

Compensation Portal Reminder

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

Attendance & Leave

Benefits for Faculty and Staff

Compensation Services ▾

- Compensation Request Portal
- Class & Comp Redesign
- Position Description
- Organizational Charts
- ePAF+
- Pay Practices
- Job Class Specifications
- Fair Labor Standards Act (FLSA)
- Faculty Admin Codes

Continuous Improvement & Training

Employee Data Management

Employee & Labor Relations

Employment & Recruitment Services

Equal Opportunity Compliance &

Compensation Request Portal

The **Compensation Request Portal** is a shared worklist to evaluate incoming department requests and provide feedback/recommendations before the department submits an official request for processing.

Some examples of requests departments will now submit via the portal are:

- Position Description Reviews – drafts of new positions, proposed reclassifications, PD updates
- Staff Salary Adjustment Reviews – Pay Equity, Market, or Merit
- Staff Additional Pay Reviews
- Mass Supervisor Change submissions

Recommendations provided via the Compensation Portal will still require existing department and/or Division level approvals and submission through existing OMNI HR system channels (ePAF, Additional Pay Form, etc.) for official processing. Salary Analysis Requests for hiring purposes will continue to be evaluated via the request **form**.

Please contact your department's assigned **Compensation Analyst** with any questions or for assistance with our newest process improvement tool.

Are You Active On LinkedIn?

- **Amplify** what makes your department a great place to work
- **Share** FSU job opportunities with your professional networks
- **Engage** your network in conversation & build interest in FSU Careers



For information on LinkedIn
best practices please contact:
Steve Capenos, SHRM-CP
Director / Talent Acquisition



Let's Connect

What is Talent Acquisition?

- **Attracting** exceptional talent through branding, outreach, and storytelling.
- **Engaging** talent through proactive, meaningful, and personal connections.
- **Supporting** the selection of talent that advances our mission and goals.
- **Planning** for the future through strategic workforce partnerships.



OPS Job Posting Reminders

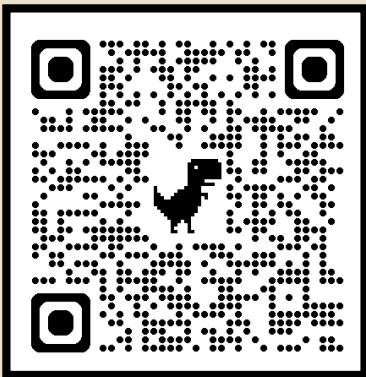
- OPS is for *short-term/temporary* employment.
- Fill out the Job Info tab and include “OPS” in the title.



Refer to the [Job Aid](#) for details and steps to create an OPS Job Opening.

Express Pools Hiring Reminders

- **Spring 2027 Express Pools** have been created!
- Each Express hire requires the department to create a new appointment record, link it, and prepare a job offer.



Refer to [Training Guides](#) for details.

Did you check for Veterans' Preference?



- Review the Screening and 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.
- **Questions?** Contact our HR Veterans Liaison, Lindsay Holzmacher at veteran-jobs@fsu.edu.

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!



Open Until Filled Reminders

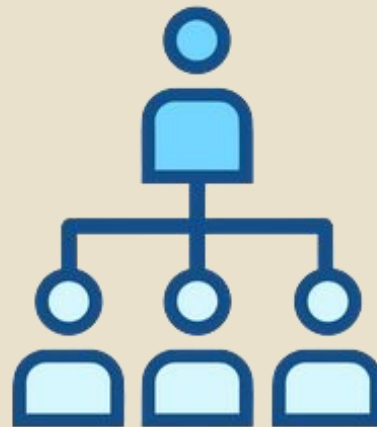
Make sure to **CLOSE** postings that are **Open Until Filled** *as soon as* a top candidate is identified.



Contact your [Employment Specialist](#) to close the posting!

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

- Check “**My Tasks**” regularly for action items.
- 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.



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.

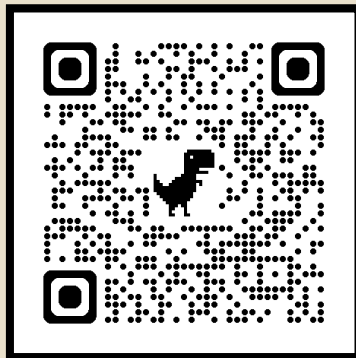
Employee Information in OMNI HR

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.

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.



Payroll deadlines



Appointment papers matrix

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.

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: \$25.65 (Effective 10/23/2026)

OPS: \$15.00

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.

Work-Related Injuries

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

Excess Annual Leave

- Employees will automatically retain up to 80 hours of excess annual leave over their pay plan maximum.
- Any balances in excess of the 80 hours will be converted to sick leave based on the pay period ending 12/31/2026 balance.
- The automatic retention does NOT impact the lifetime payout limits for an employee's pay plan.

Graduate Assistant Mass Reappointment

Spring 2027 Grad Mass process
opens to Dept Reps on **October 21, 2026**

For questions, contact Amelia Colorado.

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.

My Information

Home Address

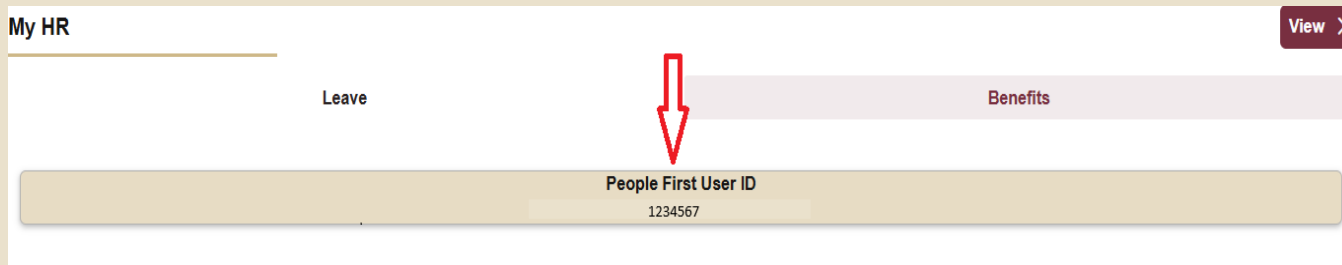
Mailing Address

Preferred Phone

 Edit

People First ID

- Employees can locate their People First User (Login) ID on the myFSU Benefits tab.
 - New-to-state-employment employees will have their People First ID available on their second day of employment.



People First Multifactor Authentication

- People First has implemented multifactor authentication (MFA) through Okta Verify.
- Users who have not logged into People First since MFA was launched will be required to set up an authentication method.
- SMS text codes will likely be sent to your FSU office phone. Zoom phones are capable of receiving SMS texts.

Open Enrollments

The State of Florida open enrollment runs through **October 30, 2026**. Insurance changes and updates can be made through People First.

Gabor's **long-term disability** and **group whole life** open enrollment runs through December 4, 2026.

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.

Department Rep and 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!