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.
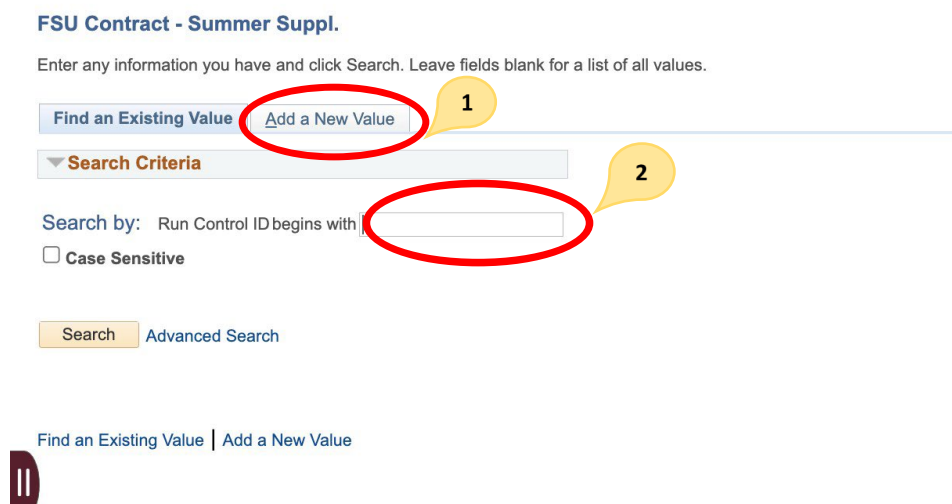
Once you have obtained all of the necessary signatures on the employment contracts, please send the original to the Office of Human Resources, give a copy to the faculty member, and maintain a copy in the department or Dean's office. Contracts will be ready to generate on Wednesday, May 28, 2025. **(Note: 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 ▼ My Homepage 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:
1. It is recommended that you clear your cache before initiating this process.
2. 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**".

3. On the run control page, you have the option of printing contracts by Department or Employee ID.
4. If you want to produce contracts for an entire department, enter the Department ID (6-digit number) in the "**Department**" field.
5. 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.

12. Find your process request in the Process List. The Run Status will default as "**Queued**". You can click the garnet "**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.

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.