

Fall 2021

Department Representative Meeting

October 27, 2021

**Welcome!**

Shelley Lopez

*Program Director*

HR Communications/Special Projects

Renisha Gibbs

*Associate Vice President for Human Resources/F&A  
Chief of Staff*

Kyle Clark

*Vice President for F&A*

# Foreign Influence Hiring Requirements

Robyn Blank

*Chief Ethics & Compliance Officer*

## Agenda

- History (Why?)
- Scope (Who?)
- Requirements (What?)
- Timing (When?)
- Assignments (Where?)
- Process (How?)

## Foreign Worker Screenings: Why?

- **National Headlines (2019-2020)**
  - Charles Lieber (Harvard)
  - Anming Hu (University of Tennessee-Knoxville)
  - Lin Yang (University of Florida)
  - Alan List (Moffitt Cancer Center)
- **SB72 → s. 1012.977, F.S. (2020)**
  - Investigative protocols and penalties for failure to disclose outside activities
- **HB7017 → s. 1010.35, F.S. (2021)**
  - New screening requirements

## Foreign Worker Screenings: Who?

- Who is subject to screening?
  - Job Categories
    - “Researchers” or those in “research-related support positions”
    - Graduate and undergraduate students seeking employment
    - Visiting researchers (paid or unpaid)
    - See FSU Job Code listing
  - Citizenship
    - Citizen of a foreign country
    - NOT a permanent U.S. resident
    - U.S. citizen BUT has an affiliation with an institution in a C of C or has at least a year of prior employment or training in a C of C



## Foreign Worker Screenings: What?

- What does the statute require for screening?
  - Collection of documents
    - Resume and CV
    - Education and employment history
    - Publications list
    - Funding information
    - Non-university professional activities, including foreign affiliations
    - Passport
    - DS-160
  - Screening and verification
  - Reporting if denied due to a hit or red flag in screening process
  - In addition to any other required screening or background checks

## Foreign Worker Screenings: When?

- Screening **MUST** be completed prior to an offer of employment.
  - Including requirements in job postings for research positions is required.

## Foreign Worker Screenings: Where?

- Which office(s) is/are responsible for compliance?
  - Departments—Inclusion of requirements in job postings, submission of Export Control in RAMP, liaison with candidates, if desired
  - Office of Compliance and Ethics—Document collection and screening (in cooperation with the Office of Research Compliance), reporting (if required)

## Foreign Worker Screenings: How?

- How does FSU perform screening and ensure compliance?
  - Use of RAMP EC
    - Includes FGTRP form and screening via Visual Compliance by Office of Research Compliance
    - Research Compliance adds OCE as ancillary reviewer
      - OCE can reach out directly to candidate to obtain documents or utilize department representative as liaison
    - OCE completes ancillary review and indicates whether candidate is cleared or not cleared for state law purposes

## Questions?

[Robyn.blank@fsu.edu](mailto:Robyn.blank@fsu.edu)

[Compliance@fsu.edu](mailto:Compliance@fsu.edu)

850-644-5238

[www.compliance.fsu.edu](http://www.compliance.fsu.edu)

# CAMS Project

Angie Rowe

*Associate Director*

Office of Research

## Agenda

- Project Overview & Timeline
- How to Access CAMS
- When to Use CAMS
- Questions & Feedback
- Project Resources

## CAMS Benefits

- Automating COI processes and workflow
- Streamlining disclosure forms
- Eliminating redundant data input
- Early flagging and resolution of potential conflicts
- Tracking of compliance and improvement of response rates
- Integrates with RAMP Grants and RAMP IRB



## What is changing?

- National and state regulatory landscapes re: outside activities and affiliations
- Move from paper forms to fully electronic system
- Policy updates
- Annual disclosure requirements (staff)
- Discontinued use of EDMS site
- Training opportunities on COI issues
- Better questions - Therefore, better answers

## What is not changing?

- Research COI processes (remain in RAMP)
- Approvals at Department Chair and Dean levels
- General University principles on COI disclosure
- Full disclosure benefits all
- COI analysis is fairly applied and free from bias
- Form 1 Filing
- Outside activity is not a four-letter word

