



## OMNI HR 9.2 Upgrade What's New in 9.2?

### Attendance and Leave

#### 1. What are the big changes for me as a department representative related to reviewing and approving time?

- Supervisors and department representatives will be able to view more information from an employee's timesheet.
- The timesheet will have five tabs at the bottom: Reported Time Status; Summary; Leave/Compensatory Time; Exceptions; and Payable Time. You can navigate to any of these tabs to review specific time & leave information.
  - Reported Time Status: Indicates whether time needs approval or has been approved. The "comments" field can also be accessed from this tab.
  - Summary: A weekly view of reported time. Also shows scheduled hours. Only "Elapsed Time Reporters" (typically employees classified as FLSA Exempt) have scheduled hours.
  - Leave/Compensatory Time: Shows a summary of current leave balances based on current time entry. The view detail shows the leave accrual process that is run at the conclusion of each pay period.
  - Exceptions: Shows time entry errors.
  - Payable Time: Indicates what hours have been processed by Time Administration. Any time in "Taken by Payroll" status has been loaded to payroll and time in "Estimated" status is scheduled to load to payroll during the next calculation.

Actions ▾ Earliest Change Date 10/16/2015

Select Another Timesheet

\*View By Week ▾ Previous Week Next Week

\*Date 10/09/2015 [📅] [🔄]

Scheduled Hours 40.00 Reported Hours 0.00 Punch Timesheet

From Friday 10/09/2015 to Thursday 10/15/2015 ?

Fri 10/9	Sat 10/10	Sun 10/11	Mon 10/12	Tue 10/13	Wed 10/14	Thu 10/15	Total	Time Reporting Code	Override Reason
8.00			8.00	8.00	8.00	8.00			

Submit

Reported Time Status | Summary | Leave / Compensatory Time | Exceptions | Payable Time

Reported Time Status Personalize | Find | 1 of 1

Date	Total	TRC	Description	Sched Hrs	Comments
	0.00			0.0000	

## 2. What are the big changes for time reporting in 9.2?

Changes to time reporting and approvals are minimal. Navigation and workflow remain the same. All changes are related to visual layout and format.

## 3. Who should I call if I have questions?

If you encounter problems with time reporting or approving, please notify a member of the attendance & leave team: [http://hr.fsu.edu/?page=about\\_hr/contact/contact&group=section](http://hr.fsu.edu/?page=about_hr/contact/contact&group=section).

## Recruiting

### 1. What are the big changes for me as a department representative related to recruiting functions?


- The new “*Recruiting Homepage*” provides quick reference links for recruiting, data on existing job searches, alerts, and personalization options.
- The “*Applicants*” page (formerly “*Manage Applicants*”) is much more interactive and filters the applicants into different status tabs for ease of review.

Applicants											
All (4)	Applied (2)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)					
Select	Applicant Name	Applicant ID	Vet Pref	Application Date	Type	Disposition	Application	Resume	Mark Reviewed	Route	Print

- There are fewer clicks involved with preparing a job offer; the information is all on one screen.

*Component	*Offer Amount	Currency	Frequency
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Begin Date	*Percent of Distribution	*Combination Code	Funding End Date
1			

- Departments will now click on the “*Route*” icon  to change the disposition of a single applicant once the individual is screened and routed to the department by the Employment Recruiter. The feature to change dispositions by group still exists in 9.2.
- “*Browse Job Openings*” has been replaced by “*Search Job Openings*,” which has similar functionality.

## 2. What are the big changes for applicants in 9.2?

- The “Job Search” page is enhanced with a variety of search features that allow more fine-tuned job searches for applicants.

The screenshot shows the Job Search application interface. At the top, there's a navigation bar with 'Job Search' and links to 'My Notifications', 'My Activities', 'My Favorite Jobs', 'My Saved Searches', and 'My Contact Information'. The user is signed in as 'April'. Below the navigation bar, there's a search bar with 'Keywords' and buttons for 'Search', 'Reset Search', and 'Save Search'. To the left of the search bar, there's a 'Filter by' section with expandable categories: 'Location' (Tallahassee, FL (71), Sarasota, FL (5), St. Teresa, FL (2), Fort Myers, FL (1), Miami, FL (1), More...), 'Department' (DRS Administration (8), FI Center For Reading Res (6), Information Technology Se. (6), Ringling Center for the A. (5), Admissions (4), More...), 'Job Family' (OPS (35), Faculty (17), Technology Services (9), Student Services (7), OPS Express (4), More...), and 'Job Function' (Temporary (39), Faculty (17), Executive (12), Information Systems (8), Professional (2), More...). The main area displays search results for 82 matches found, sorted by 'Posted Date'. The results are listed in a table with columns for 'Search Results', 'First', '1-25 of 82', and 'Last'. Each result includes a job title, department, location, and closing date, along with a star icon for favoriting.

