Welcome / Introduction

Assistant Vice President, Chief Human Resources & Diversity Officer

Joyce Ingram
New F&A Team Member
Eric Algoe,
Associate Vice President for Administration

New HR Employees
Megan Darris, Training Specialist
Michael(Seth) Kerr, Application Developer/Designer
Tiffany Gray, HR Specialist
Michael Nelson, HR Representative
Julie Ritter, HR Specialist
Abigail Lejeune, HR Representative
Jomar Fraser, Employment and Recruitment Assistant
Genene Leslie, Executive Support Assistant
Employment & Compensation/Classification

Drew Meehan
Compensation Policies for Advertised Positions
# Market Analysis for 9226 - Business Analyst (Pay Band 5)

<table>
<thead>
<tr>
<th>Name</th>
<th>Annual Rt</th>
<th>Internal</th>
<th>External</th>
</tr>
</thead>
<tbody>
<tr>
<td>33,699</td>
<td>36,050</td>
<td>36,668</td>
<td>40,848</td>
</tr>
<tr>
<td>41,097</td>
<td>42,637</td>
<td>43,000</td>
<td>44,290</td>
</tr>
<tr>
<td>45,000</td>
<td>45,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Internal Benchmarking at FSU - Business Analyst

- **Class Title:** Business Analyst
- **# ees:** 37
- **Minimum:** 33,699
- **Quartile 1:** 45,000
- **Median:** 57,680
- **Quartile 3:** 73,578
- **Maximum:** 86,887
- **Mean:** 68,773
- **Range Spread:** 157%

## Internal Benchmarking at Finance & Administration - Business Analyst

- **Class Title:** Business Analyst
- **# ees:** 18
- **Minimum:** 36,656
- **Quartile 1:** 51,362
- **Median:** 57,666
- **Quartile 3:** 63,489
- **Maximum:** 78,296
- **Mean:** 68,067
- **Range Spread:** 14%

## Internal Benchmarking in Controller - Business Analyst

- **Class Title:** Business Analyst
- **# ees:** 3
- **Minimum:** 61,680
- **Quartile 1:** 64,530
- **Median:** 67,381
- **Quartile 3:** 72,315
- **Maximum:** 77,250
- **Mean:** 68,770
- **Range Spread:** 25%

## External Benchmarking

<table>
<thead>
<tr>
<th>Title</th>
<th>Source</th>
<th>Market Ratio</th>
<th>Minimum</th>
<th>End of Quartile 1</th>
<th>Median</th>
<th>End of Quartile 3</th>
<th>Maximum</th>
<th>Mean</th>
<th>Range Spread</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Data Analyst I</td>
<td>Salary</td>
<td>110%</td>
<td>N/A</td>
<td>45,700</td>
<td>52,300</td>
<td>58,900</td>
<td>N/A</td>
<td>62,900</td>
<td>N/A</td>
</tr>
<tr>
<td>Business Data Analyst II</td>
<td>Salary</td>
<td>92%</td>
<td>N/A</td>
<td>56,500</td>
<td>63,000</td>
<td>71,600</td>
<td>N/A</td>
<td>63,300</td>
<td>N/A</td>
</tr>
<tr>
<td>Business Systems Analyst I</td>
<td>Salary</td>
<td>117%</td>
<td>N/A</td>
<td>44,500</td>
<td>49,500</td>
<td>55,700</td>
<td>N/A</td>
<td>50,200</td>
<td>N/A</td>
</tr>
<tr>
<td>Database Report Writer</td>
<td>Salary</td>
<td>101%</td>
<td>N/A</td>
<td>47,400</td>
<td>56,900</td>
<td>68,500</td>
<td>N/A</td>
<td>67,400</td>
<td>N/A</td>
</tr>
<tr>
<td>Quality Assurance Spec I</td>
<td>Salary</td>
<td>120%</td>
<td>N/A</td>
<td>42,500</td>
<td>48,100</td>
<td>54,200</td>
<td>N/A</td>
<td>48,500</td>
<td>N/A</td>
</tr>
<tr>
<td>Aggregated</td>
<td></td>
<td>100%</td>
<td>N/A</td>
<td>47,750</td>
<td>54,200</td>
<td>57,900</td>
<td>N/A</td>
<td>54,450</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Source:**

