HR Forum

Hiring Workshop Part 2:
I-9 and Smart Onboarding

November 7, 2019
HR Updates

Attendance & Leave

Compensatory Leave & Excess Annual Leave Reminders

• The annual Compensatory Leave Payout will be processed in Pay Period 'M' (ending 12/12/19). Employees wishing to retain their compensatory leave balance must submit an approved request by December 6, 2019.

• Departments should identify and notify employees within their department who have excess annual leave. Employees with excess annual leave as of Pay Period 'N' (ending 12/26/19) will have their overage rolled to sick leave. Employees intending on reducing their excess balances the week before Winter Break must comply with time entry deadlines.
HR Updates

Attendance & Leave (cont’d)

Accelerated Payroll Processing

- Payroll L (ending 11/28/19), M (ending 12/12/19), and N (ending 12/26/19) are all accelerated and processing schedules have been posted on the HR website.

- Department Reps should remind employees of time entry and approval deadlines, review myFSU BI reports for accuracy, and ensure someone is available to address any payroll issues that arise.
EDM Special Projects
Establishes Courtesy Express Pool

HR Dept. Rep
Creates and links applicant to pool posting

HR Dept. Rep
Completes job offer for applicant

Dept. Manager
Approves job offer

EDM Special Projects
Launches Smart Onboarding to Candidate

HR Background Check
Reviews and approves offer

HR Background Check
Reviews and approves offer

Candidate
Completes Employee, and Employment Info

Candidate
Completes Policies, and Supplemental Docs

Candidate
Submits Smart Onboarding to HR

Dept. Rep
Monitors My Tasks (nepotism and supplemental docs.)

HR Background Check
Approves Pre-Submit HR tasks if needed

Dept. Manager
Reviews and approves Nepotism workflows if needed
HR Updates

EDM Special Projects

Courtesy Electronic Appointment Process

•Courtesy ePAF is available for department use.
•Courtesy appointment process is now an electronic submission.
  –Process mirrors non-advertised OPS Express.
  –Do not have the candidate fill out any paperwork ahead of time.
  –HR creates a Courtesy Express Pool.
  –Department Representative links a candidate toCourtesy Express Pool.
  –Use email type “Other”.
  –Department Representative creates and submits a Courtesy Job Offer.
  –Select the appropriate Empl Class and provide detailed comments.
  –HR launches Smart Onboarding to candidate.
  –Department Representative submits documents via Smart Onboarding supplemental documents.
•Courtesy email: hr-courtesydocs@fsu.edu
Hiring Workshop—Part 2

Staying on Track with Smart Onboarding and Form I-9 Requirements

Abigail Lejeune
Assistant Director
Employee Data Management
Recap of Hiring Workshop – Part 1

• Advertisement Phase: How to avoid common derailments

• Recruitment Phase: How to keep all of your cars in order

• Job Offer & Background Check Phases: How to avoid unnecessary stops
Staying on the Right Track
Itinerary

• Smart Onboarding Overview: Full speed ahead
• Next Stop: HR Processing & I-9 Compliance
• Key Tips and Processes: Avoiding derailment at key junctions
• Important Resources and Contacts
Smart Onboarding: Full Speed Ahead with the Invitation

• After the job offer is final approved in HR, the Smart Onboarding invitation is launched.

• Department Representatives receive an email when the invite is launched.
  – Confirm that the correct candidate email is included.
  – Review invitation type and make plans to gather supplemental documents.
    ▪ Depending on the qualifications of the position, salaried appointments may require additional supplemental documents. Check the list provided by your Recruiter via email.
Smart Onboarding: Full Speed Ahead with the Invitation

• Reach out to your candidate to let them know to expect an email from FSUonboarding@fsu.edu.

• If a background check is required, the candidate will receive a separate email from our vendor (Accurate Background, Inc.) once the Employee Information step is completed in the onboarding portal.

• **Immediate action is needed to ensure timely processing.**

• Check Candidate Console 2-3 days after initial launch to confirm candidate has completed their steps in the portal.
Smart Onboarding: Full Speed Ahead with My Tasks

• Department Representatives should check the My Tasks portal daily for incoming action items.
  – Employment of Relatives
  – Dual Compensation
  – Outside Employment
  – Leave Transfer
  – Supplemental Documents (Admin)
Smart Onboarding: Leave Transfer

• Candidates for salaried positions at FSU coming directly from another Florida governmental entity may request a leave transfer.
• Department representatives should approve/deny the transfer based on consistently applied department guidelines.
Smart Onboarding: Outside Employment

• Review the candidate’s outside employment information provided.

**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** - Will create approval routings
- **NO** - Will cancel approval routings, but Onboarding will continue

**Supervisor**

**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.
Smart Onboarding: Employment of Relatives

- **4-OP-C-7-L Employment of Relatives (Nepotism) Policy** updated effective August 7, 2019.