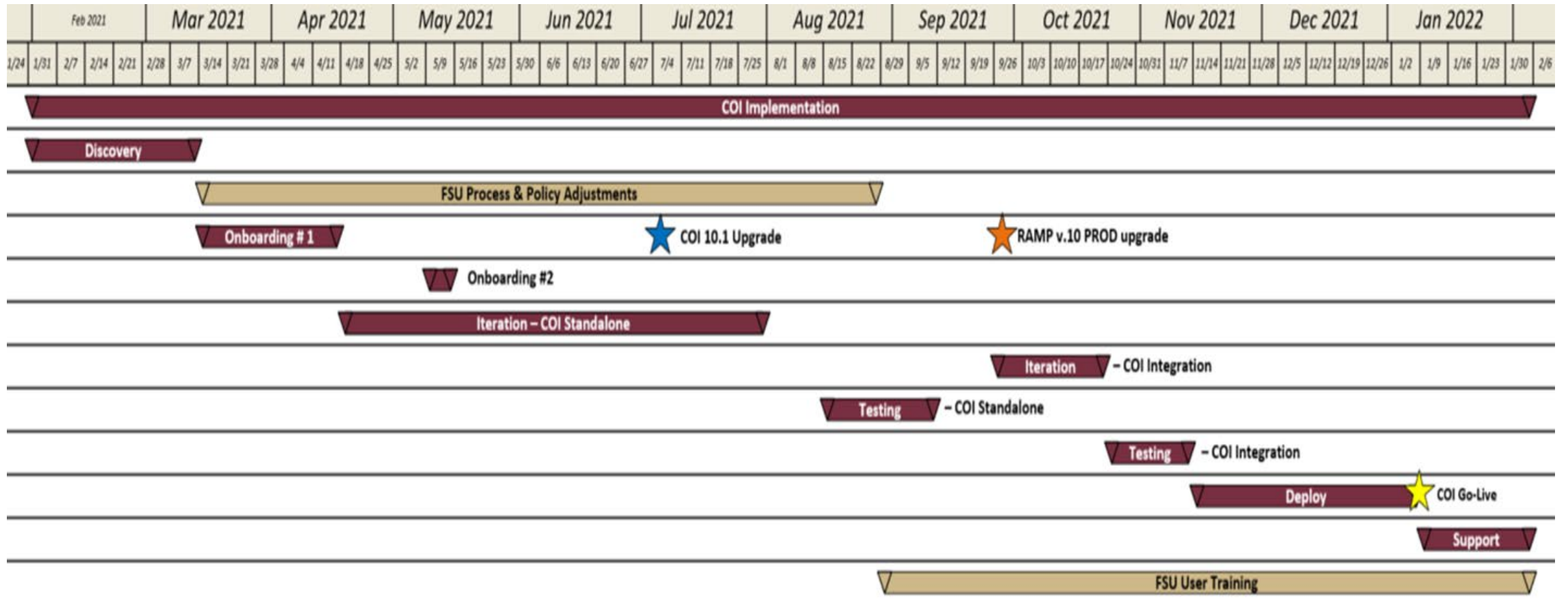
## Discloser Categories

- Discloser groups assigned based on role with the University
- Includes faculty, researchers, and board members (including Board of Trustees)
- Disclosure questions align with your profile and whether you are performing research activities

## Disclosure Types

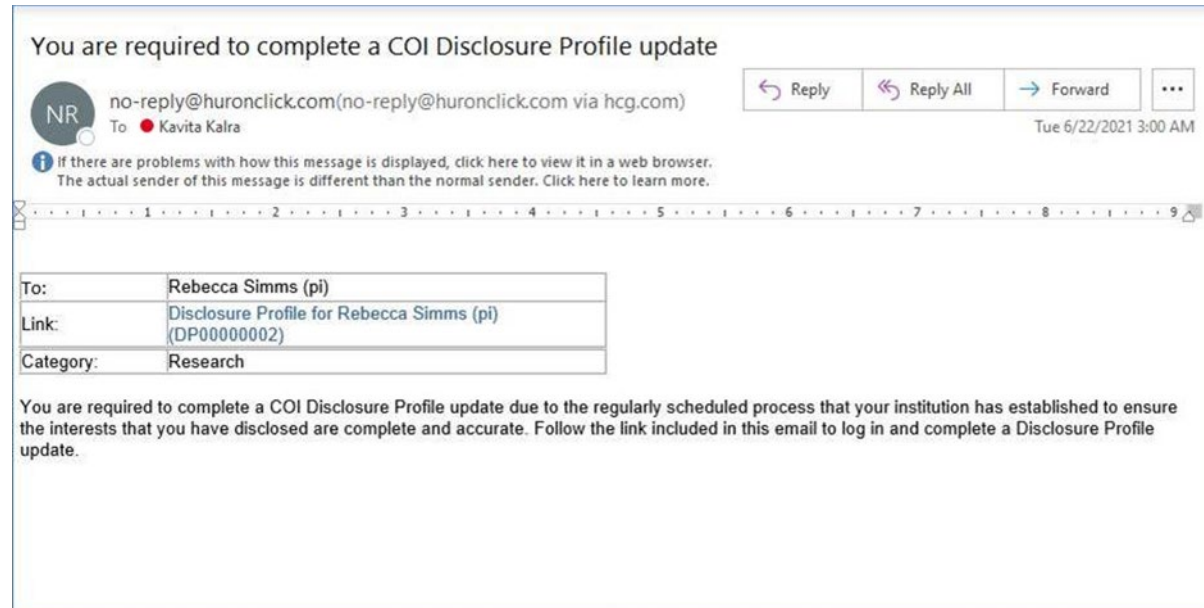
- Equity
- Consulting or Other Professional Services
- Editorial Services
- Intellectual Property Rights
- Divestiture and Cash Pay-out
- Sponsored Travel
- Board Service
- Outside Employment
- Other Appointments
- Prizes and Honoraria

