



FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

HR Forum

Smart Onboarding Demo

May 23, 2018



HR Updates

Background Checks

- Summer Camp Background Check Reminders
- Vulnerable Populations Require Level 2 Background Checks
- OPS/GA Express Job Offer Reminders
- Questions About Background Checks? Contact Andrew Kapec at akapec@fsu.edu or (850) 644-7938

HR Updates

Office of Federal Contract Compliance Programs (OFCCP) Audit Update

- We received a “Scheduling Letter” on May 1
 - Initiates the OFCCP Audit
 - “Desk Audit” submission due in 30 days, to include:
 - Affirmative Action Plans
 - Personnel activity data
 - Employee-level compensation data
 - Evaluation of effectiveness of outreach efforts
 - Summary numbers of veteran and disabled applicants and hires
- Onsite investigation may be conducted after the OFCCP reviews the “Desk Audit” materials if further investigation is needed
- Representation
 - Partnering with Jackson Lewis P.C. who specializes in workplace law

HR Updates

OFCCP Audit Update, cont'd.

What Can You Do to Prepare?

- Ensure that you're retaining all records for searches conducted in your department, including;
 - Interview schedules
 - Interview notes
 - Reference checks
 - Departments must keep all hiring documentation for 4 years; 5 years when hiring a foreign national

We will need the full participation of our University community in compiling information and submitting our response.

HR Updates

Employee Data Management

Reminders:

- New Foundation Fund 599 has been established; transactions with effective date of 6/15/18 or later may be submitted
- Appointments (i.e., Job Offers, pPAFs, or ePAFs) must be submitted by the Payroll Deadline to ensure timely review and approval
 - The entire hiring packet/wizard must be complete to have met deadline
- Review your department's "Actives Report" on Wednesday (**before Time Entry**) and double check Job Data prior to submitting cases or requests for status updates

HR Updates

Attendance & Leave

- **Welcome to Shannon Byrum**
 - Security, TimeClock Plus, and other A&L Admin duties
- USPS employees must use their 2017-2018 Personal Holiday by June 30th
 - It cannot be carried over to the next fiscal year
- The 2018-2019 Personal Holiday will be available for use by eligible USPS employees on July 1, 2018

HR Updates

Training & Organizational Development

New Course – *July 19th*

Cross Generational Strategies



HR Updates

Information Technology Services (ITS)

FSU Employee Account Creation

- FSU is transitioning to a new, comprehensive identity management system



When

May 28, 2018

- The new system will create identities and assign access to new FSU employees



Who

New employees

- HR reps will still be able to provide new employees their EMPLID

- Employees will receive an email when their account is active



Action

Update employee orientation guides, websites and other docs



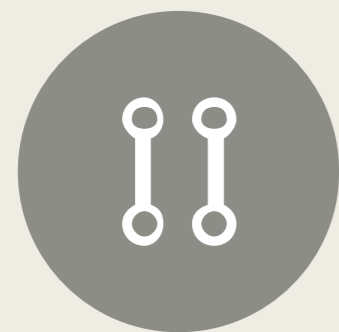
FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

Smart Onboarding



Meet the Team

HR project team



Operations

Phaedra Harris
Sue Andres



Attendance & Leave

Christine Conley



ERS

Shelley McLaughlin
Amy Espinosa
April Smatt
Andrew Kapec



EDM

Abigail Lejeune
Christie Riley
Christine Conley



Communications

Melissa McClellan

Meet the Team

Smart Onboarding pilot group

1

Admissions

Alicia Rivera
Alex Tuuri

2

Social Work

Cassandra Brown
Leah Stephens

3

Education

Derek Taylor
Katie Filomio

4

Music

Michelle Pohto
Stephanie Kemp

5

Facilities

Shiffany Rawls
Brittany Walker
Jeremy Harrell

6

ITS

Byron Folsom
Emily Lane
Shayna Harris

7

Ringling

Ericka Kelley
Kaitlin Foss
Matt Rogers

8

UBA

Jamie Clinton
Amy Walker

9

HR

Genene Leslie
Amy Espinosa

10

UCC

Christina Church-Hillman

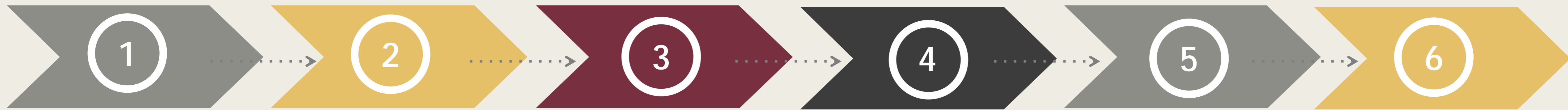
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Research

Jontae McClure

Scope

An overview of the process



Top Candidate Selected

- Disposition Codes
- Contingent Job Offer

Onboarding

Data Entry

Candidate Vetting

- Background Check
- Nepotism
- Dual Comp
- Outside Employment

Forms

- Direct Deposit
- EEO Data
- Policies
- W-4
- Etc.

