



FLORIDA STATE UNIVERSITY  
OFFICE OF HUMAN RESOURCES

# HR Forum

## OMNI-HR System Upgrade

April 20, 2022

# Updates

## Office of the General Counsel

### **Staffing Updates**

- Immigration Attorney – Leslie Crosdale

## HR Updates

### Training & Organizational Development

#### **Staffing Updates**

- Director, Training & Organizational Development and Continuous Improvement – Michelle Baragona
- Instructional Designer, Training & Organizational Development – Emily Kennelly

## HR Updates

### EDM Special Projects

#### **Summer 2022 Mass Appointment Process is Complete**

- Use the Active Employees report in BI to confirm the results of the mass reappointment process. If corrections are needed, submit an ePAF to correct the appointment.

## HR Updates

### EDM Special Projects

#### **Courtesy Mass Appointment Verification Process**

- Use the query **FSU\_COURTESY\_BY\_DEPT** to identify and review current courtesy appointments with supervisors within your departments.
- Courtesy Mass appointment verification process will open for HR Dept Reps on May 9 - May 13, 2022.
- Department Managers will verify, approve, and save all courtesy appointment designations May 16 - May 20, 2022.
- Job Aid  
<https://hr.fsu.edu/sites/g/files/upcbnu2186/files/PDF/Publications/training/CourtesyMassAppointmentVerificationForm.pdf>
- Courtesy email [HR-Courtesydocs@fsu.edu](mailto:HR-Courtesydocs@fsu.edu).

# HR Updates

## Payroll

### Updated FICA Exemption Policy

- FSU's definition of full-time employment for purposes of the student FICA exemption is changing from 1 FTE to .75 FTE.
  - There is a phase-in period: For summer, a student employee with a combined FTE of  $\geq .76$  will be considered a full-time employee and will be subject to FICA effective with PPE May 12, 2022.
  - Starting with fall, an employee with a combined FTE of  $\geq .75$  will be considered a full-time employee and will be subject to FICA effective with PPE September 1, 2022.
  - The combined FTE includes all appointments with funding.

# HR Updates

## Equity, Diversity, and Inclusion

### EDI Dashboard

- EDI Dashboard - <https://diversity.fsu.edu/equity-diversity-inclusion-dashboard>
- The EDI Dashboard is part of our effort to encourage a campus community that celebrates our diversity, incorporates equity and inclusion in all we do, and fosters belonging. With a commitment to both transparency and accountability, the EDI Dashboard establishes a baseline and serves as a tool to:
  - Establish goals and track progress
  - Identify opportunities for growth while acknowledging challenges
  - Assess policies, practices, and procedures

## HR Updates

### Equity, Diversity, and Inclusion

#### **EDI Lunch & Learns**

- The EDI Office hosts a monthly online event featuring an academic department or administrative office.
- These Lunch & Learns are intended to provide information and access to university resources to foster a diverse, inclusive, and equitable campus community in alignment with the university's strategic plan.
- Lunch & Learns are open to all university faculty & staff.



# HR Updates

## Equity, Diversity, and Inclusion

### EDI Coffee Chats

- Coffee Chat, hosted by the HR-EDI Office, aims to build a more inclusive and interconnected community on campus and in the greater Tallahassee area. Separate from the EDI Lunch & Learn Series (intended to promote resources on campus that support underrepresented faculty, staff, and students), Coffee Chat is intended to foster relationships and build connections both across campus and the local area.
- Coffee Chat occurs on the first Friday of the month from 8:30 am EST – 9:00 am EST.
- Please visit the D&I webpage for schedules - <https://diversity.fsu.edu/>

# OMNI-HR System Upgrade

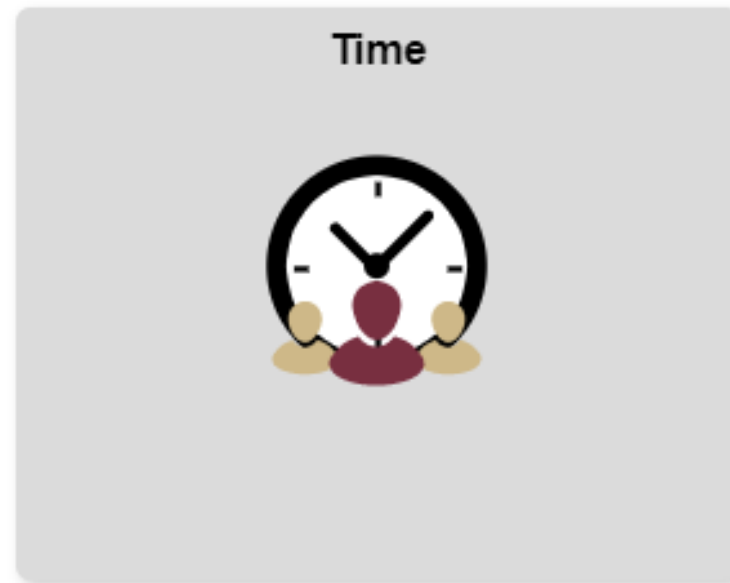
Christine Conley, *Sr. Associate Director*  
*Attendance & Leave/Employee Data Management*

