

ELECTRONIC WIZARD PROCESS

In an effort to make onboarding processes more efficient, the Office of Human Resources is updating the New Employee Wizard process. The instruction below includes information for new employees and for department representatives.

Please note that this process is only for new employees. In cases where the entire wizard packet is not required such as rehires, laterals, or demotions, paper forms will need to be sent to Human Resources. Please refer to the [Appointment Paper Matrix](#) for further information on paperwork required.

Please see below for the individual tasks for new employees and department representatives in the new process.

New Employee:

- Complete Wizards & electronically sign documents
- Provide department rep with copy of signed social security card or application receipt
- Meet with department rep to have Loyalty Oath notarized
- Complete I-9 with department rep (bring original documents)
- Salaried employees
 - Sign Offer Letter & Contract
- Provide supplemental information as needed
 - CV
 - Letters of Recommendation
 - Original Official Transcripts (sent directly to department or HR)

Department Rep:

- [Notarize Loyalty Oath](#)
- Upload signed social security card & notarized Loyalty Oath to Step 2 of Wizards (see email for link & Wizard Number)
- Upload supplemental documents (Ensure they are named appropriately so they may be identified)
 - Graduate Assistants
 - Signed and dated Offer Letter
 - Salaried employees
 - Signed and dated Offer Letter
 - Contract
 - AA186
 - Salary explanation form
 - Other applicable documents determined by position
 - Faculty
 - Offer Letter
 - Contract
 - CV
 - Letters of Recommendation
 - Original Official Transcripts must be sent via campus mail to Human Resources
 - Non Resident Aliens
 - I-20, DS-2019, I-797A or other work authorization granting document
 - Passport
 - Visa
 - I-94
- Complete I-9 with employee

New employees can access the New Employee Wizard at <https://hrapps.fsu.edu/formswizard6/>. Instructions for completing the Wizard are contained within the New Employee Wizard website.

EMPLOYEE RESPONSIBILITY - STEP 1

IN ORDER TO COMPLETE THE WIZARD PROCESS, THE DEPARTMENT WILL NEED TO PROVIDE THE NEW EMPLOYEE WITH THE DEPARTMENT REPRESENTATIVE'S EMAIL ADDRESS.

New salaried employees should also be given their position number and any other additional information needed to complete the wizard forms. New employees will need to have direct deposit information available.

The screenshot shows the top navigation bar of the FSU website with the university logo and name. Below it is a horizontal menu with tabs for: Introduction, Appointment Information, Personal Information, Emergency Contact, General Information, Tax Withholdings, Direct Deposit, and Finish. The main content area is titled "New Employee Forms Wizard" and contains the following text:

Welcome to the FSU New Employee Forms Wizard. This application will walk you through completing the forms required for employment at Florida State University.

You will need the following information from your Department Representative to complete these forms: *Position Number (if applicable) and email address of department representative.*

Please read each section carefully and fill out items completely.

Please Note: The Form I-9 is required for ALL new hires and will not be completed in this process. Please make an appointment with your Department Representative to complete the Form I-9 in person providing the authorized [List A](#) or [List B & C](#) original document(s) **by your first day of work.**

If you will be working remotely or cannot be on campus for your first day of work, please contact your department representative for remote hire instructions and retrieval of the Remote Hire Authorized Agent Form. You will need to make an appointment with a local Notary Public and have them read and complete the Remote Hire Authorized Agent Form. This will give the Notary Public the authority to act as FSU's Authorized Agent to complete the Form I-9. As a federal form, the Form I-9 must be completed **by your first day of work.** Once completed, please submit both forms to Human Resources as instructed on the Remote Hire Authorized Agent Form.

Upon completion of this process, you will be asked to electronically sign these forms and have the opportunity to print the forms if needed.

Click below to complete your new employee forms.

[Begin Forms Wizard](#)

Upon completion of all fields, new employees will be required to electronically sign each document. The electronic signature consists of a PIN (last 4 digits of social security number) and initials. Once you insert your PIN, initials, and checkmark certifying your review of the form, click *Next Form* to complete the process for the remaining forms.