## Salary Analysis Request

<table>
<thead>
<tr>
<th>Job Opening ID Number</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Name:</td>
<td></td>
</tr>
<tr>
<td>Applicant ID Number:</td>
<td></td>
</tr>
<tr>
<td>Is Applicant a Current Employee?</td>
<td>Yes, No</td>
</tr>
<tr>
<td>Job Code:</td>
<td></td>
</tr>
<tr>
<td>Position Title:</td>
<td></td>
</tr>
<tr>
<td>Position Number:</td>
<td></td>
</tr>
<tr>
<td>Department Name:</td>
<td></td>
</tr>
<tr>
<td>Submitted by:</td>
<td></td>
</tr>
<tr>
<td>Contact Phone Number:</td>
<td></td>
</tr>
<tr>
<td>Contact Email:</td>
<td></td>
</tr>
</tbody>
</table>

### I. Relevant Applicant Experience

- Please indicate the applicant’s years of relevant experience in the job type.
- Please indicate the applicant’s years of relevant experience related to the position requirements.
- Please indicate the # of professional certifications the applicant holds relevant to the position requirements, if any.

### II. Technical Skills

Using the scale provided below, please rate the applicant’s current skill set for the advertised position and provide a brief explanation for the rating.

| Basic | 1. Low - Potential ability to execute the simplest assignments of the job requirements with some proficiency  
|-------|---------------------------------------------------------------|
|       | 2. High - Ability to execute fundamental assignments of the job requirements with proficiency  
| Intermedi ate | 3. Low - Ability to execute many aspects of the job requirements with full proficiency  
|       | 4. High - Ability to execute most aspects of the job requirements with full proficiency  
| Median | 5. Ability to execute all aspects of the job requirements with full proficiency  
| Advanced | 6. Low - Ability to execute all aspects of the job requirements with full proficiency and developing expertise  
|       | 7. High - Ability to execute all aspects of the job requirements with full proficiency and developed expertise  
| Expert | 8. Ability to execute all aspects of the job requirements with full proficiency and developed expertise while serving as a role model or coach for others.

**Explanation:** (max. 1000 characters)

### III. Supervisory Skills

Is this position directly responsible for supervising other salaried positions? Yes, No

Submit  Clear Form
Salary Analysis Results

Taking into consideration the factors below and the requirements of the position, this candidate falls within the second quartile for the advertised job code range. This would be in the [\$45,000 - \$57,680] range for what FSU currently pays overall for positions in this job code.

**Sammy Seminole**
Classification of advertised position: Business Analyst, 9226 (A&P, 05)
Documentation: Application, Resume, Position Description, Department Feedback
Taking into consideration the candidate’s:
- Work experience in the job type: \~10 yrs
- Work experience pertaining to the position requirements: \~9 yrs|
- Formal education: Bachelor’s degree
- Technical Skills related to position: High Advanced, as rated by the department
- Supervisory Skills: Advanced, as rated by the department
Employment Reminders
FSU’s Diversity and Inclusion Update

Susannah Miller
Director, HR
Diversity and Inclusion
Faculty Relations
Employee Ombuds Program
What’s happening now…

- February 2012, Diversity & Inclusion (D & I) Kickoff meeting facilitated by the President and the Chief Diversity Officer
- Members of the FSU Executive Council serve as Champions/Co-Champions for each Key Focus Area
- 38 Members serve on the University’s Diversity & Inclusion Council (Faculty, Staff and Students)
- Finalize the University’s Diversity & Inclusion Initiative 2012/2013 Operating Plan
- University-wide D & I training offered through the Training Center at Stadium Place
- D & I Training is available to departments upon request
D & I Next Steps

