

## ELECTRONIC WIZARD PROCESS

In an effort to make onboarding processes more efficient, the Office of Human Resources (Human Resources) is updating the New Employee Wizard process. The instruction below includes information for new employees and for department representatives.

Please note that this process is only for new employees. In cases where the entire wizard packet is not required such as with rehires, laterals, or demotions, paper forms will need to be sent to Human Resources. Please refer to the [Appointment Paper Matrix](#) for further information on required paperwork.

**Please see below for the individual tasks for new employees and department representatives in the new process.**

### New Employee:

- Complete Wizard & electronically sign documents
- Provide department representative with copy of signed Social Security Card or application receipt
- Meet with department representative to have Loyalty Oath notarized
- Complete I-9 with department representative (bring original documents)
- Salaried employees
  - Sign Offer Letter & Contract
- Provide supplemental information, as needed
  - CV
  - Letters of Recommendation
  - Original Official Transcripts (sent directly to department or HR)

### Department Representative:

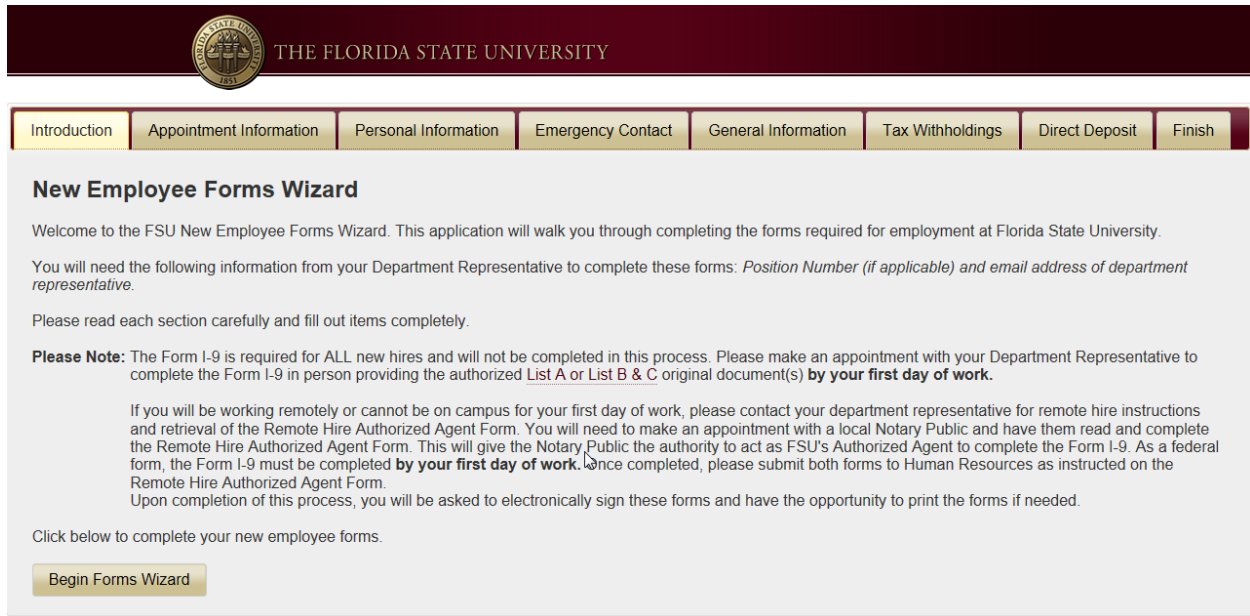
- Notarize [Loyalty Oath](#)
- Upload signed Social Security Card & notarized Loyalty Oath to Step 2 of Wizard (see email for link & Wizard Number)
- Upload supplemental documents (ensure they are named appropriately so they may be identified)
  - Graduate Assistants
    - Signed and dated Offer Letter
  - Salaried employees
    - Signed and dated Offer Letter
    - Contract
    - AA186
    - Salary/Appointment Explanation form
    - Other applicable documents, as determined by position
  - Faculty
    - Offer Letter
    - Contract
    - CV
    - Letters of Recommendation
    - Original Official Transcripts must be sent via campus mail to Human Resources
  - Non-Resident Aliens
    - I-20, DS-2019, I-797A or other work authorization granting document
    - Passport
    - Visa
    - I-94
- Complete I-9 with employee

New employees can access the New Employee Wizard at <https://hrapps.fsu.edu/formswizard6/>. Instructions for completing the Wizard are contained within the New Employee Wizard website.

# NEW EMPLOYEE RESPONSIBILITY – STEP 1

**IN ORDER TO COMPLETE THE WIZARD PROCESS, THE DEPARTMENT WILL NEED TO PROVIDE THE NEW EMPLOYEE WITH THE DEPARTMENT REPRESENTATIVE’S EMAIL ADDRESS.**

New salaried employees should also be given their position number and any other additional information needed to complete the Wizard forms. New employees will also need to have direct deposit information available.



