HR Forum
Smart Onboarding Demo

May 23, 2018
Background Checks

- Summer Camp Background Check Reminders
- Vulnerable Populations Require Level 2 Background Checks
- OPS/GA Express Job Offer Reminders
- Questions About Background Checks? Contact Andrew Kapec at akapec@fsu.edu or (850) 644-7938
HR Updates

Office of Federal Contract Compliance Programs (OFCCP) Audit Update

• We received a “Scheduling Letter” on May 1
  — Initiates the OFCCP Audit
  — “Desk Audit” submission due in 30 days, to include:
    ▪ 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

• Onsite investigation may be conducted after the OFCCP reviews the “Desk Audit” materials if further investigation is needed

• Representation
  — Partnering with Jackson Lewis P.C. who specializes in workplace law
HR Updates

OFCCP Audit Update, cont’d.

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

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

Employee Data Management

Reminders:

• New Foundation Fund 599 has been established; transactions with effective date of 6/15/18 or later may be submitted

• Appointments (i.e., Job Offers, pPAFs, or ePAFs) must be submitted by the Payroll Deadline to ensure timely review and approval
  • The entire hiring packet/wizard must be complete to have met deadline

• Review your department’s “Actives Report” on Wednesday (before Time Entry) and double check Job Data prior to submitting cases or requests for status updates
HR Updates

Attendance & Leave

• **Welcome to Shannon Byrum**
  – Security, TimeClock Plus, and other A&L Admin duties

• USPS employees must use their 2017-2018 Personal Holiday by June 30th
  – It cannot be carried over to the next fiscal year

• The 2018-2019 Personal Holiday will be available for use by eligible USPS employees on July 1, 2018
HR Updates

Training & Organizational Development

New Course – July 19th

Cross Generational Strategies
HR Updates

Information Technology Services (ITS)

*FSU Employee Account Creation*

- FSU is transitioning to a new, comprehensive identity management system
- The new system will create identities and assign access to new FSU employees
- HR reps will still be able to provide new employees their EMPLID
- Employees will receive an email when their account is active

*When*
May 28, 2018

*Who*
New employees

*Action*
Update employee orientation guides, websites and other docs
Smart Onboarding
Meet the Team
HR project team

Operations
Phaedra Harris
Sue Andres

Attendance & Leave
Christine Conley

ERS
Shelley McLaughlin
Amy Espinosa
April Smatt
Andrew Kapec

EDM
Abigail Lejeune
Christie Riley
Christine Conley

Communications
Melissa McClellan
Meet the Team
Smart Onboarding pilot group

1. Admissions
   - Alicia Rivera
   - Alex Tuuri

2. Social Work
   - Cassandra Brown
   - Leah Stephens

3. Education
   - Derek Taylor
   - Katie Filomio

4. Music
   - Michelle Pohto
   - Stephanie Kemp

5. Facilities
   - Shiffany Rawls
   - Brittany Walker
   - Jeremy Harrell

6. ITS
   - Byron Folsom
   - Emily Lane
   - Shayna Harris

7. Ringling
   - Ericka Kelley
   - Kaitlin Foss
   - Matt Rogers

8. UBA
   - Jamie Clinton
   - Amy Walker

9. HR
   - Genene Leslie
   - Amy Espinosa

10. UCC
    - Christina Church-Hillman

11. Research
    - Jontae McClure
Scope

An overview of the process

1. Top Candidate Selected
   - Disposition Codes
   - Contingent Job Offer

2. Onboarding
   - Data Entry

3. Candidate Vetting
   - Background Check
   - Nepotism
   - Dual Comp
   - Outside Employment

4. Forms
   - Direct Deposit
   - EEO Data
   - Policies
   - W-4
   - Etc.

5. OMNI
   - Load data to OMNI HR

6. Post Hire
   - I-9
   - New Employee Orientation
   - FSU Card
Goals

Targets to aim for

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

Streamline
- Data
- Process steps

Improve
- Communication/coordination/visibility (with departments and candidates)
- Ease of use
- First impression of FSU
New comprehensive onboarding process from application to hire in OMNI HR

Better sequencing of steps (simultaneous processing)

Ability to track candidate’s progress online with visible dashboard

Electronic flow of department steps & approvals (including VP/high-level approval)

Integration of pre-employment requirements (background check)

Improvement of data quality through consistent collection process

Key Features

Things to look forward to
Pending Tasks/Milestones

To get where we’re going

Development

Testing, testing, testing

Pilot Group involvement

Training

Pilot Group launch

Campus-wide launch
Timeline for Implementation

Dates to keep in mind

1. Pilot Group Only
   Live in production
   Coming soon

2. Volunteer Departments
   Tentative: Live in production
   July

3. University-Wide Launch
   Tentative: Live in production
   October
FSU Onboarding Portal
Candidate Demo
Questions?
Up Next

June & July Hiatus (No HR Forum)

*August HR Forum (TBD)*

*Is your Department interested in going live with Smart Onboarding in July?*

Contact Melissa at melissa.mcclellan@fsu.edu or (850) 644-6602
# One-on-One Questions

<table>
<thead>
<tr>
<th>Section</th>
<th>Representative(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance &amp; Leave</td>
<td>Christine Conley</td>
</tr>
<tr>
<td>Benefits</td>
<td>Kathy Worthman</td>
</tr>
<tr>
<td>Compensation Services</td>
<td>Tyler Martin</td>
</tr>
<tr>
<td>Diversity &amp; Inclusion</td>
<td>Michelle Douglas</td>
</tr>
<tr>
<td>Employee &amp; Labor Relations</td>
<td>Tracey Pearson</td>
</tr>
<tr>
<td>Employee Data Management</td>
<td>Jonathan Banks</td>
</tr>
<tr>
<td>Employment &amp; Recruitment Services</td>
<td>Amy Espinosa</td>
</tr>
<tr>
<td>Equal Opportunity &amp; Compliance</td>
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</tr>
<tr>
<td>Facilities HR</td>
<td>Shiffany Rawls</td>
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<tr>
<td>Faculty Relations</td>
<td>Danni Staats</td>
</tr>
<tr>
<td>Housing HR</td>
<td>Devaris Chandler</td>
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<tr>
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<td>Kandiace Buchheister</td>
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</tbody>
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Good Ware