### Project Timeline



### How to Access CAMS

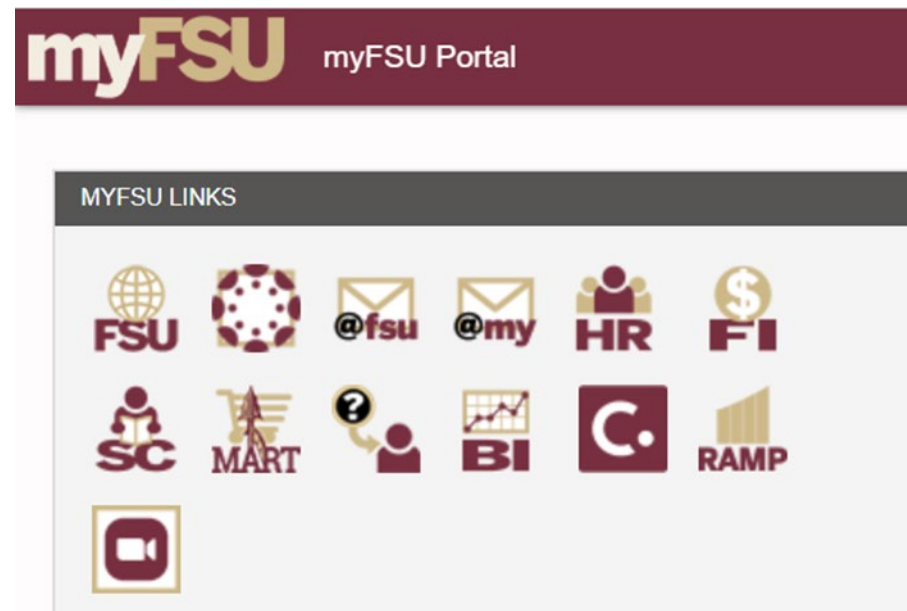
- Click on the CAMS hyperlink within an Outlook email notification



### How to Access CAMS

- Log into the myFSU portal and click on the CAMS icon
- Type the CAMS website address in your browser:

<https://cams.fsu.edu>



## When to Use CAMS

- Researchers
  - Prompted to use CAMS in January 2022 based on research activities in RAMP Grants and RAMP IRB
- Non-Researchers
  - Staff disclose within CAMS in January 2022
  - Faculty disclose within CAMS in Fall 2022



## Project Resources

- Project Contacts:
  - Robyn Blank, Chief Compliance and Ethics Officer, [robyn.blank@fsu.edu](mailto:robyn.blank@fsu.edu)
  - Angie Rowe, CAMS Project Manager, [arrowe@fsu.edu](mailto:arrowe@fsu.edu)
- CAMS Feedback & Support: [cams@fsu.edu](mailto:cams@fsu.edu)
- Website: <https://compliance@fsu.edu>

# Faculty Credentialing

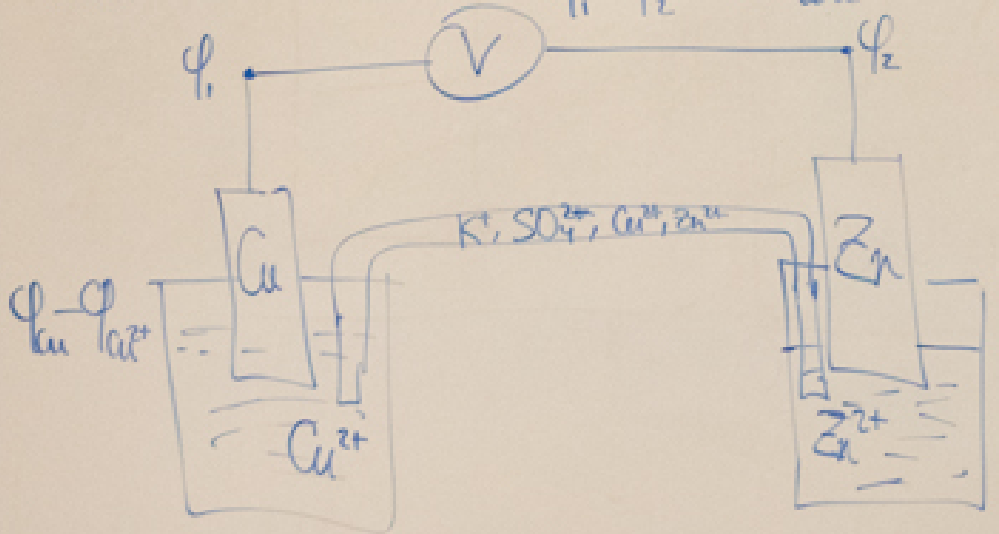
Jennifer Buchanan

*Associate Vice President*

Faculty Development & Advancement

$$E_{cell} = (\phi_{Zn^{2+}} - \phi_{Zn}) + (\phi_{Cu} - \phi_{Cu^{2+}})$$

$$\phi_1 - \phi_2 = E_{cell}$$



$$E_{cell} = \underbrace{(\phi_{Cu} - \phi_{Cu^{2+}})}_{\text{half-reaction 1}} - \underbrace{(\phi_{Zn} - \phi_{Zn^{2+}})}_{\text{half-reaction 2}}$$

