Mass Appointment Reminder:

Summer 2023 Graduate Assistant Mass
Appointments load to OMNI HR March 30.

Summer 2023 Faculty Mass
Closes to Departments March 31.
Appointments load to OMNI HR April 3.

Mass Appointment Reminder:

Fall 2023 Faculty and Graduate Assistant Mass Appointments Open June 12, 2023.

Courtesy Appointment Reminders

- **Courtesy appointments have a weekly standard hour of 0.01** unless they are instructor of record for teaching a course or need it reflected in OMNI for reporting reasons.
- **Don't forget to verify candidates Photo ID in Supplemental Documents and then Save and Submit!**
- **Visiting Scholars RAMP Approval must be attached to the Courtesy Job Offer.**

Courtesy Mass Appointment Verification

- **The Annual 2023 Courtesy Mass Verification Process opens to Departments on May 8, 2023.**

New Communication Tools in Continuous Improvement & Training

LinkedIn Group
- Follow employee training and performance improvement news and connect with fellow FSU colleagues!

Monthly Newsletter – The Mind Gym
- Published monthly in the Announcements for Faculty and Staff.

Digital Credential Series

Enroll in a job-specific or professional development certificate series to upskill and gain recognition.

o   Leadership Development

o   Equity, Diversity, & Inclusion

o   Customer Service

o   Financial Basics/Administrator

o   HR Department Representative

o   Student Coaching Skills

o   Academic Advising 101

Learn more at www.hr.fsu.edu/train

NEW BADGING PROGRAMS
#continuousimprovement&training

Access these learning resources and more at www.hr.fsu.edu/train

EMPLOYEE INFORMATION IN OMNI HR

Please remind employees to keep their personal and payroll information up-to-date in OMNI HR.

Phone, address (home, mailing, and email), W-4, direct deposit, and emergency contact information can be reviewed and updated online by selecting "Personal Information" in OMNI Self Service.

Did you know?

Appointment actions and documents can be sent to Employee Data Management electronically. Email actions directly to hr-edmdocs@fsu.edu for processing.

Visit our website for more information on EDM processes: https://hr.fsu.edu/sections/employee-data-management

Don't forget:

- I-9 Forms are valid only when original documents are used.

- **Section 1** must be completed **by the employee**, not a University representative.

When an employee separates, don't forget to update the Employment History in the Guardian Software.

On the Job Detail's page, click on the "Terminate Employee" button under "Employment History" and enter the correct termination date (employee's last day in pay status).

Employment History

Date Hired	Date Terminated
04/02/2021	N/A

Terminate Employee

I-9 Forms must be completed by the deadline!

Section 1 – no later than their **first day of work** for pay.

Section 2 – no later than the **third business day** after employee starts work for pay.

Minimum Wage Reminders
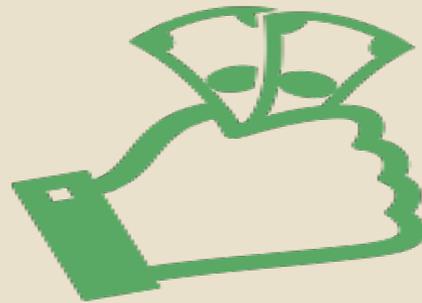
Graduate Assistants $20.83

OPS $11.00

Plan Ahead! Effective September 30, 2023, the new minimum hourly rate will be $12.00.

Graduate Assistant Appointment Reminder

All Fall appointments must have a **minimum appointment period of at least five (5) business days** before the first day of classes through the last day of finals as outlined in the academic calendar.

Upcoming Fall Appointment Deadlines

Friday, August 4, 2023

Graduate Assistant Appointment Deadline

Friday, August 11, 2023

Faculty Appointment Deadline

Did you know?

Foreign Transcripts require an academic evaluation.

For more information, contact

Joel Hunt at jehunt@fsu.edu

Employee Data Management **Team Designations**

Anna Capenos - Assistant Director

- **Joel Hunt** - Sr. HR Specialist, *Salaried Faculty & Staff Processing*
- **Derik Lipford** - HR Specialist, *I-9 Administrator & NRA OPS Processing*
- **Brianna Sorne** - HR Specialist, *OPS Faculty Processing*
- **Emily Lane -** HR Representative, *OPS One Time Pays*
- **Elizabeth Lizza** - HR Representative, *OPS Processing*
- **Destini Johnson** - HR Representative, *OPS Processing*

Did you know?

