

# Compensation Portal Reminder

Please submit all Staff compensation and/or position review requests for initial review through the Compensation Portal.

Attendance & Leave
Benefits for Faculty and Staff
Compensation Services ▾
Compensation Request Portal
Class & Comp Redesign
Position Description
Organizational Charts
ePAF+
Pay Practices
Job Class Specifications
Fair Labor Standards Act (FLSA)
Faculty Admin Codes
Continuous Improvement & Training
Employee Data Management
Employee & Labor Relations
Employment & Recruitment Services
Equal Opportunity Compliance &

## Compensation Request Portal

The **Compensation Request Portal** is a shared worklist to evaluate incoming department requests and provide feedback/recommendations before the department submits an official request for processing.

Some examples of requests departments will now submit via the portal are:

- Position Description Reviews – drafts of new positions, proposed reclassifications, PD updates
- Staff Salary Adjustment Reviews – Pay Equity, Market, or Merit
- Staff Additional Pay Reviews
- Mass Supervisor Change submissions

Recommendations provided via the Compensation Portal will still require existing department and/or Division level approvals and submission through existing OMNI HR system channels (ePAF, Additional Pay Form, etc.) for official processing. Salary Analysis Requests for hiring purposes will continue to be evaluated via the request **form**.

Please contact your department's assigned **Compensation Analyst** with any questions or for assistance with our newest process improvement tool.

HR Website > Compensation Services > Compensation Request Portal

# Did you know?

Department Representatives can check the status of onboarding: **myFSU > HR > NavBar > Menu > Onboarding > FSU Onboarding Landing Page > Invitation Console**

Invitation Console

Use Saved Search:

Empl ID equal to

First Name begins with

Last Name begins with

Onboarding Process equal to

Business Process Status equal to

Invitation ID equal to

Start Date equal to

Applicant ID equal to

Department begins with

Invitation Type equal to

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

Quick Filter  Showing 1 to 2 of 2 Rows per page 10

Invitation ID	Name	Start Date	Invitation Status	View Process	View Historic Process(es)	Info and Actions
0000013475	Tom A Hawk	08/08/2020	Invitation Completed	<input type="button" value="View Process"/>	View Historic Process(es)	Info and Actions
0000012497	Tom A Hawk	08/07/2020	Invitation Terminated	View Process	View Historic Process(es)	Info and Actions

## Onboarding Reminders

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

Please be mindful of payroll deadlines!



## Onboarding Reminders

Once a department receives the notification that an 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.

# 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.

# Onboarding Reminders

## My Tasks > Supplemental Documents (Admin)

**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="button" value="Upload"/> <input type="button" value="View"/>

Department/HR Admin Documents

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

<b>ALL NEW</b>	<ul style="list-style-type: none"><li>• Social Security Card/Receipt</li><li>• Notarized Loyalty Oath</li><li>• FGTRP Form (All salaried, some OPS)</li></ul>
<b>Salaried Hires &amp; GAs</b>	<ul style="list-style-type: none"><li>• Offer Letter</li></ul>
<b>USPS, A&amp;P, AEX,</b>	<ul style="list-style-type: none"><li>• Offer Letter</li><li>• Signed Contract (A&amp;P, AEX)</li></ul>
<b>Faculty</b>	<ul style="list-style-type: none"><li>• Offer Letter</li><li>• CV</li><li>• Reference Letters</li><li>• Official Transcripts</li></ul>
<b>Non-U.S. Citizens</b>	<ul style="list-style-type: none"><li>• Work Authorization Documents</li></ul>

Always click “Save and Submit” after reviewing, even if no documents are required, to submit the candidate to HR for review and approval.

## 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.



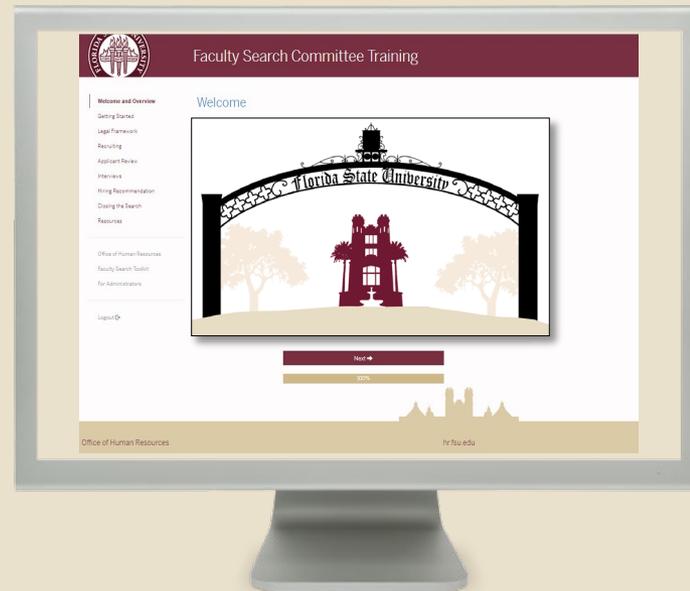
# Interview Protocols - Staff Positions



Required number of interviews:

