



## How to Generate Faculty Employment Contracts in OMNI HR

Instructions for generating faculty employment contracts in OMNI HR are listed below. If a contract contains inaccurate information, please check the faculty member's information in OMNI HR. The system uses information from the "Job Data" screen in OMNI HR to generate the contract, so if there is a mistake on the contract, it is probably due to an error on the faculty member's OMNI HR records.

### A. System Access

Employees who have the `HR_DEPT_REP` security role will be able to generate faculty contracts in OMNI HR.

### B. Generate Contracts

Log into [myFSU](#) and navigate to: *HR > Main Menu > Manager Self Service > FSU Faculty Contracts > Generate Contracts.*

- Before generating contracts, check that those who need to be in the approval workflow are properly identified. (See Section D, Approval Workflow, below)
- 1. Select a **Faculty Type**, (12-month, 9-month, or 10-month) using the drop down, then enter either a **Department ID** or the faculty member's **Empl ID**, as one or the other is required. 2. Click "**Retrieve Employee**" to populate the employee data.

Faculty Contract

Faculty Type: 12 Month Contract Period Begin Dt: 08/08/2016  Ad Hoc Date

Department:  Empl ID:

Employee Information

Select	Dept Description	Empl ID	Empl Record	Employee Name	Job Code	Empl Class	AdminCode	FTE	Rate
1 <input type="checkbox"/>		0		Employee Name					

- Employee information is displayed on 2 different tabs, *Employee Information* and *Contract Details*. Review and verify that information on both tabs is correct **BEFORE** creating the contract, as the resulting contract will be based on the data displayed. The data is pulled from the faculty member's "Job Data" screen and "Tenure Data" in OMNI HR as of the Contract Begin Date.

Faculty Contract

Faculty Type: 12 Month Contract Period Begin Dt: 08/08/2016  Ad Hoc Date

Department:  Empl ID:

Employee Information

Select	Dept Description	Empl ID	Empl Record	Employee Name	Job Code	Empl Class	AdminCode	FTE	Rate
1 <input type="checkbox"/>		0		Employee Name					

- Special Conditions can be added on the contract. Click on the *Contract Details* tab and select the appropriate special condition from the drop down box. The first two options will be “*Reports to Provost*” or “*Reports to President*” which will auto populate standard language onto the contract. The third option is “*Others*” which allows you to enter specific text that may be unique to the faculty member.

Select	Dept Description	Empl ID	Empl Record	Employee Name	Contract Type	In/Out of Unit	Tenure Status	Prior Service Credit	Special Condition	Special Text
<input type="checkbox"/>	074000-Biological Science	000000758	1		Specialized (4 Yr)	In-Unit	Non Tenure Not On Track		Rpts to Pri	
<input type="checkbox"/>	074000-Biological Science	000001004	0		Specialized (4 Yr)	In-Unit	Non Tenure Not On Track		Others	Partially C&G funded faculty

- Once the contract is generated, check again to make sure the contract reflects information consistent with the employee data that was displayed on the tabs.
- For a “**Regular**” contract run: the **Contract Period Begin Date** automatically displayed is based on the first day of the academic year for the **Faculty Type** selected, (12-month, 9-month, or 10-month), using the current fiscal year.
  - Once you have reviewed the data for accuracy and added any special conditions, select faculty members individually or select the entire list with the “**Select All**” button, then hit “**Generate Contract**” for the contracts to be created and submitted for electronic signatures.
  - A “*Selected Contracts are being Generated*” message will display to indicate the process is running. It may take a few minutes for the process to complete, depending on the number of contracts being generated, but you will be notified **via email** when the contracts have been successfully submitted for approval. You may work on other things in the meantime, including generating additional contracts for a different group of faculty members.
  - If a contract has already been generated for the Contract Period Begin Date, the faculty member’s name will be a hyperlink. The department representative can use the hyperlink to access the contract document, or can access it by logging into [myFSU](#) and navigating to: **HR > Main Menu > Manager Self Service > FSU Faculty Contracts > View Contracts**.
- *For an “Ad Hoc” contract run: An ad hoc contract run might be required when a faculty member has a data change after the original contract was created for the academic year.*
  - *The steps for generating an ad hoc contract are almost the same as for a regular contract run with one exception explained below.*
  - *Before clicking “Retrieve Employee” to populate the employee data you will need to manually enter the contract date rather than using the automatically generated Contract Period Begin Date.*
  - *Click the “Ad Hoc Date” button, which allows for a user-entered date. The date entered should be the date of the data change that gave rise to the need for an updated contract. A contract should be generated for the balance of the contract year (contingent on the existence of funding, where applicable).*

Favorites ▾ Main Menu ▾ > Manager Self Service ▾ > FSU Faculty Contracts ▾ > Generate Faculty Contracts

Faculty Contract Print | New Window | Help

Faculty Type: 12 Month ▾ Contract Period Begin Dt: 08/08/2015  Ad Hoc Date Retrieve Employee Generate Contract Reset Search

Department:  Emp ID:

Select All

**Employee Information** Personalize | Find | View All | |  First 1 of 1 Last

Select	Dept Description	Empl ID	Empl Record	Employee Name	Job Code	Empl Class	AdminCode	FTE	Rate
1 <input type="checkbox"/>		0		Employee Name					

### C. Contract Data and Verbiage

Contract data and terms (verbiage) will be different for different types of faculty members. As such, you must carefully check every contract for accuracy, paying special attention to possible variations. Please see the attached *Faculty Contracts Reference Chart* for the proper length of contract associated with specific faculty job codes.

