

Spring 2018
Department Representative Meeting

March 21, 2018

Welcome!

Melissa McClellan

HR Communications Manager

Thank You to Our Partners

College of Medicine

Barefoot Athletics

FSU Alumni Association

University Center Club

Insurance and Retirement Updates

Donna Grubb

HR Specialist, Benefits

Retirement Plan Enrollment Changes

- Employees hired before 1/1/2018: Deadline to elect FRS Investment Plan membership is 4:00 p.m. ET on the last business day of the **fifth** month following month of hire. **If no election is made by the deadline, default plan is the FRS Pension Plan.**
 - Example: If someone was hired on 12/15/17, they would have until 4:00 p.m. on the last business day of May 2018.
- Employees hired on or after 1/1/2018: Deadline to elect FRS Pension Plan membership is 4:00 p.m. ET on the last business day of the **eighth** month following month of hire. **If no election is made by the deadline, default plan is the FRS Investment Plan.**
 - Example: If someone was hired on 1/15/18, they would have until 4 pm on the last business day of September 2018.
- New A&P and Faculty hires can still elect ORP within the first 90 days of employment. (College of Medicine Faculty must elect ORP.)

Renewed Membership Changes

- The Division of Retirement has reinstated renewed membership for some retirees* who return to work in a salaried position. Effective 7/1/2017:
 - **ORP or FRS Investment Plan retirees** in an **A&P or Faculty** position are mandatory renewed members of the **ORP**.
 - **ORP or FRS Investment Plan retirees** in a **USPS** position are mandatory renewed members of the **FRS Investment Plan**.
 - **FRS Pension Plan (including DROP)** retirees are **not** eligible for renewed membership.

(*Retiree = Anyone who has received or transferred a retirement benefit from the Florida Retirement System/ORP, regardless of age.)

Dependent Eligibility Verification Audit (DEVA)

- **March 26, 2018 - May 31, 2018**
 - Enrollees who have dependents on their insurance benefits will be required to respond to Heath Management Systems, Inc. (HMS) for all documentation requests.
 - Tax Return Transcripts can be obtained online or via mail.
 - Information on how to [obtain transcripts can be found here](#).
 - Audit information is available on the [MyBenefits website](#).
 - Audit vendor: HMS
 - HMS call center: 877-577-4549
 - HMS fax: 877-223-8478
 - HMS web portal: www.verifyOS.com

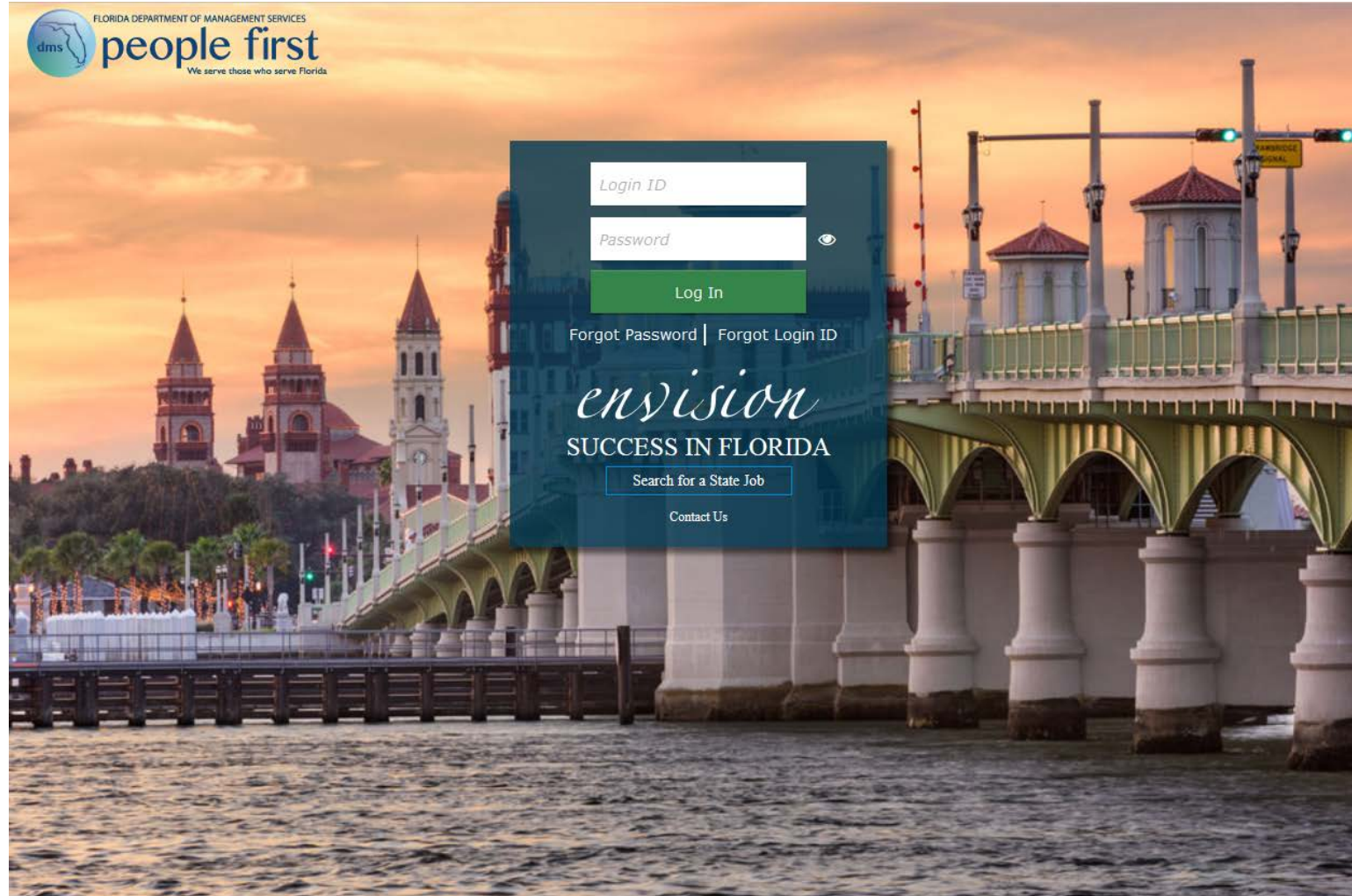
People First Upgrade

- The People First system is being enhanced to improve functionality and browser compatibility.
- Their website will be unavailable 3/16/18 – 3/26/18 with limited assistance from the People First Service Center.
- New hire elections, qualifying event changes, and resolutions will resume after the upgrade concludes.

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The Office of Human Resources

People First Upgrade



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People First Upgrade

The screenshot displays the 'people first' HR system interface for Florida State University. At the top left, the logo includes 'dms' and 'people first' with the tagline 'The Office of Human Resources'. A 'Log Off' button is in the top right. Below the logo are 'Manager' and 'Employee' role selection buttons. The main content area features a central 'Choose Benefits Now' notification with a red '1' badge. To the left is a 'Quick Links' sidebar with buttons for 'FSA/HSA', 'Contact Information', 'My Benefits', and 'Employee Profile'. The main area contains three informational cards: 'Personal Info', 'Work Info', and 'Insurance Benefits'. At the bottom, there are sections for 'Announcements' (with a 'Welcome to the New People First System!!!!' message) and 'Other Resources' (featuring the 'SECURIAN' logo). A 'Contact' and 'Settings' footer is at the very bottom.