# Agenda

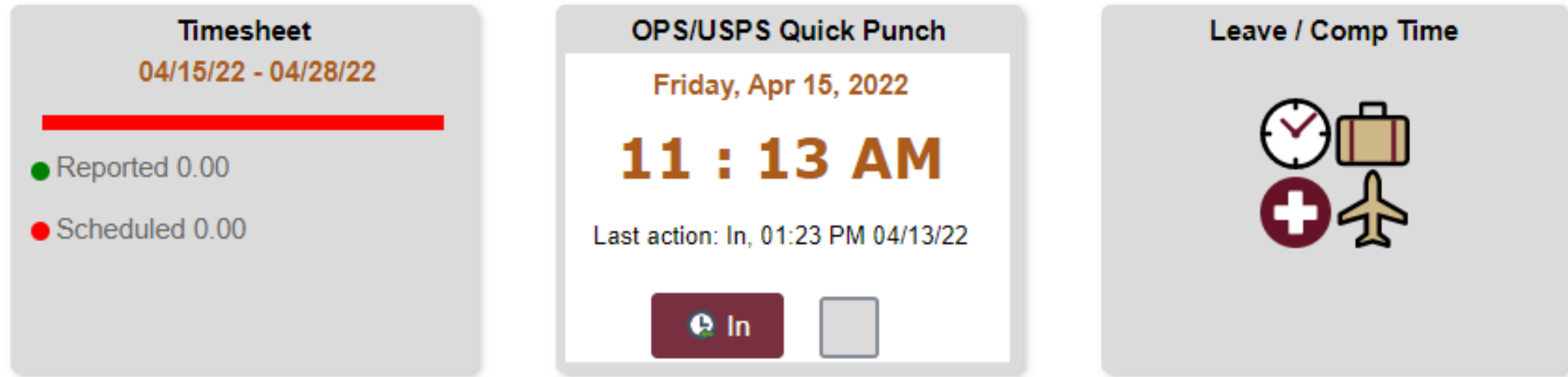
- Self-Service Time
- Manager Self-Service Team Time
- Department Time Management
- Manage Job (New Job Data)
- Electronic Additional Pay Form
- Paycheck Modeler

## Self-Service Time

Employees will navigate to the **Time** tile under Self-Service.



## Self-Service Time



- Timesheet - provides access to ALL employees to report hours worked and leave.
- OPS/USPS Quick Punch - a quick way for Punch employees to clock In/Out.
- Leave/Comp Time - Click into this tile for additional details on specific plan balances.

# Self-Service Time (Elapsed View)

Job Title  1

◀ 25 March - 31 March 2022 ▶ 2

Weekly  
Scheduled 40.00 | Reported 40 Hours

View Legend 3

*Time Reporting Code / Time Details	25-Friday	26-Saturday	27-Sunday	28-Monday	29-Tuesday	30-Wednesday	31-Thursday
<input type="text" value=""/> 4	Scheduled 8 Reported 8	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8
<input type="text" value=""/>	8.00			8.00	8.00	8.00	8.00
Comments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Toggle between multiple jobs.
- Navigate to previous or future workweeks.
- View Legend of Icons and color coding that may appear on Timesheet.
- Location to log Override Reason Code.