OMNI

Load data to OMNI HR

Post Hire

- I-9
- New Employee Orientation
- FSU Card

Goals

Targets to aim for

Reduce

- Time to hire
- Data entry (by core areas)
- Forms/Paper

Streamline

- Data
- Process steps

Improve

- Communication/coordination/visibility (with departments and candidates)
- Ease of use
- First impression of FSU



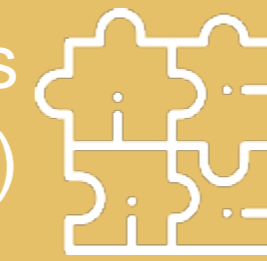
Key Features

Things to look forward to



New comprehensive
onboarding process from
application to hire in OMNI HR

Better sequencing of steps
(simultaneous processing)



Ability to track candidate's
progress online with visible
dashboard

Electronic flow of department
steps & approvals (including
VP/high-level approval)



Integration of pre-
employment requirements
(background check)

Improvement of data quality
through consistent collection
process



Pending Tasks/Milestones

To get where we're going



Development



Testing, testing, testing



Pilot Group involvement



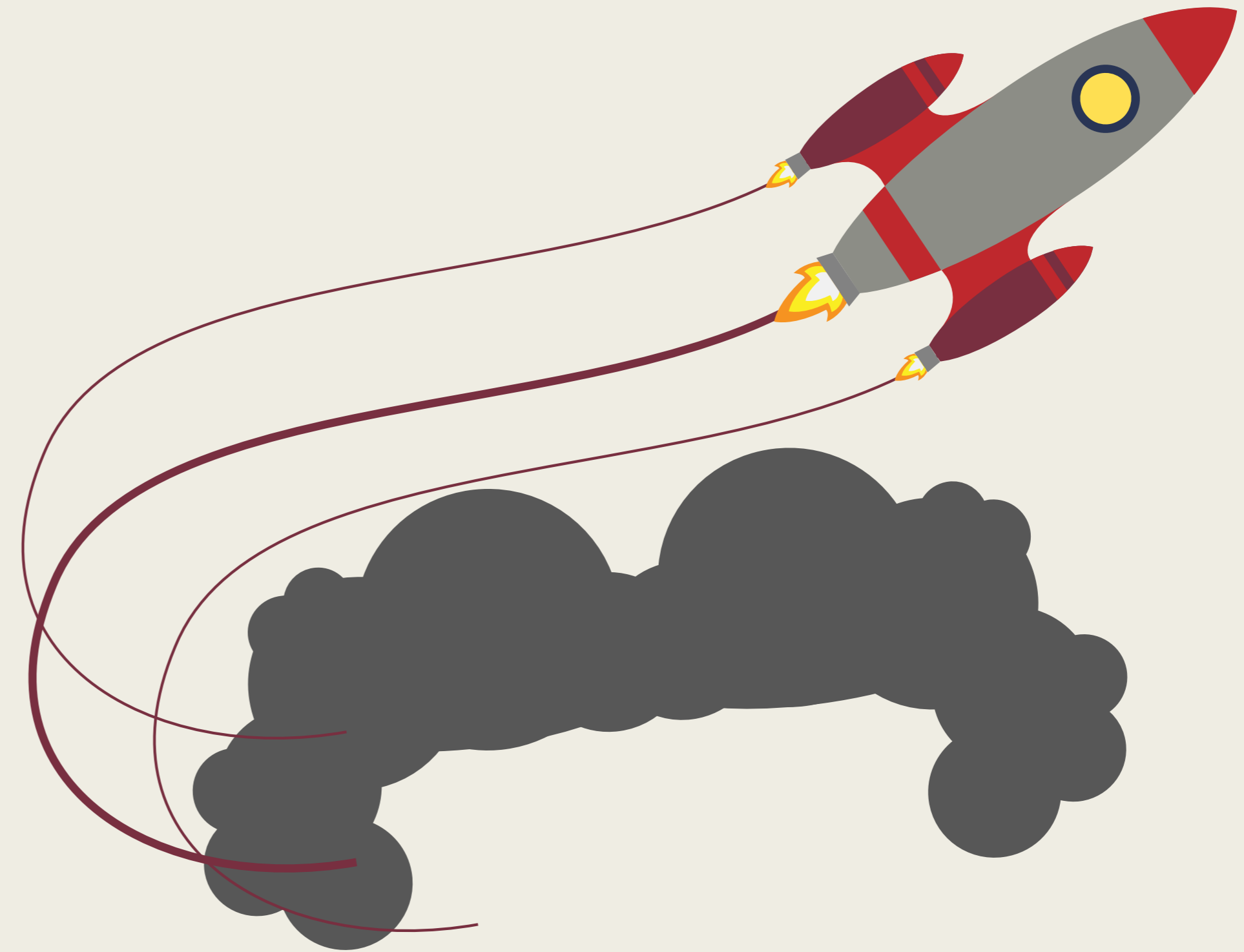
Training



Pilot Group launch



Campus-wide launch



Timeline for Implementation

Dates to keep in mind



1 | **Pilot Group Only**
Live in production
Coming soon



2 | **Volunteer Departments**
Tentative: Live in production
July



3 | **University-Wide Launch**
Tentative: Live in production
October

FSU Onboarding Portal

Candidate Demo

Questions?

Up Next

June & July Hiatus (No HR Forum)

August HR Forum (TBD)

Is your Department interested in going live with Smart Onboarding in July?

Contact Melissa at melissa.mcclellan@fsu.edu or (850) 644-6602

One-on-One Questions

Section	Representative(s)
Attendance & Leave	Christine Conley
Benefits	Kathy Worthman
Compensation Services	Tyler Martin
Diversity & Inclusion	Michelle Douglas
Employee & Labor Relations	Tracey Pearson
Employee Data Management	Jonathan Banks
Employment & Recruitment Services	Amy Espinosa
Equal Opportunity & Compliance	Tonya Edington
Facilities HR	Shiffany Rawls
Faculty Relations	Danni Staats
Housing HR	Devaris Chandler
Training & Organizational Behavior	Kandiace Buchheister

Thank you to these artists for the use of their images:

Freepik

Becris

Good Ware