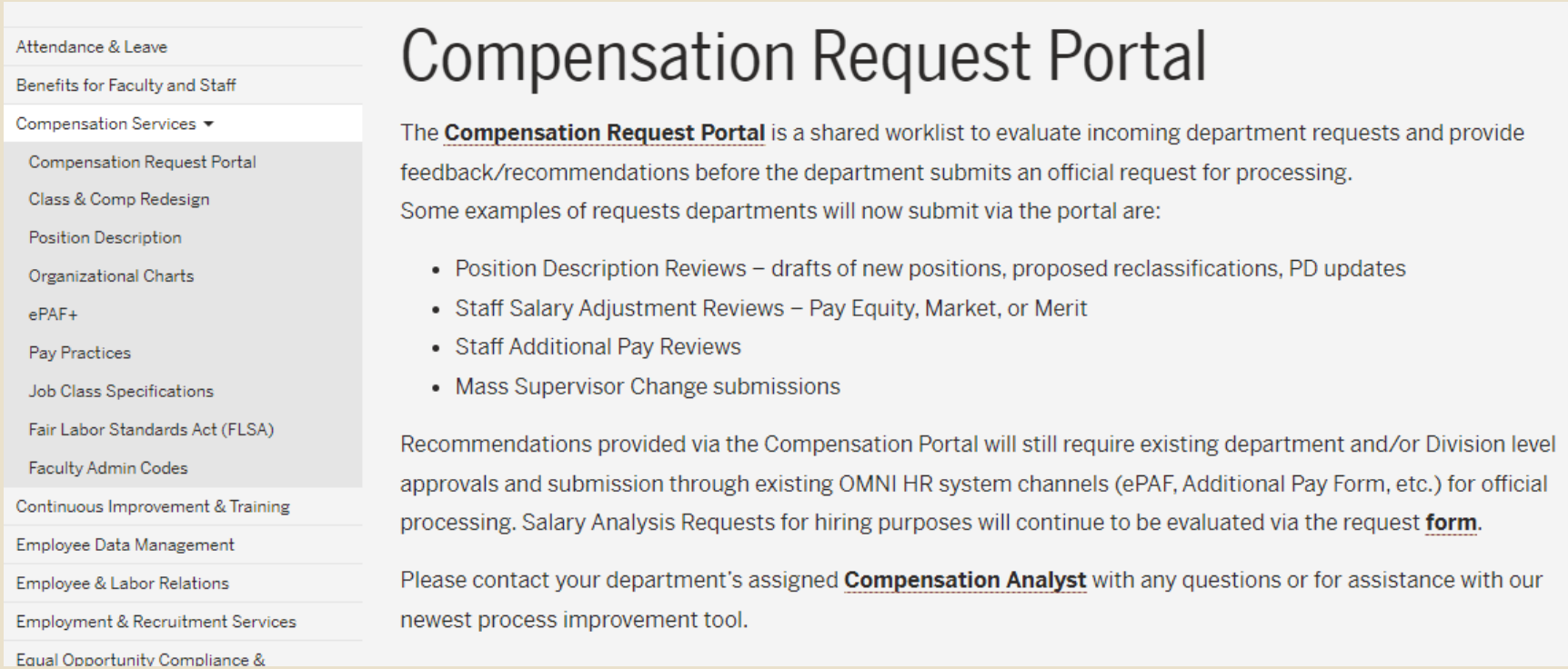
Compensation Portal Reminder

Please submit all Staff compensation and/or position review requests for initial review through the Compensation Portal.



HR Website > Compensation Services > Compensation Request Portal

Planning to advertise a job externally?

Contact your department's Employment Specialist for requirements and resources.