$$\text{Energy} = q \times \text{Voltage}$$

$$J = C \times V$$

$$\Delta G = -nFE$$

half-reaction 1      half-reaction 2

INFORMATION TECHNOLOGY SERVICES



# Instructor Credentials SYSTEM

## Process

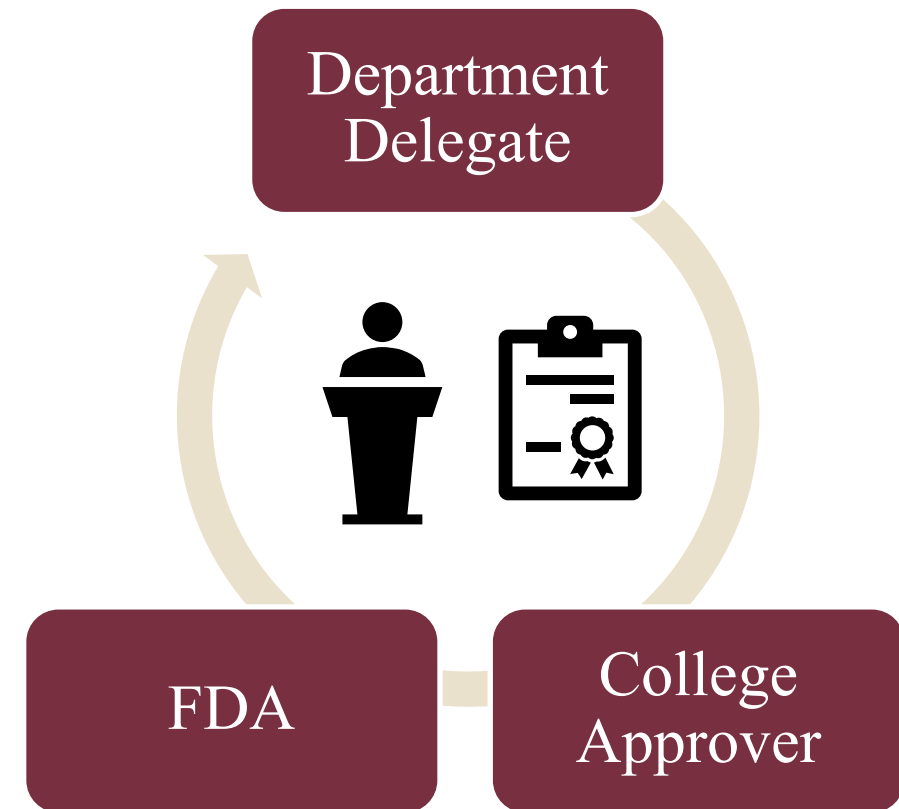
- “Equation”
  - Assign faculty C.I.P. based on credentials
  - Ensure accuracy of course C.I.P.s
  - Match faculty and course C.I.P.s at 4 digits (out of 6 total)
  - Review and adjust mismatches
  - Report evidence of all instructor qualifications

## Process

- Fall 2021
  - Kick off
  - Review and refine after-hire process and integrate with On-Base to allow for real-time access to view transcripts.
- Spring 2022
  - Adjust business process to allow for before-hire process.

## Instructor Credentials System (ICS)

- Your department delegate role
  - Review each instructor profile to determine gaps (degree, alternative, CIP)
  - Strengthen profile by adding degrees, uploading alternative credentials
  - Work with chair/school director to determine faculty C.I.P.s and enter into ICS
  - Identify program directors, locations, primary mode of instruction
  - Creates permanent record of credentials



# Postdoctoral Scholar Onboarding & Offboarding

Debra Fadool

*Associate Dean & Director*

Office of Postdoctoral Affairs

## What is a Postdoctoral Scholar?

- An intense period of training following a doctorate whereby there is a close apprenticeship by an expert in a chosen field.
- 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.
- Goal is to achieve independence as an investigator, researcher, and/or instructor.
- 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.

<http://opda.fsu.edu/>

### Intramural Awards and Career Development

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

## Who decides postdoctoral policies?

- 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, Human Resources, and the Dean of the Graduate School
- Current Board = Mark Riley, Debra Fadool, Laurel Fulkerson, Renisha Gibbs, Kay Jones, Tim Megraw, Richard Nowakowski, Shannon Montgomery, Nuria Gutierrez, Kari Roberts, Wei Yang, Munir Humayun, Rebecca Peterson, Christine Conley, and Jeanette Taylor.

## 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.
- <http://opda.fsu.edu/About-Us/Contact-Us>
- 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 Communication

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

## Is there a handbook for Postdoctoral Scholars?

- Four-year duration for the appointment
- Extension of appointment under special considerations by the Provost and OPDA
- Must work under the supervision of an advisor to obtain substantial advanced career training including research, scholarship, teaching, or a combination
- Must be provided a letter of hire using templates available at the OPDA with final approval by HR and OPDA
- Must demonstrate English competency as established by a variety of optional metrics if supported on a J1 Visa
- Must be hired at the minimum salary of \$47,658.