• Provide a D & I update at the October, 2012 BOT meeting
• Seven (7) D & I Subcommittees to begin work on goals & objectives outlined in the 2012/2013 Operating Plan
• Ongoing development and implementation of the D & I Initiative through the seven key focus areas

D & I Contacts: Susannah Miller, scmiller@fsu.edu – 850.645.1746 and Sandi Smith Anderson, smanderson@fsu.edu – 850.645.1326
Benefits
Linda Lieblong
Benefits

Seminole Savings

• Employee Discount Program designed for faculty and staff to offer FSU employees discounts on local and regional products and services
• All discounts are 10% or higher
• Offers are organized into categories. Visit our website, http://hr.fsu.edu/, for a list of participating vendors
• Most Vendors will need to see your FSU Card, a coupon or a discount code entered online
• Discount will be applied at the point of purchase
• Contact David DeSue at ddesue@admin.fsu.edu for additional information
Benefits

• New Hire sessions are offered bi-weekly in the HR Office. Next session is 9/25 @ 9 AM.

• If you would like to set up a Benefit session, you can contact us at insben@admin.fsu.edu.

• If your department has employees who are unable to attend new hire sessions, please contact our office to arrange a session or an appointment.
Benefits

• Open Enrollment 2013
  ➢ October 8th – November 2nd
  ➢ Benefits & Wellness Fair: October 9th
  ➢ Packets will be mailed out 9/24/2012

• Changes:
  ➢ Dental rate changes (minimal)
  ➢ MRA annual contribution limit has been reduced to $2,500
  ➢ Medco has been purchased by Express Scripts

Please encourage employees to log into People First now rather than later. Employees can contact People First or our office for assistance.
Benefits

Open Enrollment 2013

➢ Address Verification

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>ZIP Code</th>
<th>Home County</th>
<th>Primary Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>2424 Prancing Pony Lane</td>
<td>Tallahassee</td>
<td>FL</td>
<td>32303-1234</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Is this correct? [ ] Yes [ ] No
Open Enrollment 2013

- Dependent Verification

**My Dependents**

We show your next dependent is:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Date of Birth</th>
<th>Gender</th>
<th>Social Security Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sam Gamgee</td>
<td>Child</td>
<td>11/7/1999</td>
<td>Male</td>
<td>123-45-6789</td>
</tr>
</tbody>
</table>

Your **child** is defined as: your biological child. Dependent children may be eligible through the end of the calendar year in which they reach 26, potentially longer if they are disabled. Based on this definition, is MARGARET your child?

[Yes] [No]

**Verify Name, Date of Birth and Social Security Numbers for all Dependents**
Benefits

Foreign Dependents/SSN’s

Foreign national employees who need to add dependents that do not have a Social Security Number onto their insurance coverage need to provide the following required documentation:

- Visa’s
- Birth Certificate(s)/Marriage License
- Translations

Please refer these employees to our office for assistance.
Time & Labor
Christine Conley
Abigail Lejeune
Lisa Rosenthal
Employee Separation Reminders
What you should know
Required Documents

• Separation Checklist
• Personnel Action
• Paper timesheets beginning 12/17/2004
  – HR does not need to see timesheets for non-faculty
  – Only required for Faculty receiving a separation payout
  – HR does not need to see timesheets prior to 12/17/2004
Separation Checklist

• Updated Summer 2012
• Begin completing upon notification of separation.
  – Page 1-2 Department Rep Responsibilities
  – Page 3-4 Employee Responsibilities (Benefits/Tax Sheltering, Leave Transfers, Property, Exit Interviews, Forwarding Contact Info., etc.)

http://www.hr.fsu.edu/PDF/Forms/SeparationChecklist_print.pdf
Separation Checklist
Department Rep. Responsibilities

- Includes both OMNI Financials & OMNI HR Queries
- Only initial and date after the item has been completed
- #5 Leave Records – Requires a leave audit to be conducted

http://hr.fsu.edu/pdf/AuditGuidelines.pdf
Personnel Actions

Salaried Terminations

• The termination effective date is always the day following the last day in pay status

• Terminal Leave Policy

“Employees may not retain annual leave for the purpose of using it as terminal leave prior to retirement or separation from the University.”
Leave Payouts - Reminders

• Faculty hired after 5/07/11 are not eligible for sick leave payouts.

