

# How to Generate Faculty Employment Contracts in OMNI HR

Instructions for generating faculty employment contracts in OMNI HR are listed below. If a contract contains inaccurate information, check the faculty member's information in OMNI HR. The system uses information from the **Job Data** screen in OMNI HR to generate the contract, so if there is a mistake on the contract, it is probably due to an error on the faculty member's OMNI HR records.

## A. System Access

Employees who have the **FSU\_HR\_DEPARTMENT\_USER** security role will be able to generate faculty contracts in OMNI HR.

## B. Generate Contracts

Log into **myFSU** and navigate to: *HR > Manager Self Service Page > FSU Faculty Contracts > Generate Faculty Contracts*.

Before generating contracts, check that everyone who needs to be in the approval workflow is properly identified. (See Section E, Approval Workflow, below.)

1. **Select a Faculty Type** (12-month, 9-month, or 10-month) using the drop-down menu, then enter either a **Department ID** or the faculty member's **EMPLID** — one or the other is required.
2. Click **"Retrieve Employee"** to populate the employee data.

Faculty Contract

Print | New Window | Help | Personalize Page

Faculty Type: 12 Month Contract Period Begin Dt: 08/07/2017 ☐ Ad Hoc Date Retrieve Employee Generate Contract Reset Search

Department: Empl ID:

Select All

Employee Information Personalize | Find | View All | First 1 of 1 Last

| Select                     | Regenerate                                | Dept Description | Empl ID | Empl Record | Employee Name | Job Code | Empl Class | AdminCode | FTE | Beginning Rate |
|----------------------------|-------------------------------------------|------------------|---------|-------------|---------------|----------|------------|-----------|-----|----------------|
| 1 <input type="checkbox"/> | <input type="button" value="Regenerate"/> |                  |         | 0           | Employee Name |          |            |           |     |                |

Figure 1. Faculty Contract search panel showing the Faculty Type drop-down and Department/Empl ID fields (top), and the Retrieve Employee, Generate Contract, and Reset Search buttons (right).

- Employee information is displayed on two different tabs, *Employee Information* and *Contract Details*. Review and verify that the information on both tabs is correct **BEFORE** creating the contract, since the resulting contract will be based on the data displayed. The data is pulled from the faculty member's "Job Data" screen and "Tenure Data" in OMNI HR as of the Contract Begin Date.
- Special conditions can be added on the contract. Click the *Contract Details* tab and select the appropriate special condition from the drop-down box. Three of the available options — *Reports to President*, *Reports to Provost*, and *Soft Money Funded* — will auto-populate standard language onto the contract. The last option, *Others*, lets you enter specific text that may be unique to the faculty member.

| Employee Information |                          |                           |           |             |               |                    |                |                         |                      |                   |
|----------------------|--------------------------|---------------------------|-----------|-------------|---------------|--------------------|----------------|-------------------------|----------------------|-------------------|
| Employee Information |                          | Contract Details          |           |             |               |                    |                |                         |                      |                   |
| Select               | Regenerate               | Dept Description          | Empl ID   | Empl Record | Employee Name | Contract Type      | In/Out of Unit | Tenure Status           | Prior Service Credit | Special Condition |
| 1                    | <input type="checkbox"/> | 074000-Biological Science | 000000758 | 1           |               | Specialized (4 Yr) | In-Unit        | Non Tenure Not On Track |                      | Rpts to Pr        |
| 2                    | <input type="checkbox"/> | 074000-Biological Science | 000001004 | 0           |               | Specialized (4 Yr) | In-Unit        | Non Tenure Not On Track |                      | Soft Mone         |
| 3                    | <input type="checkbox"/> | 074000-Biological Science | 000003228 | 0           |               | Specialized (4 Yr) | In-Unit        | Non Tenure Not On Track |                      | Others            |

Figure 2. Contract Details tab for a list of faculty members, with the Special Conditions drop-down column showing selections such as “Rpts to Pr,” “Soft Mone,” and “Others” (with free-text “Time Limited Appointment” entered).

- **For a “Regular” contract run:** the Contract Period Begin Date displayed is based on the first day of the academic year for the Faculty Type selected (12-month, 9-month, or 10-month), using the current fiscal year.
  - Once you have reviewed the data for accuracy and added any special conditions, select faculty members individually, or select the entire list with the **“Select All”** button, then click **“Generate Contract”** for the contracts to be created.
  - A “Selected Contracts are being Generated” message displays to indicate the process is running. It may take a few minutes to complete depending on the number of contracts being generated, but you will be notified **by email** when the contracts have been successfully created. You may work on other things in the meantime, including generating additional contracts for a different group of faculty members.

**Note:** Contracts are not automatically routed for approval when generated. Once created, the contracts will need to be reviewed for accuracy and then submitted for electronic signatures. (See Section C, Submit Contracts for Approval, below.)

