Faculty OPS Express - Summer 2020 | No         | No            |

Add Job Opening

**Disposition Information**

\*Disposition: Linked

Reason:

Date: 06/26/2020

Link | Cancel



**Process Tip:**

If you created multiple express appointment records in step 3 and need to link them all to the same job opening, you may do so in mass from the **Search Applicants** page. On this page, set the **Applied Within** drop-down menu to **010-Today** > **Search** > ensure you only check the boxes next to the records *you* created > use the **Group Actions** drop-down menu at the bottom > **Link Applicant to Job** > enter the job ID > click **Link**.

Navigate directly to the Job Opening via **Recruiting** > **Search Job Openings** and prepare each job offer following the steps below.

| Step | Action: <i>Preparing the Job Offer</i>  |
|------|---|
| 7.   | After the applicant record has been successfully linked, click on the candidate's name. |

**Find Appt/Applicants**

Recruiting Home

Quick Search | Keyword Search | Advanced Search

Search Criteria ?

1 Result(s) Found

Search Results ?

| Select                   | Applicant       | Applicant ID | Type         | Status     | Phone | Email Address   | Date Applied | Jobs Applied |
|--------------------------|-----------------|--------------|--------------|------------|-------|-----------------|--------------|--------------|
| <input type="checkbox"/> | Testing Example | 648621       | Express Appt | 010 Active |       | testing@fsu.edu | 02/25/2019   | 0            |

| Step | Action   |
|------|--|
| 8.   | Across from the Job Opening, click on <b>Other Actions</b> . |

**Manage Applicant**

Save | Return | Recruiting Home | Search Applicants | Create Applicant | Add Note | Add to List | Add Application | Change Status | Link to Job | Personalize

Name: Testing Example | Applicant ID: 682002 | Preferred Contact: Not Specified  
 Applicant Type: Express Appt | Status: 010 Active | Phone: | Email: testing@fsu.edu | Address: |

Applicant Activity | Notes | Applicant Data | Interested Parties

Current Status | Interview Evaluation | Expenses | History

Applicant Activity ?

| Select                   | Job Opening                       | Job Opening ID | Disposition | Application | Resume | Route | Print | Other Actions |
|--------------------------|-----------------------------------|----------------|-------------|-------------|--------|-------|-------|---------------|
| <input type="checkbox"/> | Faculty OPS Express - Summer 2020 | 47219          | Linked      |             |        |       |       | Other Actions |



| Step | Action  |
|------|---|
| 9.   | Click <b>Recruiting Actions &gt; Prepare/View Job Offer</b> . |

The screenshot shows the 'Manage Applicant' page for 'Testing Example' (Applicant ID: 682002). The 'Applicant Activity' table lists one job opening: 'Faculty OPS Express - Summer 2020' (Job Opening ID: 47219, Disposition: Linked). A dropdown menu is open over the 'Other Actions' column, with 'Recruiting Actions >' and 'Prepare / View Job Offer' highlighted by red boxes.

| Step | Action   |
|------|--|
| 10.  | <p>On the <b>Offer Details</b> tab, complete the required fields, ensuring that:</p> <ul style="list-style-type: none"> <li>• <b>Offer Amount</b> is entered at an annualized rate (<i>annualized rate = hourly rate x standard weekly hours x 2 x frequency</i>)</li> <li>• <b>Frequency</b> is 26.1</li> <li>• Appropriate <b>OPS Faculty Job Code</b> (reference <a href="#">Class Specs</a> and use correct modifier) is entered (<i>do not leave as OPS F</i>)</li> <li>• Appropriate <b>VP approver</b> is added</li> <li>• <b>Begin Date</b> is at least <u>2 - 3 weeks</u> out to allow time for approvals, Smart Onboarding completion, and background check completion (<i>if applicable</i>). Reference Payroll Deadlines for Smart Onboarding Actions.</li> <li>• Plus sign is clicked to add multiple funding sources. The total <b>Percent of Distribution</b> must equal 100%.</li> <li>• <b>Combo Code</b> contains an "O"</li> <li>• Job offer has a <b>Funding End Date</b></li> <li>• <b>Calc Period Amt</b> button is clicked</li> <li>• In the <b>Comments</b> box, it is indicated whether the candidate is a new hire, rehire, or additional appointment</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>-If you are unsure of the candidate's citizenship status select "Yes", as the candidate will specify this in the onboarding portal.</li> <li>-The appropriate <b>Empl Class</b> will populate based on the selected job code.</li> <li>-The <b>Pre-Mgr Approver</b> field is optional.</li> </ul> |





**Offer Details** | Background Check | Outside Recruiting

Job Opening: 47219 | Faculty OPS Express - Summer 2020 | Business Unit: FSU01 | Offer Date: 06/26/2020 | Applicant Type: Express Appt | Status: 006 Pending Approval | Preferred Contact: Not Specified

Job Offer Components

| *Component            | *Offer Amount | Currency | Frequency |
|-----------------------|---------------|----------|-----------|
| Base Salary Offer Com |               | USD      | 26.1      |