- The application is broken down into tabs, making it easier for the user to navigate and complete.

The screenshot shows the application navigation tabs. The tabs are: Start, Resume, Add Attachment, Preferences, Education and Work Experience, and Other Information. The 'Start' tab is currently selected and highlighted in orange.

- The application now has an auto save feature.
- The faculty application template is shorter.

## 3. Will there be any impact to my current job openings when the conversion to 9.2 takes place?

No, all current job openings will be in your “Search Job Openings” queue. Departments have already been notified if their position close date was affected by the system outage.

## 4. Who should I call if I have questions?

Your [assigned recruiter](#) is available to assist with any questions or any individual training needs.

## Employee Data Management

### 1. What are the big changes related to GA Express?

The steps for preparing the Job Offer after linking the applicant will be modified. A new Job Aid will be provided on the [Human Resources Website](#).

### 2. What are the big changes for ePAF+ in 9.2?

There are no major changes to ePAF+ with the upgrade; however, we are working on enhancements that will be available in January 2016.

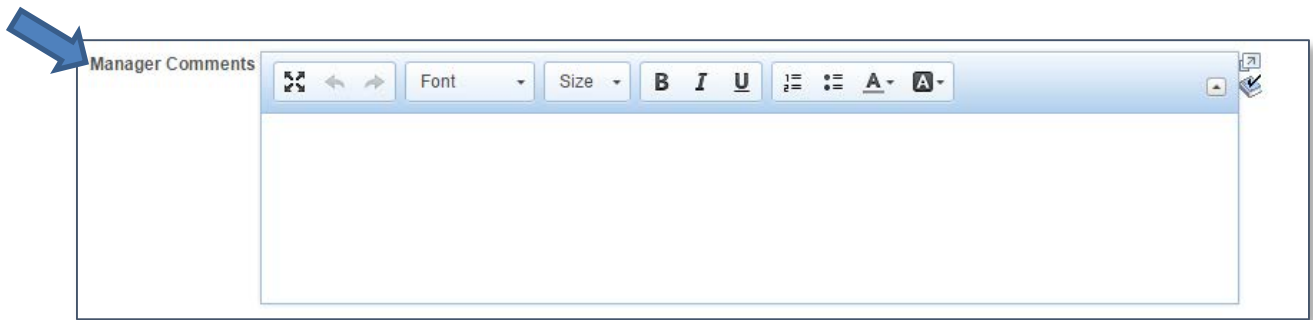
## ePerformance (Performance Evaluations)

### 1. What are the big changes related to ePerformance?

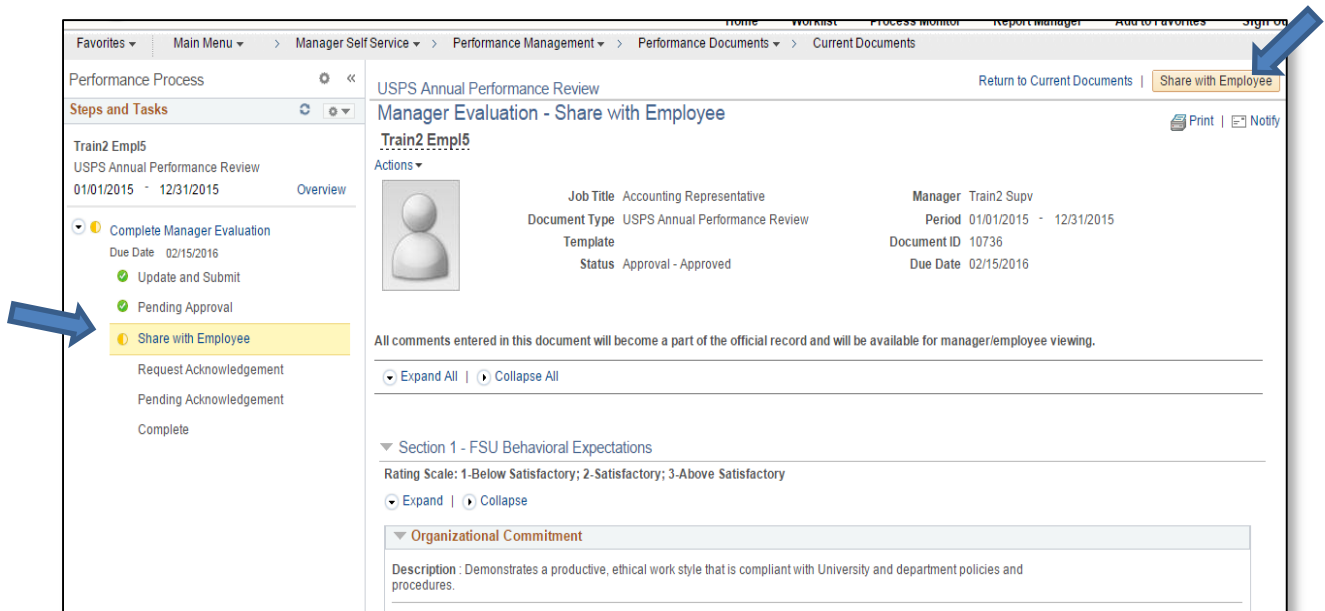
#### NEW LOOK — (A&P and USPS)

