



Appointing Graduate Assistants via GA Express in OMNI HR

This guide will teach you the steps to appoint Graduate Assistants via GA Express in OMNI HR.

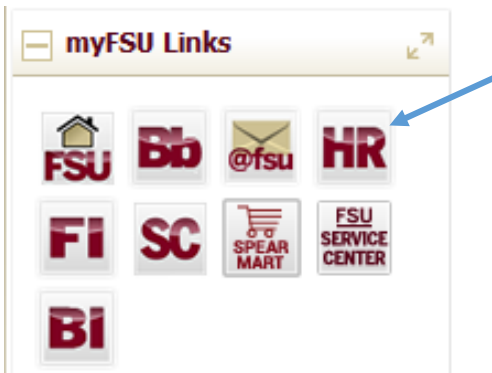
Similar to the OPS Express process, each semester the Office of Human Resources creates a job opening called the GA Express for departments to hire graduate assistants. The GA Express job opening will display for departments in the Recruiting > Search Job Openings list, but it is not advertised as a job for which applicants can apply. When a department identifies a graduate assistant to hire, the department can create the graduate assistant record, link the record to the current GA Express pool, and prepare the job offer.

Key Information:

Job Opening ID

Required Roles: **FSU_SS_MANAGER** and **FSU_GRAD_EX_PILOT**

Step	Action
1.	Go to https://my.fsu.edu and sign into OMNI HR with your FSUID and password. Click the HR icon.





Step	Action
2.	Creating the Graduate Assistant Record Click Main Menu > Recruiting > Create GA Appt/OPS Fac Appt.

The screenshot shows the 'Main Menu' dropdown with a search bar. The 'Recruiting' folder is selected, and its sub-menu is displayed. The 'Create GA Appt/OPS Fac Appt' option is highlighted in yellow.

- Main Menu
- Search Menu:
- Faculty Promotion and Tenure
- Self Service
- FACET
- Manager Self Service
- ePAF+
- eORR Online Role Request
- eRDF Retro Distribution Form
- Recruiting**
 - Administration
 - Reports
 - View References
 - Recruiting Home
 - Search Applicants
 - Search Job Openings
 - Create GA Appt/OPS Fac Appt**
 - Create Job Opening
 - Interview Calendar
 - Pending Approvals
- Workforce Administration
- Compensation
- Time and Labor
- Payroll for North America
- Workforce Development
- Organizational Development
- Set Up HCM
- Enterprise Components
- Worklist
- Reporting Tools
- PeopleTools
- myFSU
- Careers
- My Personalizations
- My System Profile



Step	Action
3.	<p>On the Create Applicant page, enter the Graduate Assistant’s name and click Add Email Address. Then, enter a valid email address, indicate email type, and check the Primary box.</p> <p>Click Save, or Save and Create Another to create additional records.</p>

[Print](#) | [New Window](#) | [Help](#) | [Personalize Pa](#)

Create Applicant

[Recruiting Home](#)
Personalize

Applicant

Preferred Contact: Not Specified

Name

Name Format: English

Name Prefix:

*First Name:

Middle Name:

*Last Name:

Name Suffix:

Address

Country: United States

Address 1:

Address 2:

Address 3:

City:

State:

Postal:

County:

Applicant Status

*Status Code: Active

Status Reason:

Status Date: 12/22/2016

Email Addresses

Primary	*Email Type	Email Address	
<input type="checkbox"/>	Select...		<input type="button" value="Add Email Address"/>

Phone Numbers

No Phone Numbers have been added for this applicant.

[Recruiting Home](#)
Top of Page



Step	Action
4.	Note the Applicant ID that generates for the next step.

Add GA Appt/OPS Fac Appt

[Save](#) | [Save and Create Another](#) | [Recruiting Home](#) | [Manage Applicant](#)

Name Test Test Applicant ID 591231

Personal Information | Applications

Applicant

Preferred Contact

Applicant Status

*Status Code s

Status Date

Name

Name Format

Name Prefix

*First Name

Middle Name

*Last Name

Name Suffix

Email Addresses

Primary	*Email Type	Email Address
<input checked="" type="checkbox"/>	Campus	jobs@fsu.edu

[Add Email Address](#)

Phone Numbers

No Phone Numbers have been added for this applicant.

[Add Phone Number](#)

Address

Step	Action
5.	Linking the Record to the GA Express Pool Navigate to Recruiting > Search Applicants > enter the applicant ID in the Applicant ID field > click Search .

[Favorites](#) > [Main Menu](#) > [Recruiting](#) > [Search Applicants](#)

Find Appt/Applicants

[Recruiting Home](#)

[Quick Search](#) | [Keyword Search](#) | [Advanced Search](#)

▼ **Search Criteria** ?

Search My Applicants

First Name

Last Name

Alternate Character Name

Applicant Status

Applied Within

Applied Between And

Job Opening ID

Applicant ID

[Search](#) | [Clear](#)



Step	Action
6.	Across from the Graduate Assistant's name, use the Actions drop down menu to select Link Applicant to Job .