Retirement Planning Seminar

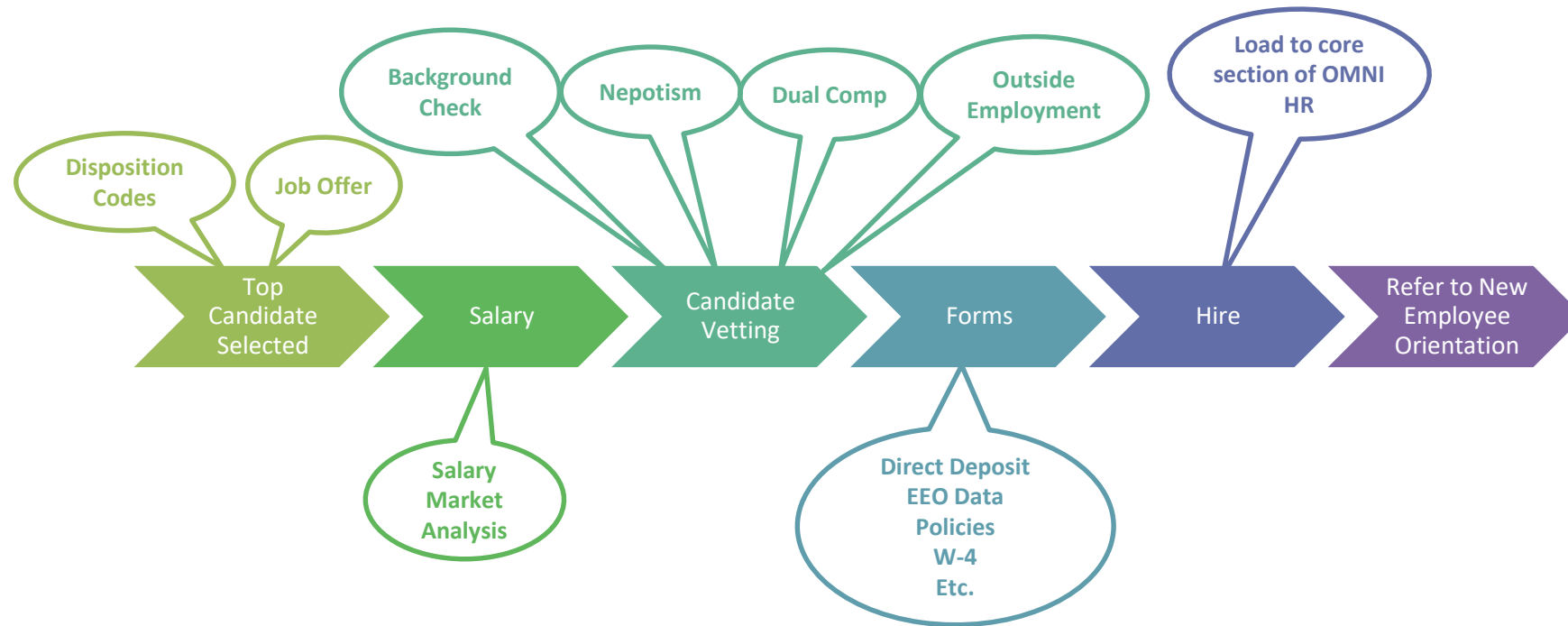
- March 28, 2018 – Oglesby Union Ballrooms
- Two identical sessions:
 - Morning (8:45 to 11:45)
 - Afternoon (1:00 to 4:00)
- All salaried employees who will be age 48+ on the day of the seminar received invitations by email. Invite contains a link to register:
<https://tinyurl.com/FSURPS>
- For more information, email retirement@fsu.edu, or call (850) 644-4017

Smart Onboarding Update

Melissa McClellan

HR Communications Manager

Scope



Goals



Reduce

- Time to hire
- Data entry (by core areas)
- Forms/Paper



Consolidate/Streamline

- Data
- Process steps



Improve





- Communication/coordination/visibility (with departments and candidates)
- Ease of use
- First impression of FSU


Key Features

- New comprehensive onboarding process from application to hire in OMNI HR
- Ability to track candidate's progress online with visible dashboard
- Integration of pre-employment requirements (background check)
- Better sequencing of steps (simultaneous processing)
- Electronic flow of department steps & approvals (including VP/high-level approval)
- Improvement of data quality through consistent collection process

FSU Onboarding Portal Look and Feel

Candidate View – Welcome Page

Florida State UniversityAccountHomeSign Out



Renisha Gibbs
Associate Vice President

Human Resources

Getting Around

FSU Mobile App

Welcome to Florida State!


FSU is a unique institution: a preeminent, public research university with the cohesive community of a much smaller school; a university that excels in both the arts and the sciences; a community dedicated to making a difference locally and globally.

While we are always building on the university's tradition of excellence in academics, research, student success, and diversity and inclusion, we know that our success starts with people. The combined efforts of our faculty and staff make FSU great.

This portal will guide you through the onboarding process and get you started in your new position. We look forward to having you join the Florida State family!

If you need to request a reasonable accommodation at any time during the application, selection, or hiring process, please contact the Office of Equal Opportunity and Compliance at [850-645-1458](tel:850-645-1458) or EOC@fsu.edu.

Sincerely,
Associate Vice President Renisha Gibbs



Onboarding Status

55%
Process Completion

Onboarding Tasks

Your Pending Tasks

- Enhanced Whistleblower Protection
- Loyalty Oath

[Click here](#) to view entire process or select a pending task from the list above.

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The Office of Human Resources

Candidate View – Job Offer

Home | **Employee Information** | **Employment Information** | **Policies** | **Benefits** | **Payroll** | **Supplemental Documents** | **Submit to HR** | **Employee Final Tasks**

Employee Information

- Get Started
- Job Offer**
- Employee Information
- Education
- Self-Identification of Ethnicity/Race
- Self Identification of Veteran Status
- Self-Identification of Disability
- Emergency Contacts
- Background Check
- Submit Background Check

Job Offer

Name: Ralph Mark

Congratulations again on your offer of employment at FSU!

Your job offer is contingent upon your successful completion of this electronic onboarding process before your start date, which may include a criminal history background check as well as other State and University requirements.

Here is a summary of your offer:

Department Name	Biological Science
Position Number	00053577
Class title (working title)	Office Administrator
Employee Class	Probationary
Supervisor	Donna Granger
Tentative Start Date	10/19/2017
Salary (hourly or biweekly)	\$ 1,532.57 / Biweekly
Department Rep Email	DJENSEN@PSINVALID.FSU.EDU

I acknowledge and accept the contingent offer of employment outlined above.

Electronic Acknowledgement

Integration of Forms & Processes

The screenshot displays the Florida State University HR system interface. At the top, a navigation bar includes icons for Home, Employee Information, Employment Information (highlighted), Policies, Benefits, Payroll, Supplemental Documents, and Submit to HR. The Florida State University logo and a 'Sign Out' link are on the right. On the left, a sidebar menu lists 'Employment Information' with sub-items: Dual Compensation, Leave Transfer Request (highlighted), Outside Employment, Employment of Relatives, Selective Service, and two 'Confirm Employment Information' items. The main content area is titled 'Leave Transfer Request' and shows the user's name as Christopher J Hawk. Below the name is a text area with instructions: 'New employees may request to transfer unpaid and unused leave from employment at a State of Florida governmental entity. Leave transfers are subject to approval by the hiring department and Human Resources. If you have any questions, please contact HR- Attendance and Leave at hr-attendanceleave@fsu.edu.' A question follows: 'Are you requesting a leave transfer to FSU from another Florida governmental entity (State agency, university, community college, county or city)?' with radio buttons for 'Yes' (selected) and 'No'. Below this are two input fields: 'Number of sick leave hours requested (maximum 240)' with a value of 120, and 'Number of annual leave hours requested (maximum 80)' with a value of 40. A text field for 'Name of prior agency' contains 'Univ of West Florida'. A 'Save' button is at the bottom left.

My Tasks

< My Homepage Print | New Window

My Tasks


Use Saved Search:

First Name begins with
 Last Name begins with
 Applicant ID equal to
 Start Date equal to
 National ID contains
 Empl ID equal to
 Business Process Status equal to


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

My Tasks														Personalize	Find	View 10	First	1-88 of 88	Last
Talent ID	First Name	Middle Name	Last Name	Applicant ID	Start Date	Empl ID	Job Code	Department	Business Process Status	Citizenship Status	Position Number	Activity Name	Assigned on	View Process					
33 0000000056	Gabriela		Iglesias	607978	12/01/2017	200389856	AFWS1	189000	In Process	1 - U.S. Citizen		Leave Transfer Finalization	01/28/2018 4:37PM	View Process					
34 0000000034	Tyler		Kitchen	598084	01/26/2018		90039S	074000	In Process	1 - U.S. Citizen	00051731	Supplemental Documents(Admin)	01/17/2018 6:23AM	View Process					
35 0000000066	Matheus		Kloss	596198	01/30/2018		A007	235011	In Process	1 - U.S. Citizen		Background Check HR Admin	01/30/2018 4:09PM	View Process					
36 0000000066	Matheus		Kloss	596198	01/30/2018		A007	235011	In Process	1 - U.S. Citizen		Outside Employment Approval	01/30/2018 4:28PM	View Process					
37 0000000066	Matheus		Kloss	596198	01/30/2018		A007	235011	In Process	1 - U.S. Citizen		Dual Compensation Approval	01/30/2018 4:28PM	View Process					
38 0000000057	Diana	Andreea	Lacatusu	493898	12/01/2017		AFWS3	250006	In Process	1 - U.S. Citizen		Background Check HR Admin	01/28/2018 7:09PM	View Process					
39 0000000057	Diana	Andreea	Lacatusu	493898	12/01/2017		AFWS3	250006	In Process	1 - U.S. Citizen		Supplemental Documents(Admin)	01/28/2018 7:09PM	View Process					
40 0000000015	Ivette		Lopez	570428	12/31/2017		9080AO	089000	In Process		00051011	Background Check Result	01/04/2018 4:42AM	View Process					
41 0000000015	Ivette		Lopez	570428	12/31/2017		9080AO	089000	In Process		00051011	Relatives at FSU - Acknowledgement	01/04/2018 4:41AM	View Process					


Employee Final Tasks – New Employee Orientation




Home




Employee Information




Employment Information




Policies




Benefits




Payroll



Supplemental Documents



Submit to HR



Employee Final Tasks

Employee Final Tasks

- I-9 Requirement
- New Employee Orientation

New Employee Orientation

Name: Christopher J Hawk

You must complete the New Employee Orientation Process.

