

# REMINDER TO COMPLETE NEW EMPLOYEE ORIENTATION

Ensure all new hires complete the University's New Employee Orientation (NEO). Employees must be active to register for and access the NEO Course.

Information: <https://hr.fsu.edu/working-fsu/new-employees>



## Certificate & Badging Programs

Enroll in a job-specific or professional development certificate series to upskill and gain recognition.

- Academic Advising 101
- All Things Data
- Campus Connect Expert
- Customer Service
- eSPEAR
- Financial Basics/Administrator
- Global Partners Certificate
- HR Bootcamp
- HR Department Representative
- Leaders in Training
- Student Coaching Skills

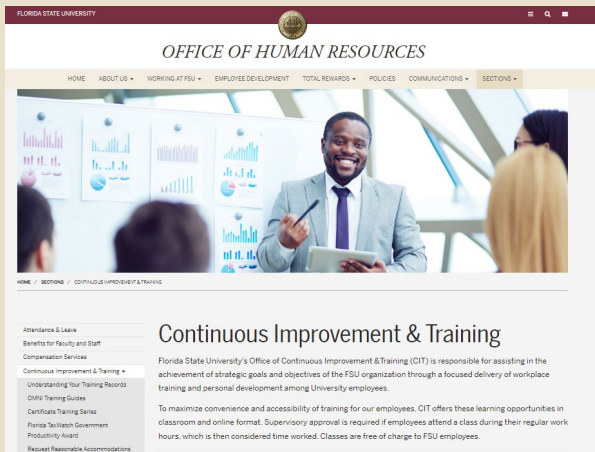
Learn more at [www.hr.fsu.edu/train](http://www.hr.fsu.edu/train)

# HR Department Rep Monthly Training

Visit [www.hr.fsu.edu/train](http://www.hr.fsu.edu/train)

Click the HR Department  
Rep Training icon

Browse the monthly  
training sessions available



# Training Monthly Newsletter The Mind Gym

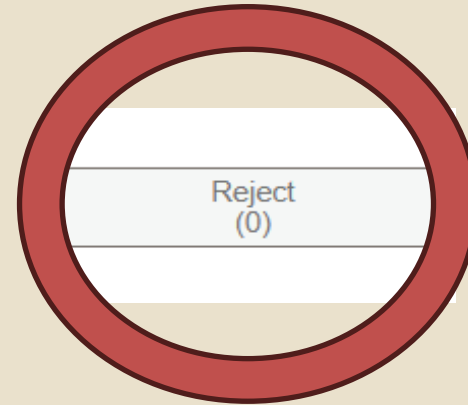
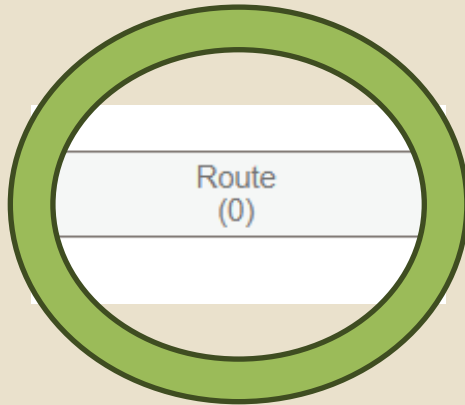
## Monthly Newsletter – The Mind Gym

Published monthly in the Announcements for Faculty and Staff and available at  
[www.hr.fsu.edu/train](http://www.hr.fsu.edu/train)



## Remember:

Only contact applicants in "Route" status. If you have questions, contact your assigned Recruiter.



## Courtesy Appointment Reminders

Courtesy Appointments use special, unpaid job codes. Ensure all appointments are submitted with the correct Courtesy Job Codes.

Don't forget to check My Tasks in onboarding!



## **Summer Mass Appointment Openings:**

- **Courtesy Mass Appointments March 19, 2025.**
- **Faculty Mass Appointments March 26, 2025.**
- **Graduate Assistant Mass Appointments March 31, 2025.**



## **New 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 job offers!*



# Navigating the Recruitment Market



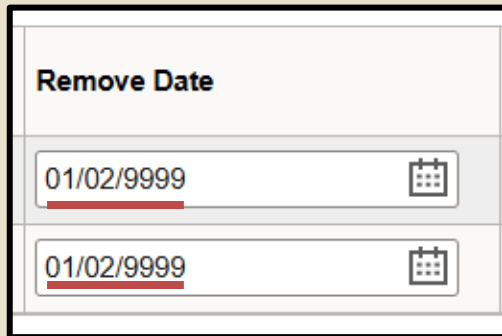
**Tip:** **Contingent** offer letters can be issued prior to the Onboarding process using the [templates](#) on the HR Website.