Instructions	Based on the information provided, all forms generated are in the left-hand column.
Data Entry Worksheet	Click on <i>Data Entry Worksheet</i> to complete the PIN information which will be used as verification to an electronic signature. The last four (4) digits of your social security number should be used as your PIN.
Direct Deposit Authorization	
Statement on Illicit Drugs & Alcohol	You can review each form in its original format by clicking on <i>Review Form</i> .
Memorandum of Understanding	Once you insert your PIN, your initials, and checkmark to certify that you have reviewed the form, click <i>Next Form</i> to complete the process for the following form. You are to use the same PIN and Initials for all forms.
FRS Certification	
Outside Employment	Upon completion of all forms, your signed name, email, PIN and certification of forms is required.
Confidentiality Statement	You will have an opportunity to save/print all of the forms after you have completed the process.
SSN Collection & Usage	
Criminal History Background Checks	
W-4	
Enhanced Whistleblower Protection	
Electronic Signature	

After electronically signing the forms, new employees will have the option to save and/or print all of the forms for their own records. All forms generated will be sent electronically to the Office of Human Resources.

Thank you! You have successfully completed your New Employee Forms Packet.

If you wish to save/print a copy of your forms, please click the button below:

[Save Copy](#)

DEPARTMENT RESPONSIBILITY - STEP 2

Upon the completion of the Wizard forms by the new employee, an email will be sent to the department representative indicating the New Employee Wizard has been completed. The email will provide an Employee Wizard Number which will be needed when accessing the department representative portion of the Wizard. The Employee Wizard Number is not associated with the Employee ID in OMNI. Department Representatives can access this step of the Wizard process at <https://hrapps.fsu.edu/formswizard6/deptreps/>.

Department reps will first be asked to sign in. Use the same login information for signing in to OMNI.

Please log in

Username:

Password:

[Login](#)

**New Employee Forms Wizard
Department Representative Portal**

Upload appropriate files and click Upload Files at the bottom of the page. This information will be sent directly to Human Resources. Questions regarding this process should be directed to your [recruiter](#).

Please type in the Employee's Wizard Number and click 'Submit'.

Employee's Wizard Number (from Forms Wizard): [Submit](#)

The Employee's Wizard Number will be provided to department reps by a system generated email when the employee completes the wizard forms.

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The Department Representative is responsible for providing a scanned copy of the Social Security Card and [Loyalty Oath](#) (Notarized). If an employee contract, offer letter, or CV is required, these should also be scanned and uploaded. All scanned documents should be in a PDF format. Additional documents that may be required such as a Salary Explanation Form (completed and signed by all relevant parties), copy of a driver's license, and non-resident alien documents may also be uploaded into this site. It is

suggested that the department representative retain the Employee Wizard Number for future use for that new hire. If a document is incorrect or a document needs to be added at a later date, the department representative can access this site using the Employee Wizard Number provided in the email for that particular new hire.

**New Employee Forms Wizard
Department Representative Portal**

Upload appropriate files and click Upload Files at the bottom of the page. This information will be sent directly to Human Resources. Questions regarding this process should be directed to your [recruiter](#).
Please type in the Employee's Wizard Number and click 'Submit'.

1 out of 1 file was successfully uploaded.

Employee's Wizard Number (from Forms Wizard):

Employee Name: **Tester, Jimmy**

Forms Available For Download	
Department Data Entry Worksheet	<input type="button" value="Download"/>
Outside Employment	<input type="button" value="Download"/>

Action Required: Please acquire additional signatures for the *Outside Employment* form. Once all signatures have been acquired, upload the completed form using the appropriate upload field below.

*Action Type: pPaf eRecruit Job Offer One Time Pay

Social Security Card (required) - The numbers and name on the Social Security Card must be legible.

Loyalty Oath (required)

Outside Employment (required)
 [JimmyTester_OutsideEmployment.pdf](#)

Employee Contract
 [10 month contract.pdf](#)

Offer Letter

Curriculum Vitae or Resumé

Other (please specify)
test [10 month contract.pdf](#)

Click on Submit once the appropriate documents have been attached.

Please note that to comply with SACS accreditation, the official transcript will have to be mailed to the Office of Human Resources through campus mail or hand delivered for faculty new hires. The I-9 form should **not** be uploaded to this site. The I-9 is required for all new hires and is processed separately from the New Employee Forms Wizard. For additional information regarding I-9s, please contact the I-9 Administrator in Human Resources.

Questions regarding this process can be directed to the Office of Human Resources at 644-6034.