New Employee Orientation is available online and provides information on programs, services, policies, and benefits offered by the University.

Within your first 30 days of employment, complete the New Employee Orientation presentations applicable to your job classification (Faculty, Staff, OPS) on the [New Employee Information webpage](#).

New Faculty members who attend the New Faculty Orientation in person at the beginning of the academic year are not required to complete the online orientation.

Upon completion, please return to this page and acknowledge.

I acknowledge that I have completed the New Employee Orientation presentations.

Employee Final Tasks – Electronic Acknowledgement

The screenshot displays the HR portal interface. At the top is a navigation bar with icons and labels for: Home, Employee Information, Employment Information, Policies, Benefits, Payroll, Supplemental Documents, Submit to HR, and Employee Final Tasks (highlighted in gold). Below the navigation bar is a sidebar on the left with a section titled 'Employee Final Tasks' containing two items: 'I-9 Requirement' and 'New Employee Orientation' (highlighted in gold). The main content area is titled 'New Employee Orientation' and shows the name 'Christopher J Hawk'. Below the name is a large graphic of the FSU campus silhouette. A message reads: 'There are no more tasks for you in this portal. Welcome to the FSU team! If you have any questions about your employment, please contact Human Resources at (850) 644-6034 or email hr@fsu.edu.' At the bottom, a gold box contains a checkmark icon and the text: 'Electronically Acknowledged on 01-Feb-2018, 02:39 PM EST by Christopher J Hawk'.

Pending Tasks/Milestones

- Development
- Testing, testing, testing
- Pilot Group Involvement
- Training
- Pilot Group launch
- Campus-wide launch



Timeline for Implementation

- Pilot Group Only
 - Live in production Memorial Day weekend
- Volunteer Departments
 - Tentative: Live in production July 13th
- University-wide launch
 - Tentative: Live in production October 5th

Faculty Appointment Requirements

Abigail Lejeune

Assistant Director, Employee Data Management

Paperwork Required for New Salaried Faculty

- Hiring Action (pPAF or Job Offer)
 - New Employee Forms
 - I-9 Completed in Guardian
 - Copy of Signed Social Security Card
 - Curriculum Vitae
 - Official Transcripts
 - Signed Contract
 - Signed Offer Letter
 - 3 Letters of Recommendation

Paperwork Required for Rehiring Salaried Faculty

- Hiring Action (pPAF or Job Offer)
 - Rehire Packet
 - I-9 Action
 - New I-9 or Section 3 Rehire if original is less than 3 years old
 - Curriculum Vitae
 - Updated Official Transcripts (if applicable)
 - Signed Contract
 - Signed Offer Letter
 - 3 Letters of Recommendation

Faculty Credentials

- All faculty appointments require **Original Official Transcripts** to be submitted to HR.
 - Any Adjunct, Visiting, OPS, or Salaried appointment.
 - Departments are responsible for ensuring that the incoming faculty member's education level meets the appointment's qualifications.

Faculty Credentials, cont.

- Electronic transcripts are accepted and must be sent to department representative or HR directly.
- For paper transcripts, the transcripts should be sent directly to HR.
- [Transcript Procedures FAQs](#)

Hiring Faculty without Credentials

- As outlined in [Policy 3A-2, Credentialing Faculty Members](#), pre-approval from the Vice President of FDA is required prior to hiring faculty without appropriate credentials.
- Includes Provisional Salaried Faculty and Adjunct/OPS Faculty.

Alternative Faculty Credentials

Faculty members who are qualified based on alternative credentials must have the [FSU Instructor Credentials Certification Form](#) submitted to FDA for approval prior to hiring.

Common Faculty Employee Classes

- Regular: continuing salaried appointment
- Research: primarily engaged in research
- Visiting: expected to be time limited for up to 3 years
- Provisional: faculty members who have not yet submitted appropriate credentials
 - Contracts are not renewable beyond one academic year

OPS Faculty Appointments

- Adjunct
 - **4 month appointments**
 - Responsible for teaching **undergraduate** level courses
 - May be employed no more than .5 FTE throughout the year
 - Limited to 1 semester if appropriate credentials have not been received

OPS Faculty Appointments, cont.

- Visiting in Lieu of Adjunct
 - **9 month appointments**
 - Responsible for teaching **graduate** level courses
 - May be employed no more than .5 FTE throughout the year
 - Limited to 1 semester if appropriate credentials have not been received

Mass Appointments

- Process will produce salaried appointments for existing 9-month faculty members needing E&G, Auxiliary, and Contract and Grant appointments.
- Available for Fall and Summer Semesters.
- [Instructional Job Aid](#)

Timeline for Summer 2018 Mass Appointments

- **March 5th–April 17th**
 - *Faculty Mass Appointments open to Department Representatives (Originator) for entry.*
- **April 18th–April 26th**
 - *File sent to Sponsored Research for approval.*
- **April 30th**
 - *Load file in OMNI HR, close of business.*

Dual Compensation

- Faculty members may be employed in excess of 1.0 FTE or by more than one department at the University.
 - Involves activities not associated with the employee's regularly assigned duties.
 - Approval must be requested and granted prior to appointment and/or the performance of any work with any additional department.
 - Approval must be obtained for each period of appointment during which the employee is to receive dual compensation.

Dual Compensation Forms

- If the primary appointment is salaried faculty, the dual compensation form must be approved by the Vice President for Faculty Development and Advancement.
 - These forms should be submitted to the Office of Faculty Development and Advancement directly.
- After final approval, FDA will forward the faculty dual compensation form to HR for final processing.
- [Instructions for generating Dual Compensation Forms](#)

Additional/Overload Appointments

- If faculty member already has a salaried faculty appointment, the additional appointment will need to be an overload appointment (4V or 9V).
 - The primary appointment must be at full 1.0 FTE before an overload/OPS appointment can be added.

Employee Data Management Contacts

Team Member	Primary Area	Phone	Email
Jonathan Banks	Non-US Citizen & OPS Appointments	(850) 644-1449	jebanks@fsu.edu
Adline Norwood	I-9 Forms and Guardian	(850) 644-7939	anorwood@fsu.edu
Angela Arend	Faculty Appointments	(850) 645-7382	a.arend@fsu.edu
Sue Andres	Mass Appointments and Courtesy	(850) 644-5052	sandres@fsu.edu
Carl Fertil	OPS Appointments	(850) 645-2712	cfertil@fsu.edu
Adam Ware	OPS Appointments	(850) 645-2781	ajware@fsu.edu
Christie Riley	Staff Appointments	(850) 644-4915	cnriley@fsu.edu
Christine Conley	Senior Associate Director	(850) 644-1978	caconley@fsu.edu
Phaedra Harris	Director, HR Operations	(850) 644-7705	pharris@fsu.edu