OPS Job Posting Reminders

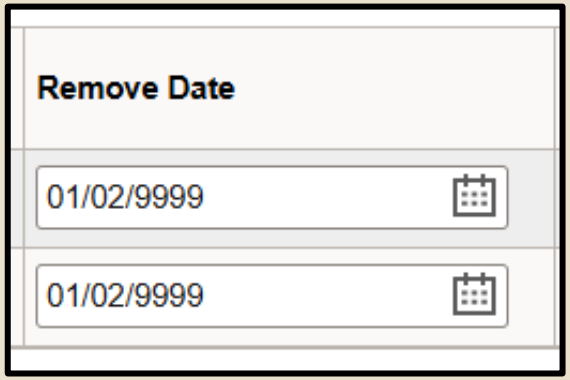
- OPS is for *short-term/temporary* employment
- Include “OPS” in the descriptive job title
- Fill out the Job Info tab
- If possible, include the hours & pay rate
- Qualifications must be defined
- Refer to the Job Aid for more details

Did you check for Veterans' Preference?

- Make sure you are reviewing the Screening & Routing emails from HR for eligible Veterans.
- Eligible Veterans MUST be interviewed for USPS positions and given preference for consideration at every step of the process. Reach out **timely**!
- Contact your assigned Employment Specialist if you are having trouble reaching a candidate. Every reasonable attempt must be made, which includes a certified letter. Keep records!
- **Questions?** Contact our HR Veterans Liaison, Lindsay Holzmacher at veteran-jobs@fsu.edu

Open Until Filled Reminders

Make sure to CLOSE postings that are **Open Until Filled** as soon as a top candidate is identified.



Why?
If a posting remains opened, applicants will continue to apply.

Departments must consider all qualified applicants who apply through the deadline.

This delays the hiring of your top candidate.

Contact your Employment Specialist to close the posting!

Navigating the Recruitment Market

Tip: When appropriate, **contingent** offer letters can be issued prior to the Onboarding process using the **templates** on the HR Website.

Express Pools: Hiring Reminders

- **Spring 2026 Express Pools** have been created!
- Each new Express appointment calls for the department to create a new appointment record, link it, and prepare a job offer.
- Don't "double-dip" on prior express records!
- Refer to Training Guides for details.

New Training Class Offering

- Hop aboard the **OPS Hiring Express** and learn how to appoint OPS, GA, OPS Faculty, Courtesy, and One Time Pay hires!
- This course is a staple for department representatives responsible for Express pool hiring.
- Register today—Course Name: *OPS Hiring Express Online*, Course Number: *BTREC3*.

Helpful HR Query Alert

FSU_OFFER_PEND_APPR_DEPREP_USE

Shows all pending offers, per department ID, at the current workflow step.

Great tool for departments to track the status of offers!

HR Policy Reminder

When reviewing Employment of Relatives requests in the Onboarding portal, supervisors must review for any *direct* **or** *indirect* reporting per the policy.

Questions? Contact your Employment Specialist.

Onboarding Reminders

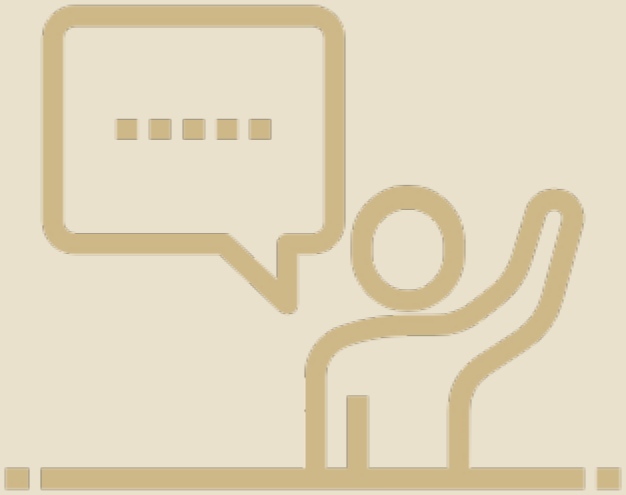
Once a department receives the notification that an Onboarding Invitation has been launched:

- Have the candidate check spam and junk mail folders if they don’t see the invitation in their inbox.
- Encourage them to log in and complete the onboarding process as soon as possible.

Onboarding Reminders

- Check “My Tasks” regularly for action items, such as workflow approval and the supplemental docs step.
- Monitor the status of workflow items (dual comp, outside employment, employment of relatives) to ensure timely approvals.
- Use HR Query **FSU_SM_PEND_CAND_STEP_BY_DEPT** to monitor the progress of your candidates in Onboarding.

