



Onboarding Quick Reference Guide for Department Representatives

- **Accessing the portal:** When you access the **FSU Onboarding** tile from **Department Administration** or **HR Administration**, it will direct you to the **Welcome Page**. Click on the **FSU Onboarding Landing Page** to access the portal. If you use the NavBar Menu, click **Onboarding** > **FSU Onboarding Landing Page** to access the portal.

The screenshot shows the FSU Onboarding portal interface. The top navigation bar includes a home icon, a search icon, and a notification bell icon. The left sidebar contains a list of navigation items: Welcome Page, FSU Onboarding Landing Page, FSU Onboarding Approvals, and View FSU Onboarding Approvals. The main content area displays a welcome message and instructions for Department Representatives and Workflow Approvers. A red arrow points to the 'FSU Onboarding Landing Page' link in the sidebar, labeled 'Access Onboarding – Via Tile'. Another red arrow points to the 'Onboarding' menu item in the NavBar Menu, labeled 'Access Onboarding – Via NavBar'. The NavBar Menu also lists 'View FSU Onboarding Approvals', 'FSU Onboarding Approvals', and 'FSU Onboarding Landing Page'.

Welcome to FSU Employee Onboarding Administration!

- **Department Representatives:** Use the "FSU Onboarding Landing Page" link to check the status of candidates and complete pending actions.
 - To check the status of a candidate's Dual Comp, Outside Employment, or Employment of Relatives with an approver, use the "View FSU Onboarding Approvals" link and select "Submitted for Approval" from the Approval Status drop-down menu to complete pending actions.
- **Workflow Approvers:** Use the "FSU Onboarding Approvals" link and select Dual Comp, Outside Employment, or Employment of Relatives to search for actions that are pending your approval. From the page, click the "Search" button to return a list of pending approvals.

If you have any questions, contact the Office of Human Resources at HR-Onboarding@fsu.edu or 850-644-6034.

• **FSU Onboarding Landing Page**

The screenshot shows the FSU Onboarding Landing Page. The left sidebar contains a list of navigation items: Invitations, Consoles, Alerts/Notifications, and My Account. The main content area displays a large image of a building on a campus. Red arrows point to the 'Invitations' menu item, the 'My Tasks' menu item, and the 'Alerts/Notifications' menu item. Text boxes provide additional information: 'The Onboarding Menu can be used to access the Invitation Console, My Tasks, and the Onboarding Inbox', 'Alert notices will display for candidates placed on your "watch" list', 'Invitation Console (formerly Candidate Console) is used to track candidate progress', and 'My Tasks displays action items for candidates'. At the bottom, there are links for 'Invitation Console >' and 'My Tasks >'.

The Onboarding Menu can be used to access the Invitation Console, My Tasks, and the Onboarding Inbox

Alert notices will display for candidates placed on your "watch" list

Invitation Console (formerly Candidate Console) is used to track candidate progress

My Tasks displays action items for candidates

Invitation Console > My Tasks >

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- **My Tasks:** My Tasks is a queue of action items that require your attention, like Dual Compensation, Leave Transfer, Outside Employment, Employment Relatives, and Supplemental Documents. *Ensure you click "Search" to populate a list of pending items.*

My Tasks

Use Saved Search:

Invitation Type: equal to

First Name: begins with

Last Name: begins with

Applicant ID: equal to

Start Date: equal to

National ID: contains

Department: contains

Citizenship Status: equal to

Click "Search" to populate current list of action items.

Click on the Activity Name to review and complete required Department steps.

Click "View Process" to view the candidate's progress and status of the entire invitation.

Click "More Info" to view appointment and candidate details.

