Smart Onboarding: What We Have Learned and Where We Plan to Go

May 22, 2019
HR Updates

EDM Special Projects

Fall Faculty and Graduate Assistant Mass Appointments

• Mass Appointment Processes will open on **June 12, 2019**.
  – Utilize HR Query `FSU_HR_NRA_BY_VISA_TYPE_DEPT` to verify VISA expiration dates.
  – Faculty returning from Leave of Absence or Sabbatical will need a pPAF.
HR Updates

Attendance and Leave

USPS Personal Holiday

• USPS employees will only be able to use their current fiscal year Personal Holiday until **June 30, 2019**. USPS employees who have not used their Personal Holiday by that date will forfeit their 2019 fiscal year Personal Holiday. If forfeited, they will still accrue a 2020 fiscal year Personal Holiday, which will be available July 1, 2019.
Smart Onboarding: What We Have Learned and Where We Plan to Go

Phaedra Harris

*Director*

HR Operations
What We Have Learned
What We Have Learned

• Email addresses
  – provide an accurate email address when creating the applicant.

• Candidate name
  – provide the correct spelling of the candidate’s first and last name when creating the appointment record for an express hire.
  – Use the candidate’s LEGAL name. Do not use preferred or nickname.
What We Have Learned

User ID and Password

• Login information is unique to the onboarding portal.
• Candidates will not use “FSUID” login.
• Each onboarding invitation/appointment will require a new user ID and password to be created.
• The portal works best when the user is logged out of FSU sites (clear cache).
What We Have Learned

• **EMPLID**
  – If applicable, include the Employee ID and the type of hire (new, rehire, additional appointment, etc.) in the comments of the job offer.

• HR launches the Smart Onboarding invitation after final approval of the job offer. The hiring department does not launch the invitation.

• Department will receive a system notification when the invitation has been sent.
What We Have Learned

Job Offers

• Ensure the following job offer components are correct:
  – Pay rate for hourly job codes align with hourly frequencies.
  – Exempt salaried job codes align with appropriate annual frequencies.
  – Employee class for non-faculty OPS is “OPS” or “Postdoc” for Postdocs.

• Compensation for salaried staff and faculty hires should all be entered at **1.0 FTE**.
  – Example: If an employee is 0.50 FTE and their annual gross salary is $25,000, the annual rate on the job offer should be $50,000 and weekly standard hours should be 20.
## What We Have Learned

<table>
<thead>
<tr>
<th>Type of Opening</th>
<th>Frequency</th>
<th>Job Code(s)</th>
<th>Employee Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPS Express</td>
<td>Non-Exempt = Hourly Exempt = 26.1</td>
<td>A or T Job Code</td>
<td>OPS; if hiring a Postdoctoral Scholar, choose Post Doc</td>
</tr>
<tr>
<td>Faculty OPS Express</td>
<td>26.1</td>
<td>Refer to Class Specs</td>
<td>Adjunct, V Lieu Adj</td>
</tr>
<tr>
<td>GA Express</td>
<td>26.1</td>
<td>M9182, M9184, W9185, or Z9185</td>
<td>OPS</td>
</tr>
<tr>
<td>InternFSU Express</td>
<td>Hourly</td>
<td>A019</td>
<td>OPS</td>
</tr>
<tr>
<td>Salaried Staff</td>
<td>26.1</td>
<td>Refer to Class Specs</td>
<td>Typically: Regular or Probationary</td>
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<tr>
<td>Salaried Faculty</td>
<td>12 month = 26.1 9 month = 19.5</td>
<td>Refer to Class Specs</td>
<td>Typically: Regular, Clinical, Research, or Visiting</td>
</tr>
</tbody>
</table>
What We Have Learned

Timing

• For salaried hires, ensure the following items are complete before submitting an OMNI job offer:
  – Pre-employment checks
  – Salary approvals
  – Interview evaluations and disposition codes logged in OMNI

• When submitting a job offer, start dates must be two weeks out.