Have you taken the online Onboarding Portal Training?

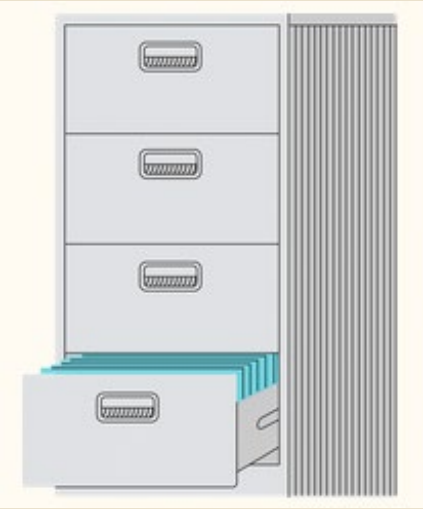


Register today for course **BTSMT0**

Records Retention for Recruiting Efforts

Departments must keep all hiring documentation for **4 years**.

This changes to **5 years** when hiring a foreign national.



Activating the FSUID

When can an employee activate their FSUID?

An employee's FSUID account can be activated within the following number of days prior to their official start date, but only after Human Resources has processed the employee's hire in OMNI HR.

- **USPS, OPS, Courtesy employees** – 3 days
- **A&P employees –** 7 days
- **Faculty and Executive Service employees** – 60 days

To avoid complications with FSUID account management, employees should not activate prior to the related window.

Employee Information in OMNI HR

Please remind employees to keep their personal and payroll information up-to-date in OMNI HR.

Phone, address (home, mailing, and email), W-4, direct deposit, and emergency contact information can be reviewed and updated online by selecting "Personal Information" in OMNI Self Service.

I-9 Forms must be completed by the deadline!

Section 1 – no later than their **first day of work** for pay.

Section 2 – no later than the **third business day** after employee starts work for pay.

Don't forget:

- I-9 Forms are valid only when original documents are used.
- **Section 1** must be completed **by the employee**, not a University representative.

International Hires without Social Security Numbers

- The appointment will only be **funded for 60 days.**
- The I-9 must be updated with the Social Security Number once the employee receives their Social Security Card and brings it to the department for verification.
- A copy of the signed card should be submitted to hr-edmdocs@fsu.edu via FSU NiFTy.

Social Security Administration (SSA) Updates

For International Hires:

- The SSA office is no longer accepting walk-ins. An appointment must be scheduled.
- If an appointment is not available before the start date, documentation of the scheduled appointment can be used in lieu of a Social Security Card Receipt uploaded to Supplemental Docs (Admin).

Onboarding and Hiring Documents Reminders

Ensure start dates are **two weeks** out to allow time for the job offer, background check, and onboarding to be processed.

For timely processing, be mindful of payroll deadlines!

See the Appointment Papers Matrix for requirements.

Service Center Cases

If your appointment action **met the payroll deadline**, and it has been 5 business days since you submitted it to HR, you can email hr-edm@fsu.edu for an update.

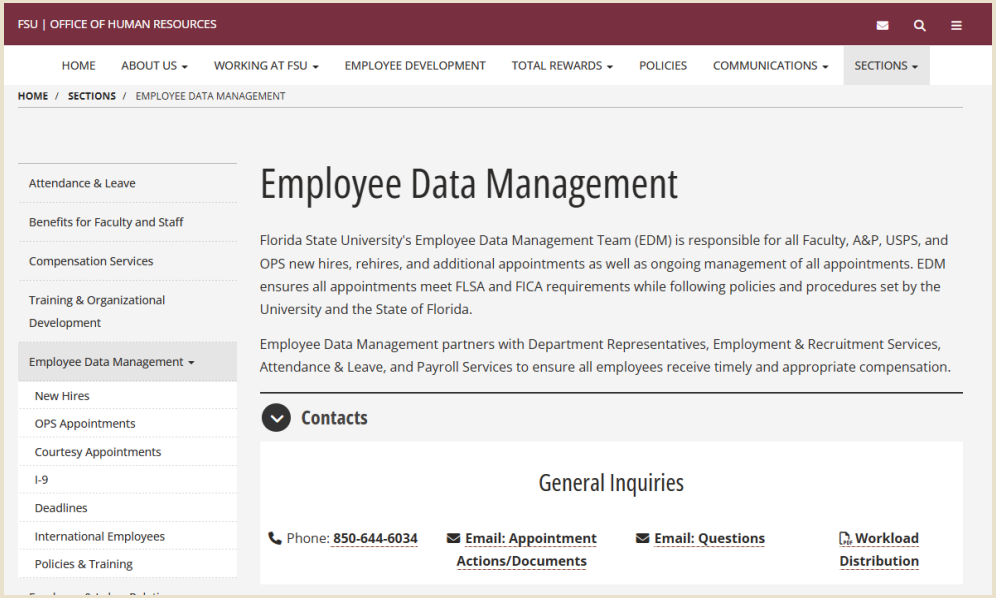
If the action is **payroll sensitive and met deadline**, submit a Service Center Case to request expedited processing.