• Pending receipt of all the completed required documents, leave payouts will be issued 2-3 pay periods following the termination date.
Transfers v. Terminations

**Transfers:**
- If a salaried employee is moving to another salaried position at FSU, no termination ePAF/pPAF is required.
- Refer to the Transfer Checklist on the HR website.
- No Separation Checklist required.

**Terminations:**
- If a salaried employee is moving to an OPS position at FSU or is leaving the University, a termination ePAF/pPAF is required.
- Separation checklists are required.
Altered Payroll Schedules
Fall/Winter Holidays

• Veteran’s Day = Monday, 11/12/12
• Thanksgiving Holidays = Thursday, 11/22/12 & Friday, 11/23/12
• Christmas, New Years, and Winter Break = Monday, 12/24/12 – Tuesday, 1/1/13
Payroll Schedules

• Pay Period Ending 11/8/12 “J”
  (Veteran’s Day Holiday)
  – Time Entry = Wednesday, 11/7/12
  – Approvals/CC1 = Thursday, 11/8/12
  – Final Confirmation = Friday, 11/9/12
  – Payroll Certification/Final CCR = Tuesday, 11/13/12
Payroll Schedules

• Pay Period Ending 11/22/12 “K”
  (Thanksgiving Holidays)
  – Time Entry = Tuesday, 11/20/12
  – Approvals/CC1 = Wednesday, 11/21/12
  – Final Confirmation = Monday, 11/26/12

• Payroll Certification/Final CCR = Tuesday, 11/27/12
THE FLORIDA STATE UNIVERSITY
Office of Human Resources

Payroll Schedules

• Pay Period Ending 12/6/12 “L”
  (Campus Solutions)
  – Time Entry = Wednesday, 12/5/12
  – Approvals/CC1 = Thursday, 12/6/12
  – Final Confirmation = Friday, 12/7/12
Payroll Schedules

• Pay Period Ending 12/20/12 “M”
  (Winter Break & Holidays)
  – Time Entry = Friday, 12/14/12
  – Approvals/CC1 = Monday, 12/17/12
  – Final Confirmation = Tuesday, 12/18/12
  – Payroll Certification/Final CCR = Wednesday, 12/19/12
Altered Work Schedules & Holidays

• Full-time employees (pro-rated for part-time employees) are only eligible for an 8 hours per holiday.

• Time / Leave may need to be adjusted for the following weeks:
  – November 9–November 15, Nov. 16-22, Nov. 23-29
  – December 21–December 27, Dec. 28-Jan. 3
Altered Work Schedules & Holidays

- Nov. 9–15, Nov. 16-22, Nov. 23-29 = 8 Hours of Holiday
- Dec. 21–Dec. 27 = 32 Hours of Holiday
- Dec. 28–Jan. 3 = 24 Hours of Holiday
  - If an employee is scheduled to work **LESS**, they will need to work extra another day or use leave to make up the difference.
  - If an employee is scheduled to work **MORE**, they may take time off another day. USPS employees are eligible to earn compensatory time if the schedule can not be altered.
BREAK
Employee Data Management
Sue Andres & Jeremy Jones
OMNI 9.1 Upgrade

Go Live Expected Date

November 5, 2012
New Department Budget Table look and feel where all rows are on the primary page:

<table>
<thead>
<tr>
<th>Sequence Number</th>
<th>Combo Code</th>
<th>*Funding End Date</th>
<th>Fiscal Year Budget Amount</th>
<th>Distribution %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0C1000110S</td>
<td>08/13/2012</td>
<td></td>
<td>25.000</td>
</tr>
<tr>
<td>2</td>
<td>0C1000547930365</td>
<td>08/13/2012</td>
<td></td>
<td>75.000</td>
</tr>
</tbody>
</table>
New menu options:

Our menu has changed!
The menu is now located across the top of the page. Click on Main Menu to get started.