Comments

FSU Offer - Additional Info

Employee Id

\*Job Code: OPS F | \*Location Code: | \*Department: | \*Supervisor ID: | \*Mail Code: | \*Weekly Std Hours: | \*U.S. Citizen?: | \*Empl Class: | Pre-Mgr Approver (Optional): | \*VP Approver: | \*Originator Telephone: 225/910-2346

FSU Funding

|   | Begin Date | *Percent of Distribution | *Combination Code | Funding End Date | Total Budget Amount |
|---|------------|--------------------------|-------------------|------------------|---------------------|
| 1 |            |                          |                   |                  |                     |

Calc Period Amt

| Step | Action   |
|------|--|
| 11.  | <p>Click the <b>Background Check</b> tab.</p> <p><b>Background Check</b></p> <p>Enter a <i>detailed Description of Duties</i> for the appointment. Enter comments as needed. Confirm the <b>Budget Manager</b> and <b>Budget Manager Email</b> is correct. Enter or look up a valid <b>Purchase Order #</b> or enter a valid <b>Foundation Fund #</b> to pay for the background check. The <b>Line #</b> will generate based on purchase order selected.</p> |

**Offer Details** | **Background Check** | Outside Recruiting

Budget Manager

Budget Manager Email

**Background Check Funding (Required)**

Purchase Order # | Line #

Foundation Fund #

Description of Duties/Comments



| Step | Action  |
|------|---|
| 12.  | <p>Answer each question on the <b>Background Check Questionnaire</b>; No or Yes as applicable. <u>Obtain these answers from the hiring supervisor prior to entering them.</u></p> <p>Once the questions are answered, the background level will generate at the bottom of the questionnaire.</p> <p>The background check level will be reviewed by Human Resources Background Check staff prior to approving the job offer.</p> |

*Sample:*

| Part 1. Outside Documents to replace/satisfy FSU Background Check: |  |
|--|--|
| 1  | Is this job/role located in the FSU Childcare Center? <input type="text" value="NO"/>  |
| 2  | Does this job/role require a specific background check to be performed for which approved external agencies complete screenings? (e.g., DRS positions, positions in the K-12 school system, etc.) <input type="text" value="NO"/>  |
| 3  | If the hiring department for this job/role has been granted approval by the Office of Human Resources to perform a specific background check for all employees, select the appropriate level. If not applicable, select "NO." <input type="text" value="NO"/>  |
| 4  | Will this person be working or volunteering with a University Sponsored Summer Camp held between May and September? <input type="text" value="NO"/>  |
| Part 2. Level 2 Background Check Required Duties:                  |  |
| 1  | Will this person be providing care, treatment, education, training, instruction, supervision, or recreation to vulnerable populations such as minors, the elderly, or those with disabilities? <input type="text" value="NO"/>   |
| 2  | Is the position classified as Vice President level or above by job code/administrative code? <input type="text" value="NO"/>   |
| 3  | Is the position with the FSU Public Safety or Panama City Campus Public Safety? If yes, submit a copy of the fingerprint report obtained by FSUPD; HR will conduct the Standard portion of the Criminal History Background Check <input type="text" value="NO"/>   |
| 4  | Is fingerprinting a requirement by granting agencies for grants and contracts? <input type="text" value="NO"/>   |
| 5  | Will this person be working or volunteering with regulated materials regardless of quantity [DHS Chemicals of Interest, DEA controlled substances, NRC Radioactive Material], or is the position located in a facility covered by a DOT Security Plan, or has unescorted access to said materials? <input type="text" value="NO"/> |
| Part 3. Standard Background Check Required Duties:                 |  |
| 1  | Will this person perform fiscal duties to include budgeting, accounting, or having direct access to cash (except petty cash), checks, and/or credit/debit cards to include making and/or receiving payments? <input type="text" value="NO"/>   |
| 2  | Will this person possess system access that provides the ability to process payments, print or distribute checks, process corrections, or generate, update, or approve financial transactions that will result in the disbursement of University funds? <input type="text" value="NO"/>  |
| 3  | Will this person have control over University-wide operational processes through functional roles or system security access? <input type="text" value="NO"/>   |
| 4  | Will this person have access to sensitive, secure, and/or confidential personal information on individuals, such as students, faculty, staff, or alumni (e.g., social security numbers, dates of birth, etc.)? <input type="text" value="NO"/>   |
| 5  | Will this person possess access to surplus property inventory; or possess a grand master or building master key and/or cards for building access? <input type="text" value="NO"/>  |



**Part 4:**

Will this candidate/position be required to drive a University-owned motor vehicle (including golf carts and other utility vehicles) as part of their regular duties? See University Policy OP-C-7-G8 for driver's license check requirements.

By selecting "Yes," I confirm that the above duties have been reviewed by the position supervisor and are accurate.

Background Check Level Code: BG00  
BGC Questionnaire Results: BG00, Background Check is not required.

| Step | Action  |
|------|---|
| 13.  | <p>Click the <b>Outside Recruiting</b> tab.</p> <div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 5px auto;">Outside Recruiting</div> <p>Answer Questions <b>1</b> and <b>2</b>. If "Yes" to question 1, list the external advertising sources in the box, and keep a copy of those ads in department's recruitment records.</p> <p>For Question 2, answer "Not Applicable" for OPS Faculty job offers.</p> |

**1. Was the vacancy/position advertised outside of OMNI?**

If Yes, what were the external advertisement sources?

