

The Office of Human Resources



HR Forum

New Employee Wizard Process

October 17, 2014



Agenda

- Welcome
- HR Updates
- New Employee Wizard Process Training
- Feedback Exchange
- Up Next
- One-on-One Questions



HR Updates

- New HR Contact List by Topic is Coming Soon!
- Benefits Open Enrollment: October 20–November 7
- 14th Annual Benefits & Wellness Fair: October 21 from 10 a.m. to 2 p.m. in Oglesby Union Ballroom
- OPS Benefits Eligibility
- Personnel Actions Deadline for AAP Data Pull



HR Updates, cont.

- A&P Contract Updates and Reminders
- USPS Profiles – please don't forget to get USPS profiles into OMNI by the end of the year
- Disposition Codes – please ensure disposition codes are entered in a timely manner
 - Use Query `FSU_ERS_DISP_CODE_REPORT` to track disposition codes through the interviewing process
- Adjustment to Pay Period J for Veterans Day Holiday



New Employee Wizard Process

CURRENT WIZARD

- Generates paper forms
- Forms are provided to the department, then to HR
- Signatures/dates can be missing
- Forms can go missing



New Employee Wizard Process

NEW WIZARD

- Allows for electronic signature
- Forms are submitted directly to HR
- Increases efficiencies for the new employee and the department
- Reduces paper costs



New Employee Wizard Process

THE QUICK VERSION

- Make sure the applicant has the department representative email before beginning the process
- Applicant completes online wizards
- Email is generated to department representative indicating the new employee completed the wizard
- Department representative uploads offer letter, loyalty oath, and other documents as needed
- All forms are coupled together for HR to process the appointment



New Employee Wizard Process

What is the trigger to hiring the employee?

HR receives a hiring action
(pPAF, Job Offer, or One Time Pay Form)

Continue to send pPAFs and One Time Pay Forms
by Campus Mail



New Employee Wizard Process

DEMO



Feedback Exchange





Up Next

Fall 2014 Department Representative Meeting
November 5, 2014

HR Forum: Applicant EEO Data Solicitation
December 12, 2014



Thank You!





One-on-One Questions



Section	Representative
Benefits and Retirement	Linda Lieblong Kathy Gartley Michael Horgan
Compensation and Classification	Diane Hamilton Rachel Slingsby
Diversity and Inclusion	Susannah Miller
Employee and Labor Relations	Tracey Pearson
Employee Data Management	Katie Filomio
Employment	Drew Meehan
Equal Opportunity and Compliance	Mandy Manning
Facilities HR	Shiffany Rawls
Faculty Relations	Susannah Miller Rebecca Peterson
Time and Labor	Christine Conley
Training and Organizational Development	Sandra Dixon