Appointment Paperwork Submission

Appointment Documents: hr-edmdocs@fsu.edu

Dual Compensation Forms: hr-dualcomps@fsu.edu

Electronic Remote I-9 Processing

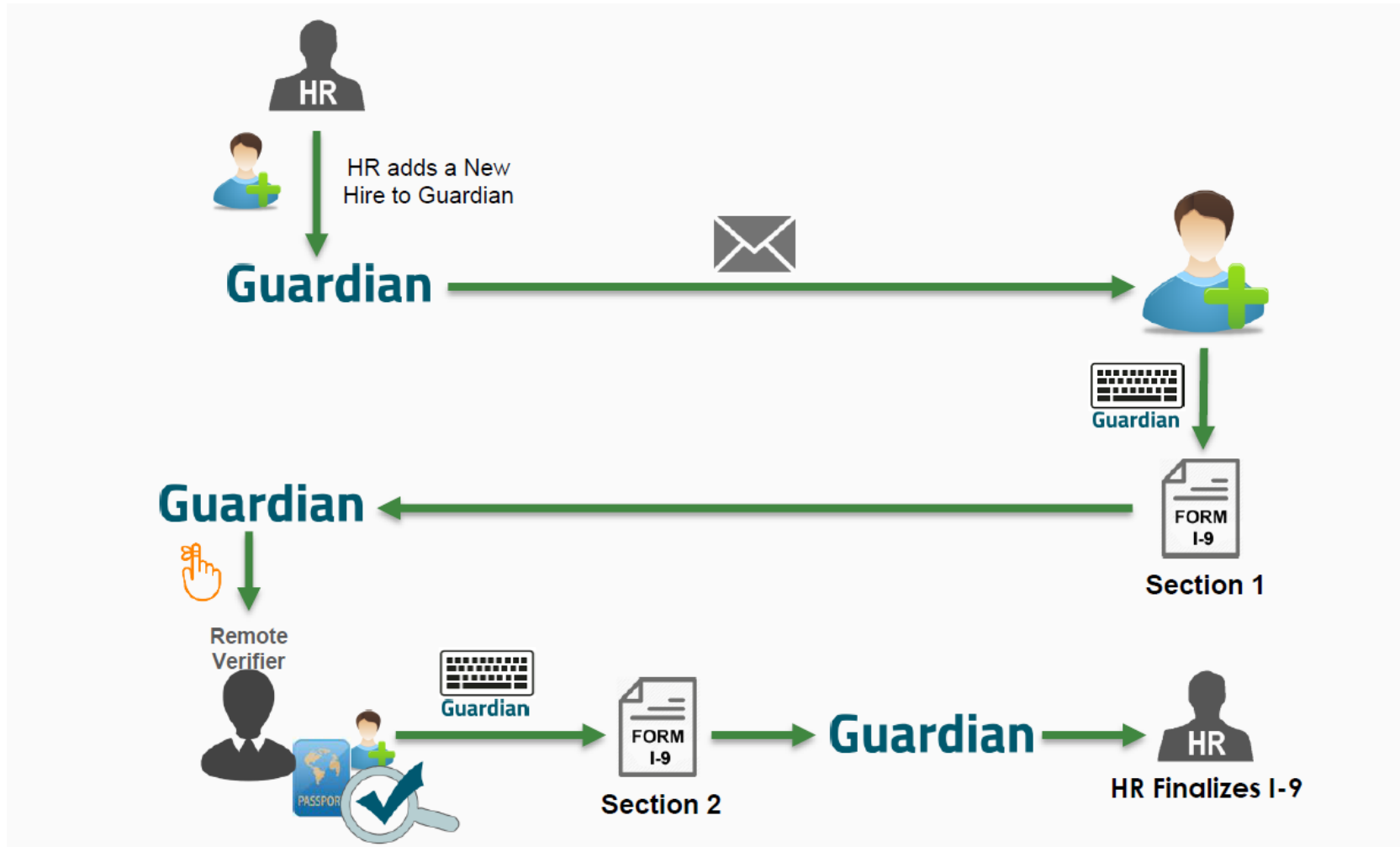
Adline Norwood

HR Specialist, Employee Data Management

When do we use the Remote I-9 process?

- Employees hired remotely who do not have access to an FSU Representative for I-9 completion.
- Remote Hires are defined as employees who do not physically work on or in proximity to an FSU Campus.

Process Overview



How does this new process improve onboarding?

- Eliminates the need for paper completion for remote hires.
- Uses the existing Guardian system to guide employees and remote agents through accurate completion of the form.
- Increases completion and approval efficiency for more timely E-Verify submission.

Timeline for Implementation

- Pilot Program:
 - Began December 2017
- University-wide launch:
 - Coming soon!
 - More details to come via HR Listserv and updates at HR Forum on April 26th.

Questions? Contact Adline Norwood at anorwood@fsu.edu or (850) 644-7939.

Compensation 101

Lisa Rosenthal

HR Specialist, Compensation

Compensation: How we can help your department

Compensation is responsible for:

- Classifying all University staff positions.
- Advising departments on staff salary structures through market pricing and salary analyses.
- Maintaining official organizational charts and staff position descriptions for Florida State University.

Position Descriptions

Updates

- Required anytime the responsibilities, competencies, or focus of the position changes.
- Responsibilities flow into the annual A&P and USPS evaluation process and are used to evaluate employees, so it is important they accurately reflect the duties and responsibilities of the job.

Position Descriptions

Reclassifications

- Required when the responsibilities of a position change and no longer reflect the assigned [Job Code Class Specification](#).
- May lead to promotion when the position's responsibilities significantly increase and move the position into a higher classification.
 - **NEVER** communicate requested changes with an employee until required approvals are obtained and the effective date has been set.
 - Effective dates are determined by Human Resources upon final approval.
 - New contracts are needed for A&P employees changing classifications.

Pay Increases

Permanent Pay Increases add to an employee's base pay.

- Counter Offers
- Merit Pay
- Development Pay
- Increased Responsibilities
- Market Adjustments
- Pay Equity

[Link to Compensation Matrix](#)

Effective date is determined by Compensation based on Payroll Processing Calendar.

Pay Increases

Supplemental Pay increases include:

- **Additional Pays**
 - Cell Allowances
 - Shift Differential
(Intermittent/Regular)
 - On-Call Pay
 - Asbestos/Lead Abatement Pay
 - Biohazard Pay
- **One-Time Pays**
 - Performance Bonuses
 - Certification/Licensures
 - Temporary Duties

Market Analysis

- Utilizes both internal and external market data.
- Identifies “quartiles” of FSU employees within a job code.
- Compares FSU salary ranges to the external job market for a job code/position.
- Updated PDs are needed to capture the closest match to external market data.

Salary Analysis

- Performed on the final candidate for a staff job opening.
- Assists managers in making data-driven hiring decisions.
- Utilizes information from the Market Analysis and the candidate's education and experience, combined with strengths displayed during the interview process to determine an appropriate hiring range.
- Provides a recommended quartile for a new hire.

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The Office of Human Resources

Market Analysis for 9299 - Senior Renegade Specialist (Pay Band 5)					
Name	Annual Rt	Continuous Yrs of Service at FSU	Continuous Yrs in Job Code	Department	Internal
Sally Seminole	48,000	1.19	1.19	Human Resources	
Rowdy Renegade	49,123	6.47	1.47	Human Resources	
Chuck Champion	49,373	5.08	2.43	Human Resources	
Wendy Warrior	49,373	12.87	1.38	Human Resources	Quartile 1
Nancy Nole	50,386	10.28	2.28	Human Resources	Median
Amy Academy	51,024	7.73	2.62	Human Resources	
Ward Wescott	52,184	5.28	4.93	Human Resources	Quartile 3
Sam Strozier	52,515	5.73	1.68	Human Resources	
Tim Thagard	58,063	27.62	6.42	Human Resources	
Thad Thrasher	62,001	29.61	6.49	Human Resources	Quartile 4

Internal Benchmarking at FSU						
Class Title	# ees	Minimum	Beginning Quartile 2	Median	Beginning Quartile 4	Maximum
Senior Renegade Specialist	10	48,000	49,373	50,705	52,433	62,001

Internal Benchmarking in Finance & Administration						
Class Title	# ees	Minimum	Beginning Quartile 2	Median	Beginning Quartile 4	Maximum
Senior Renegade Specialist	9	49,123	49,373	51,024	52,515	62,001

Internal Benchmarking in Human Resources						
Class Title	# ees	Minimum	Beginning Quartile 2	Median	Beginning Quartile 4	Maximum
Senior Renegade Specialist	5	49,123	49,373	50,386	52,184	62,001

External Benchmarking							
Title	Source	Market Ratio	Minimum	Beginning Quartile 2	Median	Beginning Quartile 4	Maximum
Horse Trainer, Sr	CUPA	74%	43,091	62,413	68,566	76,310	93,340
Large Animal Specialist II	Salary	100%	N/A	45,200	50,500	57,200	N/A
Aggregate		85%	43,091	49,175	59,807	70,502	93,340

Source:
 www.cupa.org, Comparison Group: 2018 Professional Participants - 2015 Carnegie Doctoral Institutions
 Highest Research Activity (excluding outliers)
 Salary.com CompAnalyst, Comparison Group: Edu., Govt. & Nonprofit, Size FTE 3,000-7,500

Dated: 3/15/2018

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The Office of Human Resources

Salary Analysis: New Hire

Compensation Services
Office of Human Resources

To: Debbie Department
Department: Business Services
Candidate: Candi Candidate
Position #: 654321
Job Opening: 12345

Based on the factors below and the requirements of the position, this candidate falls within the quartile designated below. See attached market analysis.