## Did you check for Veterans' Preference?





- Make sure you are reviewing the Screening & 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 Recruiter if you are having trouble reaching a candidate. Every reasonable attempt must be made, which includes a certified letter. Keep records!
- **Questions?** Contact HR Veteran Liaison, Lindsay Holzmacher at [veteran-jobs@fsu.edu](mailto:veteran-jobs@fsu.edu)

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



Remove Date

<u>01/02/9999</u>	
<u>01/02/9999</u>	



**Why?**

If a posting remains opened, applicants will continue to apply.

Departments must consider all qualified applicants who apply through the deadline.

This delays the hiring of your top candidate.

Contact your assigned [Recruiter](#) to close the posting!

# Interview Protocols: Staff Positions



Required number of interviews:

- **A&P** - at least **2** from the pool of Routed applicants.
- **USPS** - at least **3** from the pool of Routed applicants, *in addition to Veterans' Preference candidates.*

Ensure interview evaluations are entered **BEFORE** applicant disposition codes on those interviewed for Faculty & Staff job openings.



## Are you planning to advertise a position externally?



Contact your department's assigned [Recruiter](#) for requirements and resources when creating external advertisements for positions at the University.



**Summer Express Hiring Pools** have been created and are available for your summer appointments.

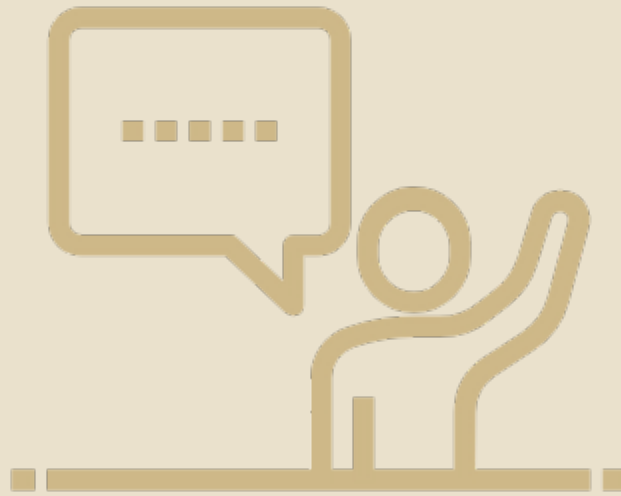
## Records Retention for Recruiting Efforts

Departments must keep all hiring documentation for **4 years**.  
This changes to **5 years** when hiring a foreign national.





# Have you reviewed the online self-paced Onboarding Portal Training?



[Register today](#) for course **BTSMTO**

# Did you know?

Department Representatives can check the status of onboarding: **myFSU > HR > NavBar > Menu > Onboarding > FSU Onboarding Landing Page > Invitation Console**

Invitation Console

Use Saved Search:

Empl ID: equal to

First Name: begins with

Last Name: begins with

Onboarding Process: equal to

Business Process Status: equal to

Invitation ID: equal to

Start Date: equal to

Applicant ID: equal to

Department: begins with

Invitation Type: equal to

[Advanced Search](#) [Save Search Criteria](#) [Delete Saved Search](#) [Personalize Search](#)

Quick Filter  Showing 1 to 2 of 2 Rows per page 10

Invitation ID	Name	Start Date	Invitation Status	View Process	View Historic Process(es)	Info and Actions
0000013475	Tom A Hawk	08/08/2020	Invitation Completed	<input type="button" value="View Process"/>	View Historic Process(es)	Info and Actions
0000012497	Tom A Hawk	08/07/2020	Invitation Terminated	View Process	View Historic Process(es)	Info and Actions

## Onboarding Reminders

Ensure start dates are two weeks out to allow time for the job offer, onboarding, and background check to be processed.

Please be mindful of [payroll deadlines!](#)



## Onboarding Reminders

Once a department receives the notification that an Onboarding Invitation has been launched:



- Have the candidate check spam and junk mail folders if they don't see the invitation in their inbox.
- Encourage them to log in and complete the onboarding process as soon as possible.

# Onboarding Reminders



- Check “My Tasks” regularly for action items, such as workflow approval and the supplemental docs step.
- 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.

# Onboarding Reminders

## My Tasks > Supplemental Documents (Admin)

**Supplemental Documents**

If this is an **original invitation** for the candidate, the following is **required** prior to hire:

- A legible copy of their signed social security card or application receipt
- A legible copy of their notarized Loyalty Oath form

If the candidate has not uploaded the above documents, but instead has provided a copy to the hiring department, please upload below on their behalf.

If this is an **additional invitation** for the candidate, social security card and loyalty oath are **not required**.

Additional supplemental documents required for the position should also be uploaded here. Refer to the Appointment Papers Matrix or the step-by-step Employment Checklists on the HR website to see a complete list of required documents and/or actions required based on classification. Candidates being hired into a Faculty position must provide original official transcripts to the hiring department. Transcripts uploaded on this page are not considered to meet the official requirement without proof of proper chain of custody.