Highlights

Recently Used pages now appear under the Favorites menu, located at the top left.

Breadcrumbs visually display your navigation path and give you access to the contents of subfolders.

Menu Search, located under the Main Menu, now supports type ahead which makes finding pages much faster.
Welcome to the Employment and Recruiting Services of Human Resources. The Florida State University – A Great Place to Work!
Click one of the search options below to browse and apply current Faculty, Staff, or Temporary & Student Job Openings.

- Faculty Job Openings
- Staff Job Openings
- Temporary & Student Jobs

Advanced Search
Create/Update Application without applying for a job

Application Instructions/FAQ’s
- Interested in A Career in Human Resources
- EEO Statement
- Veterans' Preference
- FSU Profile
- Jeanne Clery Act
- Notice of Filings
- HR Home

People choose to work at Florida State University for many reasons, and there are more reasons why they stay for a career. At FSU, there’s the excitement of being part of a vibrant academic and professional community, surrounded by people whose ideas are shaping tomorrow’s news. In your search for new employment opportunities, please take advantage of the many resources that only a world class university can provide.

The Florida State University, in Tallahassee, the capital of Florida, is a public institution - one of eleven units within the Division of Colleges and Universities directed by the Florida Board of Education. The reputation of our institution extends beyond and any particular geography or discipline as evidenced by our credentials:

- FSU is classified as a Research University (very high research activity) by the Carnegie Foundation for the Advancement of Teaching.
- Degree programs offered a FSU include 104 Baccalaureates, 114 Masters and 73 Doctorates.
- FSU is a member of the Atlantic Coast Conference - sponsoring eight men's teams and nine women's intercollegiate athletic teams.
- As one of the major employers in the city of Tallahassee and within the Big Bend region of Florida, FSU employs 13,497 university administrators, professors, staff, and students.
ePAF and Recruiting will have ‘embedded‘ help in more places:
THE FLORIDA STATE UNIVERSITY
Office of Human Resources

Applications in Progress

Applicants expanded status to include:
- Applications under review
- Interviews in progress

- Office Administrator - Psychology
  - Status: Interviews in progress
  - Application Date: 09/18/2012 2:23PM
Stay Tuned for More Updates!

• Information will be sent out via the HRMS list serve.

• Updates will be posted on the Human Resources website.
Employee Data Management

“Who’s Who” of EDM....

- Linda Jordan
  - U.S. Citizen, Non-Faculty paper actions (pPAF’s)
- Erica Francis
  - U.S. Citizen, Non-Faculty electronic actions (ePAF’s)
- Elena Brazell
  - U.S. Citizen, Non-Faculty eRecruits; Temporary Identification Numbers
- David Amwake
  - Non U.S. Citizen processing; Non-Faculty CRM cases
Employee Data Management

“Who’s Who” of EDM…. (cont.)

- Andrew Kapec
  - I-9 Administrator; Faculty CRM cases

- Katie Filomio
  - Faculty actions (all except Salaried Faculty eRecruits); Faculty Additional Pays

- Selena Holman
  - Employment Verifications; Public Records Request; Subpoenas

- Janet Reagan
  - Imaging; Non-Faculty Courtesy appointments

- Jeremy Jones
  - OPS Exempt Position descriptions; Non-Faculty Additional Pays
Employee Data Management

• EDM processes….
  – actions that effect an employee’s job data record

• What’s new to you….
  ▪ Rehire packet
  ▪ Appointment Paper Matrix
  • www.hr.fsu.edu
    (Department Reps > Appointment Paper Matrix)
Employee Data Management

