Appointing Graduate Assistants via GA Express

Key Information:

Required Roles: **FSU_ERS_ADD_EXPRESS** and **FSU_SS_MANAGER**
OPS Hiring Checklist
Graduate Assistant Modifiers and Class Codes
OPS Appointment Information
Payroll Deadlines - Smart Onboarding Actions
The Graduate School

Understanding the Process:

This guide will detail the steps to appoint Graduate Assistants via GA Express in OMNI HR.

Similar to the OPS Express process, each semester the Office of Human Resources creates a job opening called the GA Express for departments to hire graduate assistants. The GA 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 GA Express job opening.

The hiring department must ensure that the 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 discussed the anticipated start date, stipend, and appointment details with the candidate, they may proceed with creating the express appointment and entering the job offer in OMNI as detailed below.

Step	Action: *Obtaining Key Appointment Information*
1.	• Ask the candidate to provide you with their **Student ID/EMPLID** and **FSUID** for the purpose of the department creating the appointment record. o 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. o *Never* ask for a candidate's password. o Obtain a valid email address from the candidate.

Step	Action: *Logging in to Get Started*
2.	Log into myFSU > click on the **HR** icon.
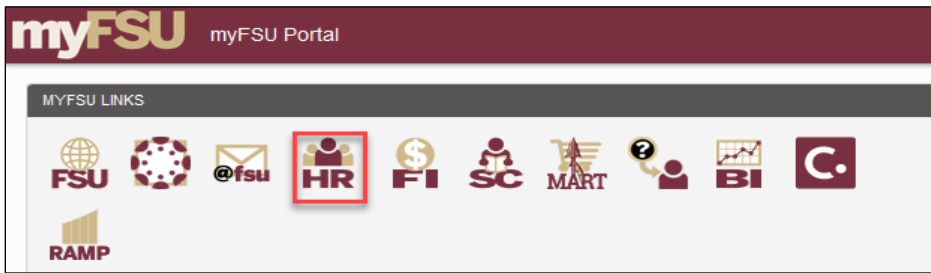
Step	Action: *Creating the GA Express Appointment Record*
3.	From the **Department Administration** page or the Navigator > click **Recruiting** > **Add Express Appointment**.

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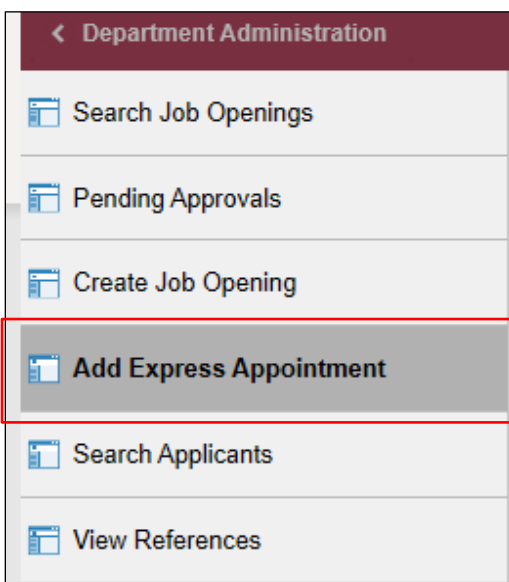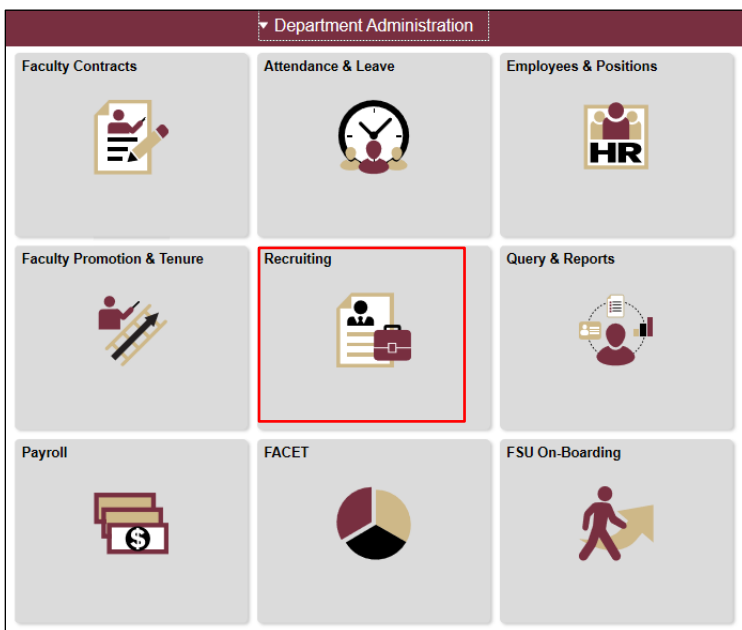
Action: *Adding the Student's Information*