Department representatives can check the status of onboarding: **myFSU > HR > NavBar > Menu > Smart Onboarding > FSU On-Boarding Landing Page > Invitation Console**

Smart Onboarding Reminders

Ensure start dates are two weeks out to allow time for the job offer, Smart Onboarding, and background check to be processed.

Please be mindful of payroll deadlines!

Smart Onboarding Reminders

Once a department receives the notification that a Smart Onboarding Invitation has been launched:

- Have the candidate check spam and junk mail folders if they don't see the invitation in their inbox.

- Encourage them to log in and complete the onboarding process as soon as possible.

Smart Onboarding Reminders

- Check "My Tasks" regularly for action items, such as workflow approval and the supplemental docs step.

- Monitor the status of workflow items (dual comp, outside employment, employment of relatives) to ensure timely approvals.

Records Retention for Recruiting Efforts

Departments must keep all hiring documentation for **4 years**.

This changes to **5 years** when hiring a foreign national.

Ensure interview evaluations are entered **BEFORE** applicant disposition codes on those interviewed for salaried job openings.

Interview Protocols - Staff Positions

Required number of interviews changed for Staff positions due to Compensation Restructure:

- **A&P** - at least 2 from the pool of Routed applicants.

- **USPS** - at least 3 from the pool of Routed applicants. *(This is in addition to mandatory interviews, such as Veterans' Preference and internals in a Collective Bargaining Unit).*

Have you reviewed the online Faculty & Staff Search Committee Training?
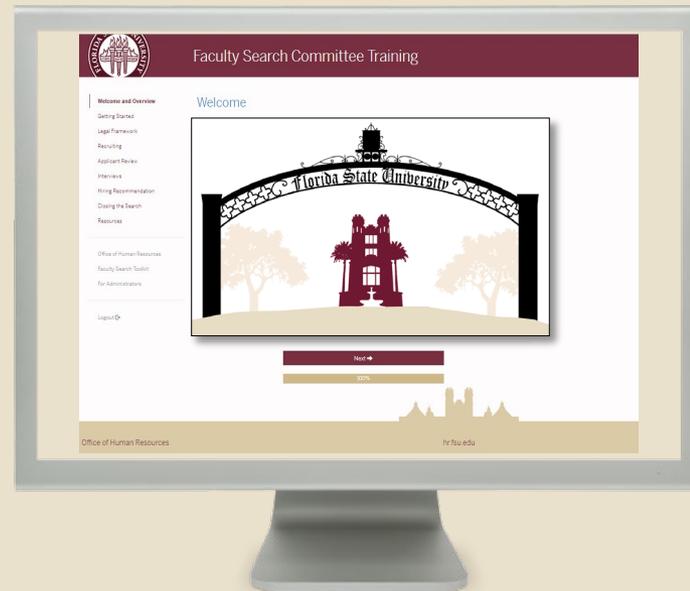
[Register today](#)!

Navigating the Recruitment Market

Tip: Contingent offer letters can be issued prior to the Onboarding process using the **templates** on the HR Website.

Are you planning to advertise a position externally?

Contact your department's assigned recruiter for requirements and resources when creating external advertisements for positions at the University.

Summer Express Hiring Pools have been created and are available for your summer appointments.

As soon as a top candidate is identified, contact your assigned recruiter to close **Open Until Filled jobs** from the website.

Insurance eligibility information is available
on the HR Benefits website under Health Insurance

People First ID and Default Password

- Employees can locate their People First User ID on the MyFSU Benefits tab.

- New Hires will receive timely information to enroll in insurances by viewing the online NEO: www.hr.fsu.edu/NEO.

  – People First default password: Pfmmddyy

    - 2 digits for date of birth month, day, and year

OPS Health Insurance Coverage

Departments who delay the termination of OPS employees may experience additional financial liabilities.
In addition, delayed terminations may cause issues with the employee's future eligibility and coverage.

Health Insurance Coverage

Employees hired on the **last day of the month** will not be able to elect health insurance coverage on the next day (first day of the following month).

Coverage will begin the first day of the second month following the month of hire.

Example: Hire date is March 31.

Coverage will begin May 1.

Activating the FSUID

When can an employee activate their FSUID?

An employee's FSUID account can be activated within the following number of days <u>prior to their official start date</u>, but only after Human Resources has processed the employee's hire in OMNI HR.

- **USPS, OPS, Courtesy employees** – 3 days
- **A&P employees –** 7 days
- **Faculty and Executive Service employees** – 60 days

To avoid complications with FSUID account management, employees should <u>not</u> activate prior to the related window.