



Office of Human Resources Spring 2018 Department Representative Meeting

Question & Answer Session

Benefits Updates

People First Upgrade: Will my People First password be reset with the upgrade?

No, your People First password will not automatically be reset with the upgrade. If your password has not expired, you can use your current password. If your password has expired, you must create a new one.

Everyone will have to answer three security questions when logging in for the first time. If in the future you forget your User ID or password, these questions will be used to confirm your identity.

Dependent Eligibility Verification Audit (DEVA): What if I don't receive a letter from Health Management Services, Inc. (HMS) letting me know what documentation is required? Shouldn't an email be sent to the employee as well as a letter?

All letters and emails are being sent from Health Management Systems Inc., (HMS) to employees based on their contact information with People First. If an employee does not receive a letter, or misplaces their letter, they can log on to <https://verifyos.com> and click on "I lost my reference number" to retrieve their reference number and access their file electronically.

Smart Onboarding

Will Smart Onboarding help the tracking of pPfas?

Yes, Smart Onboarding will help track the appointment process. Eventually, the paper process (i.e., pPAFs) will be replaced with an electronic process.

Will the new online dashboard be visible to everyone involved in hiring steps (i.e., administrative services, department representatives, supervisor, etc.)?

The new online dashboard will be visible to department representatives in the hiring steps. It will also be visible to others involved in hiring if there is a workflow step or business need for them to approve or take action.

Faculty Appointment Requirements

When hiring faculty, do transcripts have to come directly from the school or can an applicant submit transcripts as long as they are sealed in an envelope that came from the school?

We can accept transcripts issued to the student/candidate if the transcripts are received in an envelope sealed by the issuing institution. If the transcripts issued to the student/candidate have been opened, they cannot be considered official for hiring purposes.

Note: These questions & answers have been modified slightly to fit the online format.

Electronic Remote I-9 Processing

How long is the I-9 process? How much time will the new employee have to complete the process?

The I-9 form can be completed any time after the employee has accepted a job offer at FSU. Section 1 of the form must be completed on or before the employee's first day of work for pay. Section 2 must be completed no later than the third business day.

What does a department have to do to start using Guardian to process I-9s?

Contact Adline Norwood, I-9 Administrator, at anorwood@fsu.edu or (850) 644-7939 to set up a training session for Guardian and I-9 completion.

Compensation 101

Can we backdate temporary increase requests?

No, we do not backdate increases. If you have a question regarding a specific request, please contact your assigned [Compensation Analyst](#).

Office of Federal Contract Compliance (OFCCP) Audit

What do departments need to do to prepare for the upcoming OFCCP Audit?

We will need the full participation of our University community in compiling information and submitting our response. Use your time wisely to prepare. Ensure that you're retaining all records for searches conducted in your department, including interview schedules, notes, and reference checks. Note: departments must keep all hiring documentation for 4 years; 5 years when hiring a foreign national. Make sure records are centrally located and easily accessible. Confirm that all job openings where a hire has been made are closed with the appropriate disposition codes entered in OMNI HR. Review all Federal/State compliance poster locations and make sure they are up-to-date and posted in a conspicuous location that is accessible to all employees. If you have questions or need assistance, reach out to Human Resources.

Updates to OMNI

When will the new funding source/account codes be available to enter via ePaf?

We hope to have the new fund codes available to enter via ePaf by the beginning of May.

Can the *Additional Pay Form* be used to pay an FSU employee a one-time stipend in Payroll from Foundation funds?

The new ***Foundation Additional Pay Form*** should be used to submit payments to employees from Foundation funds. The new form will be available in May.

Miscellaneous

How do you close a Work Study position that was advertised last year?

Contact Miranda McMillan in the [Office of Financial Aid](#) for information on postings for Work Study appointments at mmcmillan@fsu.edu.