Recruiting Home

Quick Search | Keyword Search | Advanced Search

Search Criteria

1 Result(s) Found

Search Results

Select	Applicant	Applicant ID	Type	Status	Phone	Email Address	Date Applied	Jobs Applied	Actions
<input type="checkbox"/>	Test Test	591231	Grad/OPS Fac Appt	010 Active		jobs@fsu.edu	12/22/2016	0	Actions Link Applicant to Job Send Correspondence

Select All | Deselect All | Group Actions

Step	Action
7.	Enter the current semester's GA Express job ID in the Job Opening ID field and click Link .

Applicants to be Linked

Applicant	Name	Email Address
<input type="text" value="591231"/>	Test Test	jobs@fsu.edu

Add Applicant

Job Openings

Job Opening ID	Posting Title	Job Posted	Questionnaire
<input type="text" value="40973"/>	GA Express Pool - Spring 2017	No	No

Add Job Opening

Disposition Information

*Disposition:

Reason:

Date: 12/22/2016

Link | Cancel



Step	Action
8.	Preparing the Job Offer After the applicant record has been successfully linked, click on the Graduate Assistant's name.

Find Appt/Applicants

Recruiting Home

Quick Search | Keyword Search | Advanced Search

Search Criteria ?

2 Result(s) Found

Search Results ? Personalize | Find | View All | 1-2 of 2

Select	Applicant	Applicant ID	Type	Status	Phone	Email Address	Date Applied	Jobs Applied	Actions
<input type="checkbox"/>	Test Test	591232	Grad/OPS Fac Appt	010 Active		jobs@fsu.edu	12/22/2016	0	Actions

Step	Action
9.	Across from their name, click on Other Actions > Recruiting Actions > Prepare/View Job Offer .

Manage Applicant

Save | Return | Recruiting Home | Search Applicants | Next | Create Applicant | Add Application

Name Test Test
Applicant ID 591232
Applicant Type Grad/OPS Fac Appt
Status 010 Active

Preferred Contact Not Specified
Phone
Email jobs@fsu.edu
Address

Applicant Activity | Notes | Applicant Data | Interested Parties

Current Status | Interview Evaluation | Expenses | History

Applicant Activity ?

Select	Job Opening	Job Opening ID	Disposition	Application	Resume	Route	Print	Other Actions
<input type="checkbox"/>	GA Express Pool - Spring 2017	40973	Linked					Other Actions

Select All | Deselect All | Group Actions

Save | Return | Recruiting Home | Search Applicants | Next | Create Applicant | Add Application

- Create Interview Evaluation
- Prepare / View Job Offer**
- View / Edit Application Details
- RECRUITER ONLY - Edit Disposition

- Recruiting Actions**
- Applicant Actions



Step	Action
10.	On the Offer Details page, complete the required fields (see highlighted areas below), ensuring the frequency selected is 26.1, the appropriate Job Code is entered (do not leave as OPS X), and the Calc Period Amt button is clicked.

Offer Details ? Find | View All First 1 of 1

Job Opening 40973 GA Express Pool - Spring 2017 Business Unit FSU01 Save as Draft
 Position Number Offer Date 12/23/2016 Submit for Approval
 Job Code OPS X OPS Express Hire Applicant Type Grad/OPS Fac Appt
 Preferred Contact Not Specified
 Recruiter 00000438 Ivette Claudio Add Revised Offer
 Status 006 Pending Approval Delete Offer
 Reason Reason Edit Offer
 Created By Debra Jensen

Job Offer Components ?

*Component	*Offer Amount	Currency	Frequency

Add Offer Component

Salary Market Analysis

Comments ? Find | View All First 1 of 1 Last

Added By
Last Updated By
Add Another Comment

Offer Attachments ?

No attachments have been added to this offer.
Add Approval Attachments

FSU Offer - Additional Info

*Job Code OPS X OPS Express Hire *Location Code
 *Department Supervisor ID
 *Mail Code Weekly Std Hours U.S. Citizen? *Empl Class
 Pre-Mgr Approver (Optional)
 Originator Telephone 850/645-8295

FSU Funding Personalize | Find | First 1 of 1 Last

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount
1					

Calc Period Amt

Step	Action
11.	When all of the information has been entered, click Submit for Approval in the top right hand corner.

Offer Details ? Find | View All First 1 of 1

Job Opening 40973 GA Express Pool - Spring 2017 Business Unit FSU01 Save as Draft
 Position Number Offer Date 12/23/2016 Submit for Approval
 Job Code OPS X OPS Express Hire Applicant Type Grad/OPS Fac Appt
 Preferred Contact Not Specified
 Recruiter 00000438 Ivette Claudio Add Revised Offer
 Status 006 Pending Approval Delete Offer
 Reason Reason Edit Offer



Step	Action
12.	<p>Once the job offer has been submitted, an approval chain will generate. Click on the Approvals tab to view the approval chain. To insert additional approvers, click on the plus symbol before the HR Final Approver step.</p> <p>Once approved by the hiring department and other parties (as applicable), the job offer will route to Employee Data Management for processing (in conjunction with the GA's appointment paperwork).</p>

Offer Details ?

Offer Details Approvals

FSU Job Offer Workflow

Job Offer: Pending

FSU Job Offer Workflow

Pending

FSU Job Opening Dept. Mgr.

→

Not Routed

Multiple Approvers
HR Final Approver

→

Submit

Comments

Congratulations!
You have completed this topic.

Questions on this procedure? Contact your [assigned Employment Recruiter.](#)