



FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

Smart Onboarding Training

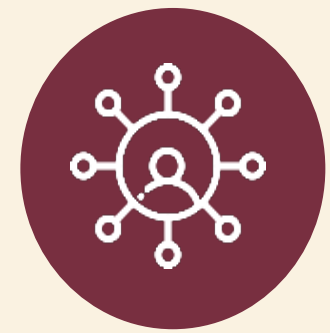
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Agenda

Things we will cover



- Overview of the onboarding portal
- When to submit a job offer vs when to submit an ePaf
- Candidate steps in the onboarding portal



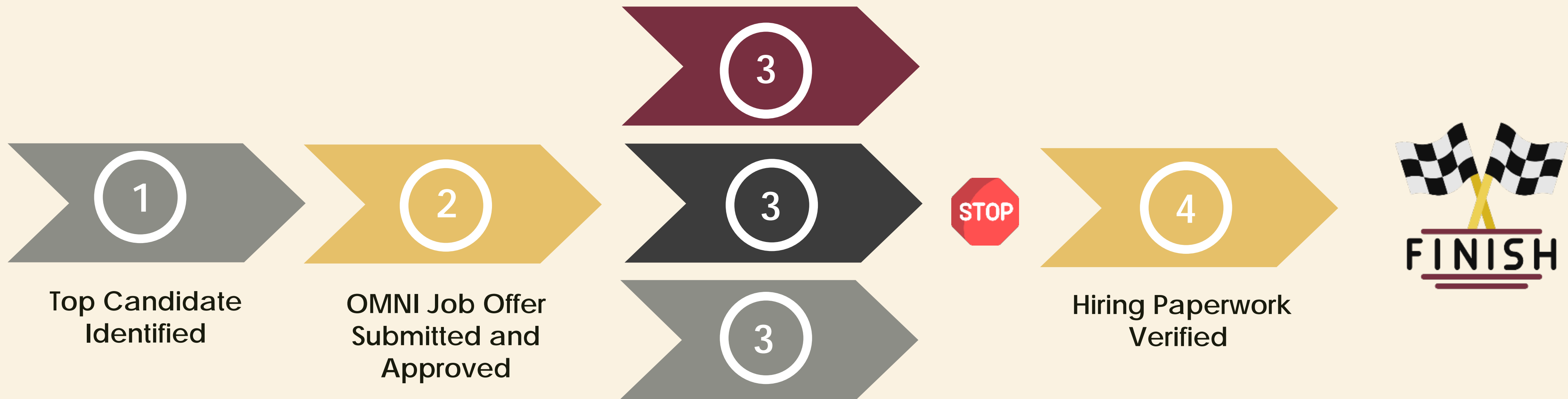
- Department steps in the onboarding portal
- Approvals for Outside employment, Dual Comp and Employment of relatives



- System notifications
- Tips for Success

Overview

An overview of entire process



In the portal:
Employee Information Collected
Background Check Processed
Approvals for Outside Employment, Dual Comp, Employment of
Relatives and Leave Transfer
Upload required supplemental documents

Type of Hires

What type of hires go through the Smart Onboarding Portal?

New Hires

Rehires

Additional Jobs

Courtesy

What type of hires do not?

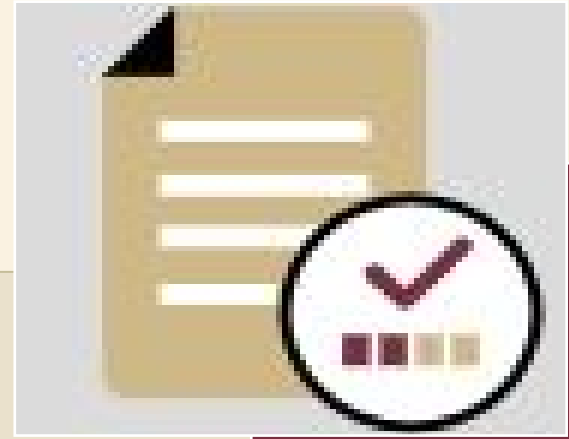
Work Study

1-Time Pay

What about reappointments and appointment changes?

- Continue submitting ePAF+ for extensions/reappointments and pPAFs for retroactive changes/fixes

ePaf vs Job Offer



ePAF

- OPS transfers to a compatible job code (e.g. OPS non-exempt to OPS non-exempt, GA to GA)
- Salaried Reclassifications
- Department Changes
- Pay Rate Changes
- FTE Changes
- Reappointments & Funding Extensions



Job Offer

- New Hires
- Rehires
- Internal Movement – Advertised Positions (i.e. promotions, laterals, demotions, etc.)
- Additional Appointments (e.g. OPS non-exempt employee works in English and will be hired in Chemistry as well)

Job Offers (eRecruits)

How does the process start?

- Initial discussion with top candidate will include an anticipated start date, job details, and next steps.
- Applicants apply to an **Advertised Job Opening** or Department Rep links an appointment to an **Express Pool**.
- **Top candidates** are selected from the opening or pool and Department Rep **submits a Job Offer**.

Specific Salaried Position	• Advertised Job Posting
Specific OPS Job(s)	• Advertised Job Posting
Various OPS/Post Doc Jobs	• Linked Express Pool
Various GA Jobs	• Linked Express Pool
Various OPS Faculty Jobs	• Linked Express Pool
Non-Advertised Salaried Position	• Creation of Non-Advertised Job Opening
Courtesy	• Linked Express Pool

Job Offers (eRecruits)

What does a Job Offer look like?

Job Offers (eRecruits) contain details about the appointment.

[Return](#)
[Recruiting Home](#)
[Personalize](#)

Posting Title: OPS Express - Fall 2020
Job Opening Status: OTO Open
Job Title: OPS Express Hire
Applicant Name: Tom A. Hawk

Job Opening ID: 47381
Business Unit: FSU Business Unit
Position Number:
Applicant ID: 695175

Offer Details ⓘ

[Offer Details](#)

[Background Check](#)

[Outside Recruiting](#)

Job Opening: 47381 **OPS Express - Fall 2020**

Position Number:

Recruiter: Ashlee Wright

Status: 006 Pending Approval

Created By: Emily Lane

Business Unit: FSU01

Offer Date: 09/25/2020

Applicant Type: External Applicant

Preferred Contact: Not Specified

[Save as Draft](#)

[Submit for Approval](#)

[Add Revised Offer](#)

[Delete Offer](#)

[Edit Offer](#)

Department Contacts Receiving Onboarding Notifications:

Job Offer Creator:

Dept Rep(FSU Dept Tbl):

Additional Dept Contact Email:

Job Offer Components ⓘ

*Component	*Offer Amount	Currency	Frequency	
Base Salary Offer (\$)	10.000000 ⓘ	(USD ⓘ)	(Hourly ⓘ)	0

[Add Offer Component](#)

[Salary Market Analysis](#)

Comments ⓘ

Added By:

Last Updated By:

[Add Another Comment](#)

Offer Attachments ⓘ

No attachments have been added to this offer.

[Approval Attachments](#)

FSU Offer - Additional Info

Employee Id:

***Job Code:** T004 ⓘ Researcher

***Department:** 084000 ⓘ Physics

***Mail Code:** 4350 ⓘ

Pre-Mgr Approver (Optional):

***Originator Telephone:** 850-930-7499

***Location Code:** 00010001A ⓘ WESTCOTT BUILDING0001A

***Supervisor ID:**

***Weekly Std Hours:** 20.00

***U.S. Citizen?:** Yes ⓘ

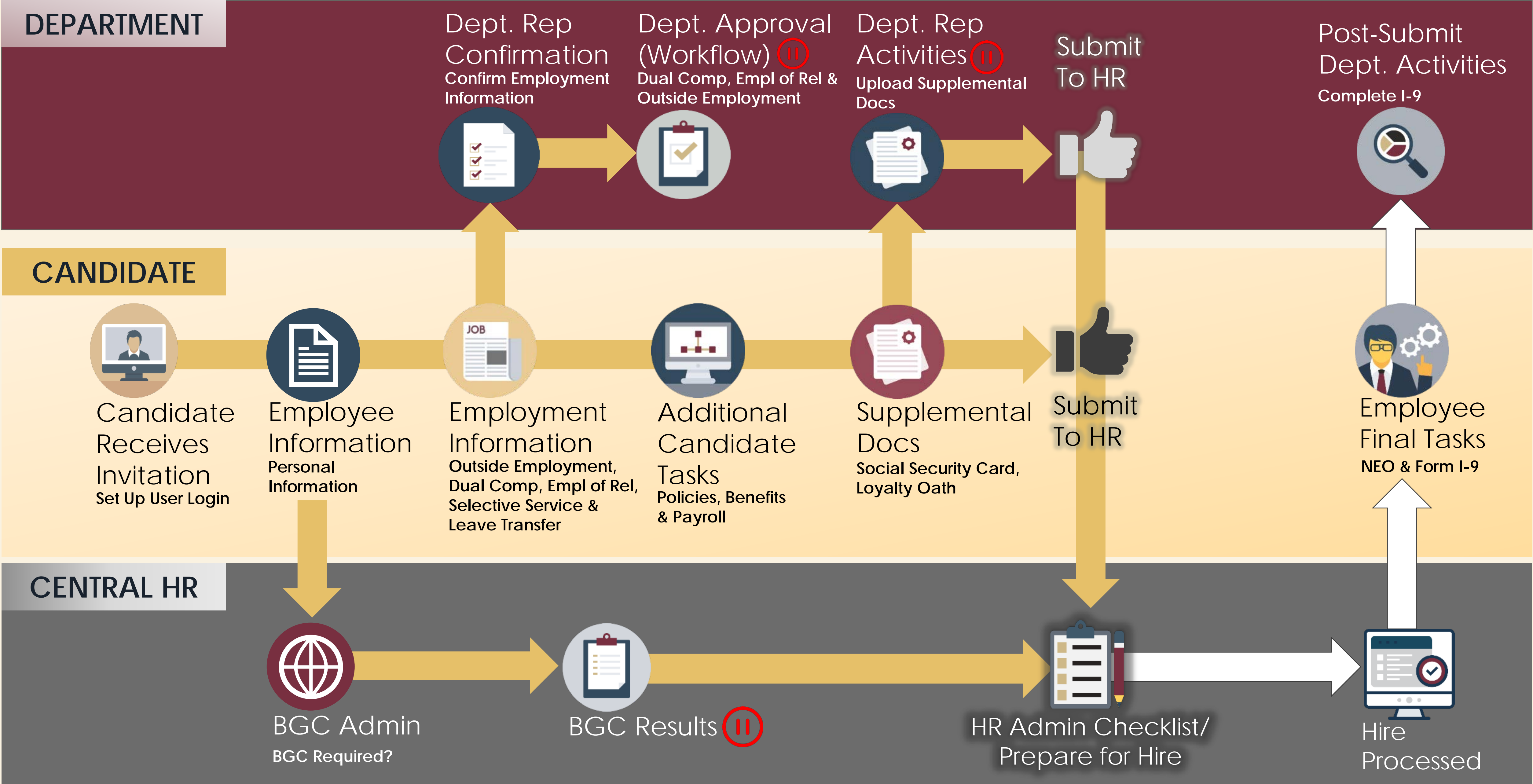
***Empl Class:** OPS ⓘ

FSU Funding

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount	
1	10/25/202 ⓘ	100.000	0840001100 ⓘ	12/31/202 ⓘ	\$1,940,000.000	+ -

[Calc Period As](#)

Onboarding Portal Workflow



FSU Onboarding Portal

Candidate Demo

Welcome to FSU

Invitation to candidate is launched

Tom A. Hawk,

Congratulations on your offer of employment! We look forward to your contributions to our university community.

<u>Department</u>	<u>Job Title</u>	<u>Anticipated Start Date</u>	<u>Invitation ID</u>
Physics	Researcher	10/25/2020	0000013768

Your appointment is contingent on your successful completion of our electronic onboarding process.

You should begin your onboarding process immediately. You must successfully complete the onboarding process, including any required background check, before you can start work in your new position.

The process does not have to be completed in a single session. You may log in multiple times using your [user name](#) and password to complete the process. If there is a break in your input, fully completed pages will be automatically saved. When you log in for your next session, you can return to where you left off and continue. This invitation expires in 21 days.

New employees:

The new appointment process usually includes a background check, employment paperwork, and other pre-employment requirements. Get started by clicking the link below to set up your [user name](#) and password.

On or before your first day of work, you will need to bring personal identification for completion of the I-9 form to your department representative (listed below). The onboarding portal will show you examples of acceptable forms of identification.