- E-Verify
  - Affects all new hires
  - Must complete an electronic I-9
  - EDM will no longer need paper copies with appointment paperwork
  - Tentative Non-Confirmations
  - Human Resource walk-in hours
  - LawLogix access
  - Remote Hires

- CRM cases
  - Payroll processing schedule
  - Off cycle request
Employee Data Management

• General reminders….
  ▪ Paperwork/Back Ups
    • Completed forms
    • Originals
    • Deadlines
    • New forms (www.hr.fsu.edu)
    • eRecruits – EMPLID in comment box
    • Graduate Offer letters
Employee Data Management

- Social Security cards
  - Must provide a copy
  - Receipts accepted for U.S. Citizen employees (2 pages)

- Additional Pays
  - Used for occasional or sporadic employment only
  - OPS
  - Faculty
Employee Data Management

- Dual Compensation
  - Employment in excess of one (1) FTE
  - Non-Faculty
  - Faculty

- I-9’s
  - Copies of Electronic I-9’s
  - Tentative Non-Confirmations (TNC)
  - Restriction stamped Social Security cards
Employee Labor Relations
Tracey Little & Michael Nelson
Meet the ELR Team:

- Renisha Gibbs, Director
- Tracey Little, Assistant Director
- Rebecca Peterson, Senior HR Specialist
- Julie Ritter, HR Specialist
- Michael Nelson, HR Representative
Beginning with the September notification, ELR implemented a new process for notifying Department Representatives of probationary and annual performance reviews due in their departments.
THE FLORIDA STATE UNIVERSITY
Office of Human Resources

STEPS FOR VIEWING THE STATUS OF YOUR DEPARTMENT(S)

• Open the attached spreadsheet
• Click “Enable Editing” across the top of the screen (if applicable)
• Click “Enable Content” across the top of the screen
• Click “Display Evaluation Status”
• Enter in your first initial and full last name (ex. John Smith = JSMITH; Jane Doe-Smith = JDOE-SMITH)
• Click “OK”
• If you are having trouble viewing your departments, please contact Employee and Labor Relations at 644-6475.
General ELR Reminders

• ELR must be contacted prior to any terminations, including OPS terminations involving misconduct.

• ELR must be contacted at least 14 days in advance to extend the probationary period.

• If you did not complete a probationary evaluation for the employee, the employee’s probationary evaluation will default to a “Meets Performance Standards,” and he/she will receive regular status in the University’s system.
General ELR Reminders

• If a rater/manager intends to give an employee an overall rating of "Below" or "Below Satisfactory", he or she should contact the Employee/Labor Relations Office at 644–6475, at least fourteen (14) days prior to reviewing the evaluation with the employee.

• Prior to conducting a criminal background check on a current employee, managers should contact the Employee/Labor Relations Office at 644-6475.
If you have any ELR related questions, please contact us at 850-644-6475.

Our areas of responsibility include:

• Performance Evaluations
• Exit Interviews
• USPS and A&P Personnel Issues
• Layoffs
• Disciplinary Guidelines
• Voluntary Demotions
• Collective Bargaining
• Reductions in FTE
• USPS and A&P Employee Complaints/Appeals
Enterprise Resource Planning
Kyle Gower-Winter
Campus Solutions Update
What is myFSU portal?

- Website that will be located at my.fsu.edu
- Snapshot of user’s FSU life in one window
- Allows for targeted, dynamic, content delivery
- Highly personalized and customizable
- Links to other systems without having to login again
- Targeted messaging/alerts
- Surfaces content several menus deep from Campus Solutions, Blackboard, Housing, Health Center, etc.
- Community driven with social functionality
myFSU portal

Communities

Links to existing apps without logging in again

Targeted messages

Configurable by user

Personalized content
Where does myFSU fit in?