### What are the current hiring policies?

- FSU Scholar Definition
  - Within 5 years of a PhD
  - Temporary training of 4 years
  - Supervision by a mentor
- Access to other standard OPS/Staff Benefits
- Annual Review (July 15) and IDP
- Minimum Salary - \$47,658
  - Beginning November 18, 2016
  - Bridge funding program
  - August 1, 2016 – budgeting of all new proposals



## New Policies for Postdoctoral Scholars?

- Postdocs are encouraged to publish scholarly work with their advisor during the period of their training
- Postdocs are encouraged to seek independent funding for their research and creativity under the guidance of their advisor
- Can use continuation letter when arranging for years of training beyond the first contracted hiring period.
- There is a paid time off (PTO) that can be applied to vacation, sick leave, or paternity leave accrued at the rate of 4 hours per pay period or 13 days a year.
- The Annual review (two way) and completion of an Individual Development Plan (IDP)

## Approved Personal Leave Policy

- PTO = Paid Time Off
- Can be applied to sick, vacation, parental leave
- Will accrue 4 hours per 2 week pay period (= 13 days/year)
- Can roll over to the next funding year on a similar project but cannot retain more than 104 hours (or 13 days)
- Must have prearrangement with supervisor/mentor and any permissions from their funding agency or VISA requirements

## Approved Personal Leave Policy

- Also allowed University Recognized Federal Holidays and any days in which the University President specifies the campus is closed (“season days”, hurricane, campus emergency)
- Can switch PTO if experimental demands require presence on a holiday or campus closure
- Family Medical Leave Act (FMLA) – 12 Unpaid work weeks
- Tracking is performed by HR
- No terminal leave is permitted when separated from FSU

## How are Postdoctoral Scholars Classified?

- **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
- **Postdoctoral Courtesy Appointment** = Non-faculty visitor at FSU who is not paid by FSU but rather home country, institution, or another program. This classification also comprises scholars appointed on NIH training grants.
  - Access to wellness center and student insurance plans

## How are Postdoctoral Scholars Classified?

- Both Classifications receive the following additional benefits
  - Seminole Savings
  - Florida Prepaid College Tuition
  - Bencor Retirement
  - 12-week Family Leave Policy (without pay)
  - Postdoc Meal Plan
  - Access to FSU Childcare

## Minimum Salary Requirement

- Must be compensated \$47,658 minimally. Part-time training is highly discouraged.
- Can be adjusted, commensurate with technical experience or abilities, and in keeping with the funding agency providing the grant contract – NIH or NSF, for example.
- Can be adjusted annually (raise) or some investigators may not have the ability to increase their salary depending upon the restrictions of the federal grant contract or funding program.

### Current NIH Pay Scale

Years of Relevant Postdoctoral Experience	Stipend for FY 2021 / Monthly Stipend
0	\$53,760 / \$4,480
1	\$54,144 / \$4,512
2	\$54,540 / \$4,545
3	\$56,712 / \$4,726
4	\$58,608 / \$4,884
5	\$60,780 / \$5,065
6	\$63,036 / \$5,253
7 or more	\$65,292 / \$5,441

## Contact

- Please reach out with any questions.
- Monday afternoons and Wednesdays – Westcott 314

Debra Ann Fadool (Debi)

dfadool@bio.fsu.edu

opda-info.fsu.edu

<http://www.opda.fsu.edu>



# Immigration Updates

E. Tanya Schaad

*SEVIS Data Manager*

Center for Global Engagement

## SSN Processing

- Be sure that the SSN letter for F-1 students is on your department's letterhead.
  - Provide a pdf version to the student (not DocuSign)
  - Student needs to submit the form through Nole Start for CGE's signature.
- Students in J-1 status need written authorization from their sponsor every year regardless of the DS-2019 dates.
  - FSU sponsored students submit a work authorization request through Nole Start.
  - Fulbright students submit requests through IIE, LASPAU, or Amideast.

## SSN Processing Continued

- Social Security Administration not accepting walk-ins.
- Alternate COVID-19 procedures:
  - Employee without an SSN must call (866)-248-2088 to provide contact information.
  - Usually in 2-4 weeks, SSA will call back to arrange an appointment time 1-2 weeks out.
  - Employee needs to have voicemail set up on their phone.
  - In the meantime, the employee can be onboarded.

## Visa & Travel Delays

- Many U.S. Consulates are Open!
  - But not all
  - Some take emergency appointments only
  - Some have appointments available 6 months from now
- COVID travel bans will likely be lifted next month!
  - Likely will be replaced by a vaccination requirement for entry
  - Not all countries have readily available vaccines for all citizens
  - Negative COVID tests will likely still be a requirement

## Plan as Early as Possible

- If you are planning to hire a postdoc who is outside the U.S., the anticipated start date should be at least 90 days out. Inside the U.S., depends on their authorization.
- If you are planning to hire for another type of position, the anticipated start date should be 4-6 months out.
- General Counsel has hired a new attorney, Leslie Crosdale, for processing H-1B petitions and PR case. She will begin in November.

## Nole Start is Here!

- Department Representatives, Graduate Coordinators, and Faculty can request access (if they do not already have it).
- Nole Start is at <https://istart.fsu.edu>
- Log in with FSUID and password. If not found, there is a process to request access.

### Nole Start Forms Available

- University Funding Form
- J1 Scholar Request
- Add New Person for J1 Scholars

The screenshot shows the Nole Start web application interface. At the top, there is a header with the Florida State University logo and the text "FLORIDA STATE UNIVERSITY | CENTER FOR GLOBAL ENGAGEMENT". Below the header, the page title "Nole Start" is displayed on the left, and "Test Rep 2" with a dropdown arrow is on the right. The main content area is divided into two sections: "Departmental Services" and "Tasks".