The screenshot shows the top navigation bar of the Florida State University website with the university logo and name. Below it is a horizontal menu with tabs for: Introduction, Appointment Information, Personal Information, Emergency Contact, General Information, Tax Withholdings, Direct Deposit, and Finish. The main content area is titled "New Employee Forms Wizard" and contains the following text:

Welcome to the FSU New Employee Forms Wizard. This application will walk you through completing the forms required for employment at Florida State University.

You will need the following information from your Department Representative to complete these forms: *Position Number (if applicable) and email address of department representative.*

Please read each section carefully and fill out items completely.

**Please Note:** The Form I-9 is required for ALL new hires and will not be completed in this process. Please make an appointment with your Department Representative to complete the Form I-9 in person providing the authorized [List A](#) or [List B & C](#) original document(s) **by your first day of work.**

If you will be working remotely or cannot be on campus for your first day of work, please contact your department representative for remote hire instructions and retrieval of the Remote Hire Authorized Agent Form. You will need to make an appointment with a local Notary Public and have them read and complete the Remote Hire Authorized Agent Form. This will give the Notary Public the authority to act as FSU's Authorized Agent to complete the Form I-9. As a federal form, the Form I-9 must be completed **by your first day of work.** Once completed, please submit both forms to Human Resources as instructed on the Remote Hire Authorized Agent Form.

Upon completion of this process, you will be asked to electronically sign these forms and have the opportunity to print the forms if needed.

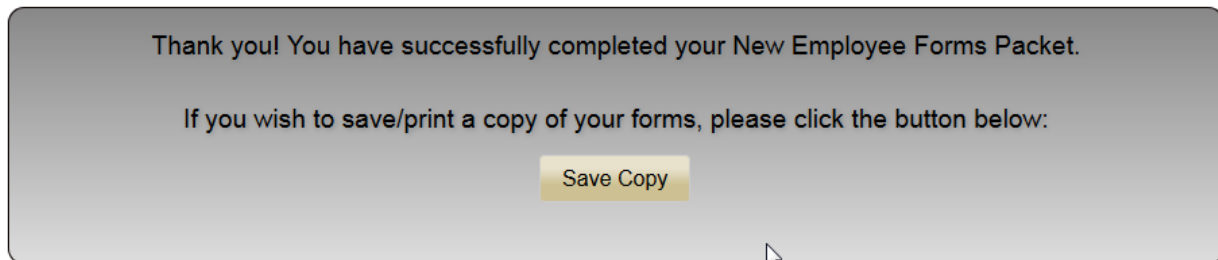
Click below to complete your new employee forms.

[Begin Forms Wizard](#)

Upon completion of all fields, new employees will be required to electronically sign each document. The electronic signature consists of a PIN (last 4 digits of Social Security number) and initials. Once you insert your PIN, initials, and checkmark certifying your review of the form, click *Next Form* to complete the process for the remaining forms.

Instructions	Based on the information provided, all forms generated are in the left-hand column.
Data Entry Worksheet	Click on <i>Data Entry Worksheet</i> to complete the PIN information which will be used as verification to an electronic signature. <b>The last four (4) digits of your social security number should be used as your PIN.</b>
Direct Deposit Authorization	
Statement on Illicit Drugs & Alcohol	You can review each form in its original format by clicking on <i>Review Form</i> .
Memorandum of Understanding	Once you insert your PIN, your initials, and checkmark to certify that you have reviewed the form, click <i>Next Form</i> to complete the process for the following form. You are to use the same PIN and Initials for all forms.
FRS Certification	
Outside Employment	Upon completion of all forms, your signed name, email, PIN and certification of forms is required.
Confidentiality Statement	
SSN Collection & Usage	You will have an opportunity to save/print all of the forms after you have completed the process.
Criminal History Background Checks	
W-4	
Enhanced Whistleblower Protection	
Electronic Signature	