- If a contract cannot be selected or generated, click the Contract Details tab and check the last three columns for a possible explanation:
  - **Message** — any displayed comment provides a reason why a contract cannot be generated and may provide further instruction.
  - **No Funding** — this box is checked if the faculty member does not have sufficient funding approved in OMNI HR to pull the contract as requested.
  - **Contract Exists** — if a contract has already been generated for the Contract Period Begin Date, the faculty member’s name becomes a hyperlink and this box is checked. Use the hyperlink to access the contract document, or log into myFSU and navigate to: *HR > Manager Self Service Page > FSU Faculty Contracts > View Contract.*

| Employee Information |                          |                                 |           |             |               |                    |                |                         |                      |                   |
|----------------------|--------------------------|---------------------------------|-----------|-------------|---------------|--------------------|----------------|-------------------------|----------------------|-------------------|
| Employee Information |                          | Contract Details                |           |             |               |                    |                |                         |                      |                   |
| Select               | Regenerate               | Dept Description                | Empl ID   | Empl Record | Employee Name | Contract Type      | In/Out of Unit | Tenure Status           | Prior Service Credit | Special Condition |
| 1                    | <input type="checkbox"/> | 075000-Chemistry & Biochemistry | 000006069 | 0           |               | Specialized (4 Yr) | In-Unit        | Non Tenure Not On Track |                      |                   |
| 2                    | <input type="checkbox"/> | 075000-Chemistry & Biochemistry | 000013445 | 0           |               | Specialized (2 Yr) | In-Unit        | Non Tenure Not On Track |                      |                   |
| 3                    | <input type="checkbox"/> | 075000-Chemistry & Biochemistry | 000036013 | 0           |               | Faculty (1 Yr)     | In-Unit        | Non Tenure Not On Track |                      |                   |

Figure 3. Contract Details tab showing the Message, No Funding, and Contract Exists columns — for example, a message reading “Last Contract 2016-08-08; Run Ad Hoc for updated contract” and a row where “Funding does not exist” is checked.

## For an “Ad Hoc” contract run

An ad hoc contract run will most often be used to pull updated contracts that reflect salary increases for specialized faculty members on four-year contracts that were last generated in the previous year.

However, an ad hoc contract run will also be required when a faculty member is hired, or has a data change with an effective date that is after the start of the current academic year.

**Note:** An “Ad Hoc” contract run should not be used when generating updated contracts that reflect salary increases implemented by the University during the fall semester. Once all applicable increases have been implemented, a “Regular” contract run should be completed again by selecting the “Regenerate” option, which becomes available once the first contract has been fully approved.

- The steps for generating an ad hoc contract are almost the same as those for a regular contract run, with one exception, explained below.
  - Before clicking “**Retrieve Employee**” to populate the employee data, you will need to manually enter the contract date rather than using the automatically generated Contract Period Begin Date.
  - Click the “**Ad Hoc Date**” button, which allows for a user-entered date. The date entered should be the date of the data change that gave rise to the need for an updated contract. A contract should be generated for the balance of the contract year (contingent on the existence of funding, where applicable).

Faculty Contract

Print | New Window | Help | Personalize Page

Faculty Type: 12 Month Contract Period Begin Dt: 08/07/2017 ☒ Ad Hoc Date Retrieve Employee Generate Contract Reset Search

Department: Empl ID:

Select All

Employee Information Personalize Find View All First 1 of 1 Last

| Select | Regenerate               | Dept Description | Empl ID | Empl Record | Employee Name | Job Code | Empl Class | AdminCode | FTE | Beginning Rate |
|--------|--------------------------|------------------|---------|-------------|---------------|----------|------------|-----------|-----|----------------|
| 1      | <input type="checkbox"/> |                  |         | 0           | Employee Name |          |            |           |     |                |

Figure 4. Faculty Contract search panel with the Ad Hoc Date checkbox, located next to the Contract Period Begin Dt field, selected.

## C. Submit Contracts for Approval

Log into **myFSU** and navigate to: **HR > Manager Self Service Page > FSU Faculty Contracts > View Contract**.

- Generated contracts can be found individually by searching for a specific Employee ID, or a department number can be entered to find the contracts for an entire group.

Print | New Window

### View Contract

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Contract Number =   
Empl ID begins with   
Empl Record =   
Name begins with   
Employee Type =   
Begin Date =    
Contract Status =   
Department begins with

☐ Include History
☐ Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

Figure 5. View Contract search page with fields for Contract Number, Empl ID, Empl Record, Name, Employee Type, Begin Date, Contract Status, and Department, plus Search and Clear buttons.

Before taking action, perform a thorough review to make sure the contract reflects information consistent with the employee data that was displayed on the tabs. After verifying that the contract is correct, click the “Submit” button under the contract to route it for approval.

