

INSTRUCTIONS FOR PRINTING FACULTY SUMMER EMPLOYMENT CONTRACTS IN OMNI

The directions for printing faculty employment contracts in OMNI are listed below. Once the contracts are printed, **please review them for accuracy before administering them. Do not distribute employment contracts that contain inaccurate information.**

If a contract contains inaccurate information, please ensure that the information maintained in the system is accurate. The system is using Job Data information, Department Budget Table, and Tenure Data to populate the contract information, so if there is a mistake on the contract, it is probably due to an error on the faculty member's records. If necessary, you may print a contract manually by using the online form located on the Human Resources website at: <https://hr.fsu.edu/hr-forms/e>.

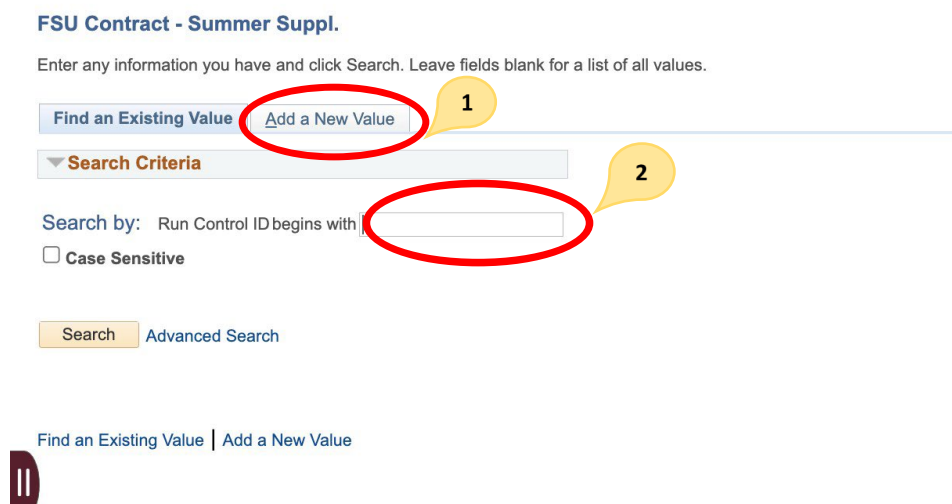
Once you have obtained all of the necessary signatures on the employment contracts, please send the original to the Office of Human Resources, give a copy to the faculty member, and maintain a copy in the department or Dean's office. Contracts will be ready to generate on Wednesday, May 28, 2025. **(Note: If the faculty member is not available to sign, wait to send the original to HR until you have obtained the faculty member's signature.)**

OMNI Navigation Options:

- Using the  Drop-Down Menu and Tiles
 - **Manager Self- Service > FSU Faculty Contracts > FSU Contract – Summer Suppl.**
- Using the Navigator  in the NavBar 
 - **Manager Self- Service > Job and Personal Information > FSU Contract – Summer Suppl.**

Instructions for Printing:

- It is recommended that you clear your cache before initiating this process.
- Click **"Add a New Value"** to add a new Run Control ID. (Note: A Run Control ID is simply the name you choose to give this process. If you have already created a Run Control ID for this page, you do not have to create a new one. You can use the existing one.) After creating a name, click **"Add"**.



The screenshot shows the 'FSU Contract - Summer Suppl.' form. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is circled in red and labeled with a yellow callout '1'. Below these buttons is a 'Search Criteria' section with a dropdown menu. Underneath is a 'Search by:' field with the text 'Run Control ID begins with' and an empty input field. This input field is also circled in red and labeled with a yellow callout '2'. Below the input field is a checkbox labeled 'Case Sensitive'. At the bottom of the search section are two buttons: 'Search' and 'Advanced Search'. At the very bottom of the form, there are links for 'Find an Existing Value' and 'Add a New Value'.

- On the run control page, you have the option of printing contracts by Department or Employee ID.
- If you want to produce contracts for an entire department, enter the Department ID (6-digit number) in the **"Department"** field.
- If you want to produce a contract for a specific employee, enter the Employee ID (9-digit number) in the **"EmplID"** field. Note, you do not need to also specify a department value in this scenario. (Note: To print an individual contract for an FSUS employee, the Department ID field must be completed as well.)

6. Select **"Use Ad-Hoc Dates"** and enter the appropriate date.
7. Click the **"Save"** button at the bottom of the page.
8. Click the **"Run"** button at the top of the page to proceed with the creation of the contract(s).

9. Select the **"PSUNX"** as the Server Name. On occasion, **"PSUNX"** will create an error message when you attempt to print the contract. If this is the case, please start over and select **"PSNT"** as the Server Name.
10. The **FSMSSPAF** program will be selected automatically in the Process List. Click **"OK"** to initiate the process, which will generate the contract(s).
11. To check on the status of your request (**FSMMSPAF**), click on the blue **"Process Monitor"** link at the top of the Run Control page.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	3415894		SQR Report	FSMSSPAF		05/02/2024 10:26:52AM EDT	Success	Posted	Details	

12. Find your process request in the Process List. The Run Status will default as **"Queued"**. You can click the **"Refresh"** button at the top of the page, until the Run Status says **"Success"** and Distribution Status says **"Posted"**.
13. Once status says **"Success"** and **"Posted"**, click the red **"Details"** link on the row in the Process List to get to the report/contract.

14. On the Process Detail page, click the red **“View Log/Trace”** link to get to the file.

Process Detail

Help

Process

Instance

3415894

Name

FSMSSPAF

Run Status

Success

Type

SQR Report

Description

FSMSSPAF

Distribution Status

Posted

Run

Run Control ID

testing

Location

Server

Server

PSUNX

Recurrence

Update Process

☐ Hold Request

☐ Queue Request

☐ Cancel Request

☐ Delete Request

☐ Re-send Content

☐ Restart Request

Date/Time

Request Created On

05/02/2024 10:27:19AM EDT

Run Anytime After

05/02/2024 10:26:52AM EDT

Began Process At

05/02/2024 10:27:38AM EDT

Ended Process At

05/02/2024 10:27:52AM EDT

Actions

Parameters

Message Log

Batch Timings

View Log/Trace

Transfer

OK

Cancel

15. On the View Log/Trace page, you will find a report in the File List Selection entitled **fsmsspaf_#####.PDF** (##### - is the process instance number). Click this link and the PDF (contracts) will open on your screen.

16. Special Conditions can be added in manually once the PDF is downloaded and/or printed.

Questions regarding this process should be directed to Akín Valentín Quiñones at agv24@fsu.edu.