Sally Seminole

Applicant ID: 685068

Empl ID:

Invitation Type: Additional Invitation

Citizenship Status: U.S. Citizen

Department: 025000 Human Resources

Job Code: T011 Business Off Clerical Etc

Position Number:

Search **Clear** [Advanced Search](#) [Save Search Criteria](#) [Delete Saved Search](#) [Personalize Search](#)

Quick Filter Showing 1 to 3 of 3 Rows per page 10

Invitation ID	Name	Start Date	Activity Name	Assigned on	View Process	More Info
0000013633	Sally Seminole	09/28/2020	Dual Compensation Approval	09/02/2020 09:50 AM EDT	View Process	More Info
0000013633	Sally Seminole	09/28/2020	Supplemental Documents(Admin)	09/02/2020 09:50 AM EDT	View Process	More Info
0000013631	John Doe	09/04/2020	Supplemental Documents(Admin)	09/08/2020 09:42 AM EDT	View Process	More Info

After the Department Representative has completed the action item in My Tasks, Department Representatives and Approvers can access workflow items from the Onboarding Welcome Page.

- The FSU Onboarding Approvals folder is for Department Approvers to access tasks to approve. Click the specific task to search for the candidate.
- The View FSU Onboarding Approvals folder is for Department Representatives to check the status of actions in process and view those previously completed. Click the specific task to search for the candidate.

Welcome Page

- FSU Onboarding Landing Page
- FSU Onboarding Approvals**
 - Dual Compensation Apprv
 - Outside Employment Apprv
 - Employment of Relatives Apprv
- View FSU Onboarding Approvals**
 - Dual Compensation Apprv
 - Employment of Relatives Apprv
 - Outside Employment Apprv

FSU Onboarding Approvals is for Department Approvers (Supervisors and DDDH) to approve Onboarding tasks.

Click "View FSU Onboarding Approvals" from the Onboarding Welcome Page to review approval items in process or previously approved.

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- **Invitation Console:** The Invitation Console provides helpful tools to track a candidate's progress through the onboarding process.

The Invitation Console interface includes a search section with filters for Empl ID, First Name, Last Name, Onboarding Process, Business Process Status, Invitation ID, and Start Date. A table below shows a list of invitations with columns for Invitation ID, Name, Start Date, Invitation Status, View Process, View Historic Process(es), and Info and Actions.

Callouts provide the following instructions:

- Click the Invitation ID to review the Invitation and Invitation Summary
- Click "Info and Actions" for a summary on appointment information and to add the candidate to your "Watch" list
- View Process will display the candidate's progress and status of the entire invitation
- Click "Watch" to receive alerts on the invitation

On the right side, a detailed view for candidate Sally Seminole is shown, including fields for Start Date, Employee Class, Business Unit, Job Code, Department, Company, Location, Onboarding Process, Applicant ID, Empl ID, Empl Record, Job Opening ID, Business Process Status, and Onboarding Status.

The Invitation Summary provides important details to assist you in troubleshooting issues with your candidate, percentage completion for all tasks, and an overview of key steps in the process.

The candidate's USERID, last login date, and account status are on this page.

The Invitation Summary page for Sally Seminole (Invitation ID 0000013635) displays the following information:

- User ID:** SSEMINOLE
- Last User Login:** 9/17/2020
- Account:** Active/Unlocked

Progress indicators show:

- Candidate Progress:** 100% Complete (Completed Tasks: 11, Remaining Tasks: 0). Callout: Displays percentage complete for candidate's steps only.
- HR Tasks Progress:** 100% Complete (Completed Tasks: 9, Remaining Tasks: 0). Callout: Displays percentage complete for both Department and HR steps.

The **Process Life Cycle** shows the following steps:

- Invitation Created (Created by April Smatt on 09/01/2020 03:37 PM EDT)
- Invitation Launched (Launched by April Smatt on 09/01/2020 03:37 PM EDT)
- Registration Completed (Completed by Sally Seminole on 07/21/2020 10:05 AM EDT)
- Process Initiated (Completed by April Smatt on 09/01/2020 03:37 PM EDT)
- Background Check Submitted (Completed by Sally Seminole on 09/02/2020 11:39 AM EDT)

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- **Additional Contacts:** Job offer originators can add additional contacts from within their department to the job offer to receive notifications about their candidate. The additional contacts will receive emails when an invite is launched, the background check status, and when the appointment is processed.