	BASIC	PROFICIENT		ADVANCED
	First Quartile	Second Quartile	Third Quartile	Fourth Quartile
FSU:		\$49,373-\$50,704		

Documentation: Application, Resume, Position Description, Department Feedback
Classification: Senior Renegade Specialist
Job Code: 9299
Pay Plan/Band: A&P Pay Band 05 FLSA Exempt

Applicant's Credentials

Job type work experience: 9 years
Position requirement experience: 5 years
Formal Education: Master's Degree
Professional Certification(s):

Technical Skills (rated
by department)
Advanced Low

Supervisory Skills
(rated by department)

if applicable

The Salary/Appointment Explanation form is required when hiring at or above the 2nd Quartile
Please forward this information in its entirety when submitting the Salary/Appointment Explanation form for approval

What you can do to assist Compensation

- Initiate Compensation requests in a timely manner.
 - Effective dates should align with the first day of a pay period.
 - Follow the Payroll Deadline Calendar for submitting paperwork.
- Seek process guidance from Compensation Staff.
- Utilize tools and resources available in the [Compensation Section of HR's website](#).

Upcoming Recruiting Enhancements

April Smatt

Sr. HR Specialist, Employment & Recruitment Services

Upcoming Recruitment Enhancements OPS Faculty Express

- Modeled after the GA Express process
 - Create applicant record, link record, and create job offer
- Offers will automatically route through electronic approval chain before coming to HR for processing
- Creates a nearly paperless process for OPS Faculty appointments

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Upcoming Recruitment Enhancements OPS Faculty Express, cont.

Manage Job Opening

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Next](#) | [Create New](#) | [Refresh](#) | [Add Note](#) | [Interviews](#) | [Print Job Opening](#) [Personalize](#)

Job Opening ID 42918 **Status** 010 Open
Job Posting Title OPS Faculty Express Pool **Business Unit** FSU01 (FSU Business Unit)
Job Code *OPS F (OPS Express Adjunct Apptmt) **Job Family** OPSFEX (OPS Faculty Express)

[Applicants](#) | [Applicant Search](#) | [Applicant Screening](#) | [Activity & Attachments](#) | [Details](#)

All (15)	Applied (11)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (4)	Hold (0)	Reject (0)
-------------	-----------------	---------------	--------------	------------------	--------------	-------------	-------------	---------------

Applicants [Personalize](#) | [Find](#) | [View All](#) | [First](#) 1-15 of 15 [Last](#)

Select	Applicant Name	Applicant ID	Vet Pref	Application Date	Type	Disposition	Application	Route	Print	
<input type="checkbox"/>	Tom Tester	622592	N	02/07/2018 10:50AM	Grad/OPS Fac	090-Hired				Other Actions
<input type="checkbox"/>	Test Test	622600	N	02/09/2018 4:07PM	Grad/OPS Fac	015-Linked				Other Actions
<input type="checkbox"/>	Suzie Testing	622590	N	02/07/2018 10:48AM	Grad/OPS Fac	015-Linked				Other Actions

Upcoming Recruitment Enhancements Exempt from Advertisement Process

- Electronic process for salaried appointments exempt from advertisement, to include:
 - Online “open application”
 - Non-Advertised Job Opening
 - Job Offer and workflow
- The *approval procedures and qualifiers* for the advertising exemption process remain the same.

Upcoming Recruitment Enhancements Exempt from Advertisement Process, cont.

Example of Job Opening > Posting Information page

Posting Information

Job Postings ?

*Posting Title

Job Descriptions ?

First 1 of 1

*Description Type

*Visibility

Template

- 0.5 FTE or less
- Acting Status
- Demotion
- Emergency Status
- Named in a Contract/Grant
- Other (please explain)
- Provost Minority Recruitment
- Reassignment
- Recall Rights
- Temporary Status
- Visiting Status
- Waiver of Advertisement

This job opening was created for appointment purposes only, as the proposed incumbent will be appointed in Visiting Status for up to 1 year (reference HR Policy 4-OP-C-7-B2 and the Faculty Handbook).

Recruitment Reminders

Interview Evaluations in OMNI HR

- ✓ Interview evaluations are only to be entered if an interview was conducted.
 - Do not create an evaluation to document a “no show.”
- ✓ Create an evaluation for each interview, including Phone, Skype, In Person, etc.
- ✓ Interview evaluations can be entered by the Hiring Team or Department Representative; however, the ratings must be provided by the Hiring Team.

Title IX – Sexual Misconduct

Mandy Hambleton

Title IX Director, Office of Title IX

Sexual Misconduct – Prohibited Conduct

- Gender Stereotyping
- Gender-Based Animosity
- Pregnancy Discrimination
- Sexual Harassment



- Sexual Violence
- Domestic/Dating Violence
- Sexual Exploitation
- Stalking

Where to Report a Disclosure or Make a Complaint

Reports/Complaints *against* Students

- Online: <https://report.fsu.edu>
- Sexual Misconduct: Title IX Director
 - Mandy Hambleton: mhambleton@fsu.edu or (850) 644-6271
- Other Discrimination: Dean of Students Department

Reports/Complaints *against* Faculty, Staff, or Third Parties

- Human Resources, Equal Opportunity & Compliance (EOC)
 - Amber Wagner: amwagner@fsu.edu or (850) 645-1458
 - Marcy Valenzuela: mvalenzuela@fsu.edu or (850) 645-9469

Door Prize



University Center Club: Value of Membership for Faculty & Staff

Cherrie Barbree

Membership Director, University Center Club

&

Tracy Marple

Regional Manager, University Center Club

University Center Club



Where the University unites in the Unconquered Spirit of Education, Arts, Athletics, Business, and Hospitality



Building Relationships & Enriching Lives

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Enjoy 50% OFF* your à la carte dining!	Access to tickets for sports and more through My Ticketline!	Gives you FREE* golf, FREE* dining and more!

New Faculty & Staff Membership Offering

- Existing UCC Members:
 - Sponsor 1: Reduce your Dues by \$21
 - Sponsor 3: Receive 50% off dues in 2019
 - Sponsor 5: Receive Complimentary dues in 2019
- New Members can take advantage of the reduced dues rate of \$31 and start earning points toward complimentary dues.

Dues can now be payroll deducted

Create your Legacy with the UCC!

- Join today and we will **waive your initiation fee!**
- Our Membership Team is available to answer questions regarding your current membership or to assist you in establishing your new membership.
 - **Questions?** Contact Cherrie Barbree at cherrie.barbree@clubcorp.com or (850) 644-9089



We look forward to welcoming you as a NEW UCC member!

Break

Essential Piece Award

Renisha Gibbs

Associate Vice President for Human Resources

Finance & Administration Chief of Staff

Essential Piece Award

- *“**Happy and professional** demeanor. She goes **above and beyond** to ensure HR receives documentation in a timely fashion with all of her appointments (over 80 salaried employees and nearly 200 OPS employees).”*
- *“**Knowledgeable, professional** and **responsive**. She proactively reaches out to us for advice and recommendations.”*
- *“She is **professional** and **responsive** to HR on appointment issues. She strives to avoid oversights and errors in time entry and payroll processing. If an oversight is brought to her attention, she seeks out ways to ensure it will not happen again.”*
- *“She performs both HR and financial functions for her department and consistently holds herself to a **high standard of excellence**.”*
- *“We truly appreciate how hard she works to ensure her department’s paperwork is **accurate** and processed **efficiently**. She is **deserving** of this recognition.”*

Alexandra Tuuri

Business Operations Specialist, University Business Administrators (Admissions)



Spring 2018 Outstanding Department Representative

and

Essential Piece Award Winner

Office of Federal Contract Compliance Programs (OFCCP) Audit

Renisha Gibbs

Associate Vice President for Human Resources

Finance & Administration Chief of Staff

2009 In Review...

- Beyoncé's "Single Ladies" topped music charts
- Barack Obama was inaugurated into office as the 44th president of the United States
- Bobby Bowden announced his retirement after coaching 44 years here at Florida State



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2009 for FSU HR

United States Department of Labor Office of Federal Contract Compliance Programs
Charles E. Bennett Federal Building
400 West Bay Street – Room 939
Jacksonville, Florida 32202
Telephone: (904) 351-0551



09 September 2011

Eric J. Barron, PhD
President, Florida State University
Office of the President
The Florida State University
211 Westcott Building
Tallahassee, Florida 32306



Dear Dr. Barron:


Our recent evaluation of your equal employment opportunity policies and practices at The Florida State University, 211 Westcott Building, Tallahassee, Florida has been completed.