Helpful Tips

Allow approximately 60 minutes for completion. Gather necessary information before you start, such as:

- Social Security Number
- Banking information (for direct deposit)
- Work authorization documents

Existing employees:

The abbreviated appointment process includes a shortened onboarding experience. As a current employee, you still must create a user name and password unique to the onboarding system; do not use [myFSU](#) (OMNI) credentials.

Get started by clicking on the link below to create a user name and password.

Onboarding Portal:

New Users: [Click Here](#) to create a username and password.

Returning Users: [Click Here](#) to access the portal with your previous username, password, and security questions.

If you need to request a reasonable accommodation at any time during the application, selection, or hiring process, please contact the Equity, Diversity & Inclusion Office at 850-645-1458 or EDI@fsu.edu.

Should you have any questions or problems, please contact your department representative, Emily S Lane, at 850/933-7499 or ESLANE@psinvalid.fsu.edu.

Thank you,

Office of Human Resources
Florida State University
(850) 644-6034

User Registration

Create User ID and Password

Create an Account

Tom A. Hawk

Please create a User ID and password.

After registering, you will be prompted to confirm your account by logging in and creating challenge questions.

If you need to request a reasonable accommodation at any time during the application, selection, or hiring process, please contact the Equity, Diversity & Inclusion Office at (850) 645-1458 or EDI@fsu.edu.

1 Create an Account

User ID:

Password:

Confirm Password:

Password Rules:

Password must be at least 8 characters in length.

Password must contain 1 upper and 1 lower case alphabetic characters (e.g. A-Z, a-z).

Password must have at least 1 numeric characters (e.g. 0-9).

Password must have at least 1 special character (e.g. ~ ! @ # \$ % ^ & * () - _ + =).

Password can't be same as User ID.

Password can't be same as Email ID.

Register now

User ID All CAPS

Successful Registration

Email confirmation and log in

✔ You have successfully created a username and password. Click OK to log in, set up your challenge questions, and complete the Onboarding process.

OK

Username All
CAPS



Welcome to Smart Onboarding™

User Name must be entered in ALL CAPS

Password

Log In

[Forgot Password](#) | [Forgot Username](#) | [Forgot Answers](#)

Security Questions

Verify your identity

Set up Challenge Questions

Name: Tom A. Hawk

As a security measure, you must set up answers to three security questions. You may choose different questions from the bank by using the drop-down menus below.

Please make note of these answers, as you will be required to provide them each time you log into the Onboarding portal.

*Question:

What was your childhood nickname?

Answer:

Hint:

*Question:

What is your favorite sports team?

Answer:

Hint:

*Question:

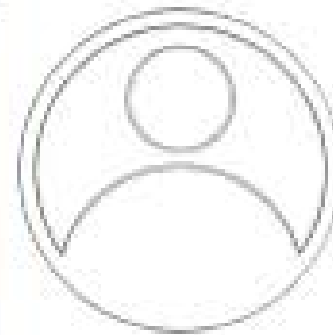
What was the first name of your best friend during childhood?

Answer:

Hint:

Continue

WELCOME TO FLORIDA STATE UNIVERSITY!



Tom A. Hawk

Researcher

Your Anticipated Start Date is **10/25/2020**

Welcome to Florida State!

FSU is a unique institution: a preeminent, public research university with the cohesive community of a much smaller school; a university that excels in both the arts and the sciences; a community dedicated to making a difference locally and globally.

While we are always building on the university's tradition of excellence in academics, research, student success, and diversity and inclusion, we know that our success starts with people. The combined efforts of our faculty and staff make FSU great.

This portal will guide you through the onboarding process and get you started in your new appointment. We look forward to having you join the Florida State family!

If you need assistance during the onboarding process, please contact the Office of Human Resources at 850-644-6034 or HR-Onboarding@fsu.edu.

If you need to request a reasonable accommodation at any time during the application, selection, or hiring process, please contact the Equity, Diversity & Inclusion Office at 850-645-1458 or EDI@fsu.edu.

Sincerely,
Associate Vice President Renisha Gibbs

[GET STARTED »](#)



Renisha Gibbs

Associate Vice President

[Human Resources](#)

[Getting Around](#)

[FSU Mobile App](#)

View Menu

Tom A. Hawk

10/25/2020

Job Title Researcher

Progress

Completion

0%

0 completed / 32 remaining

Onboarding Tasks

Employee Information

Employment Information

Policies

Benefits

Payroll

Supplemental Documents

Submit to HR

Employee Final Tasks

Electronic Disclosure

Please read the following statement carefully.

By entering information included in this electronic onboarding process, I attest that the information provided and any accompanying documentation is true and complete. I understand that any false or misleading information or omissions may disqualify me from a position or employment with Florida State University and may be grounds for disciplinary action, up to and including dismissal, even if discovered at a later date.

I understand that electronic signatures are legally binding. I acknowledge that my electronic signature indicates I have accurately completed the form to the best of my knowledge and reviewed the information, including electronically accessing and reviewing the information contained therein.

I consent to the release of any information gathered during this onboarding process as appropriate to Florida State University Human Resources with the understanding that any information entered and included with this process will be used for employee records at Florida State University.

DO NOT E-SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT.

☐ I understand the terms above, and give my consent to use electronic signatures for my onboarding.

Electronically Sign

View Process

Alerts/ Notifications

Inbox

My Account

Manage Password

Manage Challenge Questions

Invitation Personalization

Job Offer Details

Pulls data from OMNI job offer

Job Offer

Activity completed by Tom A Hawk on 10/01/2020 11:47 AM EDT

Congratulations again on your offer of employment at FSU!

Your job offer is contingent upon your successful completion of this electronic onboarding process before your start date, which may include a criminal history background check as well as other State and University requirements.

Here is a summary of your offer:


Department Name	Athletics Administration
Position Number	00065386
Job Code	9483
Class Title (working title)	Athletic Trainer
FTE	1
Employee Class	Regular
Supervisor	Robin Gibson
Tentative Start Date	10/11/2020
Standard Hours	40
Salary (hourly or biweekly)	\$ 1,149.43 /Biweekly
Department Rep Email	@PSINVALID.FSU.EDU

I acknowledge and accept the contingent offer of employment outlined above.

Employee Information

Personal details

View Menu



Tom A. Hawk
10/25/2020
Job Title Researcher

Progress

Completion

6%

2 completed / 30 remaining

Onboarding Tasks

Employee Information

Get Started

Job Offer

Employee Information

Education

Self-identification of Ethnicity/Race

Self-identification of Veteran Status

Self-identification of Disability

Emergency Contacts

Background Check

Submit for Background Check

Employment Information

Policies

Benefits

Payroll

Employee Information

Please confirm or add the requested information about yourself. Required fields are indicated with an asterisk (*).

Name	Name Prefix	<div></div>
	*First Name	Tom
	Middle Name	A.
	*Last Name	Hawk
	Name Suffix	<div></div>
Preferred Name (If Different from Legal Name)	First Name:	<div></div>
	Middle Name:	<div></div>
	Last Name:	<div></div>
Personal Details	*Gender	Male
	*Citizenship Status	1 - U.S. Citizen
	*Marital Status	Single
	*Date of Birth	<div>09/21/XXXX</div> Show
National ID	*SSN:	XXXXX-7569 Show
	*Confirm SSN:	XXXXX-7569 Show
Phone Numbers	*Cell Phone	001 XXXXX-4528 Show
	Home Phone	001 <div></div>
	Text Alert	001 <div></div>
Email	*Email	XXXXXX@fsu.edu Show
	*Confirm Email	XXXXXX@fsu.edu Show
Addresses	*Home Address:	123 College Avenue Tallahassee, FL 32306 Leon, United States Edit
	Mailing Address:	<input checked="" type="checkbox"/> Copy from Home Address 123 College Avenue Tallahassee, FL 32306 Leon, United States Edit

Florida law protects certain personal information for some positions, like law enforcement officers and their spouses and children, from public records requests. To determine if an exemption applies to you under Florida Statutes Chapter 119, review http://www.hr.fsu.edu/PDF/Forms/ExemptionFS119_info.pdf.

Are you exempt from Public Records request per Florida Statutes Chapter 119.07? ☐ Yes ☒ No

Save

Exemption from FS119

Employee Information

Personal details

Tom A. Hawk

10/25/2020

Job Title Researcher

Progress

Completion

9%

3 completed / 29 remaining

Onboarding Tasks

Employee Information

Get Started

View Menu



Please confirm or add the requested information about yourself. Required fields are indicated with an asterisk (*).

Name	Name Prefix	
	*First Name	Tom
	Middle Name	A.
	*Last Name	Hawk
	Name Suffix	
Preferred Name (If Different from Legal Name)	First Name:	
	Middle Name:	
	Last Name:	
Personal Details	*Gender	Male
	*Citizenship Status	3 - Non Resident Alien
	*Marital Status	Single
	*Date of Birth	09/21/XXXX Show
National ID	*SSN:	XXX-XX-0000 Show
	*Confirm SSN:	XXX-XX-0000 Show


I have not received a Social Security number, but have applied at the Social Security Administration office and can provide the receipt.

Emergency Contacts

One contact is required



View Menu



Tom A. Hawk
10/25/2020
Job Title Researcher

Progress

Completion

22%

7 completed / 25 remaining

Onboarding Tasks

Employee Information

Get Started

Job Offer

Employee Information

Education

Self-Identification of Ethnicity/Race

Self-Identification of Veteran Status

Self-Identification of Disability

Emergency Contacts

Emergency Contacts

Contact 1

*First Name

Rodney

*Last Name

Renegade

*Relationship

Friend

*Primary Phone

850/956-9253

*Phone Type

Cell

Alternative Phone

Phone Type

Contact 2

First Name

Last Name

Relationship

Primary Phone

Phone Type



Alternative Phone

Phone Type


Save

Background Check

Candidate's answers are confidential



View Menu



Tom A. Hawk
10/25/2020
Job Title Researcher

Progress

Completion

25%

8 completed / 24 remaining

Onboarding Tasks

Employee Information

Get Started

Job Offer

Employee Information

Education

Self-Identification of Ethnicity/Race

Self-Identification of Veteran Status

Self-Identification of Disability

Emergency Contacts

Background Check

Submit for Background Check

Employment Information

Policies

Background Check

To provide a safe and secure environment for all students, faculty, staff, and visitors, all final candidates for employment (including current employees undergoing internal movement) with Florida State University may be subject to pre-appointment criminal history background checks in accordance with [University Policy 4-OP-C-7-B11](#). If this position requires a valid driver's license, validity will be verified with the Florida Department of Motor Vehicles as authorized and in accordance with [University Policy 4-OP-C-7-G8](#).

The existence or disclosure of criminal history will not automatically bar you from employment; however, false statements and/or omissions on this application may be grounds for disqualification. All answers concerning your criminal history are confidential and accessible only by designated Human Resources personnel.

If you have already answered the Criminal History Disclosure questions on this job posting's application, your answers have been automatically populated below. If populated, your given answers will be reviewed appropriately.

Have you ever had a felony offense which resulted in a 1) guilty conviction, 2) adjudication of guilt withheld, or 3) plea of nolo contendere? If "Yes", please detail each offense (including charge, level, degree, date, location, case outcome, etc.) in the field below. ☐ Yes ☒ No

Have you ever had a misdemeanor offense which resulted in a 1) guilty conviction, 2) adjudication of guilt withheld, or 3) plea of nolo contendere? If "Yes", please detail each offense (including charge, level, degree, date, location, case outcome, etc.) in the field below. ☐ Yes ☒ No

Have you been convicted of a felony for the sale of or trafficking in or conspiracy to sell or traffic in a controlled substance committed on or after October 1, 1990, as defined in Chapter 893, F.S.? ☐ Yes ☒ No



If your answer is no, please be advised that random reviews of the information you provide pursuant to this document will be conducted. Falsification will result in disqualification of your application for present and future University employment and is cause for your immediate dismissal if determined after you are hired.

Save


4-OP-C-B11 & 4-OP-C-7-G8

Background Check

Candidate submission initiates BGC process



View Menu



Tom A. Hawk
10/25/2020
Job Title Researcher

Progress

Completion28%

9 completed / 23 remaining

Submit for Background Check


If required, the information you have provided will be used to conduct a background check for your appointment. The information provided may not be changed after submission, please verify prior to submitting.

☒ I confirm I have verified all information provided and understand that this information may be used to conduct a background check.