**Departmental Services**

**Lists**

- My Current Cases
- My Closed Cases
- My Department's Current Cases
- My Department's Employees & Scholars

**Tasks**

- Add New Person
- Update Your Information
- University Funding Form (FSU Students)
- J1 Scholars

## Current CGE Contacts

- F-1 Students
  - (A-H) Betty Jensen – [bjensen@fsu.edu](mailto:bjensen@fsu.edu)
  - (I-O) Angelique Stevens – [apstevens@fsu.edu](mailto:apstevens@fsu.edu)
  - (P-Z) Jared Tirone – [jmtirone@fsu.edu](mailto:jmtirone@fsu.edu)
  - Incoming students – [CGE-NewStudents@fsu.edu](mailto:CGE-NewStudents@fsu.edu)
- J-1 Students
  - Degree-seeking – Jared Tirone – [jmtirone@fsu.edu](mailto:jmtirone@fsu.edu)
  - Short-term exchange – Betty Jensen – [bjensen@fsu.edu](mailto:bjensen@fsu.edu)
- J-1 Scholars (not enrolled students)
  - Angelique Stevens – [apstevens@fsu.edu](mailto:apstevens@fsu.edu)



# OMNI HR Projects

Julie Eberhardt

*IT Project Manager*

ITS PMO Office

## HR - PUM 40 and PTools 8.59 Upgrade

- Executive Summary
  - Purpose
  - Overview
  - Governance and Resources
  - Timeline
  - Highlights (new functionality and features)

### Project Purpose

- We are required to stay current on supported levels for OMNI HR application and tools.
- Currently on PeopleSoft Image 32, and this will bring the level to latest release (Image 40) expected to be released on October 18, 2021.
- It is critical to remain up-to-date with the latest version of PeopleSoft as it is very costly to bring an out-of-date ERP system up to date. It also creates compatibility issues with other systems.
- This upgrade also includes new functionality that can be leveraged by the ERP home departments that they may have been seeking or waiting on to become available such as new FLUID pages.

## Project Overview

- Upgrade the OMNI HR system to PeopleTools 8.59 (approx. 40 Tools)
  - Navigation (breadcrumbs)
  - Query Manager and Viewer
  - Process Scheduler and Monitor
- Apply PeopleSoft Images 33 – 40 utilizing PeopleSoft Update Manager (application)
  - Bug Files
  - New Functionality (FLUID pages)
  - Enhancement Features ( Mobile Pages)
  - Regulatory Changes

## Governance Resources

- Project Resources (12 areas)
  - Business Analysts
    - Business Application Services (HR and Financials)
    - Student Application Services ( Campus Solutions)
  - PeopleSoft Development
  - PeopleSoft Administration
  - Database Administration
  - Project Management Office
  - Data & Analytics
  - Imaging
  - Home Office (HR / Payroll/ Department Representatives)

### Project Timeline

Activity	Date
Project Overall	10/11/21 – 4/30/22
Project Steering Committee Meeting	10/18/21 (3 to 4 planned meetings)
Project Team Working Sessions	10/8/21 (continuing weekly)
User Acceptance Testing - Home Office Testing for OMNI HR and Mobile Apps	2/21/22 – 4/19/22
Training on new functionality and enhancement features	2/21/22 – 4/19/22 (TBD)
Project migration to production	4/23/22
Project closing	4/30/22

## Project Highlights

- New FLUID Pages
  - Timesheets for Time & Labor
  - Job Data
  - Position Data
- Navigation Changes
  - Breadcrumbs returning
  - NavBar: Menu – items listed are alphabetical
  - New left side navigation pane – Favorites and Recently Visited
  - Home pages appear on upper left instead of middle

## Project Contacts

Thank you for supporting this project effort!

**Julie Eberhardt**

ITS PMO Office

[jeber@fsu.edu](mailto:jeber@fsu.edu)

850.645-9788

**Kim Grant**

Business Application

Services (HR)

[Kimberly.grant@fsu.edu](mailto:Kimberly.grant@fsu.edu)

850.645-1807

**Jen Swain**

Director, Student

Application Services and

Interim Director, Business

Application Services

[J.Swain@fsu.edu](mailto:J.Swain@fsu.edu)

850.645.1813



# Payroll Services

Evelynn Steffen

*Senior NRA Specialist*

Payroll Services

## Non-US Citizens Working Overseas

- Employees:
  - Submit a Work Abroad Acknowledgement Statement to HR.
  - Enter hours worked overseas on timesheet using OVSEA.
- Students receiving scholarships:
  - Notify [CTL-Payroll-Tax@admin.fsu.edu](mailto:CTL-Payroll-Tax@admin.fsu.edu) if the student is taking classes remotely overseas
- Independent Contractors (IPCs)
  - Notify [CTL-Payroll-Tax@admin.fsu.edu](mailto:CTL-Payroll-Tax@admin.fsu.edu) if the IPC is performing services overseas before submitting request for payment.

## Year End Reminders

- Club Usage Logs
  - Departments that provide club memberships to employees must submit completed and signed logs to Payroll Services by November 15, 2021.
    - Logs should be completed for the period of November 1, 2020, through October 31, 2021.
- Taxable Fringe Benefit Guide
  - For detailed information on employee taxable fringe benefits, please refer to the university’s “Taxable Fringe Benefit Guide” located on the FSU Controller’s website.