During the compliance review process we found no apparent violations of Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, or the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (38 U.S.C. 4212). This determination may be modified by the Regional Director, or by the Director, OFCCP, within 45 days of the issuance of this letter.

The Office of Federal Contract Compliance Programs sincerely appreciates the cooperation and courtesies extended by you and your staff during the conduct of the compliance review.

Sincerely,

Evelyn Teague
Regional Director - Southeast

By: 
Sybil Shy-Demmons
District Director - Atlanta

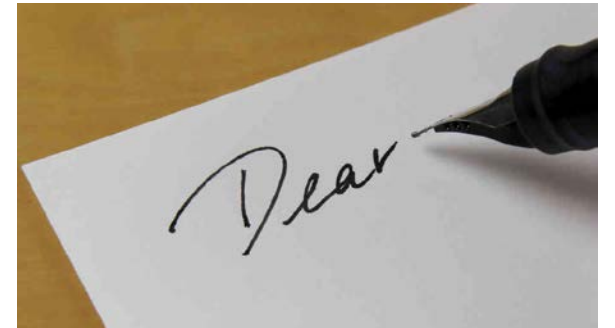
c:

Matthew J. Camardella, Attorney at Law, Jackson Lewis LLP
Via Email: camardem@jacksonlewis.com

Renisha L. Gibbs
Director Human Resources, Diversity & Equity, Employee & Labor Relations
The Florida State University
Via Email: rgibbs@admin.fsu.edu

2018...They're Back!

- FSU received a “Corporate Scheduling Announcement letter” from the Office of Federal Contract Compliance Programs (OFCCP)
 - Courtesy notice that an audit is on its way
 - The University has been identified for scheduling of a “supply and services compliance review”
- We are awaiting a “Scheduling Letter”
 - Initiates the OFCCP Audit
 - Audit submission due in 30 days
- Representation
 - Partnering with Jackson Lewis P.C. who specializes in workplace law



What You Need to Know About an OFCCP Compliance Review

- Who is the OFCCP?
 - A federal agency with authority to enforce nondiscrimination and affirmative action requirements that apply to organizations like ours that do business with the government
- What is a Compliance Review?
 - A government conducted audit to determine if an organization's recruitment, hiring, employment, and compensation practices are meeting OFCCP requirements

OFCCP Basics

- Each year, the OFCCP selects numerous employers doing business with the federal government to evaluate their compliance with affirmative action regulations
 - Looking for patterns of discrimination, recordkeeping deficiencies, and law violations
- Currently, they are focused on ***pay equity***
 - Pay differences between men/women and minorities/non-minorities
 - All forms of compensation are considered (e.g., bonuses, commission, and benefits)

Audit Stages

- Desk Audit
 - Within 30 days of receiving a scheduling letter, we must provide:
 - Affirmative Action Plans
 - Personnel activity data
 - Employee-level compensation data
 - Evaluation of effectiveness of outreach efforts
 - Summary numbers of veteran and disabled applicants and hires

Audit Stages, cont.

- On-site Investigation
 - May be conducted after the OFCCP reviews the “Desk Audit” materials if further investigation is needed
 - Compliance officers travel to the organization and may ask for additional records, interview employees, and inspect for evidence of compliance
- Post-On-Site Follow-Up
 - Off-site analysis of the additional information obtained during the on-site investigation
 - More data and records may be requested during this stage

How Does a Compliance Review End?

- Possible Agency Outcomes:
 - Closure Letter
 - Most favorable outcome
 - The OFCCP issues a letter indicating that it has found no apparent affirmative action, nondiscrimination, or recordkeeping violations
 - Closure Letter With Minor Violations
 - Outlines minor, technical violations (i.e., minor recordkeeping violations)
 - Organization commits to taking specific steps to correction minor violations
 - Notice of Violation
 - Significant alleged violations identified
 - Conciliation Agreement
 - Notice to Show Cause
 - Reserved for situations where an organization is unwilling to cooperate or unwilling/unable to resolve alleged violations through a Conciliation Agreement

Consequences of Non-Compliance

- Failing to comply with the OFCCP's nondiscrimination and affirmative action requirements can result in:
 - Significant financial consequences
 - Cancellation of an organization's federal contracts and a ban on future government work

We Need Your Help

We will need the full participation of our University community in compiling information and submitting our response.

What Can You Do to Prepare?

- Ensure that you're retaining all records for searches conducted in your department, including;
 - Interview schedules
 - Interview notes
 - Reference checks

***Departments must keep all hiring documentation for 4 years;
5 years when hiring a foreign national.***

What Can You Do to Prepare?

- Make sure search 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
 - Posted in a conspicuous location that is accessible to all employees

OMNI Upgrade to 9.2 “PUM 23”
and
FSU Foundation funds to OMNI Transition

Phaedra Harris

Director, HR Operations

What is PUM?

PeopleSoft Update Manager














- Instead of major upgrades every few years, “PUM” is a way to have smaller, continuous delivery of updates using these incremental numbers.
- We are on Version 9.2.
- We will stay on Version 9.2, just continue to increase in PUM counts.
- Currently we are going from 12 – 23.
- In the fall, we may move 23 – 27.
- PUMs are published 4-5 times per year.
- Updates may occur every 6 months or per year.

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Home Page

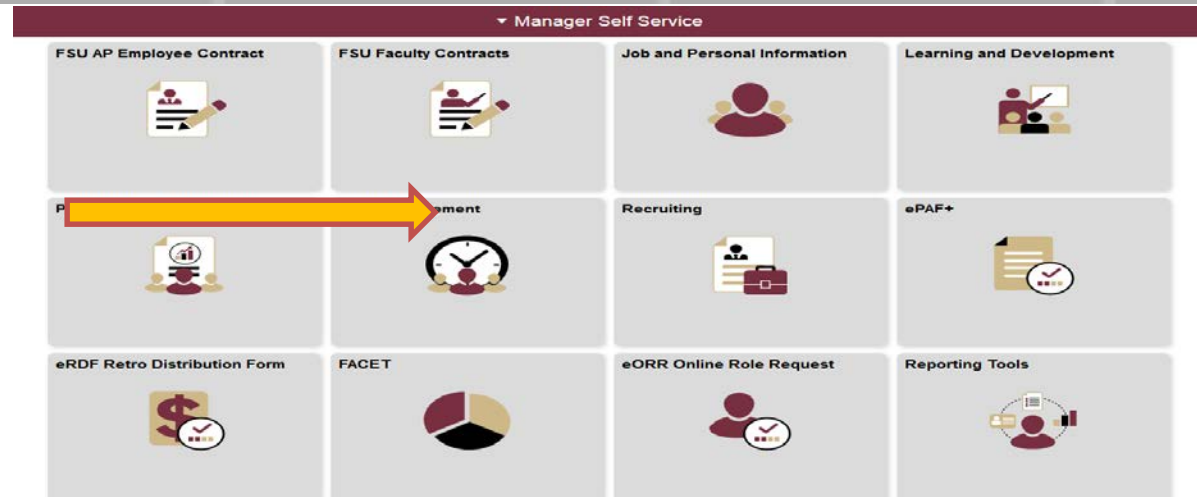
This is called a Home Page → Employee Self Service

Careers 	FACET 	Faculty Promotion and Tenure 	Benefits 
FSU AP Contract 	FSU Faculty Contracts 	Learning and Development 	Payroll and Compensation 
Performance Management 	Personal Information 	Time Reporting 	eORR Online Role Request 
ePAF+ 	<p>These are called Tiles, which are currently the main folders that exist under Main Menu.</p>		

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Manager Self Service



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Timesheet



Employee Self Service
Time Reporting

[Home](#)
[Search](#)
[New](#)