Is there a financial emergency after the payroll cycle?

If yes, request an Off Cycle Check.

Who Should I Contact?

Employee Data Management (EDM) has added a Workload Distribution list to the Contacts section on the HR Website.



Save this or print it for guidance on who to contact for specific actions.

HR Website > Sections > Employee Data Management > Contacts

Graduate Assistant Appointment Reminder

All spring appointments must have a **minimum appointment period of at least five (5) business days** before the first day of classes through the last day of finals as outlined in the academic calendar.

Minimum Wage Reminders

Graduate Assistants: $24.45

OPS: $14.00

Graduate Assistant Mass Reappointment

» Spring 2026 Grad Mass Appointments process opens on **October 24, 2025** «

For questions, contact Amelia Colorado.

Courtesy Appointment Reminders

- Courtesy Appointments use special, unpaid job codes. Ensure all appointments are submitted with the correct Courtesy Job Codes.
- RAMP approval attachments for unaffiliated courtesies need to show the Visitor Information tab.
- Don't forget to check My Tasks in onboarding!

Public Service Loan Forgiveness (PSLF)

PSLF Forms and questions can be sent to HR-Records@fsu.edu for processing.

Departments are strongly encouraged to accommodate functional limitations following a work-related injury. When an injured worker has been released to modified duty by their physician, a determination of the availability of such assignment should be made within 24 hours.

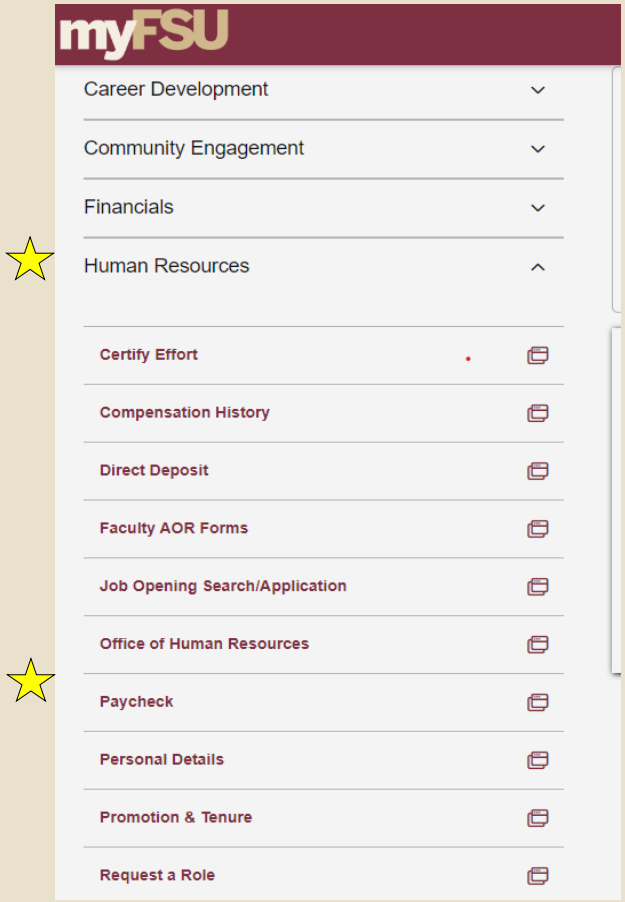
Please work with Briana Geleta-Francis

bg23m@fsu.edu or 850-645-2731.