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 information before starting this process.*

On the **Express Appt** page:

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

Express Appt

Save	Save and Create Another	🏠 Recruiting Home

Applicant

*Applicant Type	Employee	Employee ID/Student ID	
Preferred Contact	Not Specified	Search	Clear

Applicant Status

*Status Code	Active	Status Reason	
Status Date	06/24/2020 📅		

Name

Name Format	English
Name Prefix	
*First Name	
Middle Name	
*Last Name	
Name Suffix	

Email Addresses

*No Email Addresses have been added for this applicant.

Add Email Address

Phone Numbers

No Phone Numbers have been added for this applicant.

Add Phone Number

    b. On the search page, enter the **Empl ID/Student ID** 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.

search

*Empl ID/Student ID	
*User ID	
Search	Clear

Return

Search Results

			1-1 of 1		View All

Select	Empl ID	User ID	First Name	Middle Name	Last Name
Select	000000000	TEST	Testing	A	Record

Return

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  d. The candidate's name and last known email address will populate on the page. <u>Update the primary email address as needed.</u>

  e. Click **Save** or **Save and Create Another** to add additional express appointments.

  f. Note the **Applicant ID** that generates.

Notes:

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

Step	Action: *Searching for the Record*
4.	Navigate to **Recruiting** > **Search Applicants** > enter the applicant ID in the **Applicant ID** field > click **Search**.

Step	Action: *Linking the Record to the GA Express Pool*
5.	Across from the candidate's name, use the **Actions** drop-down menu to select **Link Applicant to Job**.

Search Results ⊙

Select	Applicant▲	Applicant ID	Type	Status	Phone	Email Address	Date Applied▼	Jobs Applied	
☐	Testing Record	682021	Employee	010 Active		testing@fsu.edu	06/26/2020	0	▼Actions

Link Applicant to Job
Send Correspondence

Select All   Deselect All   ▼ Group Actions

Step	Action
6.	Enter the appropriate GA Express job ID in the **Job Opening ID** field or use the magnifying glass icon to select the GA Express pool corresponding to the employee's begin date > click **Link**.

Link Applicant to Job Opening   ✕

Applicants to be Linked

Applicant	Name	Status	Email Address	
000000 × 🔍	Testing Record	010 Active	testing@fsu.edu	🗑

Add Applicant

Job Openings

Job Opening ID	Posting Title	Job Posted	Questionnaire	
🔍				🗑

Add Job Opening

Disposition Information

*Disposition	Linked ▼
Reason	▼
Date	06/26/2020

Link   **Cancel**

Applicants to be Linked

Applicant	Name	Status	Email Address	
000000 🔍	Testing Record	010 Active	testing@fsu.edu	

[Add Applicant]

Job Openings

Job Opening ID	Posting Title	Job Posted	Questionnaire		
47380 🔍	GA Express - Fall 2020	No	No	🗑	

[Add Job Opening]

Disposition Information

*Disposition	Linked ▾
Reason	▾
Date	06/26/2020

[Link]   [Cancel]

You have successfully linked this Applicant to the selected Job Opening(s). (18177,77)

[OK]

Process Tip:
If you created multiple GA 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: *Preparing the Job Offer*
7.	After the applicant record has been successfully linked, click on the candidate's name.

Step	Action
8.	Across from the Job Opening, click on **Other Actions** > **Recruiting Actions** > **Prepare/View Job Offer**.

Step	Action
9.	Begin on the **Offer Details** tab.

Step	Action
10.	On the **Offer Details** tab, complete the required fields, ensuring that: • **Offer Amount** is entered at an annualized rate *(annualized rate = hourly rate x standard weekly hours x 2 x frequency)* and is at/above the <u>minimum required salary</u> for a GA • **Frequency** is 26.1 • Appropriate <u>**Job Code**</u> is used *(do not leave as OPSX)* • **Begin Date** is at least <u>2 - 3 weeks</u> out to allow time for approvals, Smart Onboarding completion, and background check completion *(if applicable)*. Reference <u>Payroll Deadlines for Smart Onboarding Actions.</u> • Plus sign is clicked to add multiple funding sources. The total **Percent of Distribution** must equal 100%. • **Combo Code** contains an "O" • Job offer has a **Funding End Date** • **Calc Period Amt** button is clicked • In the **Comments** box, it is indicated whether the candidate is a new hire, rehire, or additional appointment **Notes:** -If you are unsure of the candidate's citizenship status select "Yes", as the candidate will specify this in the onboarding portal. -The appropriate **Empl Class** will populate based on the selected job code. -The **Pre-Mgr Approver** field is optional.