- Status of the performance evaluation is displayed on the left side of the screen showing where the evaluation is in the process. Also, the manager's comment box is enhanced.

The screenshot displays the USPS Annual Performance Review interface. On the left, a navigation pane shows the 'Steps and Tasks' for 'Complete Manager Evaluation', with 'Update and Submit' highlighted. A blue arrow points to this button. The main content area shows the 'Manager Evaluation - Update and Submit' form for 'Train3 Empl1'. The form includes a 'Manager' field with 'Train3 Supv', a 'Status' of 'Evaluation in Progress', and a 'Due Date' of '02/15/2016'. Below the form, there is a 'Section 1 - FSU Behavioral Expectations' with a rating scale and a list of categories: Organizational Commitment, Customer/Stakeholder Focus, Diversity Commitment, Teamwork, Safe, Secure Work Environment, Non-Hostile Work Environment, and Attendance. At the bottom, there is a 'Manager Comments' text area with a rich text editor toolbar.



- Steps and tasks are better defined: e.g., “Share with Employee” vs. “Available for Review”



### NEW ONLINE PROCESS—(USPS)

Effective January 4, 2016, USPS employees will transition from a paper evaluation process to an online process in the 9.2 OMNI ePerformance Module. The online process will make it faster and easier to complete USPS performance evaluations. USPS employees’ annual review periods will change from an anniversary date to a common annual review period. The new Review Period will be January 1<sup>st</sup> through December 31<sup>st</sup>. Performance evaluations will be due March 1<sup>st</sup>.

In addition, the online performance evaluation will better mirror the employee’s position description, which will allow the employee’s performance to be rated based on specific job duties.

The 9.2 OMNI ePerformance Module offers new rating categories for evaluating USPS employee performance. The new rating categories and terminology include:

- FSU Behavioral Expectations
  - Above Satisfactory
  - Satisfactory
  - Below Satisfactory
- Job Responsibilities
  - Exemplary (*Replaces the rating Superior*)
  - Above Satisfactory
  - Satisfactory (*Replaces the rating Meets*)
  - Below Satisfactory
- Job Competencies
  - None
  - Basic
  - Proficient
  - Advanced
  - Non-Applicable
- Overall Ratings
  - Exemplary (*Replaces the rating Superior*)
  - Above Satisfactory
  - Satisfactory (*Replaces the rating Meets*)
  - Below Satisfactory

**2. Will all USPS performance evaluations be completed using the new 9.2 OMNI ePerformance Module?**

Yes, beginning January 4, 2016, all three types of USPS Performance Evaluations will be completed in OMNI. Evaluation types include:

- Annual
- Probationary
- Special

**3. Will supervisors be trained to use the new 9.2 OMNI ePerformance Module?**

Yes, training for supervisors began October 23, 2015, and is scheduled to run through December 9, 2015. Supervisors may sign up for training via OMNI. Additionally, there will be weekly Help Sessions beginning January 4, 2016. Help Sessions are structured to offer one-on-one assistance with completing performance evaluations. All sessions will be held in the Human Resources Computer Lab (University Center A, 6201).

**4. Who should I contact if I have questions about USPS ePerformance?**

Beverlyn Samuels, Sr. Employee Relations Specialist, at [bsamuels@fsu.edu](mailto:bsamuels@fsu.edu) or (850) 645-9469.