The CAMPUS SOLUTIONS Project Ecosystem

Additional Interfaces
- Student Life (scheduling)
- Admissions (classroom assignments)
- Adviser/Advisor (student rights & responsibilities)
- Alumni Data (Student Affairs)
- Athletic Eligibility Database
- Blackboard
- Board of Governors
- BORID (University Housing)
- Center for Academic & Professional Development (new system FED)
- Center for Assessment & Testing
- College of Law Admissions
- College of Medicine Admissions
- CyberSource (Student Financials)
- Dornsife Office (University Housing)
- eGlobe (Center for Educational Technology)
- SDO (Loan Entrance & Exit Counseling)
- EDU (Identity Management)
- FACTOR (South Florida DCC)
- FASTER (State of Florida DCC)
- GreatSchools (Center for Global Engagement)
- FSU Foundation
- FSU Online Center
- FSA (Financial Aid)
- GradEinet (student-athlete Academic Support)
- International Programs Admissions
- Microsoft SharePoint
- MyFSU (serve management)
- NSU Imaging
- Office of Distance Learning
- Office of Student Financial Aid (State of Florida)
- Scholarships
- Private Loans (Financial Aid)
- State of Florida Tax Bank (GLAT/ACT)
- Student Disability Resource Center (new system TBD)
- Tallahassee (Admissions)
- Titanium (Community Center)
- University Bookstore
- University Libraries
- UPS Store (University Housing)
- US Department of Education (Financial Aid)
- Visitors Center
- Virtualization (Orientation)

OMNI Financial
OMNI HR
CRM
Data Warehouse
OBIEE
473 Custom Reports

1. Integration via Integration Broker
2. Integration via Database
3. Integration via scheduled exchange of flat files, common data access to the data cache, and/or Oracle service bus

Campus Solutions
150 modifications

myFSU Portal
Data Cache

Legacy Student Information System

Legacy Systems to be Retired (Temporary Interim)

HR Department Representative Meeting
Release 1

Employee Page (Late Fall)
- View Timesheet/Leave Balances
- View Paycheck
- Course Management Portlet (Select Users)
Release 1 Example

View Paycheck

June 1 - June 14
Paycheck Available: June 17

- Deposits At-A-Glance

Click to View Paycheck Details
THE FLORIDA STATE UNIVERSITY
Office of Human Resources

Release 2

• Student (Spring)
  – Search for Courses
  – View Account Statement
  – View Financial Aid Package
  – View Holds on the Student’s Account
### Tuition Details

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>EME6635-01</td>
<td>Literature Review</td>
<td>3</td>
<td>$350.00</td>
</tr>
<tr>
<td>EDF5432-01</td>
<td>Measurement Theory</td>
<td>3</td>
<td>$350.00</td>
</tr>
</tbody>
</table>

**Tuition & Fees Total**

$700.00

### Other University Charges

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking Ticket</td>
<td>7/6/12</td>
<td>$35.00</td>
</tr>
</tbody>
</table>

**Total Owed**

$735.00

Make Payment Now
THE FLORIDA STATE UNIVERSITY
Office of Human Resources

Timeline

Available in the portal in Dec. 2012

September 2012
Course Inventory,
Course Scheduling &
Classroom
Assignments

Available in the portal

January 2013
Student Information – Degree, majors,
prior degrees and enrollment
Financial Aid for Fall 2013

July 2013
Student Financials,
incl. waivers

Also available
in the portal

December 2013
Grades – Faculty
grade rosters

Portal integration TBD

December 2013
Admissions for
Spring 2015
January 2014

Also available
in the portal

Portal integration TBD

September 2013
Student Information –
Transcripts, graduation, etc.

March 2013
Academic Advising
Registration for
Fall 2013

Also available
in the portal

March 2014

Available in the portal

September 2012
Student Information –
Name, address, etc.

December 2012

Available in the portal

December 2012

Also available
in the portal
Where do you fit in?