Prepare Job Offer

[Return](#) | [Recruiting Home](#) Personalize

Posting Title GA Express	Job Opening ID 47562
Job Opening Status 010 Open	Business Unit FSU Business Unit
Job Title OPS Express Hire	Position Number
Applicant Name Sally Seminole	Applicant ID 685116

Offer Details ?

Offer Details | Background Check | Outside Recruiting

Job Opening 47562	GA Express - SMERP Upgrade	Business Unit FSU01	Offer Date 09/17/2020	Save as Draft
Position Number		Applicant Type Employee	Preferred Contact Not Specified	Submit for Approval
Recruiter Ivette Claudio		Department Contacts Receiving Onboarding Notifications:		Add Revised Offer
Status 006 Pending Approval		Job Offer Creator Abigail Lejeune		Delete Offer
Created By Abigail Lejeune		Dept Rep(FSU Dept Tbl)		Edit Offer

Additional Dept Contact Email

Departments can now add additional contacts directly to the job offer to receive Smart Onboarding system notifications.

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- **Hire Date Changes:** If it is required to move a candidate's hire date forward, Department Representatives can include this information in the "Comments" when submitting the candidate's Supplemental Documents. **Supplemental documents (ex: contract, offer letter, etc.) should reflect the updated date.** An FSU Service Center case is not required. **Please include the new hire date and reason for the change in the comment field.**

Supplemental Documents

If this is an *original invitation* for the candidate, the following is required prior to hire:

- A legible copy of their signed social security card or application receipt
- A legible copy of their notarized Loyalty Oath form

If the candidate has not uploaded the above documents, but instead has provided a copy to the hiring department, please upload below on their behalf.

If this is an *additional invitation* for the candidate, social security card and loyalty oath are not required.

Additional supplemental documents required for the position should also be uploaded here. Refer to the Appointment Papers Matrix or the step-by-step Employment Checklists on the HR website to see a complete list of required documents and/or actions required based on classification. Candidates being hired into a Faculty position must provide original official transcripts to the hiring department. Transcripts uploaded on this page are not considered to meet the official requirement without proof of proper chain of custody.

Note: If you haven't uploaded all required documents and must return to upload additional documents, please click, **Save**. If you are finished uploading all required documents or no documents are required, please click, **Save and Submit**.

Candidate Documents

Document Type	Attached File
<input type="text"/>	<input type="text"/>
<input type="button" value="Upload"/>	<input type="button" value="View"/>

Department/HR Admin Documents

Document Type	Attached File
<input type="text"/>	<input type="text"/>
<input type="button" value="Upload"/>	<input type="button" value="View"/>

Click the Comments button to enter a hire date change

Comment:

Hire Date Change per candidate's request. New hire date: 10/1/2020.

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Tips for Department Representatives:

- If you have previously completed an onboarding session or are completing one as a candidate, you may be prompted to choose your role.
- Stay in touch with your candidates. You are their first line of support.
- Review your candidate's onboarding progress. Navigate to Invitation Console and click on View Process for a detailed update.
- Do not let your candidate's invitation expire! An onboarding invitation expires after 21 days if not accessed by the candidate.
- If your candidate is an employee, rehire, current student, or former student who knows how to log into the myFSU portal, enter their Employee ID and FSUID when creating express appointments.
- Upload all documents needed for an onboarding invitation before clicking "Save and Submit" to submit the candidate's supplemental documents. Submitting without all required documents will not speed up the processing timeline.
- Deadlines are met when the job offer and all documents needed are received in HR, not when the job offer is submitted.
- Department Representatives should proactively monitor their My Tasks. Approvers should proactively monitor their Worklists and FSU Onboarding Approvals.
- Know the difference! "View Onboarding Approvals" is for reviewing Dual Compensation, Outside Employment, or Employment of Relatives actions. "FSU Onboarding Approvals" is where approvers take action on pending items.
- Onboarding an additional appointment? Remember to consult with the Department Rep(s) for the employee's existing appointment(s) to determine the following: No Change, Update, or Terminate. Coach Internal Transfers on how to appropriately answer the Dual Comp question.

Need help? Contact your [department's assigned recruiter](#) or
HR-Onboarding@fsu.edu