**Note: If you haven't uploaded all required documents and must return to upload additional documents, please click, Save. If you are finished uploading all required documents or no documents are required, please click, Save and Submit.**

Candidate Documents

Document Type	Attached File
<input type="text"/>	<input type="text"/>
<input type="button" value="Upload"/>	<input type="button" value="View"/>

Department/HR Admin Documents

Document Type	Attached File
<input type="text"/>	<input type="text"/>
<input type="button" value="Upload"/>	<input type="button" value="View"/>
<input type="button" value="Add"/>	

<b>ALL NEW</b>	<ul style="list-style-type: none"><li>• Social Security Card/Receipt</li><li>• Notarized Loyalty Oath</li><li>• FGTRP Form(All salaried, some OPS)</li></ul>
<b>Salaried Hires &amp; GAs</b>	<ul style="list-style-type: none"><li>• Offer Letter</li></ul>
<b>USPS, A&amp;P, AEX,</b>	<ul style="list-style-type: none"><li>• Offer Letter</li><li>• Signed Contract (A&amp;P, AEX)</li></ul>
<b>Faculty</b>	<ul style="list-style-type: none"><li>• Offer Letter</li><li>• CV</li><li>• Reference Letters</li><li>• Official Transcripts</li></ul>
<b>Non-U.S. Citizens</b>	<ul style="list-style-type: none"><li>• Work Authorization Documents</li></ul>

Always click **“Save and Submit”** after reviewing, even if no documents are required, to submit the candidate to HR for review and approval.

## **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**.

# Personal Information Security



Utilize Noles File Transfer (NiFTy) when submitting Social Security Cards, work authorization documents, or any other documents with sensitive personal information.



## 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.

# I-9 Forms must be completed by the deadline!

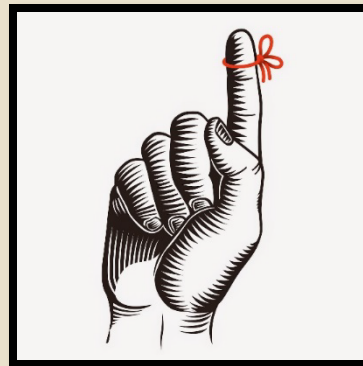
Section 1 – no later than their **first day of work** for pay.

Section 2 – no later than the **third business day** after the employee starts work for pay. This is a requirement to continue working.



## Don't forget:

- I-9 Forms are valid only when **original** documents are used.
- **Section 1** must be completed **by the employee**, not a University representative.



## When an employee separates, don't forget to update the Employment History in the Guardian Software.

On the Job Details page, click on the "Terminate Employee" button under "Employment History" and enter the correct termination date (employee's last day in pay status).



Date Hired	Date Terminated
04/02/2021	N/A

Terminate Employee

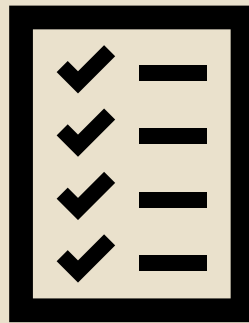
## International Hires without Social Security Numbers

- If the employee is in the U.S., they can apply online at [www.ssa.gov](http://www.ssa.gov) > Request number for the first time. An appointment will be scheduled at a local Social Security office.
- If the appointment is scheduled after the start date, HR will accept the appointment letter as a temporary receipt for Onboarding.

## International Hires without Social Security Numbers

- The appointment will only be **funded for 60 days**.
- The I-9 must be updated with the Social Security Number once the employee receives their Social Security Card and brings it to the department for verification.
- A copy of the signed card should be submitted to [hr-edmdocs@fsu.edu](mailto:hr-edmdocs@fsu.edu) via FSU NiFTy.

## Onboarding Reminders



- When hiring a candidate, review Job Data to check if they have active appointments. If so, communicate with the other department to determine if a Dual Comp is needed.
- Loyalty Oath should be 3 years old or less.

## Onboarding Reminders



- Utilize the collaboration comment box in Onboarding to request any changes in the appointment before it is processed to OMNI.
- A pPAF is required to be uploaded for any changes other than the hire date.



## OPS One Time Pay Express Pool

- HR has implemented a new One Time Pay Express hiring pool for the Onboarding portal in OMNI HR.
- For any questions or assistance, please contact the OTP email at [HR-OTP@fsu.edu](mailto:HR-OTP@fsu.edu)

Job Opening	Job ID	Status	Type	Recruiting Location
One Time Pay Express - Summer 2025	59683	Open	Standard Requisition	Tallahassee, FL

## Minimum Wage Reminders



Graduate Assistants: \$23.97

OPS: \$13.00

Plan Ahead! Effective September 30, 2025, the new minimum hourly rate will be \$14.00.

## **Graduate Assistant Appointment Reminder**

All fall 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.