- **Important Definitions:**

  1. *Relatives:* 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.

  2. *Line of authority:* authority extending vertically through one or more organizational levels of supervision or management. Deans, Directors, Department Heads and Principal Investigators (PI) are responsible for ensuring that relatives (as defined above) do not control the scheduling, timekeeping, performance evaluations, disciplinary actions, reporting effort, verification of research progress or other work performance, employment, and payroll functions for employees in this category.
Smart Onboarding: Employment of Relatives

- Department Rep confirms/corrects information and submits for supervisor review.

**Department Representative:** Make sure the candidate’s entries regarding employed relatives are clear and complete. If necessary, and after consultation with the candidate, make corrections. After verifications/corrections are complete, select “Submit” to route to the listed supervisor for review. The supervisor will make a determination as to whether a direct/indirect reporting relationship exists.
Smart Onboarding: Employment of Relatives Supervisor Step

The candidate for the listed appointment has indicated that the relative(s) below are employed at Florida State University. The University’s Employment of Relatives (Neopon) Policy (EORP) prohibits employment of relatives [defined as individuals related to each other in one of the following ways, whether by blood, adoption, marriage (in-law/spouse), or other legal action: spouses; parents; parents-in-law; siblings; aunts/uncles; nieces/nephews or other persons residing in the same household, including but not limited to domestic partners] in positions where they will report, directly or indirectly, to each other. Personnel appointments on a sponsored research account are restricted to persons who are not relatives of the Principal Investigator (PI).

Additionally, employees may 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.

If the relative falls anywhere within the candidate’s chain of command (even if there are layers of supervision in between), if either employee would control any of the above functions for the other, or if the appointment involves a relative and/or PI working on the same sponsored research account, additional approvals will be required before a formal offer can be extended to the candidate.

Supervisor: After reviewing the information provided by the candidate and the official reporting structure, please indicate if a direct/indirect reporting relationship or control over the processes outlined above exists for each relative listed.

Supervisor should select “Yes” if there is a direct or indirect reporting relationship, oversight of payroll, employment, or performance functions or other conflict such as working on the same sponsored research account.
Smart Onboarding: Employment of Relatives Supervisor Step

• If “Yes” is selected, the action requires additional approval.

• If “No” is selected, the supervisor is confirming that no conflict, direct or indirect reporting relationship exists between the candidate and employed relative.
• Coach internal candidates on the Dual Compensation question.
• If “No” is selected, the department will not be prompted for a Dual Compensation within Smart Onboarding.
• If “Yes” is selected, the action will require Department Representative review.
The following situations require Dual Compensation forms:
- Combination of appointments is in excess of one FTE
- Combination of an active salaried appointment and an active OPS appointment
- Employment in multiple departments
Smart Onboarding: Dual Compensation

If a dual compensation exists, work with the Department Representatives for the other active appointments to update any existing appointment information prior to submitting for approval.

Once changes are made, the Dual Compensation should be submitted for approval.
Smart Onboarding: Supplemental Documents

- Upload all required documents for the appointment to the Supplemental Documents (Admin) portal prior to submitting.

- Click “Save and Submit” to submit the appointment to EDM for processing.
All original invitations require a social security card/application receipt and a notarized loyalty oath.

For salaried appointments, your Recruiter provides a list of additional position requirements via email when approving the offer.

For additional invitations, click “Save and Submit” to move the process along if no documents are required.
Next Stop: HR Processing

• Once you complete Department Representative steps in My Tasks for an appointment, the actions route for further review and approvals.

• After all approvals have been completed, the background check has been cleared, and supplemental documents have been submitted, the appointment is ready for review and processing in Employee Data Management.
Next Stop: Appointment Confirmation

• Once EDM has reviewed and processed the appointment, you will receive an email notification.

• Check the Active Employees Report the following day to ensure that appointment details are correct.

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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](http://hr.fsu.edu/?page=about_hr/contact/contact&group=section)
Next Stop: I-9 Completion

- I-9 forms must be completed in compliance with federal guidelines.
- If you can, complete the I-9 prior to the candidate’s first day to get ahead!
Next Stop: I-9 for Rehires

• A new I-9 form is required if:
  – The original form I-9 was never sent to E-Verify OR
  – The original form I-9 is greater than 3 years old

• Section 3 Rehire Entry allowed if:
  – The original form I-9 was created less than 3 years ago AND
  – The original form I-9 was sent to E-Verify

• [I-9 Instructional website](#) has detailed instructions for how to check the status of a rehire I-9 and how to update.
Next Stop: Remote I-9 Completion

- Use the [Electronic Remote I-9 Process](#) for hires who do not have access to a Department Representative to complete the I-9.
You have arrived!
Preventing Derailment: Onboarding Tips & Tricks

• Check your invitation launch email to confirm the invitation type and email address for your candidate.