- **A&P** - at least 2 from the pool of Routed applicants.
- **USPS** - at least 3 from the pool of Routed applicants, *in addition to the special consideration interviews.*

# 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.



## 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**.

## Activating the FSUID

### When can an employee activate their FSUID?

*An employee's FSUID account can be activated within the following number of days prior to their official start date, 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 not activate prior to the related window.

# 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.



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



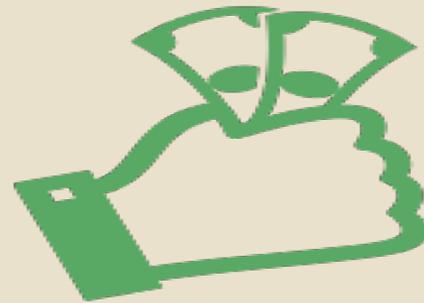
Date Hired	Date Terminated
04/02/2021	N/A

Terminate Employee

## International Hires without Social Security Numbers

- The appointment will only be **funded for 60 days**.
- The I-9 must be updated with the Social Security Number once the employee receives their Social Security Card and brings it to the department for verification.
- A copy of the signed card should be submitted to [hr-edmdocs@fsu.edu](mailto:hr-edmdocs@fsu.edu) via FSU NiFTy.

# Minimum Wage Reminders



Graduate Assistants: \$23.08

OPS: \$12.00

Plan Ahead! Effective September 30, 2024, the new minimum hourly rate will be \$13.00.

# **Upcoming Fall Appointment Deadlines**

**Friday, July 19, 2024**

Faculty Appointment Deadline

**Friday, August 2, 2024**

Graduate Assistant Appointment Deadline

## **Graduate Assistant Appointment Reminder**

All fall appointments should 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.

# Summer Camps Around You?

**All FSU sponsored or managed camps must receive  
DCF Summer Camp Background Checks.**

**Please go to [HR.FSU.EDU/BGC](https://hr.fsu.edu/bgc) for Summer Camp  
Requirements.**

# Public Service Loan Forgiveness (PSLF)

PSLF Forms and questions can be sent to [HR-Records@fsu.edu](mailto:HR-Records@fsu.edu) for processing.

## New ERS Staff

- Arthur Mott – Background Check Coordinator
  - [amott@fsu.edu](mailto:amott@fsu.edu) / 850-645-1746
- Paige Fransen – Front Desk Program Associate
  - [pfransen@fsu.edu](mailto:pfransen@fsu.edu) / 850-644-6034



**Departments are strongly encouraged to accommodate functional limitations following a work-related injury. When an injured worker has been released to modified duty by their physician, a determination of the availability of such assignment should be made within 24 hours.**



**Please work with Briana Geleta-Francis  
[bg23m@fsu.edu](mailto:bg23m@fsu.edu) or 850-645-2731.**

## A&L Reminders

- Compensatory Leave must be exhausted before Vacation Leave can be utilized. Departments can monitor their department's compliance by running **FSU\_TL\_VACHT\_W\_COMP\_BAL** weekly.
- Employees approved for membership in the University Sick Leave Pool had 8 hours deducted from their balance in the pay period ending 3/14/24.

## Courtesy Appointment Reminders

Courtesy appointments have a weekly standard hour of 0.01 unless they are the instructor of record for teaching a course or need it reflected in OMNI for reporting reasons.

Visiting Scholars RAMP Approval must be attached to the Courtesy Job Offer.

Don't forget to check My Tasks in onboarding!