Timesheet

View Time

Monthly Schedule

Payable Time Detail

Time and Labor Launch Pad

Employee ID

Empl Record 0

Earliest Change Date 02/23/2018

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 03/02/2018 📅 ↻

Scheduled Hours 0.00 Reported Hours 0.00

From 03/02/2018 to 03/08/2018 ?																	
Add Comments	Day	Date	Reported Status	In	Out	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Override Reason	Date		
🗨	Fri	3/2	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		0.0000	<input type="text"/>	3/2	<input style="width: 15px; height: 15px;" type="button" value="+"/>	<input style="width: 15px; height: 15px;" type="button" value="-"/>
🗨	Sat	3/3	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		0.0000	<input type="text"/>	3/3	<input style="width: 15px; height: 15px;" type="button" value="+"/>	<input style="width: 15px; height: 15px;" type="button" value="-"/>
🗨	Sun	3/4	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		0.0000	<input type="text"/>	3/4	<input style="width: 15px; height: 15px;" type="button" value="+"/>	<input style="width: 15px; height: 15px;" type="button" value="-"/>
🗨	Mon	3/5	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		0.0000	<input type="text"/>	3/5	<input style="width: 15px; height: 15px;" type="button" value="+"/>	<input style="width: 15px; height: 15px;" type="button" value="-"/>
🗨	Tue	3/6	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		0.0000	<input type="text"/>	3/6	<input style="width: 15px; height: 15px;" type="button" value="+"/>	<input style="width: 15px; height: 15px;" type="button" value="-"/>
🗨	Wed	3/7	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		0.0000	<input type="text"/>	3/7	<input style="width: 15px; height: 15px;" type="button" value="+"/>	<input style="width: 15px; height: 15px;" type="button" value="-"/>
🗨	Thu	3/8	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		0.0000	<input type="text"/>	3/8	<input style="width: 15px; height: 15px;" type="button" value="+"/>	<input style="width: 15px; height: 15px;" type="button" value="-"/>

Submit
Clear

Summary Leave / Compensatory Time

Reported Time Summary Personalize Find 1-4 of 4

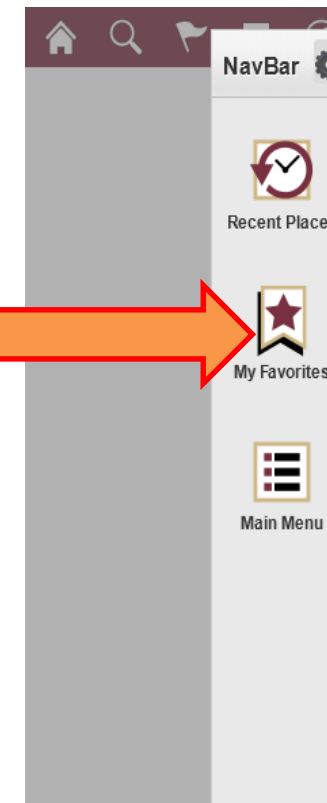
Category	Total	Fri 3/2	Sat 3/3	Sun 3/4	Mon 3/5	Tue 3/6	Wed 3/7	Thu 3/8
Total Reported Hours								
Total Scheduled Hours								
Schedule Deviation								

Navigation Bar

By clicking on the diamond, you will open your navigation bar.



Any favorites that you have currently in OMNI HR will transfer over with the upgrade. They will be stored here.



Search for a page.



“Hamburger” Button

Once on a page, you can elect to add a direct link to that page to your:

- Homepage
- NavBar
- Favorites

Or any combination of those options.

myFSU |

Report Manager

Process Monitor

Add To Homepage

Add To NavBar

Add To Favorites

My Preferences

Job Data

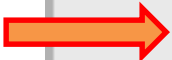
NavBar: My Favorites

Recent Places

My Favorites

Main Menu

- Edit Favorites
- Base Navigation Page
- Department Budget
- Dept Budget Table Setup
- Dual Comp Query Report Viewer
- Employee Payable Time
- Job Data**
- Review Paycheck Summary
- Timesheet



< Employee Self Service

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID begins with

Empl Record =

Name begins with


Last Name begins with


Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

Include History Case Sensitive

Search Clear Basic Search  Save Search Criteria



Worklist

The screenshot displays a user interface for a Worklist. At the top right, there is a dark red navigation bar containing a white notification bell icon, a hamburger menu icon, and a play button icon. A red arrow points to the notification bell icon. Below the navigation bar, there are two panels. The left panel is titled 'Alerts' and contains a list of job offers: 'Job Offer for OPS Express - PUM Testing is awaiting your approval.', 'Job Offer for GA Express - PUM Testing is awaiting your approval.', 'Job Offer for OPS Express Pool - Spring 2018 is awaiting your approval.', 'Job Offer for OPS Express Pool - Spring 2018 is awaiting your approval.', and 'Job Offer for OPS Express Pool - Spring 2018 is awaiting your approval.'. The right panel is titled 'Alerts (1)' and contains two notifications: 'Job Offer for OPS Express Pool - Spring 2018 has been denied.' and 'Job Offer for OPS Express - PUM Testing has been denied.'. Each notification in the right panel has a close button (X) to its right. To the right of the panels, there is a 'Personalize Page' link.

Next Steps

- Develop a guide on “How to add your own home page”
- Testing complete by 4/12/2018
- Load to production 4/13/2018 – 4/15/2018
- Experience a new look on Monday, April 16th

FSU Foundation (FSUF) Departmental Funds into OMNI Scope Overview - July 1, 2018 Go-Live

Interface spendable cash in Foundation departmental funds to OMNI Financials

Budget annually for Foundation departmental funds at the department and fund level

Control spending of Foundation departmental funds in OMNI at the department, fund, and project level

Scope Overview - July 1, 2018 Go-Live, cont.

Support processes that adhere to applicable statute, regulation, and policy

Allow Foundation staff to maintain approval authority for all transactions via applicable workflow

Enhance University reports and queries by allowing visibility of Foundation departmental funds with spendable cash balances

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Design & Configuration

New Chartfield Setup

PC Business Unit	KK Ledgers	Fund Code	Department IDs	Project IDs
'FSFD1'	CC_FF_BUD CC_FF_ENC CC_FF_EXP CC_BUD CC_ENC CC_EXP	599 – Foundation Funds	[Area]9xx (example – 187900 Music Dean / College Wide FSUF)	Fxxxxx [Current Foundation 5 digit Fund ID] (example – F04051)

[Foundation to OMNI Integration website](#)

Implications for Departments

Approval authority at the DeptID level

“Sunset” of Fund 547

Additional budgeting requirements in April

Implications for Departments, cont.

Foundation-funded scholarship processing will not change

Foundation (not University) policies will apply on purchases made entirely with Foundation funds

Foundation staff will continue to coordinate and manage the setup of new Foundation funds

Next Steps

Chartfield setup

Hyperion budget training

Fund 599 appointments

Creation/modification of BI reports, queries

Contact Information

[Foundation to OMNI Website](#)

General Questions – Judd Enfinger, Controller's Office (jenfinger@fsu.edu / 5-2436)

Department Setup – Chris Warren, ERP (crwarren@fsu.edu / 5-3290)

Budget Questions – Katie Perkins, Budget Office (kperkins@fsu.edu / 5-2436)