## Year End Reminders

- W-2 Forms - Electronic
  - Employees that have not consented to receive their W-2 forms online can make their election in OMNI-HR at any time.
  - Anyone that consents to the electronic form will have access to their 2021 W-2 form as soon as they are made available to campus in early January.

## Year End Reminders

- W-2 Forms - Paper
  - Employees that do not consent to the electronic format will be mailed a W-2 form by January 31, 2022.
  - Please remind employees to review and update their mailing address in OMNI before January 1, 2022, so there is no delay in the delivery of their paper W-2 by the United States Postal Service.
  - W-2 reprints for 2021 will not start until February 15, 2022; therefore, accurate addresses are important.

# Free Microsoft Training & ITS Updates

Megan Del Debbio

*Marketing Communications Manager*

Information Technology Services

### Details

- New training program offers free, weekly sessions on a variety of Microsoft programs
- Available to FSU students, faculty and staff



## Upcoming Training

Tuesdays at 11AM or 3PM ET

**Microsoft Cloud Storage: OneDrive for Business and SharePoint Online Level 100**

November 2 | 11 AM ET

**Microsoft SharePoint Online Level 100**

November 9 | 11AM ET

**Microsoft SharePoint Online Level 200**

November 16 | 11AM ET

**Microsoft Excel Level 100**

November 23 | 11AM ET



## More Details

Full training calendar and descriptions available on the  
ITS website

[its.fsu.edu/microsoft-training](https://its.fsu.edu/microsoft-training)

## FSU Wi-Fi

- Discontinuing use of FSUGuest for students, faculty and staff on December 15, 2021.
- Instead, FSU users encouraged to use FSUSecure.
- Campus guests may continue to use FSUGuest by registering a cellphone number.

## FSUSecure

- Encrypted, internal network
- Single sign-on with FSUID and password
- Remembers sign-in information to automatically connect when in range
- Streamlines reporting and troubleshooting for ITS

## FSUSecure

Make the transition from FSUGuest to FSUSecure today!



## Password Resets

- Resetting FSU password now optional
- Password resets no longer required every six months
- Only required to reset password if account may have been compromised



# Essential Piece Award

Renisha Gibbs

*Associate Vice President for Human Resources/F&A Chief of Staff*

## Essential Piece Award

- *“She is very responsive with emails and seems to really care about helping employees in her department.”*
- *“She is proactive and asks questions about policies and timekeeping to stay ahead of payroll deadlines.”*
- *“On payroll Friday’s, I can count on her being available early in the morning to assist with Timeclock plus time entry.”*

# Diana Calabro



Fall 2021 Outstanding Department Representative

and

Essential Piece Award Winner



# Compensation Updates

Shelley McLaughlin

*Sr. Associate Director*

Employment & Recruitment and Compensation Services

## Compensation Topics

- Compensation Study Update
- University Employee Bonus Plan
- University Recruiting and Retention Challenges

## Staff Compensation Study

- **Project Objectives**

- Through review of 5,400 position descriptions (Executive Service, A&P, and USPS positions) within 285 unique job codes, the desired outcomes are:
  - Defined classification levels
  - Defined career paths
  - Competitive market assessment
  - Contemporary, competitive, and equitable salary structure
  - Pay administration guidelines
  - A clear implementation and comprehensive communications plan

## Staff Compensation Study

- Project Updates
  - Refined job families and developed consistent titling and leveling guidelines
  - Developed new pay administration guidelines
  - Matched 186 classifications to market surveys and finalized the market assessment and variance analysis
  - Drafted 45+ new classification titles
  - Created a proposal for a new pay band structure

# FLORIDA STATE UNIVERSITY

## The Office of Human Resources

### Project Approach and Timing



## University Employee Bonus Plan

- FL Senate Bill 52
  - Section 1012.978, F.S., effective 7/1/21
  - Authorizes a University Board of Trustees (BOT) to implement an employee bonus program to recognize individual work performance or recruitment and retention, subject to approval by the Board of Governors (BOG).
  - Unable to process bonus requests, including sign-on bonuses, until we receive authorization.
  - FSU Policy reviewed by BOT; awaiting BOG Regulation 9.015

## University Retention Challenges

- National labor market is experiencing significant shifts
- FSU is seeing similar trends
- Encouraging departments to address critical retention needs
- HR is available to assist -
  - Tools to illustrate the total value of FSU employment
  - Review staffing plans, org structures, PDs, and market data

# Recruitment in a Challenging Market

Amy Espinosa

*Assistant Director*

Employment & Recruitment Services



## What's Going On?

- National market shifts are impacting FSU too.
  - Increase in available opportunities
  - Decrease in the number of applicants
  - Turnover

## Practical Approaches

- Highlight your job opening in a competitive market
  - Where possible, include starting salary “to negotiable based on education and experience” versus advertising a specific range.
  - Explore using the option “Open Until Filled” for Faculty and A&P job openings.
  - Consider adding a statement that details what a typical day in the job is like and what your ideal candidate can bring to the table.
  - Information to attract prospective employees and our total rewards package.