A&L Reminders

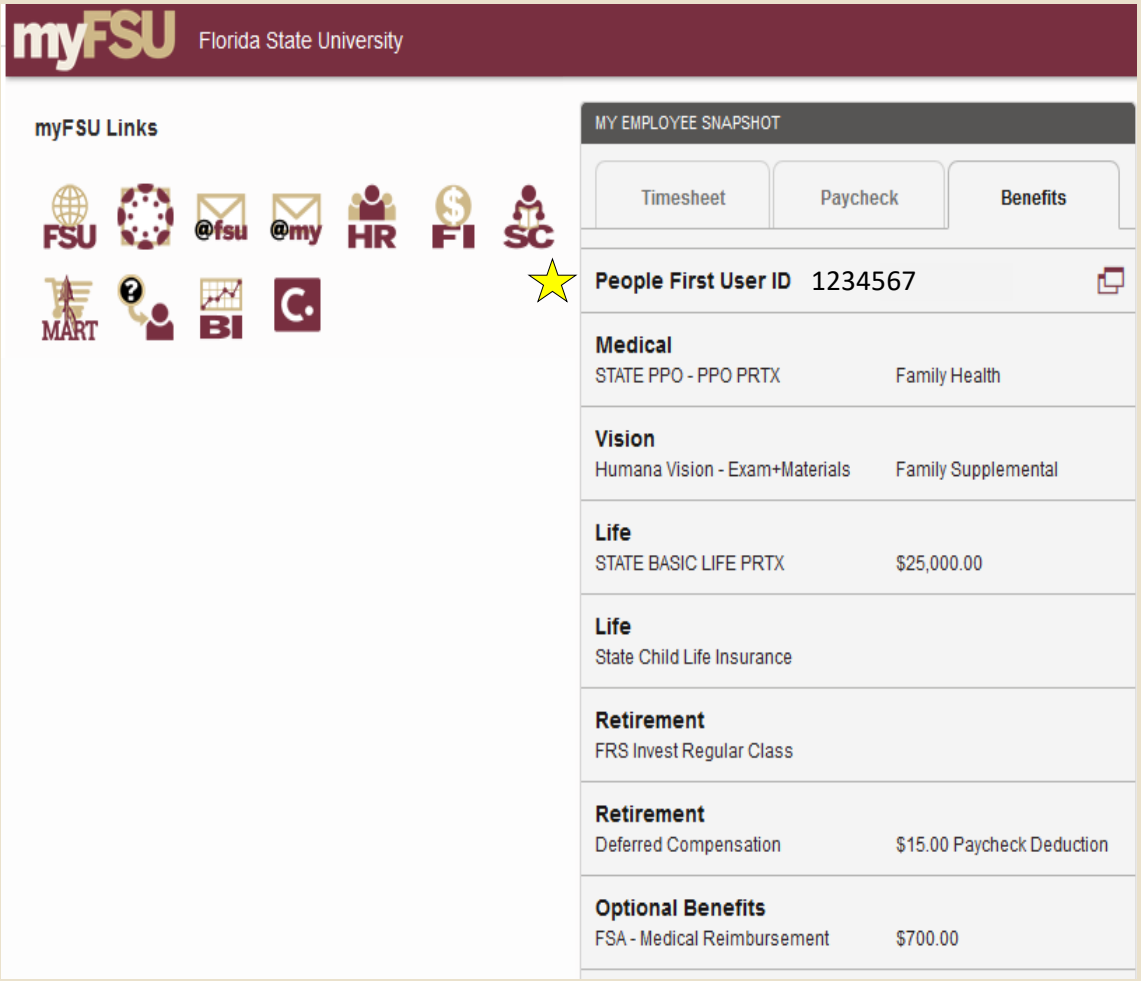
- Compensatory Leave must be exhausted before Vacation Leave can be utilized. Departments can monitor their department's compliance by running FSU_TL_VACHT_W_COMP_BAL weekly.