Employee Training Resources

Kandiance Buchheister

Training Specialist, Office of Training & Organizational Development

&

Megan Del Debbio

Marketing Communications Manager, Information Technology Services

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Certificate Series



HR Department Rep
Certificate Series



Financial Rep
Certificate Series



Diversity & Inclusion
Certificate Series



Global Partners
Certificate



Student Coaching
Skills Certificate



Customer Service
Certificate Series

We Can Help



Developing a New Training Tool

Improving a Training Tool

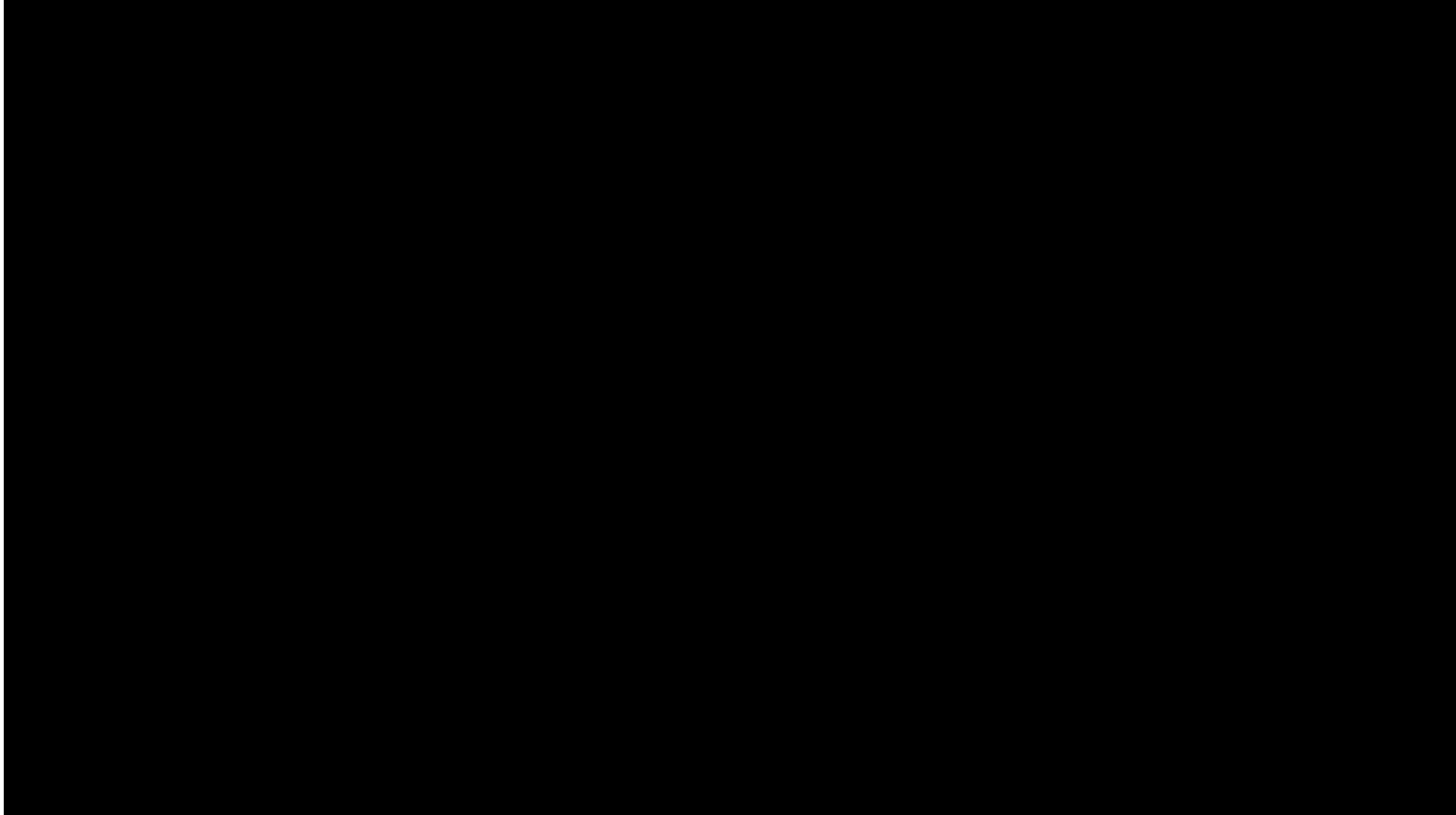
Training Support and Administration

Retreat Workshop Training

who is Lynda?

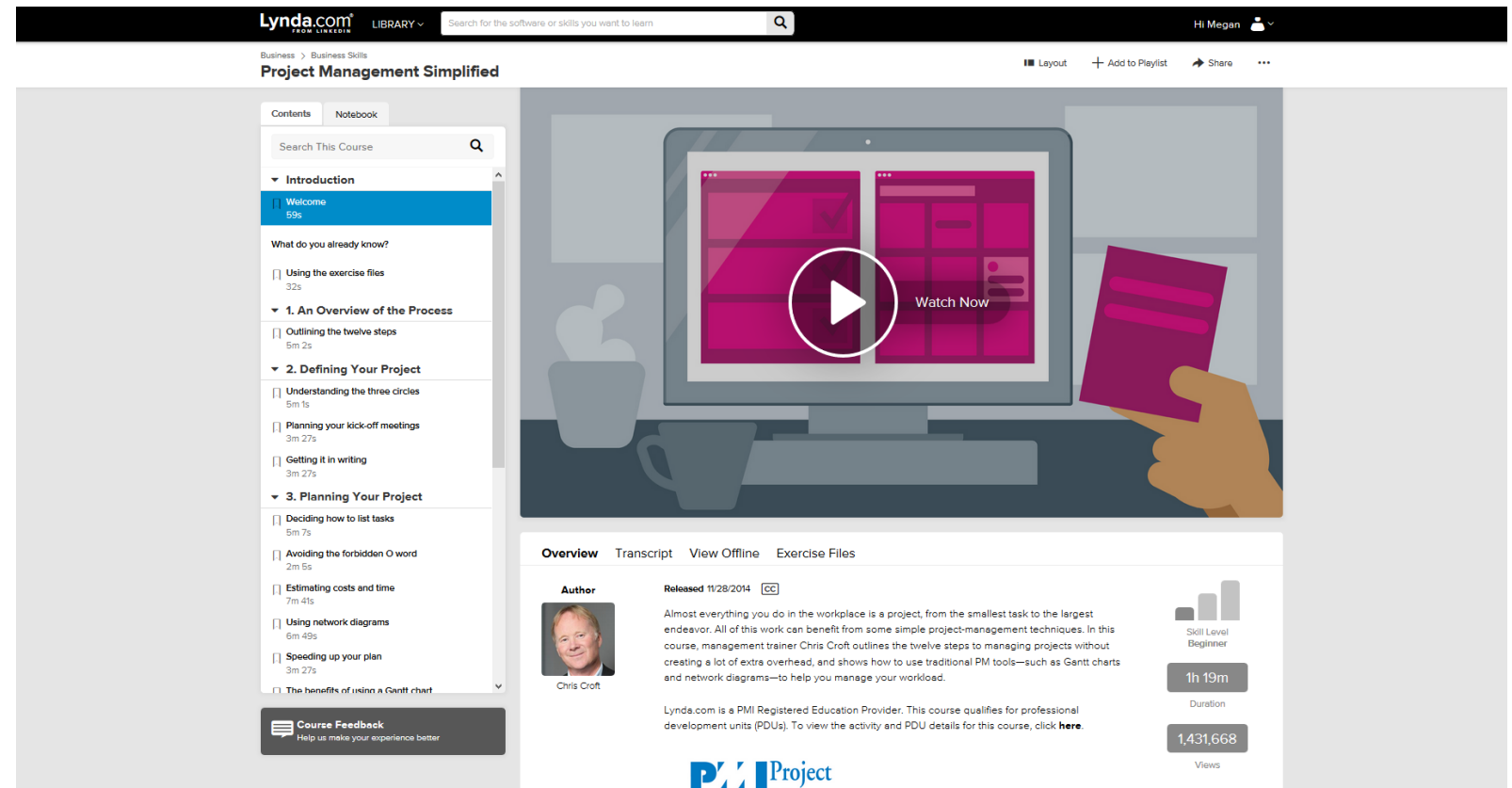
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Lynda.com

- Thousands of video tutorials
- Hard and soft skills
- Custom playlists
- Free access



The screenshot displays the Lynda.com interface for the course "Project Management Simplified" by Chris Croft. The top navigation bar includes the Lynda.com logo, a search bar, and user information. The course title is prominently displayed, along with options for layout, adding to a playlist, and sharing. A large video player is the central focus, featuring a "Watch Now" button. To the left, a detailed table of contents is visible, listing various video segments with their durations. Below the video player, the "Overview" tab is active, showing the author's name and profile picture, the release date (11/28/2014), and a brief description of the course content. A bar chart indicates the skill level as "Beginner" and the duration as "1h 19m". The total number of views is shown as 1,431,668. The Lynda.com logo is also present at the bottom of the page.

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Signing In



Visit
its.fsu.edu/Lynda



Click **Sign In**



Sign in with your
FSUID and password



Five Courses to Try

[Time Management Fundamentals](#)

[Excel 2016 Essential Training](#)

[Photoshop CC 2018 Essential Training](#)

[Leading with Emotional Intelligence](#)

[Critical Thinking](#)



Lynda.com Workshops

- Mark your calendars for March 29
 - Professional and Career Development
 - Flipping the Classroom
 - Engage and Empower your Teams
 - Gaining IT Certifications
- Register through OMNI HR



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“An investment in knowledge
pays the best interest.”

- Benjamin Franklin

Door Prize



Questions & Answers

Closing Remarks

Melissa McClellan

HR Communications Manager

Thank You!