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.

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.
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.

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.