254 characters remaining

If Yes, the department must retain a copy in their records.

**2. For salaried positions, were applications, CV's, or resumes received outside of OMNI?**

If Yes, ensure EEO solicitation has been completed and upload an Applicant Flow Log for all candidates on the Activities & Attachments tab of the job opening in OMNI.

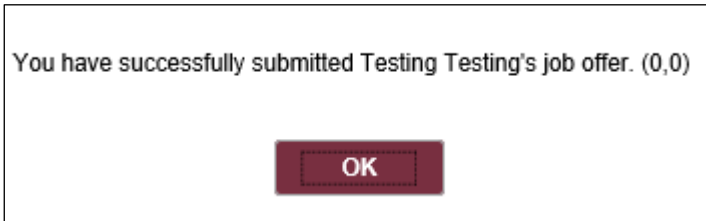
Offer Details ? Q

Offer Details | Background Check | Outside Recruiting

|                 |                      |                                   |                   |              |  |
|-----------------|----------------------|-----------------------------------|-------------------|--------------|--|
| Job Opening     | 46456                | Faculty OPS Express - Spring 2020 | Business Unit     | FSU01        | <input type="button" value="Save as Draft"/><br><input type="button" value="Submit for Approval"/> |
| Position Number |                      |                                   | Offer Date        | 01/16/2020   |  |
| Recruiter       | 100375568            | Amelia Espinosa                   | Applicant Type    | Express Appt |  |
| Status          | 006 Pending Approval |                                   | Preferred Contact | Phone        |  |



| Step | Action  |
|------|---|
| 14.  | Click <b>Save as Draft</b> to save or <b>Submit for Approval</b> to submit the job offer. Click the <b>OK</b> button. |



| Step | Action   |
|------|--|
| 15.  | <p>Navigate to the <b>Approvals</b> tab to review the status of the job offer in the workflow.</p> <p>To insert an additional approver, click the plus sign at the desired point, ensuring that the Job Offer Express Approver is listed last.</p> <p><b>Next Steps:</b> Once the job offer is final approved, HR will launch the Smart Onboarding invitation to the candidate. The candidate will receive an email with the appropriate link to complete the Onboarding process. <i>(If an Employee Id displays in the <b>FSU Offer – Additional Info</b> section as described above, the candidate will utilize their myFSU credentials to log in and complete the required Smart Onboarding steps.)</i></p> <p>The job offer initiator and Department Representative will also receive an email indicating that onboarding has been launched, what type of Onboarding package the candidate will be completing, and tips for success.</p> |

| Helpful Info: |   |
|---------------|---|
|               | <p>To check the status of a job offer, go to <b>Recruiting &gt; Search Job Openings &gt;</b> across from the candidate’s name, click <b>Other Actions &gt; Recruiting Actions &gt; Prepare/View Job Offer &gt; Approvals</b> tab.</p> <p><b>Editing an Offer:</b> The <b>edit offer</b> button is only live during the draft job offer stage. If you need to change a submitted job offer, it must be denied by the approver so the originator may “<b>add revised offer</b>”. At the add revised offer step, the data will be retained and editable; however, the VP approver will need to be selected again. Be sure to click <b>Calc Period Amount</b> before clicking <b>Submit for Approval</b>.</p> |



| Tips for Success: |  |
|-------------------|--|
| •                 | If you select Employee as applicant type but decide to create the appointment as an Express hire instead, follow these steps: Click <b>Return</b> from the search box > click <b>Clear</b> on the Express Appt page > change <b>Applicant Type</b> to <b>Express</b> > enter the candidate’s legal <b>name</b> and a valid <b>email address</b> with <b>email type</b> > click <b>Save</b> or <b>Save and Create Another</b> . |
| •                 | As a security measure, Employees, Rehires, and Students will be prompted to go through two-factor authentication (2FA) via Duo once logged into their onboarding account in myFSU. For more information and troubleshooting tips to send candidates, click <a href="#">here</a> .  |
| •                 | Link appointments to the correct express pool (OPS Express, GA Express, OPS Faculty Express, InternFSU Express, Courtesy Express), and under the corresponding pool for the start date.  |
| •                 | Enter a valid email address when creating the record (verify with candidate or supervisor). Do not use email type <i>Campus</i> or <i>Business</i> for personal email addresses.   |
| •                 | Do not create your own Express job opening—HR creates these pools each semester.   |
| •                 | Do not link appointment records to non-express pools (applicants must apply for advertised openings).  |
| •                 | Do not enter a job offer when an e-PAF can be used [e.g., funding changes, OPS transfers to a compatible job code (such as exempt to exempt), department changes, FTE changes, and reappointments/extensions].   |

**Congratulations!**  
You have completed this topic.

**Questions on this procedure? Contact your [assigned Employment Recruiter](#).**