Submit

Leave Transfer

Approval required



≡ View Menu




Tom A Hawk

10/15/2020

Job Title Professor 9 Mo SAL


Progress

 Completion


36%

12 completed / 21 remaining

Onboarding Tasks


 Employee Information

>


 Employment Information

▼


Dual Compensation




Leave Transfer Request



Outside Employment



Employment of Relatives



Leave Transfer Request

Faculty, AEX, A&P, and USPS employees may request to transfer unpaid and unused leave from employment at a State of Florida governmental entity. OPS pay plans cannot transfer leave balances to FSU and are not eligible for leave benefits. Leave transfers are subject to approval by the hiring department and Human Resources.

Prior state service does not contribute to sick leave payout eligibility or increased annual leave accrual. If you have any questions, please contact HR- Attendance and Leave at hr-attendanceleave@fsu.edu.


Are you requesting a leave transfer to FSU from another Florida governmental entity (State agency, university, community college, county or city)? ☒ Yes ☐ No


Number of sick leave hours requested (maximum 240)	<input type="text" value="240.00"/>
Number of annual leave hours requested (maximum 80)	<input type="text" value="80.00"/>
Name of prior agency	<input type="text"/>

Save

Outside Employment

Approval required





Tom A. Hawk
10/25/2020
Job Title Researcher

Progress

Completion

34%

11 completed / 21 remaining

Onboarding Tasks

Employee Information

Employment Information

Dual Compensation

Outside Employment

Employment of Relatives

Selective Service

Confirm Employment Information

Policies

Outside Employment

An FSU employee is allowed to have a job outside of the University **if** the outside job does not cause a conflict of interest or interfere with University work **and** the employee receives written approval of the outside employment from the University.

I will be appointed as faculty at Florida State University. The faculty outside employment process is handled separately from the onboarding process.

If you are a candidate for a non-faculty appointment, select appropriate answer(s) below.

I have outside employment with another State Agency/University that will occur or continue during my employment with Florida State University.

I have outside employment with an employer other than a State Agency/University that will occur or continue during my employment with Florida University.

☐ Yes ☒ No

☐ Yes ☒ No

☐ Yes ☒ No



☒ **Acknowledgement:** I certify that the above information is correct. I understand I am required to disclose to Florida State University any employment for which I am being paid wages.

Faculty Appointments: The outside employment process is handled through the Office of Faculty Development and Advancement. Each year, faculty members who plan to engage in outside activity must complete and submit the *Florida State University Faculty Outside Activity Statement* form for approval before any new outside activity begins. Although this request is made by the FDA office only once a year, the requirement to complete and submit the form prior to engaging in any outside activity or employment applies throughout the year, and the form is available on the FDA website at <http://fda.fsu.edu/faculty-employment/appointments>.


Save

Outside Employment

Faculty view



View Menu



Tom A Hawk
10/15/2020
Job Title Professor 9 Mo SAL

Progress

Completion

36%

12 completed / 21 remaining

Onboarding Tasks

Employee Information

Employment Information

Dual Compensation

Leave Transfer Request

Outside Employment

An FSU employee is allowed to have a job outside of the University if the outside job does not cause a conflict of interest or interfere with University work **and** the employee receives written approval of the outside employment from the University.

I will be appointed as faculty at Florida State University. The faculty outside employment process is handled separately from the onboarding process. ☒ Yes ☐ No



☒ **Acknowledgement:** I certify that the above information is correct. I understand I am required to disclose to Florida State University any employment for which I am being paid wages.

Faculty Appointments: The outside employment process is handled through the Office of Faculty Development and Advancement. Each year, faculty members who plan to engage in outside activity must complete and submit the *Florida State University Faculty Outside Activity Statement* form for approval before any new outside activity begins. Although this request is made by the FDA office only once a year, the requirement to complete and submit the form prior to engaging in any outside activity or employment applies throughout the year, and the form is available on the FDA website at <http://fda.fsu.edu/faculty-employment/appointments>.


Save

Employment of Relatives

Nepotism Approval Required



View Menu



Tom A. Hawk
10/25/2020
Job Title Researcher

Progress

Completion

38%

12 completed / 20 remaining

Onboarding Tasks

Employee Information

Employment Information

Dual Compensation

Outside Employment

Employment of Relatives

Selective Service

Employment of Relatives

Under the [University's Employment of Relatives \(Nepotism\) Policy](#), relatives [defined as individuals related to each other in one of the following ways, whether by blood, adoption, marriage (in-laws/step), or other legal action: spouses; parents; grandparents; children; grandchildren; siblings; aunts/uncles; nieces/nephews or other persons residing in the same household, including but not limited to domestic partners] may not be employed in positions where they will report, directly or indirectly, to each other. Deans, Directors, Department Heads and Principal Investigators (PI) are responsible for ensuring that employees in their units do not control the scheduling, timekeeping, performance evaluations, disciplinary actions, reporting effort, verification of research progress or other work performance, employment, or payroll functions for their relatives. Additionally, personnel appointments on a sponsored research account are restricted to persons who are not relatives of the Principal Investigator (PI).

Do you have relatives working at FSU?

☒ **No** I do not have relatives employed at Florida State University and understand that if this changes during the course of my employment, I have a responsibility to report any potential violations of the Employment of Relatives (Nepotism) policy or conflicts of interest to my supervisor.



☐ **Yes** I have relatives employed at Florida State University. I understand that further evaluation and approval is required. My offer of employment is contingent on such approval. If any change in my employment results in a violation of the Employment of Relatives (Nepotism) policy, it is my responsibility to report to my supervisor.

Save


Nepotism Policy

Selective Service

Required by FS 110.1128



View Menu



Tom A. Hawk
10/25/2020
Job Title Researcher

Progress

Completion

41%

13 completed / 19 remaining

Onboarding Tasks

Employee Information

Employment Information

Dual Compensation

Outside Employment

Employment of Relatives

Selective Service

Confirm Employment Information

Policies

Benefits

Selective Service

[Florida Statute 110.1128](#) requires that you provide information about selective service registration for military service.

For more information about selective service requirements, see the Who Must Register chart at <https://www.sss.gov/Registration/Who-Must-Register/Chart>. If you registered with Selective Service under a different name, please provide it below.

First Name

Tom A.

Middle Name

Last Name

Hawk

Selective Service

Can you provide proof of Selective Service Registration?

☒ Yes

☐ Not Applicable - I am a female.

☐ Not Applicable - I am a lawful non-immigrant on a visa.

☐ Not Applicable - I was born before January 1, 1960.

☐ Not Applicable - Other

If Other, please explain



☐ No



Save

Who must register?


Confirm Employment Info

No changes after submission




 Tom A. Hawk ▾

≡ View Menu



Tom A. Hawk
10/25/2020
Job Title Researcher

Progress

 Completion 44%

14 completed / 18 remaining

Confirm Employment Information

The information you have provided in this section will be used to conduct required reviews/approvals for Dual Compensation, Leave Transfer, Outside Employment, or an Employment of Relatives (Nepotism) policy exception.



The information provided in this section may not be changed after submission. Please confirm that it is complete and accurate prior to submitting.

☒ I confirm that I have verified all information provided on the previous tabs in the Employment Information section. I understand that this information will be used to conduct required reviews/approvals.

Electronic Acknowledgement

Policies

Memorandum of Understanding



Tom A. Hawk
10/25/2020
Job Title Researcher

View Menu

Progress

Completion

47%

15 completed / 17 remaining

Onboarding Tasks

Employee Information

Employment Information

Policies

Memorandum of Understanding

Memorandum of Understanding (pg 2)

Memorandum of Understanding (pg 3)

Memorandum of Understanding (pg 4)

Loyalty Oath

Benefits

Payroll

Supplemental Documents

Submit to HR

Employee Final Tasks

Memorandum of Understanding

Deduction Waiver for Debts Owed to Florida State University 4-OP-D-2-J Accounts Receivable: I understand that upon termination of employment with Florida State University, the entire balance of any and all debts owed by me to Florida State University shall be immediately due and payable at the option of the University. I authorize Florida State University upon termination of employment to withhold any and all sums necessary to satisfy outstanding debts owed by me to the University and incurred during the period of my employment.

Employee Benefits Eligibility 4-OP-C-7-C Benefits: For new *FSU Faculty, Executive Service, A&P, or USPS employee* (including those appointed in a position with temporary, emergency, or probationary status):

1. Enrollment in the State Life and/or State Health programs must be made during the first 60 days of employment.
2. Participation in the flexible benefits plan (pre-tax) is automatic unless a waiver is completed within 60 days of employment.
3. Participation in the Optional Retirement Program (ORP) or the Florida Retirement System (FRS) for all faculty, Executive Service, and A&P employees is based on eligibility outlined by Florida Statute. Participation in one of these plans is mandatory. Selection and enrollment in ORP must be completed during the first 90 days of employment. Failure to do so will result in automatic participation in the FRS.

My acknowledgment below indicates I have been advised of my options and understand the 90-day enrollment limitation, if applicable.

OPS/Temporary employees OP-C-7-H Other Personal Services (OPS) are not covered under the Florida Retirement System. Some OPS employees (based on hours worked) may be eligible for the staff/faculty insurance group plans. *OPS/Temporary employees* are also eligible for:

- Enrollment in the State Deferred Compensation Annuity Program (457) and the 403(b) Tax Sheltered Annuity program.
- Mandatory enrollment in the FICA Alternative Plan (401(a)).
- Family Medical Leave in accordance with Federal and State law and FSU criteria.

Health Coverage Options: Basic information about the Health Insurance Marketplace Coverage and employment- based health coverage can be found at <https://www.dol.gov/sites/default/files/ebsa/laws-and-regulations/laws/affordable-care-act/for-employers-and-advisers/model-notice-for-employers-who-offer-a-health-plan-to-some-or-all-employees.pdf>. A paper version of this form can be requested by contacting (850) 644-4015.

Discrimination and Sexual Misconduct Policies 4-OP-C-7-I Equal Opportunity and Compliance (EOC): My acknowledgement below indicates receipt and review of the following University policies and statements:

- Sex Discrimination and Sexual Misconduct Policy
- Title IX Statement
- Non-Discrimination Policy 4-OP-C-7-I3 Equal Opportunity, Non-Discrimination, and Non-Retaliation Policy & Procedures
- Americans with Disabilities Act (ADA) Policy 4-OP-C-7-I1 Americans with Disabilities Act

☐ I acknowledge that I have read and understood the materials above.

Electronic Acknowledgement

Policies

Loyalty Oath

Tom A. Hawk

10/25/2020

Job Title Researcher

Progress

Completion

59%

19 completed / 13 remaining

Onboarding Tasks

Employee Information

Employment Information

View Menu

Loyalty Oath

Pursuant to Florida Statute 876.05, the Loyalty Oath is required for all employees. You may work with your department representative to have this document notarized on campus, or you may upload the completed document when notarized by an authorized individual.

Please review the following document(s):

FSU Loyalty Oath

451.47 KB

☐ I acknowledge that I have read and understood the materials above.

Electronic Acknowledgement

Benefits

Marketplace Notice and Benefits Links

This screenshot shows the 'Marketplace Notice' page. The header is maroon with a home icon, a bell, and the user's name 'Tom A. Hawk'. The left sidebar contains a 'View Menu' button, a profile card for Tom A. Hawk (Job Title Researcher), and a 'Progress' section showing 63% completion (20 completed / 12 remaining). The main content area is titled 'Marketplace Notice' and contains the following text: 'Under Florida law and the Affordable Care Act, everyone must have health insurance or be subject to potential fines.', 'Insurance can be obtained through Florida State University (for benefits eligible employees), through a government program (like Medicare or Medicaid), or through coverage you buy on your own.', and 'FSU provides you with the health insurance Marketplace Notice linked below to make you aware of your options.' Below this text is a section titled 'Please review the following document(s):' with a link to 'Marketplace Notice' (1013.97 KB). At the bottom, there is a checkbox for 'I acknowledge that I have read and understand the materials above.' and an 'Electronic Acknowledgement' button.

Marketplace Notice

Under Florida law and the Affordable Care Act, everyone must have health insurance or be subject to potential fines.

Insurance can be obtained through Florida State University (for benefits eligible employees), through a government program (like Medicare or Medicaid), or through coverage you buy on your own.

FSU provides you with the health insurance Marketplace Notice linked below to make you aware of your options.

Please review the following document(s):

Marketplace Notice
1013.97 KB

☐ I acknowledge that I have read and understand the materials above.