Personal Information Updates in OMNI



- Employee information updated in OMNI is automatically reported to People First and the Florida Retirement System (FRS).
- Employees are encouraged to update and review their information regularly to ensure any updates and communications are completed and received timely.

People First ID



- Employees can locate their People First User ID on the MyFSU Benefits tab.
  - New-to-state-employment employees will have their People First ID available on their second day of employment.
  - New hires with previous state employment will log in to People First using their original People First ID.
    - The User ID on the MyFSU profile is not incorrect for these hires. It is the ID associated with their FSU employment.

Health Insurance Coverage

Employees hired on the **last day of the month** will not be able to elect health insurance coverage on the next day (first day of the following month).

Coverage will begin the first day of the second month following the month of hire.

Example: Hire date is March 31.

Coverage will begin May 1.

Open Enrollment – Ending Soon!

The annual Open Enrollment period for State of Florida insurance benefits is ending on October 31, 2025, at 6 pm ET.

All employees are encouraged to review their benefits to ensure their enrollments still meet their needs.

Questions? Contact insurance@fsu.edu or 850-644-6034.

OPS Involuntary Terminations

- **All** OPS involuntary terminations due to performance and/or conduct must be reviewed by Employee & Labor Relations **prior** to terminating the employee.

- Although OPS employees work on an at-will basis, ELR must be involved prior to involuntary terminations to ensure there is a legally justifiable reason for the termination.

Annual Poster Audit

HR will be conducting the **Annual Federal/State Labor Law Compliance Poster Audit** later this spring. Please take the opportunity to review all compliance posters and locations to ensure they are current and compliant.

You will be notified of the audit dates in a separate communication. Current compliance posters are on the Human Resources Website.

Department Rep & Supervisor Training

Participate in professional development designed for department reps, admin professionals, supervisors, and hiring managers involved in HR tasks!

Scan the QR code to explore the training requirements for each certificate program. For questions or registration help, reach out to training@fsu.edu or (850) 644-8724 anytime!

New Employee Orientation FAQ's

When can new hires register for NEO?

- New hires need an active employment record to access OMNI HR.
- Please recommend registration **on or after** the new hire's start date.

Is there a deadline to complete NEO?

- Encourage employees to complete NEO within their **first 30 days** of employment. This ensures they're aware of deadlines for insurance enrollment and other time-sensitive benefits like retirement.

A reminder will remain visible on the myFSU Portal page the employee completes the NEO requirement.

Scan the QR code to access NEO registration instructions. Please direct new employees to this website for support.

Monitoring Training Completions

New Employee Orientation

- FSU_HR_TRN_COMP_CRS_NEO_OPSFLG -This query returns employees classified as OPS who have and have not completed NEO.

- FSU_HR_TRN_COMP_CRS_NEO_SALFLG – This query returns employees classified as faculty or staff who have and have not completed NEO.

Mental Health Awareness Training

- FSU_HR_TRN_BOG_MH - This query returns employees by Department ID who have and have not completed the Mental Health training.
  - Query includes prior Kognito training completions.

Scan to access OMNI Training Guides:

- Monitoring New Employee Orientation Completions
- Monitoring Mental Health Awareness Completions

OBBBA - No tax on Overtime

- Overtime pay continues to be taxed through payroll. The "no tax" headline refers to a personal income tax deduction, not a payroll exemption. Employees will still see taxes withheld on overtime earnings, but may deduct up to $12,500 in qualified overtime premiums on their federal tax return.

- The deductible amount is limited to the **overtime premium**, representing only the additional 0.5× portion of standard overtime pay. Typically, overtime is paid at **1.5× the regular hourly rate**. For example:
  - If an employee earns $20/hour, overtime is paid at $30/hour.
  - The **premium portion** is the extra $10/hour (0.5×) above the regular $20/hour.
  - Under OBBBA, **only that $10/hour premium** is deductible—not the full $30/hour overtime rate.

- Payroll Services will calculate the total deductible overtime premium for each employee. While the method of notification is still being finalized, for 2025, it will likely be reported on your **W-2 form in Box 14**.

- **Questions?** Please contact Payroll Services at payroll@fsu.edu