- If a contract contains errors, click the “Cancel Contract” button, and before regenerating the contract, submit a request for the necessary corrections to be made in the faculty member’s “Job Data” screen and/or “Tenure Data” in OMNI HR.

Submit

Cancel Contract

Date Created: 06/09/2017  
Generated By:

Return to Search
Previous in List
Next in List

Figure 6. Submit and Cancel Contract buttons on a generated contract, alongside the Date Created and Generated By fields and Return to Search / Previous in List / Next in List links.

## D. Contract Data and Verbiage

Contract data and terms (verbiage) will be different for different types of faculty members. This means you must carefully check every contract for accuracy, paying special attention to possible variations. See the attached Faculty Contracts Reference Chart for the proper length of contract associated with specific faculty job codes.

- **Non-Specialized Faculty** — this contract requires the faculty member be in active status and have active funding. If there is no funding, this will be indicated on the Generate Faculty Contracts page under the Contract Information tab, and you will not be able to select that faculty member for the contract generation process.
- **Specialized Faculty (Level 1, Single Year)** — this contract also requires the faculty member be in active status and have active funding. For specialized faculty on single-year, “soft money” funded appointments, the contract dates will be based on the available funding currently reflected in OMNI HR. If additional funding has been submitted and approved, a new contract will need to be generated to show the extended appointment dates.

- **Specialized Faculty (Level 2/3, Multi-Year)** — Level 2 and Level 3 specialized faculty (i.e., Teaching Faculty II and Teaching Faculty III) receive multi-year appointments (MYAs).
  - Level 2 specialized faculty will be on two-year contracts and will receive a new contract each academic year, effectively providing a “rolling” two-year contract.
  - Level 3 specialized faculty will have a four-year contract, which will only be extended bi-annually (every other year).

**Note:** *If a faculty member receives an increase before a “renewal” contract year, the ad hoc process should be used to issue an updated contract. This contract will only reflect the remaining time left of the current contract. In these cases, a comment will appear on the Contract Information tab indicating that the faculty member received an extended 4-year contract in the previous year, with instruction to “Run Ad Hoc for updated contract.” No new contract can be generated via the “Regular” run in this situation.*

- **FSUS Faculty (Dept. 131000)** — this contract requires that the employee be in active status and have active funding. Section 6 of this contract has different options than the other faculty types. FSUS faculty contracts will have different verbiage for some provisions, depending on whether the employee is in-unit or out-of-unit.

## E. Approval Workflow

---

- All contracts (other than FSUS, Dept. 131000) route for approval to the individual indicated as the primary DDDH for the faculty member’s department on the FSU Department Reps Table in OMNI HR, before routing to the faculty member for acceptance. Department Reps can update the primary DDDH field in that table.
- FSUS (Dept. 131000) contracts route for approval to the individual with an Admin Code of “U1” — Dir-University School, before routing to the faculty member for acceptance.
- If no individual is marked as the primary DDDH on the FSU Department Reps Table, the contract routes to the faculty member’s supervisor for approval, before routing to the faculty member for acceptance.
- The 1st approver (Primary DDDH or Supervisor) can approve or deny the contract. If denying, the 1st approver is required to enter a reason for the denial. If a data issue led to the denial, the problem can be indicated, and a new corrected contract can be generated after the data issue is fixed.
- Email notifications and OMNI HR worklist entries are created when a contract is routed to a user for action. When a contract is fully executed (approved and signed by the faculty member), an email notification goes to the department representative who originated the contract. If denied, an email notification goes to the originator. A reminder email is sent to the faculty member and the originator if no action is taken on the contract after 7 days.
- Contracts automatically populate to the faculty member’s personnel file once they are fully approved and signed electronically.

## F. View (and Approve) Contract Pages

---

Employees who have the FSU\_HR\_DEPARTMENT\_USER security role in OMNI HR can access any contract they created. A contract can be accessed directly using the link provided in the email notification received by a user when a contract has been routed to them for action. Otherwise, contracts can be found using the following OMNI HR navigation paths:

- **To view contracts:** Log into myFSU and navigate to: *HR > Manager Self Service Page > FSU Faculty Contracts > View Contract*.
- **To approve contracts:**
  - **DDDH Approval** — Log into myFSU and navigate to: *HR > Manager Self Service Page > FSU Faculty Contracts > Approve Contract*. Users will only see contracts that are pending their approval in their queue.
  - **Faculty Member Approval** — Faculty members can view and/or accept their own contracts by logging into myFSU and navigating to: *HR > Employee Self Service Page > FSU Faculty Contracts*.
- The contract has a “Print from Page” option to enable the faculty member and department representative to print. The electronic signature fields are not populated until AFTER approval actions are taken.

**Questions?** Contact [HR-FacultyRelations@fsu.edu](mailto:HR-FacultyRelations@fsu.edu).