Electronic Acknowledgement

This screenshot shows the 'Benefit Links' page. The header is maroon with a home icon, a bell, and the user's name 'Tom A. Hawk'. The left sidebar contains a 'View Menu' button, a profile card for Tom A. Hawk (Job Title Researcher), and a 'Progress' section showing 66% completion (21 completed / 11 remaining). The main content area is titled 'Benefit Links' and contains the following text: 'Florida State gives employees the opportunity to participate in a variety of benefits programs including: health, dental, vision, disability, long-term care, tax sheltered annuities, and more!', 'FSU's insurance plans are administered through People First, who handles new hire enrollment.', and 'The links below will help you get familiar with the many options available. You'll get more information and enrollment guidance during new employee orientation.' Below this text is a list of links: 'Florida State University Summary of Benefits', 'Tax Sheltered Annuity (403b) Companies', 'Optional Retirement Program (ORP) Approved Companies', 'Florida Deferred Compensation Plan', 'Securian // Life Benefits', 'Florida Division of Retirement', and 'People First'. At the bottom, there is a checkbox for 'I agree all information provided is true and release my data for review.' and an 'Electronic Acknowledgement' button.

Benefit Links

Florida State gives employees the opportunity to participate in a variety of benefits programs including: health, dental, vision, disability, long-term care, tax sheltered annuities, and more!

FSU's insurance plans are administered through People First, who handles new hire enrollment.

The links below will help you get familiar with the many options available. You'll get more information and enrollment guidance during new employee orientation.

[Florida State University Summary of Benefits](#)

[Tax Sheltered Annuity \(403b\) Companies](#)

[Optional Retirement Program \(ORP\) Approved Companies](#)

[Florida Deferred Compensation Plan](#)

[Securian // Life Benefits](#)

[Florida Division of Retirement](#)

[People First](#)

☐ I agree all information provided is true and release my data for review.

Electronic Acknowledgement

Links

- ✓ [Florida State University Summary of Benefits](#)
- ✓ [Tax Sheltered Annuity \(403b\) Companies](#)
- ✓ [Optional Retirement Program \(ORP\) Approved Companies](#)
- ✓ [Florida Deferred Compensation Plan](#)
 - ✓ [Securian // Life Benefits](#)
- ✓ [Florida Division of Retirement](#)
 - ✓ [People First](#)

Florida Retirement Plan

Retiree Definition

You are considered retired if:

1. You have received any benefits under the FRS Pension Plan (including DROP), or
2. You have taken any distribution (including a rollover) from the FRS Investment Plan, or alternative retirement programs offered by state universities (SUSORP), state community colleges (SCCORP), state government for senior managers (SMSOAP), or local governments for senior managers.

¹ If you are not retired and earned FRS service after certain periods in 2002 (depending on your employer), you must rejoin the FRS retirement plan you were enrolled in when you terminated FRS-covered employment. You may have a one-time 2nd Election to switch FRS retirement plans. Also, alternative retirement programs are available to certain employees. Contact your employer for deadline and other information.

²Positions include OPS, temporary, seasonal, substitute teachers, part-time, full-time, regularly established, etc.

³Florida law requires a return of all unauthorized Pension Plan benefit payments or Investment Plan distributions received by a member who has violated the FRS termination or reemployment provisions. Similar provisions apply to unauthorized SUSORP, SCCORP, or other state-administered plan distributions contact that plan's administrator for details.

⁴There is one exception to the restrictions on reemployment limitations after retirement. If you are a retired law enforcement officer, you may only be reemployed as a school resource officer by an FRS-covered employer during the 7th through 12th months after your retirement date or after your DROP termination date and receive both your salary and retirement benefits.

Revised 10/19

Save

Payroll

Form W-4, W-2 and State Tax Form

View Menu

Tom A. Hawk

10/25/2020

Job Title Researcher

Progress

Completion 72%

23 completed / 9 remaining

Onboarding Tasks

Employee Information

Employment Information

Policies

Benefits

Payroll

Federal Tax Withholding

Electronic W-2 Acknowledgment

State Tax Form

Direct Deposit Authorization

Authorization for Parking Deduction

Supplemental Documents

Submit to HR

Employee Final Tasks

Form **W-4**

Department of the Treasury Internal Revenue Service

Employee's Withholding Certificate

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.

Give Form W-4 to your employer.

Your withholding is subject to review by the IRS.

OMB No. 1545-0074

2020

Step 1: Enter Personal Information

(a) First name and middle initial
Tom A.

Last name
Hawk

(b) Social security number
XXX-XX-7569

Address
123 College Avenue

City or town, state, and ZIP code
Tallahassee, 32306

(c) ☒ Single or Married filing separately

☐ Married filing jointly (or Qualifying widow(er))

☐ Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.
Do **only one** of the following.
(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); **or**
(b) Use the **Multiple Jobs Worksheet** on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**
(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld. . . . ☐
TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):
Multiply the number of qualifying children under age 17 by \$2,000 \$
Multiply the number of other dependents by \$500 \$
Add the amounts above and enter the total here 3 \$

Step 4 (optional): Other Adjustments

(a) **Other income (not from jobs).** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income. 4(a) \$

View Menu

Tom A. Hawk

10/25/2020

Job Title Researcher

Progress

Completion 75%

24 completed / 8 remaining

Onboarding Tasks

Employee Information

Employment Information

Policies

Benefits

Payroll

Federal Tax Withholding

Electronic W-2 Acknowledgment

State Tax Form

Direct Deposit Authorization

Authorization for Parking Deduction

Supplemental Documents

Submit to HR

Employee Final Tasks

FLORIDA STATE UNIVERSITY

CONSENT TO RECEIVE FORM W-2 IN ELECTRONIC FORMAT IN LIEU OF PAPER FORM

As required by the Internal Revenue Service (IRS), Florida State University must provide all employees a Form W-2 Wage and Tax Statement each calendar year to be used by the employee in completing their annual tax returns. The Form W-2 details the employee's compensation and tax withholding amounts for the year.

The Internal Revenue Service (IRS) allows the use and distribution of Form W-2 Wage and Tax Statements in electronic format in lieu of paper forms only with the consent of the employee. To receive all future Form W-2 Wage and Tax Statements only in electronic format, please read this entire Notice and provide your consent by clicking the Consent box, "Check here to indicate your consent to receive electronic W-2 and W-2c forms," and click the "SUBMIT" icon.

Disclosure Notices:
An employee who consents to receiving his/her Form W-2 online will not receive a paper copy of the W-2 from Payroll Services. An employee can access and print his/her Form W-2 using any computer with internet access. The employee will need to have Adobe Reader installed on his/her computer to view their W-2 information. If the employee does not have this software, it can be downloaded and installed free of charge. The link to download Adobe Reader is: <http://get.adobe.com/reader/>. If an employee does not consent, a paper copy of the Form W-2 will be provided to the employee on or before January 31st of each year.

A terminated employee will have access to his/her Form W-2 online through October 15th of the year following his/her termination date. If a copy of Form W-2 is needed after this date, employee must submit a written request to Payroll Services and a paper copy of said form will be provided to the employee.

An employee who chooses to receive his/her Form W-2 online can withdraw consent to online delivery. An employee may withdraw consent by selecting the box "Check here to withdraw your consent to receive electronic W-2 and W-2c forms," and clicking the SUBMIT icon. The withdrawal of consent will be effective on the date entered. If consent is withdrawn, it will only be effective for those Form W-2 statements not yet issued. Once the employee enters the withdrawal of consent into the OMNI system, an email confirmation will be sent to the employee.

Consent may also be withdrawn by providing written notice to the following: Florida State University, Payroll Services, 282 Champions Way, UCA-5600, Tallahassee, FL 32306. Written notice of withdrawal will be effective within three business days of receipt. Payroll Services will also accept email notification as a valid withdrawal request. If withdrawing consent via email, submit your request to payroll@fsu.edu and include your name as it appears on your W-2 form, your date of birth and the last four digits of your social security number for identification purposes. Any changes in Payroll Services' contact information will be made available to employees via the myFSU Portal Page by updating the W-2 consent instructions.

An employee, both active and terminated, may continue to update his/her mailing address as needed through the myFSU Portal Page. By checking the Consent box, "I wish to provide my consent and receive my W-2 electronically," I acknowledge that I understand the above information and hereby consent to receive all future Form W-2 statements only in electronic format via the myFSU Portal Page.

FSU offers a payroll service that allows you to receive your W-2 electronically.
If you sign up to receive an electronic W-2, you may receive it up to 2 weeks earlier than, if you would have opted to receive a paper copy in the mail. Your electronic W-2 will be made available to you on a secure website in January.
By consenting to receive your Form W-2 online, you will not receive a paper Form W-2. Consent is voluntary, and should you choose not to consent, you will receive a paper Form W-2 through regular mail.
If you consent, you will have electronic access to all your Form W-2s and any associated corrected Form W-2s issued by FSU until you withdraw your consent.
If/When you are no longer an employee, you will still have access to your electronic Form W-2 for the current year along with the previous 3 year W-2 Forms.

Signing up for electronic access is easy!
If you would like to receive future W-2s electronically check the first check-box below and then click on the "Electronic Signature".
If not, click the second check-box below and then click on "Electronic Signature".

View Menu

Tom A. Hawk

10/25/2020

Job Title Researcher

State Tax Form

FSU does not withhold state income tax. Employees paying taxes in another state need to contact their local or state revenue office to make payment arrangements.

☐ I acknowledge that I have read and understand the above.

Electronic Acknowledgement

Direct Deposit

Direct deposit of salary payments is mandatory as a condition of employment for all new employees. Please provide the required information for your Financial Institution below. FSU is not liable for any incorrect information submitted by the employee on this form (e.g., account number, routing number).

[illegible]

*Institution Name:	Suntrust
*Account Type:	<input checked="" type="radio"/> Saving <input type="radio"/> Checking
*Account #:	251426374
*Routing #:	061000104
Re-enter Information.	
*Confirm Account #:	251426374
*Confirm Routing #:	061000104

- I, Tom A. Hawk, hereby authorize and request Florida State University to initiate credit entries and if necessary, a debit entry in accordance with NACHA rules reversing a credit entry made in error, to my account at the named financial institution.
- This direct deposit authorization is to remain in effect until changed by: (a) me, either through employee self-service or in writing; (b) my legal representative, in case of my legal incapacity; (c) the financial institution; or (d) Florida State University.
- Any request to update my direct deposit information outside the self-service applications must be in writing. The change will be effective with the next available payroll cycle. This election will remain in effect until the option is cancelled.
- I further understand I am responsible for notifying FSU Payroll Services in writing if I transfer the full amount of my received direct deposit to a foreign bank account. This is in accordance with NACHA rules to comply with the requirements of the Office of Foreign Assets Control (OFAC).
- Click on "Electronic Signature" below to signify acceptance of the terms and conditions stated above.

☐ I Agree


Parking deduction authorization


Transportation & Parking Services

Temporary Parking Permit


Supplemental Documents

Candidate must click Save and Submit to move forward





View Menu



Tom A. Hawk
10/25/2020
Job Title Researcher

Progress

Completion

88%

28 completed / 4 remaining

Onboarding Tasks

Employee Information

Employment Information

Policies

Benefits

Payroll

Supplemental Documents

Supplemental Documents

Submit to HR

Employee Final Tasks

Supplemental Documents

If you are a *new hire or have been separated from FSU more than 30 days*, a copy of your signed social security card or application receipt is required prior to hire. If you are *internally moving* into a new or additional job, a social security card is not required. If you have provided a copy to your hiring department, they can upload the document to Human Resources on your behalf. Otherwise, please upload a legible copy of your social security card or application receipt.

Additional supplemental documents may be required to verify your eligibility for the position. If you have been notified by Human Resources or your hiring department that additional supplemental documents are required for your appointment, such as a license or certification, please upload the documentation below. Please note that candidates being hired into a Faculty position must provide original official transcripts to the hiring department. Transcripts uploaded on this page are not considered to meet the official requirement. If you have questions, please contact your hiring department representative.

Click, **Save and Submit** to proceed to the next step, even if no documents have been uploaded.

Candidate Documents

Document Type	Attached File
<div></div>	<div><div>Upload</div><div>View</div><div></div></div> <div>Add</div>

Save and Submit

Candidate downloads signed forms

Download Signed Forms

Name	Date Modified	Size	Kind
Hawk,Tom A._Electronic Disclosure.pdf	Today at 7:24 PM	52 KB	Adobe...
Hawk,Tom A._Florida Retirement Plan.pdf	Today at 7:24 PM	25 KB	Adobe...
Hawk,Tom A._FW4 Withholding.pdf	Today at 7:24 PM	478 KB	Adobe...
Hawk,Tom A._Job Offer.pdf	Today at 7:24 PM	52 KB	Adobe...
Hawk,Tom A._Marketplace Notice.pdf	Today at 7:24 PM	52 KB	Adobe...
Hawk,Tom A._Memor...rstanding (pg 2).pdf	Today at 7:24 PM	11 KB	Adobe...
Hawk,Tom A._Memor...rstanding (pg 3).pdf	Today at 7:24 PM	10 KB	Adobe...
Hawk,Tom A._Memor...rstanding (pg 4).pdf	Today at 7:24 PM	13 KB	Adobe...
Hawk,Tom A._Memor...f Understanding.pdf	Today at 7:24 PM	13 KB	Adobe...
Hawk,Tom A._Self ID Disability CC305.pdf	Today at 7:24 PM	358 KB	Adobe...