- *Non-Specialized Faculty* – These contracts require the faculty member be in active status and have active funding. If there is no funding, this will be indicated in the *Generate Faculty Contracts* page under the *Contract Information* tab, and you will not be able to select that faculty member for the contract generation process.
- *Specialized Faculty (Level 1, Single year)* – These contracts also require the faculty member be in active status and have active funding. For specialized faculty on single year, “soft money” funded appointments, the contract dates will be based on the available funding currently reflected in OMNI HR. If additional funding has been submitted and approved, a new contract will need to be generated to show the extended appointment dates.
- *Specialized Faculty (Level 2/3, Multi-Year)* – Level 2 and Level 3 specialized faculty (i.e., Teaching Faculty II and Teaching Faculty III) receive multi-year appointments (MYAs).
  - Level 2 specialized faculty will be on 2-year contracts, and will receive a new contract every academic year, effectively providing a “rolling” 2-year contract.
  - Level 3 specialized faculty will have a 4-year contract, which will only be extended bi-annually (every other year).

In these cases, the “**Contract Exists**” checkbox would be marked, with a comment that indicates “*Prior Year Multi-Year Contract.*” No new contract could be generated via the “Regular” run where this is indicated. **NOTE:** *If a faculty member receives an increase before a “renewal” contract year, the ad hoc process should be used to issue an updated contract. This contract will only reflect the remaining time left of the current contract.*

- *FSUS Faculty (Dept 131000)* – These contracts require the employee be in active status and have active funding. Section 6 of this contract has different options than the other faculty types. FSUS faculty contracts will have different verbiage for some provisions, depending on whether the employee is in-unit or out-of-unit.

## D. Approval Workflow

- All contracts (other than FSUS, Dept 131000) route for approval to the individual indicated as the primary DDDH for the faculty member's department on the **FSU Department Reps Table** in OMNI HR, before routing to the faculty member for acceptance.
- FSUS (Dept 131000) contracts route for approval to the individual with an Admin Code of 'U1' – Dir-University School, before routing to the faculty member for acceptance.
- If no individual is marked as the primary DDDH on the **FSU Department Reps Table**, the contract routes to the faculty member's supervisor for approval, before routing to the faculty member for acceptance.
- The 1<sup>st</sup> approver (Primary DDDH or Supervisor) can approve or deny the contract. If denying, the 1<sup>st</sup> approver is required to enter reason for the denial. If a data issue was found on the contract that led to the denial, the problem can be indicated and a new corrected contract can be generated after the data issue is corrected.
- Email notifications and OMNI HR worklist entries are created when a contract is routed to a user for action. When a contract is fully executed (approved and signed by the faculty member), an email notification goes to the department representative that originated the contract. If denied, an email notification goes to the department representative (originator). A reminder email is sent to the faculty member if no action is taken on the contract after 7 days.

## E. View (and Approve) Contract Pages

Employees who have the **FSU\_HR\_DEPARTMENT\_USER** security role in OMNI HR can access any contract they created.

- To view contracts: Log into [myFSU](#) and navigate to: **HR > Main Menu > Manager Self Service > FSU Faculty Contracts > View Contracts**.
- To approve contracts: Log into [myFSU](#) and navigate to: **HR > Main Menu > Manager Self Service > FSU Faculty Contracts > Approve Contracts**. Users will see only contracts that are pending their approval in their queue.
- Faculty members can view and/or accept their own contracts by logging into [myFSU](#) and navigating to: **HR > Main Menu > Employee Self Service > FSU Faculty Contracts**.
- The Contract has a **"Print from Page"** option, to enable the faculty member and department representative to print. The electronic signature fields are not populated until AFTER approval actions are taken.



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## Faculty Contracts Reference Chart

Section	Position Title	Job Code	Position Level/Rank	Length of Contract
<b>Tenure Track Faculty</b>	Professor	9001	3	1 year (Annual Contract)
	Associate Professor	9002	2	1 year (Annual Contract)
	Assistant Professor	9003	1	1 year (Annual Contract)
	Eminent Scholar	9009	3	1 year (Annual Contract)
<b>Specialized Faculty</b>	Teaching Faculty I	9060	1	1 year
	Research Faculty I	9080	1	1 year
	Instructional Specialist I	9070	1	1 year
	Assistant in Research	9168	1	1 year
	Assistant Curator	9152	1	1 year
	Assistant University Librarian	9055	1	1 year
	Teaching Faculty II	9061	2	2 year
	Research Faculty II	9081	2	2 year
	Instructional Specialist II	9071	2	2 year
	Associate in Research	9167	2	2 year
	Associate Curator	9151	2	2 year
	Associate University Librarian	9054	2	2 year
	Teaching Faculty III	9062	3	4 year
	Research Faculty III	9082	3	4 year
	Instructional Specialist III	9072	3	4 year
	Senior Research Associate	9165	3	4 year
	Curator	9150	3	4 year
University Librarian	9053	3	4 year	

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