• Check Candidate Console 2-3 days after initial launch to ensure that candidate has completed their portion of the onboarding portal.
  – Invitations expire after 21 days!
  – Log in using credentials created for onboarding portal (not myFSU credentials).
  – Candidates can use “account” menu to change password, email, or challenge questions as needed.

• Stay in touch with your candidates. You are their first line of support!
Preventing Derailment: Onboarding Tips & Tricks

• A US bank account is required for Direct Deposit for all employees.

• Those without a bank account will need to hold at this step until the information can be obtained and provided.

• Non-US citizen employees without a social security number can select the “Application Complete” checkbox to move forward without providing their SSN in onboarding.
  – The Social Security Administration will provide an application receipt, which can be uploaded to the Supplemental Document page.
  – Once the social security card has been received, please send a copy to EDM after the I-9 has been updated.
Preventing Derailment: Onboarding Tips & Tricks

- Check My Tasks daily for action items and complete them in a timely manner to keep the process moving.
Preventing Derailment: Onboarding Tips & Tricks

• Utilize Candidate Console to keep track of progress.

Completion % displays for Candidate steps only. Department Steps and HR Steps may still be in progress even if your candidate is at 100%.
Preventing Derailment: Onboarding Tips & Tricks

- Keep an eye on actions requiring approval through “View FSU On-Boarding Approvals”.
- Assist supervisors, Deans, Directors, and Department Heads by reminding them to complete review and approvals as needed.
Preventing Derailment: Dual Compensation

• Coach internals on how to answer dual compensation question.
• If a candidate selects “Yes” to the multiple appointments question, but a dual compensation form is not required, you should select “No” and the appointment will not require further approvals.
Preventing Derailment: Dual Compensation

• Future dated appointments and funding will not pull into the Smart Onboarding Dual Compensation form.
  – Complete a manual dual compensation form, submit to hr-dualcomps@fsu.edu for approval, and then upload the approved form to the supplemental documents page.

• Ensure that all current appointments are accurately reflected on the Dual Compensation form.
  – If an appointment is marked as “terminate” or “update” on the Dual Compensation form in Smart Onboarding, initiate an ePAF to update the appointment in OMNI.
Preventing Derailment: Hire Date Changes

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

• If necessary, submit an FSU Service Center Case for the hire date change that includes the following:
  – Candidate Name
  – Candidate ID and/or Employee ID
  – New Hire Date
  – Reason for hire date change

• If the appointment requires an offer letter or contract, the new hire date should be reflected on the documents uploaded to supplemental documents.
Preventing Derailment: Supplemental Documents

• Ensure that **ALL** required documents are accurate and complete before uploading to the supplemental document portal.
  – For salaried hires, double check list of requirements provided by your Recruiter via email.
  – Double check for missing signatures or incorrect appointment details prior to submitting.
  – Submitting with missing or inaccurate documents can cause processing delays.
Preventing Derailment: Supplemental Documents

- If you missed something and need to upload an additional document after submitting to HR, you can go back!
- Candidate Console > Supplemental Documents (Admin) page > View Process > Department Activities > Supplemental Documents (Admin).
Preventing Derailment: Cancelling an appointment

• If a candidate has withdrawn or is no longer being considered for an appointment and has not worked, reach out to your Recruiter to request a termination of the pending onboarding invitation.

• If the appointment has already been processed, submit a pPAF to hr-edmdocs@fsu.edu to cancel and terminate the appointment.

• It is critical to communicate with HR staff timely on cancellations to prevent payroll errors.
All Aboard With Key Resources

HR's Golden Ticket to Hiring

- Hiring Department Resources
  https://hr.fsu.edu/?page=ers/ers_dept_resources

- Payroll Calendars & Deadlines
  https://hr.fsu.edu/?page=comm/comm_calendars

- HR OMNI Training Guides
  https://hr.fsu.edu/?page=training/training_omni

- Background Check Policy & Procedures
  http://hr.fsu.edu/bgc

- Smart Onboarding Website
  https://hr.fsu.edu/smartonboarding/

- I-9 Instructional Website
  https://hr.fsu.edu/?page=edm/i9/i9_home
All Aboard With Key Contacts

Employee Data Management:
• Appointment document submission: hr-edmdocs@fsu.edu
• Dual Compensation submission: hr-dualcomps@fsu.edu
• Questions: EDM Contact List

Employment and Recruitment Services:
• Contact your assigned Recruiter

Background Check Team:
• Contact Information
Thank you for riding the HR rails today!

Questions?
Up Next

January HR Forum
Thursday, January 23, 8:30 – 10:00 AM

Enjoy the holiday season and the rest of your fall semester!
# One-on-One Questions

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