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

Offer Details ⑦

Offer Details   **Background Check**   Outside Recruiting

Background Check Funding (Required)

Budget Manager

Budget Manager Email

Purchase Order #   🔍   Line #   🔍

Foundation Fund #

Description of Duties/Comments

Step	Action
12.	Answer each question on the **Background Check Questionnaire**; No or Yes as applicable. <u>Obtain these answers from the hiring supervisor prior to entering them.</u> Once the questions are answered, the background level will generate at the bottom of the questionnaire. The background check level will be reviewed by Human Resources Background Check staff prior to approving the job offer. **Note:** For more information on background checks as it relates to Graduate Assistant appointments, click here.

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Sample:

Part 1. Outside Documents to replace/satisfy FSU Background Check:

1	Is this job/role located in the FSU Childcare Center?	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.)	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."	NO
4	Will this person be working or volunteering with a University Sponsored Summer Camp held between May and September?	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?	NO
2	Is the position classified as Vice President level or above by job code/administrative code?	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	NO
4	Is fingerprinting a requirement by granting agencies for grants and contracts?	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?	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?	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?	NO
3	Will this person have control over University-wide operational processes through functional roles or system security access?	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.)?	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?	NO

Part 4:

1	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.	NO
2	By selecting "Yes," I confirm that the above duties have been reviewed by the position supervisor and are accurate.	YES

Background Check Level Code: BG00

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

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Step	Action
13.	Click the **Outside Recruiting** tab. **Outside Recruiting** Answer Questions **1** and **2**. 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. For Question 2, answer "Not Applicable" for GA job offers.

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

NO

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?

Not Applicable

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.

Step	Action
14.	Click **Save as Draft** to save or **Submit for Approval** to submit the job offer. Click the **OK** button.

Posting Title GA Express - Fall 2020   Job Opening ID 47380
Job Opening Status 010 Open   Business Unit FSU Business Unit
Job Title OPS Express Hire   Position Number
Applicant Name Testing Record   Applicant ID 682021

Offer Details ⑦

| Offer Details | Background Check | Outside Recruiting |

💾 Save as Draft
📧 Submit for Approval

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

NO

📑 Add Revised Offer
📠 Delete Offer
✏ Edit Offer

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?

Not Applicable

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.

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You have successfully submitted Testing Testing's job offer. (0,0)

OK

Step	Action
15.	Navigate to the **Approvals** tab to review the status of the job offer in the workflow.
	To insert an additional approver, click the plus sign at the desired point, ensuring that the Job Offer Express Approver is listed last.
	Next Steps: 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 link to complete the Onboarding process. The candidate will utilize their myFSU credentials to log in.
	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.
	Note: To check the status of a job offer: go to **Recruiting** > **Search Job Openings** > across from the candidate's name, click **Other Actions** > **Recruiting Actions** > **Prepare/View Job Offer** > **Approvals** tab.
	Editing an Offer: The **edit offer** 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 "**add revised offer**". At the add revised offer step, the data will be retained and editable. Be sure to click **Calc Period Amount** before clicking **Submit for Approval**.

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

FSU Job Offer Workflow

▼ **Job Offer:Pending**

FSU Job Offer Workflow

Pending
🕐 FSU Job Opening Dept. Mgr.

Pending
Multiple Approvers
🕐 Job Offer Express Approver

Submit

Status   Select...   ▼

Comments

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	Tips for Success:
•	As a security measure, students will be prompted to go through two-factor authentication (2FA) via Duo once logged into their onboarding account. For more information and troubleshooting tips to share with candidates, click here.
•	Link appointments to the correct express pool (GA 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 *Campus* or *Business* for personal email addresses.
•	Do not create your own GA Express 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, transfers to a compatible job code (such as, GA to GA), department changes, FTE changes, and reappointments/extensions].

Congratulations! You have completed the topic.

Questions on this procedure? Contact your assigned Employment Recruiter.

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