



FLORIDA STATE UNIVERSITY  
OFFICE OF HUMAN RESOURCES

# HR Forum

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

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*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

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

## 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



## 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 Administration FSU On-Boarding

**My Tasks**

Use Saved Search:

First Name:  begins with

Last Name:  begins with

Applicant ID:  contains

Start Date:  equal to

National ID:  contains

Empl ID:  equal to

Activity Name:  contains

Business Process Status:  equal to

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

**My Tasks**

Talent ID	Invitation Type	First Name	Middle Name	Last Name	Applicant ID	Start Date	Empl ID	Job Code	Department	Business Process Status
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# Department Steps

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

Candidate ID	Invitation Type	First Name	Middle Name	Last Name	Empl ID	Empl Record	Start Date	Applicant ID	Job Opening ID	Department	Department Description	Job Code	View Process
0000000047	Original	Susie		Seminole			09/14/2018	635696	43538	025000	Human Resources	9226	<a href="#">View Process</a>

Process Completion **100%**

In Process

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

Employment Information

Policies

Benefits

Payroll

Supplemental Documents

Submit to HR

Employee Final Tasks

Department Activities

Post-Submit HR Tasks

Post-Submit Dept Tasks

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.



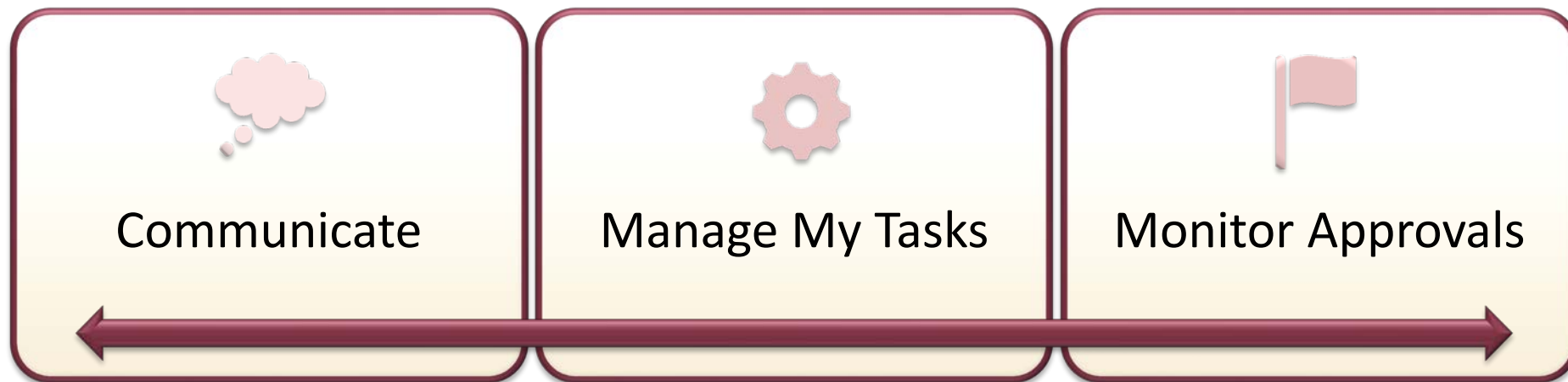
## Department Steps

- 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.

ALL NEW	<ul style="list-style-type: none"><li>• Social Security Card/Receipt</li><li>• Notarized Loyalty Oath</li></ul>
Salaried Hires & GAs	<ul style="list-style-type: none"><li>• Offer Letter</li></ul>
A&P, AEX, Faculty	<ul style="list-style-type: none"><li>• Signed Contract</li></ul>
Faculty	<ul style="list-style-type: none"><li>• CV</li><li>• Reference Letters</li><li>• Transcripts</li></ul>
Non- U.S. Citizens	<ul style="list-style-type: none"><li>• Work Authorization Documents</li></ul>

## 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

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