• Incomplete/missing items will cause a delay in the offer approval and start date.
Candidate Steps

- Accept the onboarding invitation.
- Look for and complete the Accurate Registration.
- Complete the onboarding invitation.
- Acknowledge the I-9 step.
- Acknowledge the New Employee Orientation step.
- 100% completion in Candidate Console means the candidate has completed their steps in the onboarding process. Note: the department still has actions to complete.
Department Steps
Department Steps

**My Tasks** should be monitored daily by Department Representatives. Take timely action to ensure candidates are submitted to HR on time.
Department Steps

Checking the status of a candidate in **Candidate Console**.

<table>
<thead>
<tr>
<th>Candidate ID</th>
<th>Invitation Type</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Empl ID</th>
<th>Empl Record</th>
<th>Start Date</th>
<th>Applicant ID</th>
<th>Job Opening ID</th>
<th>Department</th>
<th>Department Description</th>
<th>Job Code</th>
<th>View Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>000000047</td>
<td>Original</td>
<td>Susie</td>
<td>Seminole</td>
<td></td>
<td></td>
<td></td>
<td>09/14/2018</td>
<td>635606</td>
<td>43538</td>
<td>025000</td>
<td>Human Resources</td>
<td>9226</td>
<td>View Process</td>
</tr>
</tbody>
</table>

**Note:** check status approximately two business days following the approval of the job offer to ensure the candidate has started and/or completed their steps.
Department Steps

• Supplemental Documents: click “Save and Submit” when finished.

• Requirements for salaried staff and faculty have not changed.

• Any requirements that are specific to the position, such as a driver’s license or certification, must be uploaded to Supplemental Documents for HR to proceed with processing.

• All required documents should be uploaded **prior** to submission to HR.
Department Steps

• Other approvals
  – Ensure representatives follow up with their managers and Dean/Director/Department Head about reviewing items and promptly approving.

• Discuss with HR prior to denials.
Department Steps

• Ensure the I-9 is completed for new hires and rehires by start date.
• What is the process for cancelling an onboarding invitation – i.e. if someone withdraws after accepting a job offer?
• Dual Compensation:
  – when is it needed?
  – what is required?
  – what happens to the workflow with a “No”?
• Appointing through ePaf vs. eRecruit and when onboarding is required.
Department Steps

• Hire Date Changes should only occur when there are candidate onboarding delays or extensive background checks.

• How to request a Hire Date Change: CRM.

• What should be included in the CRM case:
  – Candidate name
  – Candidate ID and/or Employee ID
  – New Hire Date
  – Reason for Hire Date Change.
Other Notes

• One time pays, Federal Work Study appointments, and courtesy appointments are not currently within onboarding. These should follow the existing process.

• The next training session is scheduled for:
  Date: July 17, 2019
  Time: 2:00 p.m.
  Location: Training Center.
What’s Next?
What’s Next?

• Hire Date Changes
• Internal candidates and internal login
• Administration of changes to language, formatting or workflow of onboarding tabs
• Additional package types
• Upgrade
Questions?
Resources

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# One-on-One Questions

<table>
<thead>
<tr>
<th>Section</th>
<th>Representative(s)</th>
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</thead>
<tbody>
<tr>
<td>Attendance &amp; Leave</td>
<td>Sue Andres</td>
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<tr>
<td>Benefits</td>
<td>Kendrea Atkins</td>
</tr>
<tr>
<td>Compensation Services</td>
<td>Lisa Rosenthal</td>
</tr>
<tr>
<td>Diversity &amp; Inclusion</td>
<td>Tonya Edington</td>
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<td>Workers’ Compensation</td>
<td>Adline Norwood</td>
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<tr>
<td>FMLA</td>
<td>Denice Henderson</td>
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<tr>
<td>Employee &amp; Labor Relations</td>
<td>Courtney Gogan</td>
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<tr>
<td>Employee Data Management</td>
<td>Abigail Lejeune</td>
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<tr>
<td>Employment &amp; Recruitment Services</td>
<td>Amy Espinosa/April Smatt</td>
</tr>
<tr>
<td>Equal Opportunity &amp; Compliance</td>
<td>Tonya Edington</td>
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<tr>
<td>Facilities HR</td>
<td>Tracey Pearson</td>
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<td>Faculty Relations</td>
<td>Adam Donaldson</td>
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<tr>
<td>Housing HR</td>
<td>Greg Turner</td>
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<tr>
<td>Training &amp; Organizational Development</td>
<td>Janet Fryman</td>
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