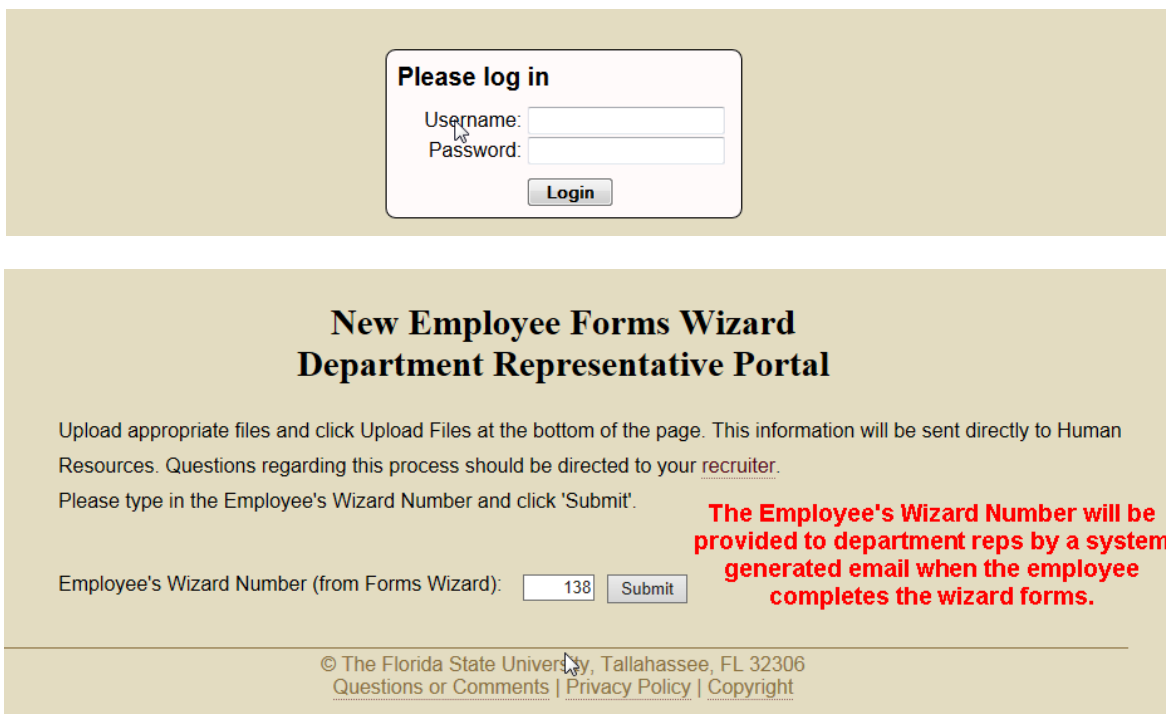
After electronically signing the forms, new employees will have the option to save and/or print all of the forms for their own records. All forms generated will be sent electronically to Human Resources.



## **DEPARTMENT RESPONSIBILITY – STEP 2**

Upon the completion of the Wizard forms by the new employee, an email will be sent to the department representative indicating the New Employee Wizard has been completed. The email will provide a Wizard Number, which will be needed when accessing the department representative portion of the Wizard. The Wizard Number is not associated with the Employee ID in OMNI. Department representatives can access this step of the Wizard process at <https://hrapps.fsu.edu/formswizard6/deptreps/>.

Department representatives will first be asked to sign in. Use the same login information for signing in to OMNI.



The Department representative is responsible for providing a scanned copy of the Social Security Card and [Loyalty Oath](#) (notarized). If an employee contract, offer letter, or CV is required, these should also be scanned and uploaded. All scanned documents should be in a PDF format. Additional documents that may be required, such as a Salary/Appointment Explanation form (completed and signed by all relevant parties), copy of a driver's license, or non-resident alien documents, may also be uploaded into

this site. It is suggested that the department representative retain the Wizard Number for future use for that new hire. If a document is incorrect or one needs to be added at a later date, the department representative can access this site using the Wizard Number provided in the email for that particular new hire.

### New Employee Forms Wizard Department Representative Portal

Upload appropriate files and click Upload Files at the bottom of the page. This information will be sent directly to Human Resources. Questions regarding this process should be directed to your [recruiter](#). Please type in the Employee's Wizard Number and click 'Submit'.

Employee's Wizard Number (from Forms Wizard):

Employee Name:

**Forms Available For Download**

Department Data Entry Worksheet

\*Action Type:  pPaf  eRecruit Job Offer  One Time Pay

**Once all backup documentation has been uploaded, click below to send the hire to Human Resources.**

---

Social Security Card (**required**) - *The numbers and name on the Social Security Card must be legible.*

No file chosen

Loyalty Oath (**required**) - [Link to Loyalty Oath Form](#)

No file chosen

Employee Contract

No file chosen

Offer Letter

No file chosen

Curriculum Vitae or Resumé

No file chosen

Other (please specify)

No file chosen

Click on Upload Documents once the appropriate documents have been attached. Once all backup documentation has been uploaded, click on Send to Human Resources.

Please note that to comply with SACS accreditation, Official Transcripts for new faculty hires must be mailed to Human Resources through campus mail or hand-delivered. The I-9 form should **not** be uploaded to this site. The I-9 is required for all new hires and is processed separately from the New Employee Wizard. For additional information regarding I-9s, please contact the I-9 Administrator in Human Resources.

Questions regarding this process can be directed to Human Resources at (850) 644-6034.