

New Employee Checklist

Getting Started:

[Get your EMPLID](#)

An EMPLID is a unique, nine-digit number issued to all FSU employees. The EMPLID is required to activate an [FSUID account](#).

[FSU Account Activation](#)

FSU accounts for new employees will be created automatically as part of the onboarding process once an employee's appointment is active in OMNI HR. Department reps simply need to provide new employees with their EMPLID, and employees will receive a system-generated email from "ITS Announcements <noreply@fsu.edu>" when their account is active. Once an employee receives their account activation email, all they need to do is follow the instructions in the email to set their password and security questions and they'll be up and running in FSU systems. **Questions?** Please contact the ITS Service Desk at (850) 644-HELP (4357).

[Get your FSU Card](#)

The FSUCard is the official identification card for Florida State University. It is your Full Seminole Access to campus life. Many facilities and events that you can attend and/or participate in will require that you have a valid FSUCard. Visit the [FSU Card web site](#) for details or review the FSUCard Center's [FAQs](#).

[Get an FSU Parking Permit](#)

Visit [Transportation & Parking Services website](#) to purchase a parking permit online (and answers to other parking questions). Salaried new hires can sign up for their [Virtual Parking Permit](#) and authorize the corresponding payroll deduction during the onboarding process. New Employees requiring a gate card or gate opener will still need to contact TAPS and pay the fees associated with these items. You can contact TAPS at 644-5278, via email at transportation@fsu.edu, or visit their office (located in the Woodward Parking Garage, in the FSUCard Center).

OPS Employees do not have the option to sign up for parking via payroll deduction and will need to contact TAPS to order a virtual parking permit.

[Complete New Employee Orientation \(NEO\)](#)

The University's New Employee Orientation program is available online for all newly hired employees to provide them with information concerning employee benefits, rules and regulations affecting employment, basic cybersecurity awareness and University operating procedures. It is recommended that New Employee Orientation be completed within your first 30 days of employment. New Faculty members who attend New Faculty Orientation at the beginning of the academic year are not required to complete the online orientation.

Insurance Benefits and Retirement

Please be aware there are time limits concerning the selection of insurance benefits and a retirement plan. Please review the [New Employee Orientation](#) presentation for Insurance, Retirement and Benefits for details. Information is also available on the [Human Resources Benefits website](#).

Set up your Voicemail

Configure and use the FSU voicemail system.

Professional and Personal Development Training

The [Office of Training & Organizational Development](#) (TOD) is responsible for assisting in the achievement of strategic goals and objectives of the FSU organization through a focused delivery of workplace training and personal development. Classes are available to all FSU employees free of charge. Visit the TOD website for course schedule and registration information.

Employees have unlimited access to free, online training videos on a wide range of software, design, and professional development topics through Lynda.com. Learn more by visiting its.fsu.edu/Lynda.

Each semester, the [Office of Distance Learning](#) offers instructional workshops on a variety of topics.

The [Information Security and Privacy Office](#) provides online educational opportunities on how to protect yourself and the university from Cyber threats and Phishing.

Faculty and Staff Fitness and Wellness

Information on fitness and wellness services available for faculty and staff.