Employee Final Tasks

I-9 Requirement

View Menu

Tom A. Hawk

10/25/2020

Job Title Researcher

Progress

Completion

94%

30 completed / 2 remaining

Onboarding Tasks

Employee Information

Employment Information

Policies

Benefits

Payroll

Supplemental Documents

Submit to HR

Employee Final Tasks

I-9 Requirement

Final Tab

I-9 Requirement

You must still complete the I-9 process with your hiring department.

All U.S. employers are legally required to complete a Form I-9 on every individual they hire in the United States. On the form, you must attest to your citizenship status and present your hiring department with acceptable documents showing your identity and eligibility to work in the United States.

Section 1 of the form must be completed on or before your first day of employment; Section 2 must be completed by your third day of work.

Refer to the chart below for a list of acceptable documents required to complete the I-9 process. You may present one document from List A or a combination of one document from List B and one document from List C. Original documents are required.

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1300, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. I or a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				

Contact your hiring department to set an appointment to complete the I-9 process.


I understand that if I am working in the United States, I must complete the I-9 form with my hiring department, including completing Section 1 on or before my first day of work.

☐ I acknowledge that I have read and understood the materials above.


Electronic Acknowledgement

Employee Final Tasks

New Employee Orientation



≡ View Menu



Tom A. Hawk
10/25/2020
Job Title Researcher

Progress

Completion

97%

31 completed / 1 remaining

Onboarding Tasks

✓ Employee Information

✓ Employment Information

✓ Policies

✓ Benefits

✓ Payroll

✓ Supplemental Documents

✓ Submit to HR

⊙ Employee Final Tasks

I-9 Requirement


Final Tab

Final Tab

New Employee Orientation is available online and provides information on programs, services, policies, and benefits offered by the University.

Within your first 30 days of employment, complete the New Employee Orientation presentations applicable to your job classification (Faculty, Staff, OPS) on the New Employee Information webpage and submit the Certification of Completion form to receive credit.

Note: You will receive an email with your employee ID once your appointment is effective in the system.



For next steps, contact your Department Representative and refer to the New Employee Checklist.

Please click the Electronic Acknowledgement button below confirming the completion requirement for New Employee Orientation. After acknowledgement, your onboarding completion status will show at 100% in the upper left hand menu, and there will be no more tasks to complete in this onboarding process.





☐ I understand that New Employee Orientation is mandatory for all FSU Employees.

Electronic Acknowledgement


NEO Presentations

Welcome to FSU

Candidate Complete

Tom A. Hawk

View Menu



Tom A. Hawk
10/25/2020
Job Title Researcher

Progress

Completion

100%

32 completed / 0 remaining

Onboarding Tasks

☒ Employee Information

☒ Employment Information

☒ Policies

☒ Benefits

☒ Payroll

☒ Supplemental Documents

☒ Submit to HR

☒ Employee Final Tasks

☒ I-9 Requirement

☒ Final Tab

Final Tab

Activity completed by Tom A. Hawk on 09/28/2020 07:46 PM EDT

New Employee Orientation is available online and provides information on programs, services, policies, and benefits offered by the University.

Within your first 30 days of employment, complete the New Employee Orientation presentations applicable to your job classification (Faculty, Staff, OPS) on the New Employee Information webpage and submit the Certification of Completion form to receive credit.



Note: You will receive an email with your employee ID once your appointment is effective in the system.




For next steps, contact your Department Representative and refer to the New Employee Checklist.

Please click the Electronic Acknowledgement button below confirming the completion requirement for New Employee Orientation. After acknowledgement, your onboarding completion status will show at 100% in the upper left hand menu, and there will be no more tasks to complete in this onboarding process.

☒ I understand that New Employee Orientation is mandatory for all FSU Employees.



View Menu



Tom A. Hawk
10/25/2020
Job Title Researcher

Progress

Completion

100%

32 completed / 0 remaining

Abbreviated Onboarding

Additional Invitation

When is Abbreviated Onboarding used?

- Additional Jobs
- Internal Movement (Promotion, Transfer)

What Information is required?

- **Employee Information** – Personal Details, Education, Background Check
- **Employment Information** – Dual Compensation, Employment of Relatives
- **Supplemental Documents** – Additional hiring documents based on the appointment.

Courtesy Onboarding

Courtesy Invitation

Courtesy appointments will complete a version of abbreviated onboarding.

What Information is required?

- **Employee Information** – Personal Details, Education, Background Check
- **Employment Information** – Employment of Relatives
- **Policies**
- **Supplemental Documents** – Additional hiring documents based on the appointment.

Courtesy appointments and onboarding questions:

Email HR-CourtesyDocs@fsu.edu or call 644-6846

FSU Onboarding Portal

Department Rep and Approvals

Security Roles

Department Representative Access

FSU_SM_DEPT_ADMIN

and

FSU_ZSM_DEPT_%%%%%%%%%

- Select all applicable department numbers
- You must already have the FSU_SM_DEPT_ADMIN role or include in the same request for the ZSM roles to be approved

Security Roles

Department Approval Access

FSU_SS_MANAGER

- Access to approve onboarding actions at the supervisor or Dean, Director, or Department head level is within the FSU_SS_MANAGER role
- Actions route to the primary DDDH listed on the Department Rep table. Departments should ensure the DDDH listing is up to date. Instructions for updating can be found here: [Maintaining Department Reps Table Aid](#)

FSU_SM_DEPT_VIEWONLY

VIEW ONLY

For Department Heads/or Staff to track a Candidate's progress. Cannot take action.

Department Notification

Notification sent to department HR representative and offer creator

From: FSUOnboarding@fsu.edu <FSUOnboarding@fsu.edu>
Sent: Saturday, September 26, 2020 8:24 AM
To: April Smatt <asmatt@admin.fsu.edu>
Subject: Onboarding Launched: Testing, Upgrade; JO ID 47381

FSU Onboarding Notification
To: asmatt@fsu.edu; GLESLIE@FSU.EDU;

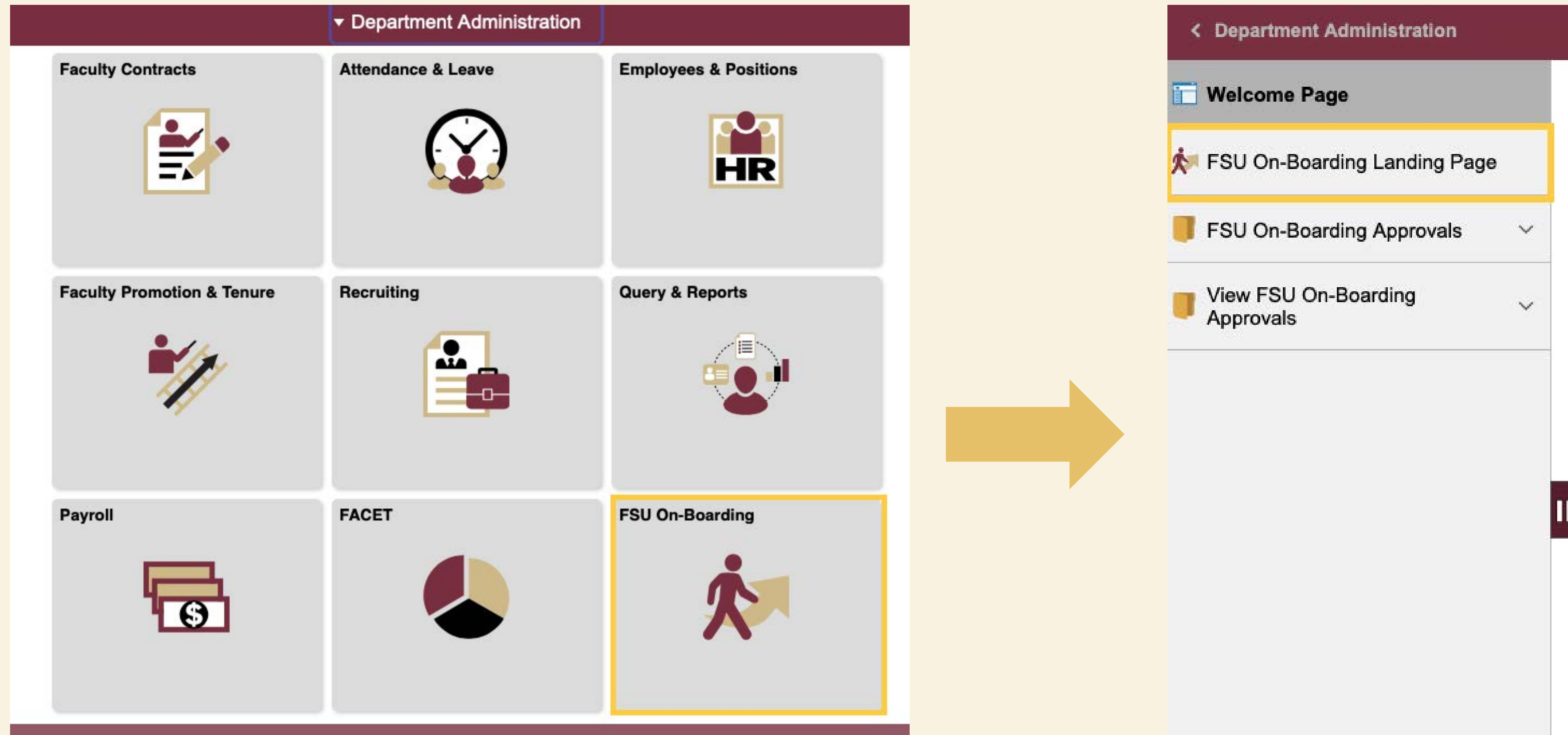
The candidate above will be going through the Smart Onboarding portal (Original invitation). The invitation ID 0000015833 has now been launched to asmatt@fsu.edu.

- The candidate should receive an email from FSUonboard@fsu.edu:
 - Have the candidate check spam and junk mail folders if they did not receive the email.
 - Encourage candidates to log in and complete the onboarding process as soon as possible.
 - Candidates should close out of all FSU websites and use a fresh browser to access the portal.
 - New hires will need to create a user name and password unique to the onboarding system.
 - Employees, rehires, and students with an Employee Id number listed in the *FSU Offer – Additional Info* section of the OMNI offer will use their myFSU credentials (FSUID and password) to log in.
 - If the Employee Id is blank in the OMNI offer, the candidate will be prompted to create an onboarding user name and password or log in with existing credentials if a returning user.
 - The system will require the user to authenticate via Duo once logged in.
- As a department representative, be mindful of checking My Tasks regularly for action items, such as workflow acknowledgement and uploads to the Supplemental Documents page.
 - Monitor the status of workflow items (dual compensation, outside employment, employment of relatives) to ensure approvers are reviewing these in a timely manner.
 - Regularly monitor your candidate's progress via Invitation Console > View Process.
 - Reference the [Appointment Papers Matrix](#) for the documentation that must be uploaded on the Supplemental Documents page.

This is an automated email. Please reach out to your [assigned recruiter](#) or email HR-Onboarding@fsu.edu with any questions.