# **Mass Appointment Reminder:**

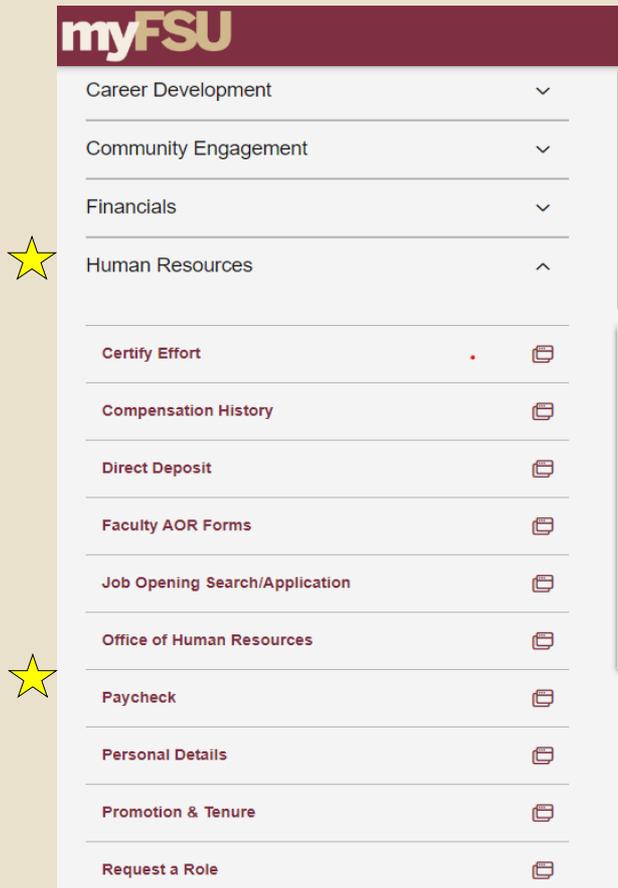
**Summer 2024 Graduate Assistant and Faculty  
Mass Appointments Open on March 20 and 27,  
2024, respectively.**

# Courtesy Mass Appointment Verification

**The Annual 2024 Courtesy Mass Verification Process opens to Departments on April 23, 2024.**

- Utilize **FSU\_COURTESY\_BY\_DEPT** to identify and update current courtesy appointments with inactive or blank supervisors via ePAF.
- Review the Visiting Scholars policy to confirm continued affiliation with the department.

# Personal Information Updates in OMNI



- Employee information updated in OMNI is automatically reported to People First and the Florida Retirement System (FRS).
- Employees are encouraged to update and review their information regularly to ensure any updates and communications are completed and received timely.

# People First ID

- Employees can locate their People First User ID on the MyFSU Benefits tab.
  - New-to-state-employment employees will have their People First ID available on their second day of employment.
  - New hires with previous state employment will log in to People First using their original People First ID.
    - The User ID on the MyFSU profile is not incorrect for these hires. It is the ID associated with their FSU employment.

The screenshot shows the MyFSU interface for Florida State University. On the left, there are 'myFSU Links' with icons for FSU, @fsu, @my, HR, FI, SC, MART, and BI. The main content area is titled 'MY EMPLOYEE SNAPSHOT' and includes tabs for Timesheet, Paycheck, and Benefits. A yellow star highlights the 'People First User ID' field, which contains the value 1234567. Below this, a table lists various benefits:

Medical	
STATE PPO - PPO PRTX	Family Health
Vision	
Humana Vision - Exam+Materials	Family Supplemental
Life	
STATE BASIC LIFE PRTX	\$25,000.00
Life	
State Child Life Insurance	
Retirement	
FRS Invest Regular Class	
Retirement	
Deferred Compensation	\$15.00 Paycheck Deduction
Optional Benefits	
FSA - Medical Reimbursement	\$700.00

## **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.**

## OPS Involuntary Terminations

- **All** OPS involuntary terminations due to performance and/or conduct must be reviewed by Employee & Labor Relations **prior** to terminating the employee.
- Although OPS employees work on an at-will basis, ELR must be involved prior to involuntary terminations to ensure there is a legally justifiable reason for the termination.

## 2024 Poster Audit

HR will be conducting the **Annual Federal/State Labor Law Compliance Poster Audit** later this spring. Please take the opportunity to review all compliance posters and locations to ensure they are current and compliant.

You will be notified of the audit dates in a separate communication. Current compliance posters are on the [Human Resources](#) Website.



## Certificate & Badging Series

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

### New Badges

- HR Bootcamp I and II
- Microsoft Excel, Power BI, and Oracle

### More Certificates

- HR Department Representative
- Leaders in Training (LIT)
- Customer Service
- Financial Basics/Administrator
- Student Coaching Skills
- Academic Advising 101
- Global Partners Certificate



Learn more at [www.hr.fsu.edu/train](http://www.hr.fsu.edu/train)

# HR Department Rep Monthly Training

Visit [www.hr.fsu.edu/train](http://www.hr.fsu.edu/train)

Click the HR Department  
Rep Training icon

Browse the monthly  
training sessions available



# Office of Human Resources

## Tidbits – Spring 2024



### **LinkedIn Learning**

Access 13,000+ videos and training courses for everything from professional development to personal hobbies—all free to FSU students, faculty and staff



### **Training Calendar**

Explore training courses and upcoming events offered to FSU employees



### **Training Guides**

Use job-specific and professional development guides to improve performance

Access these learning resources and more at [www.hr.fsu.edu/train](http://www.hr.fsu.edu/train)

# 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 and available at [www.hr.fsu.edu/train](http://www.hr.fsu.edu/train)