• Be enthusiastic and encourage students and departments to start using myFSU
• Provide feedback, direction, and ideas
• Be proactive and contact us if there is anything we can do to make your experience better
Questions/Comments?
Contact Info

• Kyle Gower-Winter (portal lead)
  kgowerwinter@fsu.edu
International Student & Scholar Update

Kristen Hagen
Tiona Cage
Tanya Schaad
F-1 Students

Advisors: Tiona Cage (644-0662) & Jason Little (645-6879)

• On-campus employment
  – 20 hr./wk. limit in fall/spring, with very limited exceptions
  – Required: Valid I-20 (not visa)
  – Must end at graduation, unless the student has approved OPT.

• Frequently used forms
  – F-1: I-20 extension
  – F-1: Funding update/change of level
  – Adding a dependent
  – Curricular Practical Training (CPT)
  – Optional Practical Training
J-1 Students

Advisor: Tanya Schaad
644-0977

• On-campus Employment
  – Valid DS-2019
  – Letter authorization for specific employment
J-1 Scholars

• Do not need specific authorization letter for research or teaching in their field, but we do need to update funding.

• Courtesy appointment is necessary for unpaid scholars to gain access to libraries, residence halls, laundry in AV, buses, Blackboard.
Social Security

• When?

• How does a student apply?
  – F-1 Required form: On-campus employment verification

• Issues
  – 10 day wait from arrival to U.S.
  – 1 – 3 day wait from date form signed by advisor
When to have someone come as a J-1 instead of tourist/visitor?

- Are they a student in their home country? If yes, they should come as J-1.
- Will they be on campus for more than nine days and paid? If yes, they should come as J-1.
- Professor/Researcher coming on their own funds to observe, consult, attend meetings for 6 months or less. They may come as a visitor, but they may think getting the J-1 is easier, depending upon the country.
Other Visa Classifications

• H-1B:
  – Chris Edgerton: cedgerton@admin.fsu.edu, 644-9549
  – Kristen Hagen: khagen@fsu.edu, 644-9563

• TN (same contacts)

• O-1: Kristen Hagen

• Permanent Residence (green card): Kristen Hagen

*Note: No one in department should sign any immigration form on behalf of FSU

• www.cge.fsu.edu
Payroll
Beverly Miller
Payroll Services-Tax Team

• Kathy Stephens – Assistant Director

• Margaret Partain – Payroll/NRA Tax Specialist

• Nicole Ruddock – Payroll/NRA Tax Specialist

• Alisha Worley – Payroll NRA Tax Associate
Payroll Services-Tax

Nonresident alien payments (NRA) processed through the OMNI Payroll System:

- Employees
  - All immigration/tax documents should be submitted with new hire paperwork to Human Resources.
    - Human Resources will forward the documents to Payroll Services.
  - Submit paperwork as close to hire date as possible. It is preferred new hire paperwork is submitted BEFORE the employee starts work.
  - If delayed, the individuals taxes could be incorrect. Most likely they will pay too much federal tax which is not refunded once documents are submitted to Payroll Services.
Nonresident alien (NRA) payments processed through the OMNI Payroll System.

- Honorariums, Guest Speakers, Independent Contractors, Artists/Performers, Nonqualified Scholarships
  - Notify Payroll Services-Tax as soon as you are aware payment is going to occur.
  - Payroll Services will send the individual an email to enter immigration/tax information into Glacier Tax Software.
  - Payroll is the collection center for all immigration/tax documents.
  - Payments will not be processed until all required documentation has been received by Payroll Services.
New group for FSU Service Center Cases:

Provider Group: Payroll Tax
Category: Payroll/Paycheck
Specialty Type: Nonresident Alien Inquiries
Detail:
- Artists/Performers
- Guest Speakers
- Honorariums
- Nonresident Alien Employees
- Scholarship (nonqualified)
- Tax on Paycheck is incorrect
Question & Answers
Closing Remarks

Joyce Ingram