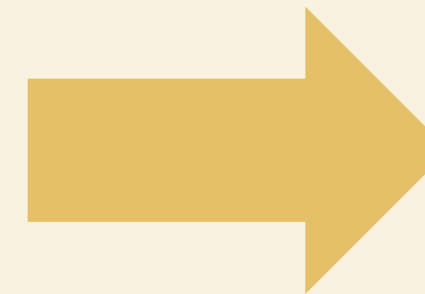
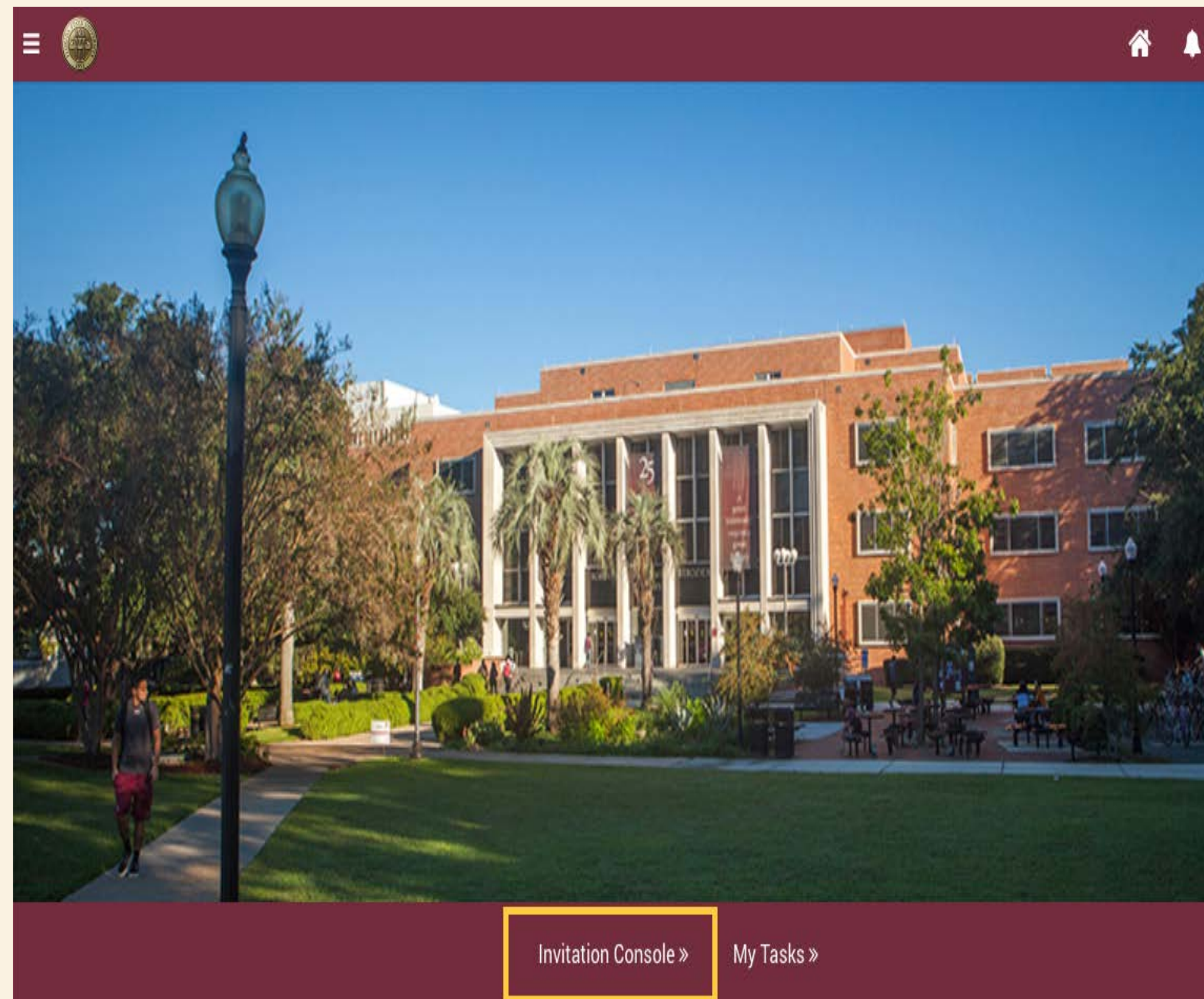
Invitation Console

Tracking your Candidate's progress



Invitation Console

Tracking your Candidate's progress



Invitation Console

Use Saved Search:

Empl ID	equal to	<input type="text"/>
First Name	begins with	<input type="text"/>
Last Name	begins with	<input type="text"/>
Onboarding Process	equal to	<input type="text"/>
Business Process Status	equal to	<input type="text"/>
Invitation ID	equal to	<input type="text"/>
Start Date	equal to	<input type="text"/>
Applicant ID	equal to	<input type="text"/>
Department	begins with	<input type="text"/>
Invitation Type	equal to	<input type="text"/>

[Search](#) [Clear](#) [Advanced Search](#) [Save Search Criteria](#) [Delete Saved Search](#) [Personalize Search](#)

Quick Filter Showing 1 to 2 of 2 Rows per page 10

Invitation ID	Name	Start Date	Invitation Status	View Process	View Historic Process(es)	Info and Actions
0000013475	Tom A Hawk	08/08/2020	Invitation Completed	View Process	View Historic Process(es)	Info and Actions
0000012497	Tom A Hawk	08/07/2020	Invitation Terminated	View Process	View Historic Process(es)	Info and Actions

Invitation Console

FSU Onboarding View Process

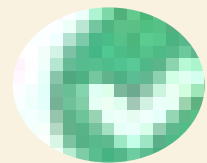
Quick Filter

Showing 1 to 1 of 1

Rows per page

10

Invitation ID	Name	Start Date	Invitation Status	View Process	View Historic Process(es)	Info and Actions
0000013768	Tom A. Hawk	10/25/2020	Invitation Launched	View Process	View Historic Process(es)	Info and Actions



Completed




In Process



Locked

EDM Administrator

FSU Onboarding



Tom A. Hawk
10/25/2020
Job Title Researcher
[Download](#)

Employee Information

- [Get Started](#)
Initiated on 09/25/2020 09:54 AM EDT, Completed by Tom A. Hawk on 09/25/2020 11:42 AM EDT
- [Job Offer](#)
Initiated on 09/25/2020 11:42 AM EDT, Completed by Tom A. Hawk on 09/25/2020 11:55 AM EDT
- [Employee Information](#)
Initiated on 09/25/2020 11:55 AM EDT, Completed by Tom A. Hawk on 09/28/2020 02:48 PM EDT
- [Education](#)
Initiated on 09/25/2020 11:55 AM EDT, Completed by Tom A. Hawk on 09/28/2020 03:13 PM EDT

Track Candidate

View Process

✓ Employee Final Tasks

✓ I-9 Requirement »

Initiated on 09/28/2020 07:27 PM EDT, Completed by Tom A. Hawk on 09/28/2020 07:37 PM EDT

✓ Final Tab »

Initiated on 09/28/2020 07:27 PM EDT, Completed by Tom A. Hawk on 09/28/2020 07:46 PM EDT

🕒 Department Activities

🕒 Supplemental Documents(Admin) »

Initiated on 09/28/2020 03:58 PM EDT is Pending, Routed to Supplemental Documents Pool



🔒 Post-Submit HR Tasks

🔒 HR Admin Checklist

🔒 Prepare For Hire

Employee tasks are Completed

Department Activities in Process

Post- Submit Department tasks
Locked

Invitation Console

FSU Onboarding Invitation Summary

HR OMNI → Department Administration → FSU On-Boarding → FSU On-Boarding Landing Page → Invitation Console → Click Invitation number → Click Invitation Summary

Search Clear Advanced Search Save Search Criteria Delete Saved Search Personalize Search

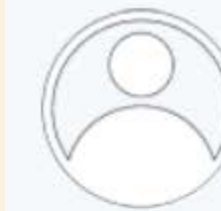
Quick Filter Showing 1 to 1 of 1 Rows per page 10

Invitation ID	Name	Start Date	Invitation Status	View Process	View Historic Process(es)	Info and Actions
0000013782	Sally Seminole	10/24/2020	Invitation Launched	View Process	View Historic Process(es)	Info and Actions

Review Invitation

Invitation Summary

Invitation Summary



Invitation ID 0000013782
Sally Seminole



User ID
SSEMINOLE*123



Last User Login
10/07/2020 03:20 PM EDT



Account
Active/Unlocked

Process Life Cycle

1

✓ Invitation Created
Created by Lindsay Holzmacher on 10/07/2020 03:15 PM EDT

2

✓ Invitation Launched
Launched by Lindsay Holzmacher on 10/07/2020 03:15 PM EDT

3

✓ Registration Completed
Completed by Sally Seminole on 10/07/2020 03:19 PM EDT

4

✓ Process Initiated
Completed by Lindsay Holzmacher on 10/07/2020 03:15 PM EDT

5

✓ Background Check Submitted

Start Date 10/24/2020

Candidate Progress



Completed Tasks: 32
Remaining Tasks: 0

HR Tasks Progress



Completed Tasks: 0
Remaining Tasks: 8

There are two Progress percentage trackers in the Invitation Summary:

Candidate Progress Tracker- This tracks the progress in the Candidates portion of the hiring process.

HR Tasks Progress Tracker- This tracks the progress in the Department reps and HR's portions of the hiring process.

Invitation Console

FSU Onboarding Tracking your candidate

Various searches can be performed in Invitation Console

EDM Administrator

Invitation Console

Use Saved Search:

Empl ID	equal to	<input type="text"/>
First Name	begins with	<input type="text"/>
Last Name	begins with	<input type="text"/>
Onboarding Process	equal to	<input type="text"/>
Business Process Status	equal to	<input type="text"/>
Invitation ID	equal to	<input type="text"/>
Start Date	equal to	<input type="text"/>
Applicant ID	equal to	<input type="text"/>
Department	begins with	<input type="text"/>
Invitation Type	equal to	<input type="text"/>

[Advanced Search](#) [Save Search Criteria](#) [Delete Saved Search](#) [Personalize Search](#)

Quick Filter Showing 1 to 100 of 300 Rows per page 100

Invitation ID	Name	Start Date	Invitation Status	View Process	View Historic Process(es)	Info and Actions
0000013775	Tom A Hawk	10/15/2020	Invitation Launched	View Process	View Historic Process(es)	Info and Actions
0000013774	Tom A Hawk	10/15/2020	Invitation Launched	View Process	View Historic Process(es)	Info and Actions
0000013773	Tom A Hawk	08/28/2020	Invitation Launched	View Process	View Historic Process(es)	Info and Actions
0000013772	Tom A Hawk	08/07/2020	Invitation Launched	View Process	View Historic Process(es)	Info and Actions
0000013771	Monica Ragans	09/30/2020	Invitation Launched	View Process	View Historic Process(es)	Info and Actions
0000013770	Sally Seminole	10/26/2020	Invitation Completed	View Process	View Historic Process(es)	Info and Actions
0000013769	Jarrold Love	10/19/2020	Invitation Launched	View Process	View Historic Process(es)	Info and Actions

Information Actions

[Watch](#)

Tom A Hawk

Information Actions

Start Date: 10/15/2020

Employee Class:

Business Unit: FSU01 FSU Business Unit

Job Code: 9420 Systems Administrator

Department: 160000 CAPD Deans Office

Company: FSU Florida State University

Location:

Onboarding Process: External

Applicant ID: 683245

Job Opening ID: 47540

Business Process Status: In Process

Onboarding Status: Submitted to HR

My Tasks

Action Items for your Candidate





My Tasks

Monitor Daily

My Tasks

Use Saved Search:

Invitation Type

equal to

First Name

begins with

Last Name

begins with

Applicant ID

equal to

Start Date

equal to

National ID

contains

Empl ID

contains

Activity Name

contains

Department

equal to

Citizenship Status

equal to

Search

Clear

Advanced Search

Save Search Criteria

Delete Saved Search

Personalize Search

Quick Filter

Showing 1 to 10 of 13

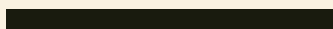
Rows per page

10

Invitation ID	Name	Start Date	Activity Name	Assigned on	View Process	More Info
0000013782	Sally Seminole	10/24/2020	Dual Compensation Approval	10/07/2020 03:44 PM EDT	View Process	More Info
0000013782	Sally Seminole	10/24/2020	Relatives at FSU Review/Approval	10/07/2020 03:44 PM EDT	View Process	More Info
0000013782	Sally Seminole	10/24/2020	Supplemental Documents(Admin)	10/07/2020 03:44 PM EDT	View Process	More Info
0000013776	Tom A Hawk	10/11/2020	Supplemental Documents(Admin)	10/01/2020 11:52 AM EDT	View Process	More Info
0000013774	Tom A Hawk	10/15/2020	Leave Transfer Approval	10/01/2020 09:00 AM EDT	View Process	More Info
0000013774	Tom A Hawk	10/15/2020	Supplemental Documents(Admin)	10/01/2020 09:00 AM EDT	View Process	More Info