## Practical Approaches

- Increase Your Applicant Pool
  - Extend your reach!
  - Consider using listservs/ mailing lists in the field
  - Network with professional associations and contacts with other FSU Colleges/units aligned to the role
  - Referrals & Nominations

## Practical Approaches

- Increase Your Applicant Pool
  - Advertise Externally
    - Refer to External Advertising Guidelines and the list of sources HR advertises with by default.
  - FSU pays for all jobs to post with Inside Higher ED and Insight into Diversity
    - In the past year, FSU has also added LinkedIn!
    - Diversity network feature that showcases FSU jobs on 20 different national sites

## Practical Approaches

- Keep Candidates Engaged in the Process
  - Review applicants as they are routed for consideration
  - HR can screen/route as needed
  - Don't hesitate to schedule interviews
  - Keep your top candidates engaged in the conversation as you move through the process
    - Express your continued interest, process, and timetable regularly.
    - If there's a need to issue a contingent job offer, partner with your assigned recruiter for options.
  - Leverage the available recruiting incentives for applicable positions

## Practical Approaches

- Explore Options for Flexibility
  - Some industries are offering remote work
  - Compensation can review if positions are eligible for remote work
  - If your department is participating in the [Alternate Work Location Arrangement Pilot Program](#) and the position is eligible, discuss this option during your interview with candidates.
  - FSU continues to evaluate remote and telework options

HR is Available to Assist!

Please contact your department's assigned [Recruiter](#) for additional support.

# 2022 Spring GA Mass Appointment Process

Alyssa Weiskopf

*HR Specialist*

EDM Special Projects



## 2022 Spring GA Mass Appointment Process

- Opened to Department Reps Monday, October 25
  - Updates
  - Job Aid
  - Schedule
- Questions?
  - Email: [aweiskopf@fsu.edu](mailto:aweiskopf@fsu.edu)
  - Phone: 644-6846

# Graduate Assistant Mass Appointment Job Aid

## OFFICE OF HUMAN RESOURCES

The screenshot shows the website's navigation menu at the top with options: HOME, ABOUT US, WORKING AT FSU, EMPLOYEE DEVELOPMENT, TOTAL REWARDS, POLICIES, COMMUNICATIONS, and SECTIONS. Below the menu is a breadcrumb trail: HOME / SECTIONS / TRAINING & ORGANIZATIONAL DEVELOPMENT / OMNI TRAINING GUIDES. On the left is a sidebar menu with categories like Attendance & Leave, Benefits for Faculty and Staff, Compensation Services, Employee Data Management, Employee & Labor Relations, Employment & Recruitment Services, Equity, Diversity & Inclusion, HR Satellite Offices, Ombuds Program, Training & Organizational Development (selected), Organizational & Team Development, Advance Leadership Development Program, and Program. The main content area is titled 'OMNI Training Guides' and features a dropdown menu for 'Appointment Activities'. The first item in this list, 'Graduate Assistant Mass Appointments', is highlighted with a red box. Other items include Faculty Mass Appointments, Internal Courtesy Express Job Aid, External Courtesy Express Job Aid, Courtesy Mass Appointment Verification Process, Generating Faculty Contracts, and Appointing Unpaid Visiting Scholars via Courtesy Express.

HOME / SECTIONS / TRAINING & ORGANIZATIONAL DEVELOPMENT / OMNI TRAINING GUIDES

### OMNI Training Guides

Appointment Activities

- **Graduate Assistant Mass Appointments**
- [Faculty Mass Appointments](#)
- [Internal Courtesy Express Job Aid](#)
- [External Courtesy Express Job Aid](#)
- [Courtesy Mass Appointment Verification Process](#)
- [Generating Faculty Contracts](#)
- [Appointing Unpaid Visiting Scholars via Courtesy Express](#)

### Graduate Assistant Mass Appointment Schedule

<p><u>Oct. 25 – Nov. 1</u> Department Representative</p>	<p><u>Nov. 2 – Nov. 9</u> Department Manager</p>	<p><u>Nov. 10 – Nov. 17</u> Department Representative</p>	<p><u>Nov. 18 – Nov. 19</u> Department Manager</p>	<p><u>Nov. 30</u> Data load to OMNI HR</p>
<ul style="list-style-type: none"> <li>Graduate Assistant Mass Appointments opens to <b>Department Representative</b> (Originator) for entry.</li> </ul>	<ul style="list-style-type: none"> <li>Open for <b>Department Manager approval</b> for all Graduate Assistant <u>reappointments</u>.</li> <li>Add Comments if changes need to be made.</li> </ul>	<ul style="list-style-type: none"> <li>Open for <b>Department Representative</b> (Originator) to <i>review and update</i> any changes per Manager.</li> </ul>	<ul style="list-style-type: none"> <li>Open for <b>Department Manager</b> to approve Final Changes.</li> </ul>	<ul style="list-style-type: none"> <li>File is loaded in OMNI HR on November 30, 2021.</li> <li>Run queries and update any discrepancies.</li> </ul>

## Question & Answer

The chat is now open for questions.

# Closing Remarks

Shelley Lopez

*Program Director*

HR Communications/Special Projects

Thank You!