Onboarding Approvals

Department Approvals Worklist



On-Boarding Approvals

FSU On-Boarding Searches

Dual Compensation

Outside Employment

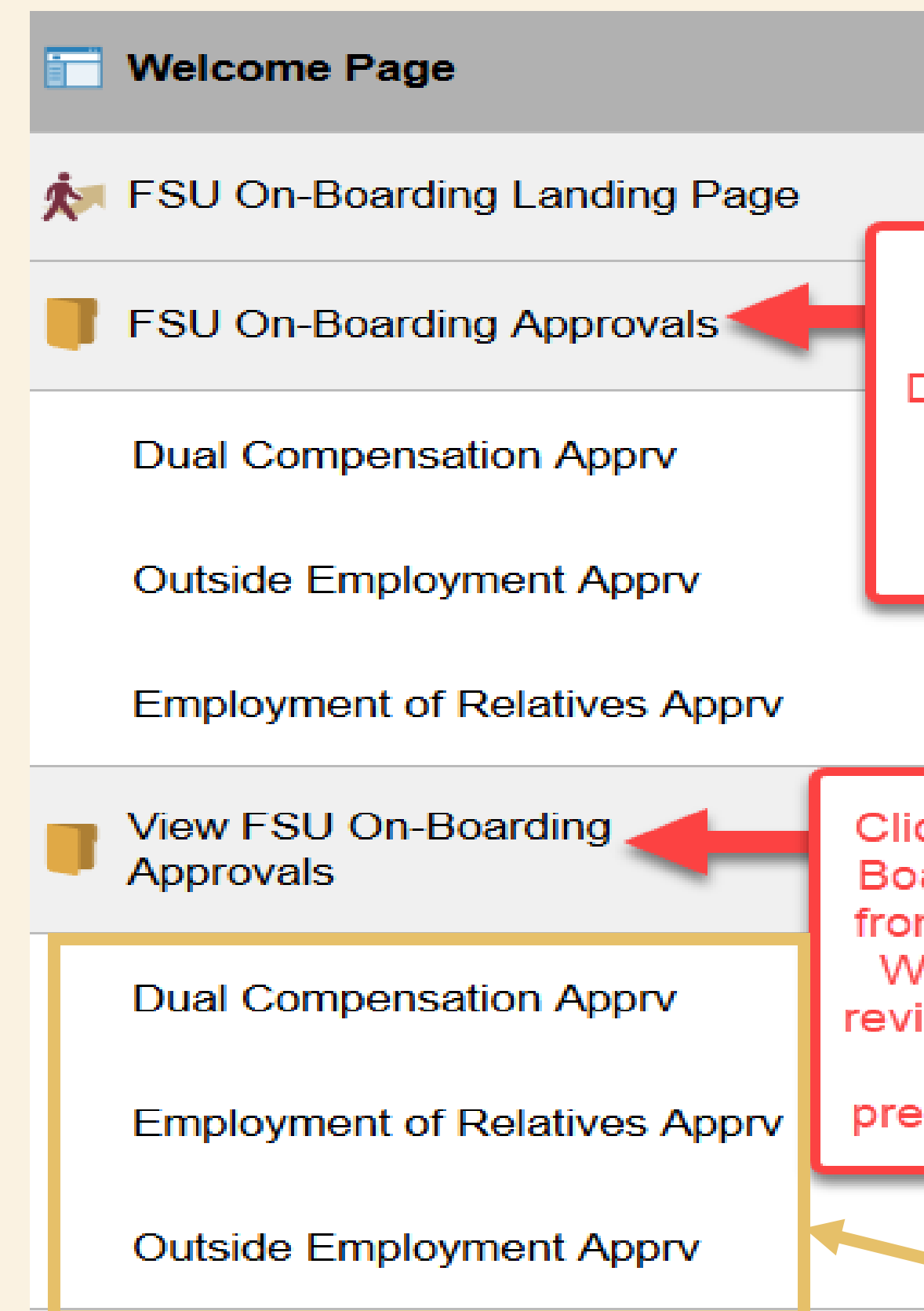
Employment of Relatives

View FSU On-Boarding Approvals

- Review items that were already approved and forms pending approvals.

FSU On-Boarding Approvals

- Alternative navigation to Worklist for Approvers to locate items pending their approval.
- Approvers will also receive an email notifying them that an action requires their approval.



FSU On-Boarding Approvals is for Department Approvers (Supervisors and DDDH) to approve Onboarding tasks.

Click "View FSU On-Boarding Approvals" from the Onboarding Welcome Page to review approval items in process or previously approved.

Must click on Task

Department Rep Responsibilities

My Tasks Dual Compensation

Dual Compensation Submission/Review

- Candidate disclosed they have an **existing active appointment** with another FSU Department
 - Excluding courtesy, transfers, & promotions
- Department Rep confirms existing appointment by **searching Job Data** for an **employee ID**

Dual Compensation

➤ Candidate Acknowledgement

▼ Department Representative Review

Please review the active appointments for this employee in OMNI. Indicate below whether a dual compensation form will be required, based on the following:

1. Combination of appointments is in excess of one(1) full-time equivalent (FTE),
2. Combination of an active salaried appointment(s) and an active OPS appointment(s), or
3. Employment in multiple departments.

Enter Employee ID:

000102415

Tom A Hawk

Will this appointment result in dual compensation?

☒ Yes ☐ No

You must consult with other departments(s) to determine what will happen with each appointment listed below. Select "Terminate" to reflect agreement with other departments(s). Where "Update" is selected, enter agreed upon changes to the appointment. You may "Save for Later", as needed, then hit "submit" when completed to launch the approval process.

Yes- Will create approval routings
No-Will cancel approval routings, but
Onboarding will continue

Department Rep Responsibilities

My Tasks Dual Compensation

Dual Compensation Submission/Review

- Department Rep for new appointment must consult with Department Rep(s) for existing appointment(s) to determine the following: **No Change, Update, or Terminate** for existing appointment(s).

The Action is just a note and does *not* trigger any automatic action to OMNI.
DEPARTMENT MUST MANUALLY SUBMIT AN ACTION TO UPDATE or TERMINATE.

Candidate Information

Name	Seminole,Sally	Employee ID	200291525
Initiator Phone No.	850/645-8923	Initiator Name	Mary Tucker

Existing Position Information

Job Details(Viewing) [Rate/Funding](#)

Action	Empl Record	Job Indicator	Employing Department	Job Title	Position Number	Job Code	FTE	FLSA Code
No Chang	3	Primary	233000-Career Center	Intern		T019	0.250000	Non-Exempt
Terminate	0	Secondary	064000-Admissions	Business Off Clerical Etc		T011	0.125000	Non-Exempt
Update	4	Secondary	098000-Dean Undergraduate Stud	Business Off Clerical Etc		T011	0.125000	Non-Exempt
Agreed Upon Changes			098000-Dean Undergraduate Stud	Business Off Clerical Etc		<input type="text" value="T011"/>	<input type="text" value="0.125000"/>	Non-Exempt

New Job

Job Details(Viewing) [Rate/Funding](#)

Employing Department	JobTitle	Position Number	Job Code	FTE	FLSA Code
006002-	Technicians		T008	1.000000	Non-Exempt

I acknowledge that I have consulted with all other departments in which appointments exist. All changes to appointments indicated above will be made in OMNI HR by submitting a Personnel Action Form (PAF) **before the start date**. I understand that approvals are required.

Comments

Onboarding Approvals

Dual Compensation

Denial will STOP
Onboarding
experience

Dual Comp Hiring Department

▼ SM_OB_INVITN_ID=E7C0F3D2-CC06-4FE3-A0FA-7F1C79E2F33B:Pending

Dual Comp Hiring Department

Pending

DDDH - Hiring Dept

DDDH - Existing Appointment

▼ SM_OB_INVITN_ID=E7C0F3D2-CC06-4FE3-A0FA-7F1C79E2F33B, EMPL_RCD=1:Initiated

DualComp Exist Appt Depart Rep

Not Routed

DDDH-Existing Appointment

Final Approver-CHRO or FDA Adm

▼ SM_OB_INVITN_ID=E7C0F3D2-CC06-4FE3-A0FA-7F1C79E2F33B:Awaiting Further Approvals

Final Approver-CHRO or FDA Adm

Not Routed

FDA Administrator Review

Not Routed

AVP-Faculty Dev & Advancement

Comments

Submit Save For Later

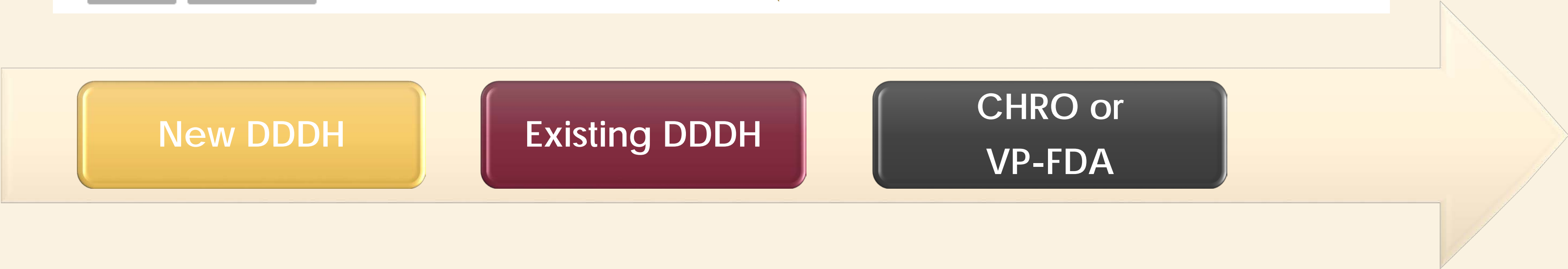
Will route to multiple DDDH's if
multiple appointments exists

Will route to final HR or FDA
approval based on salary plan.

New DDDH

Existing DDDH

CHRO or
VP-FDA



Department Rep Responsibilities

My Tasks Outside Employment

Outside Employment Submission/Review

- Candidate disclosed possible Outside Employment
- Department Rep acknowledges—**YES**, outside Employment exists; or **NO**, outside employment does not exist
- For Staff & OPS only; Faculty outside employment process is handled separately from onboarding process through the Office of Faculty Development & Advancement

Department Rep - *Please indicate: This candidate has a job outside of the University (with another State Agency/University or with an employer other than a State Agency/University).* ☐ YES ☐ NO

Supervisor

Yes- Will create approval routings.
No- Will cancel approval routings, but Onboarding will continue.

*Comments - Please describe any modifications to the initial request that have been agreed upon by the candidate. Enter N/A if no modifications were needed.

Onboarding Approvals

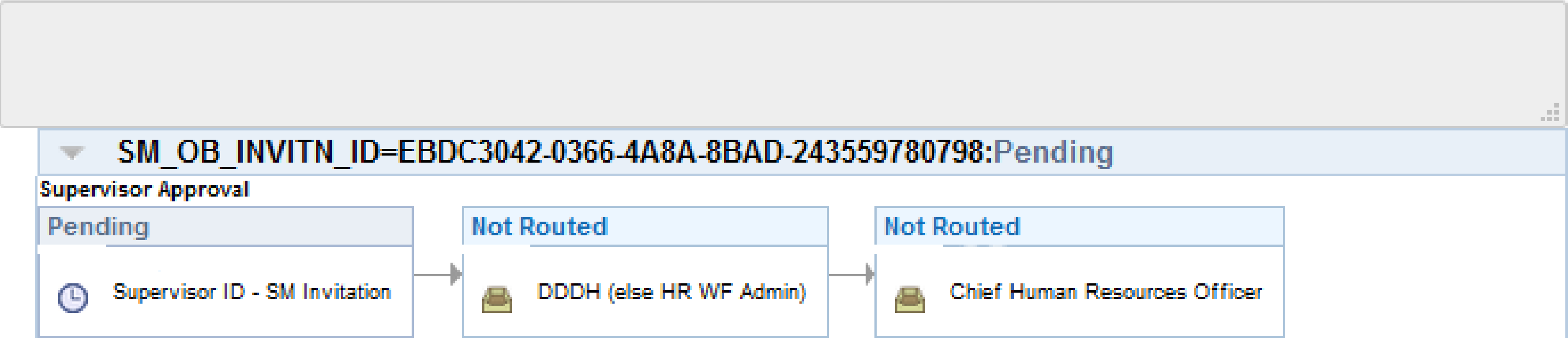
Outside Employment

Department Rep - Please indicate: This candidate has a job outside of the University (with another State Agency/University or with an employer other than a State Agency/University). ☐ YES ☐ NO

Supervisor

Yes- Will **create** approval routings.
No- Will **cancel** approval routings, but Onboarding will continue.

*Comments - Please describe any modifications to the initial request that have been agreed upon by the candidate. Enter N/A if no modifications were needed.



Supervisor

DDDH

CHRO

Department Rep Responsibilities

My Tasks Employment of Relatives

Employment of Relatives Submission/Review

- Candidate disclosed the name, job title, relationship, and department of any relative(s) working at the University
- Department Rep confirms/corrects information and **submits** for supervisor review



Relatives Employed at FSU

Name	<input type="text" value="Randy Renegade"/>
Job Title	<input type="text" value="Equestrian"/>
Relationship	<input type="text" value="Brother"/>
Department	<input type="text" value="Athletics"/>
Supervisor selects Yes or No:	
Direct/Indirect Report?	
<input type="button" value="Submit"/>	

A yellow arrow points from the right side of the slide to the 'Submit' button at the bottom right of the form.

Onboarding Approvals

Employment of Relatives

Supervisor must determine if direct/indirect reporting exists

Will generate if supervisor indicates reporting relationship

Yes- Will create approval routings.
No- Will cancel approval routings, but Onboarding will continue

Denial will **STOP** the Onboarding experience

Supervisor

Relatives Employed at FSU

Name	Randy Renegade	Job Title		Supervisor selects Yes or No:
Relationship	Brother	Department	Athletics	Direct/Indirect Report? <input type="text"/>

Comments

Approve

PushBack

Save for Later

Supervisor

SM_OB_INVITN_ID=A348F04D-91BD-4537-AEF3-592122515DE9:Pending

1

Pending

Robin Gibson

Supervisor ID - SM Invitation

EORP Hiring Exception Approval

SM_OB_INVITN_ID=A348F04D-91BD-4537-AEF3-592122515DE9:Awaiting Further Approvals

2

Not Routed

Charla Phinney

Department Manager

→

Not Routed

Multiple Approvers

HR Review

→

Not Routed

Renisha Gibbs

Chief Human Resources Officer

→

Not Routed

Kyle Clark

VP Finance & Administration

Department Manager

HR Review

CHRO

VP-F&A

Department Rep Responsibilities

My Tasks Leave Transfer

Leave Transfer Review/Approval

- Department Rep should **approve/deny** the transfer based on department guidelines
- Must **re-enter** the hours, even if they are a duplication of what was entered by the candidate
- **OPS positions** should be **denied**
- Final HR approval may take a few weeks; not a stop for hiring

The screenshot shows a web form for leave transfer review. It includes fields for sick leave and annual leave hours, a text box for the prior agency name, and radio button options for approval or denial. Annotations include a black arrow pointing to the first approval option, red boxes around the 200.00 and 80.00 values, and a large yellow arrow pointing to the denial option with a text box explaining that onboarding continues if denied.

Are you requesting a leave transfer to FSU from another Florida governmental entity (State agency, university, community college, county or city)? ☒ Yes ☐ No

Number of sick leave hours requested (maximum 240) 200.00

Number of annual leave hours requested (maximum 80) 80.00

Name of prior agency Testing Agency

Departmental Leave Transfer Approval

☒ The request is approved up to a department maximum of 200.00 sick hours and 80.00 annual leave hours.

☐ The request to transfer leave has been denied.

Submit

Onboarding will continue if denied, and no additional approvals required.

Background Check

Clear to proceed notification

From: FSUOnboarding@fsu.edu <FSUOnboarding@fsu.edu>
Sent: Thursday, February 28, 2019 3:37 PM
To: dl-HR-BGC <HR-BGC@fsu.edu>; <amy.espinosa@fsu.edu>
Subject: Seminole, Susie

Good Day Department Representative,

The Standard Level Criminal History Background Check for this candidate has been completed and meets University guidelines.

You may proceed with the hire if all other University and departmental procedures have been satisfied.

This message is confidential and intended for the recipient only.

Thank you,

Andrew Kapec
University Background Check Manager
Employment & Recruitment Services
Office of Human Resources
Florida State University
A6200 University Center

Department Rep Responsibilities

My Tasks Supplemental Documents

Supplemental Documents

If this is an *original invitation* for the candidate, the following is required prior to hire:

- A legible copy of their signed social security card or application receipt
- A legible copy of their notarized Loyalty Oath form

If the candidate has not uploaded the above documents, but instead has provided a copy to the hiring department, please upload below on their behalf.

If this is an *additional invitation* for the candidate, social security card and loyalty oath are not required.

Additional supplemental documents required for the position should also be uploaded here. Refer to the Appointment Papers Matrix or the step-by-step Employment Checklists on the [HR website](#) to see a complete list of required documents and/or actions required based on classification. Candidates being hired into a Faculty position must provide original official transcripts to the hiring department. Transcripts uploaded on this page are not considered to meet the official requirement without proof of proper chain of custody.

Note: If you haven't uploaded all required documents and must return to upload additional documents, please click, **Save**. If you are finished uploading all required documents or no documents are required, please click, **Save and Submit**.

Candidate Documents

Document Type	Attached File
	<div><div>Upload</div><div>View</div></div>

Department/HR Admin Documents

Document Type	Attached File
<div></div>	<div><div>Upload</div><div>View</div><div></div></div>
<div>Add</div>	

Save and Submit

Save

ALL NEW

- Social Security Card/Receipt
- Notarized Loyalty Oath

Salaried
Hires &
GAs

- Offer Letter

A&P,
AEX,
Faculty

- Signed Contract

Faculty

- CV
- Reference Letters
- Transcripts

Non-U.S.
Citizens

- Work Authorization Documents

Always click "Save and Submit" after reviewing, even if no documents are required, to submit the candidate to HR for review and approval.

Department Rep Responsibilities

Hire Date Changes

Supplemental Documents

If this is an *original invitation* for the candidate, the following is required prior to hire:

- A legible copy of their signed social security card or application receipt
- A legible copy of their notarized Loyalty Oath form

If the candidate has not uploaded the above documents, but instead has provided a copy to the hiring department, please upload below on their behalf.

If this is an *additional invitation* for the candidate, social security card and loyalty oath are not required.

Additional supplemental documents required for the position should also be uploaded here. Refer to the Appointment Papers Matrix or the step-by-step Employment Checklists on the [HR website](#) to see a complete list of required documents and/or actions required based on classification. Candidates being hired into a Faculty position must provide original official transcripts to the hiring department. Transcripts uploaded on this page are not considered to meet the official requirement without proof of proper chain of custody.

Note: If you haven't uploaded all required documents and must return to upload additional documents, please click, **Save**. If you are finished uploading all required documents or no documents are required, please click, **Save and Submit**.

Candidate Documents

Document Type	Attached File
	<div><div>Upload</div><div>View</div></div>

Department/HR Admin Documents

Document Type	Attached File
<div></div>	<div><div>Upload</div><div>View</div></div>

Click the Comments button to enter a hire date change



Comment:

Hire Date Change per candidate's request. New hire date: 10/1/2020.

Submit

If a Hire Date change is needed, click the speech bubble in the bottom righthand corner, insert updated in comments box. An FSU Service Center Case is no longer needed. Please include the new hire date and reason for the change in the the comment field.



Department Rep Responsibilities

Smart Onboarding Deadlines

Current Deadline Calendars can be found on the HR website

To meet Payroll deadline means that the department rep has uploaded all required documentation clicked "Save and Submit" to send to HR and all other actions have been approved by the specified due date.

2020 PAYROLL DEADLINES FOR SMART ONBOARDING ACTIONS

Pay Period	Effective Date of Hire Falls Within:	Due Date for all appointment documents/approvals:	Pay Check Date
A	06/26/20 - 07/02/20	06/12/20 ³	07/17/20
	07/03/20 - 07/09/20	06/26/20	07/17/20
B	07/10/20 - 07/16/20	07/03/20 ¹	07/31/20
	07/17/20 - 07/23/20	07/10/20	
C	07/24/20 - 07/30/20	07/17/20 ³	08/14/20
	07/31/20 - 08/06/20	07/24/20 ³	
D	08/07/20 - 08/13/20	07/31/20 ³	08/28/20
	08/14/20 - 08/20/20	07/31/20 ³	

For example, if a candidate had a start date of 7/10/20 in Pay period B. If the Department rep "Saves and Submits" all required documents to HR by the date 7/3/20 and approvals are finalized on 7/3/2020, they have met deadline and HR will be able to process the appointment. Anything received in HR after that date has not made deadline.

Form I-9

Compliance

Before or On **DAY 1**

Complete Section 1

Before or By **DAY 3**

Complete Section 2

If I-9 not completed,
STOP WORKING.

- HR will no longer require the completion of the I-9 prior to processing new hires, but will continue to **strictly enforce Federal Law requirements.**

Form I-9

My Tasks

- I-9 reminder in My Tasks
- If an employee has a hire date in the future and there is no I-9 in Guardian, HR will set up an employee profile in Guardian.
- HR will clear the reminder if I-9 is completed before candidate is processed.

Start Date	Activity Name	Assigned on	View Process	More Info
09/11/2020	I9 Department	09/04/2020 02:32 PM EDT	View Process	More Info

I9 Department

All FSU employees are required to complete the Form I-9 in the [Guardian system](#) with their Department Representative. Prior to completing the Form I-9, employees should be given the [List of Acceptable Documents and Form I-9 Instructions](#). Section 1 of the Form I-9 must be completed by the employee on or before their first day of work for pay. The employer must complete Section 2 by the third business day. If the employee is working remotely, please refer to the [Remote Hire Form I-9 Process](#).

Once the Form I-9 has been completed with the employee, please click the 'Form I-9 Completed' button below.

☐ Form I-9 Completed

Electronic Acknowledgement



Candidate Completion

Department rep email notification



Thu 9/13/2018 12:25 AM

FSUOnboarding@fsu.edu

The appointment for Candidate Susie Seminole has been processed in OMNI HR.

Dear Department Representative,

The following appointment has been processed in the OMNI HR system:

Employee Name: Susie Seminole

Candidate ID: 0000000047

Employee ID: 000110850

Job Code/Description: 9226 – Business Analyst

Start date: 9/14/2018

Department #: 025000

Department Name: Human Resources

Note:

- The employee's appointment will appear on tomorrow's version of the Actives report for your department.
- New employees should receive an email to activate their FSUID or may activate by navigating to [FSUID Management](#).
- Once new employees have successfully obtained and activated their FSUID, they will have access to an FSU email account and other University applications.
- The University's [New Employee Orientation](#) is mandatory and available online for all newly hired employees to provide them with information concerning employee benefits, rules and regulations affecting employment, and University operating procedures.

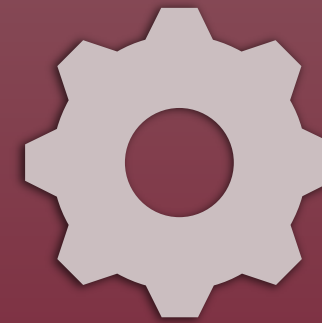
If you have any questions about this appointment, please contact an Employee Data Management representative http://hr.fsu.edu/?page=about_hr/contact/contact&group=section

Department Rep Responsibilities

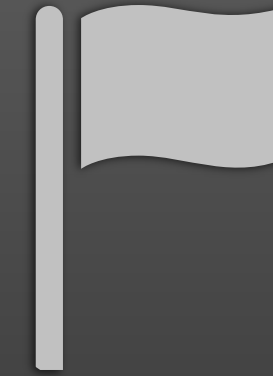
Ensuring Success



Communicate



Manage My Tasks



Monitor Approvals



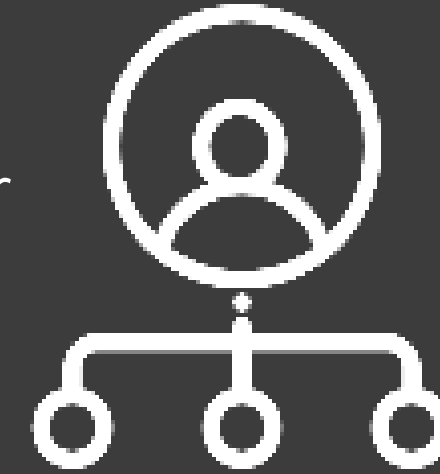
Tips for Success

Important things to know



If the candidate is not uploading any supplemental documents, they must still hit “**SAVE & SUBMIT**” to move forward.

Approvers & reps should proactively monitor their Worklist and FSU Onboarding Approvals.



Invitations will expire after 21 days. Please ensure candidate has started the process.

Coach Internal Transfers on how to appropriately answer Dual Comp question.



Transcripts uploaded **will not be** considered “official” without proper chain of custody.

Stay in touch with your candidates. You are their first line of support.



Resources

Need help? You have support



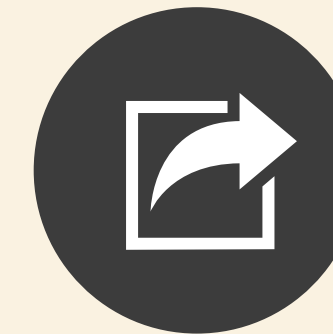
ERS

Contact your
Recruiter
[ERS Contact List](#)



Smart Onboarding Website

hr.fsu.edu/SmartOnboarding



EDM

Contact the appropriate
EDM processor
[EDM Contact List](#)

Questions?