# Self-Service Time (Punch View)

Employee Self Service

Time

Timesheet  
04/01/22 - 04/14/22

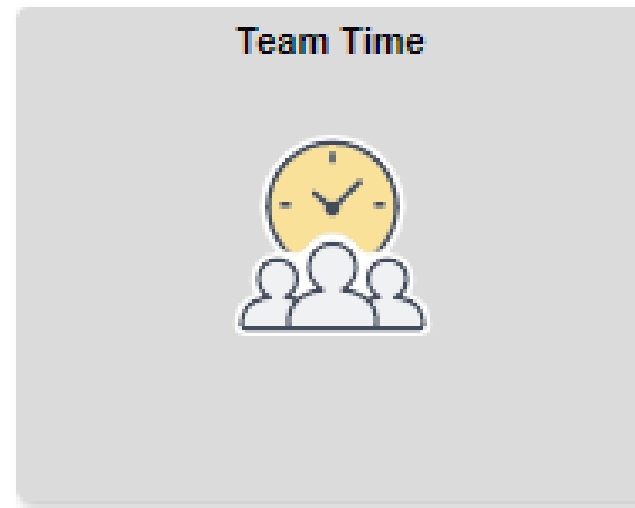
Reported 0.00  
Scheduled 0.00

OPS/USPS Quick Punch

Leave / Comp Time  
697.00  
Balance Hours

# Manager Self-Service

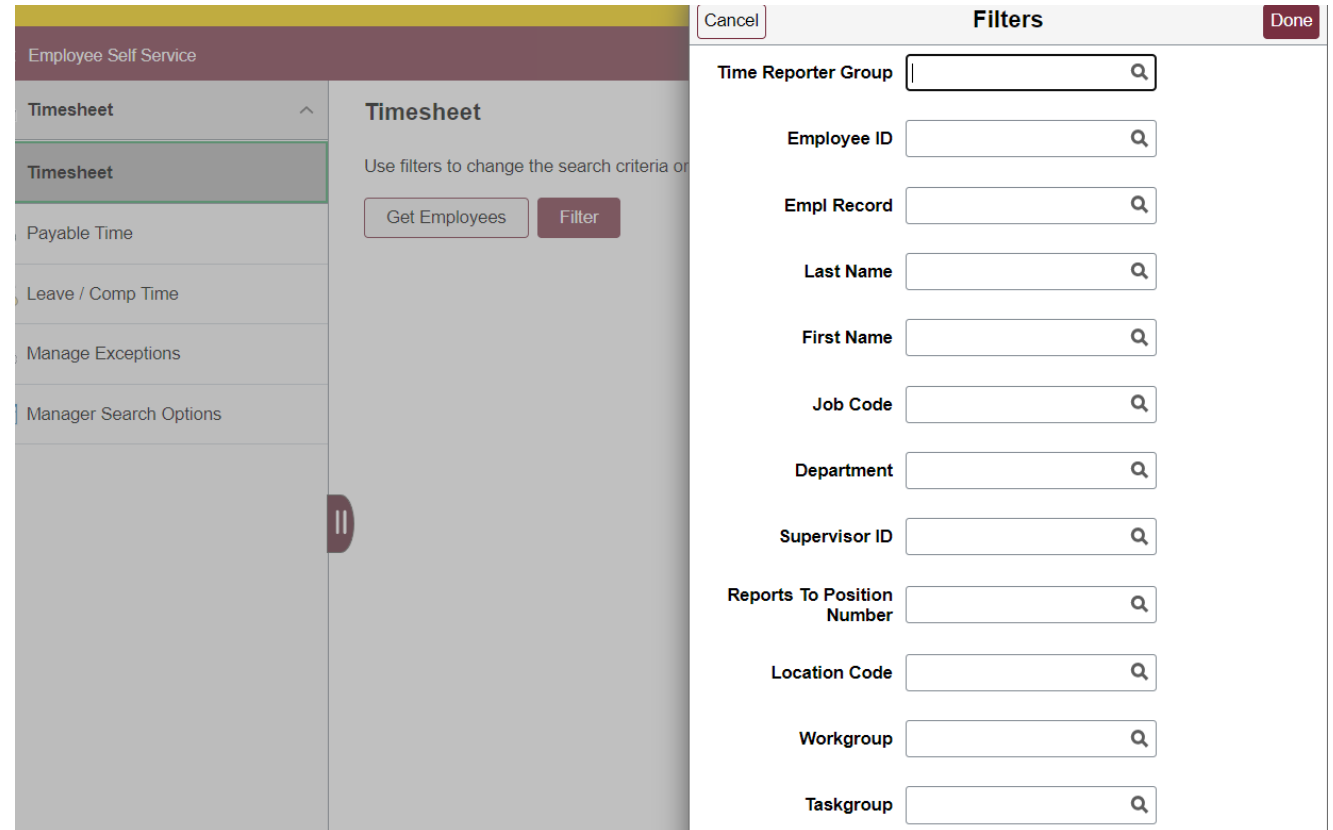
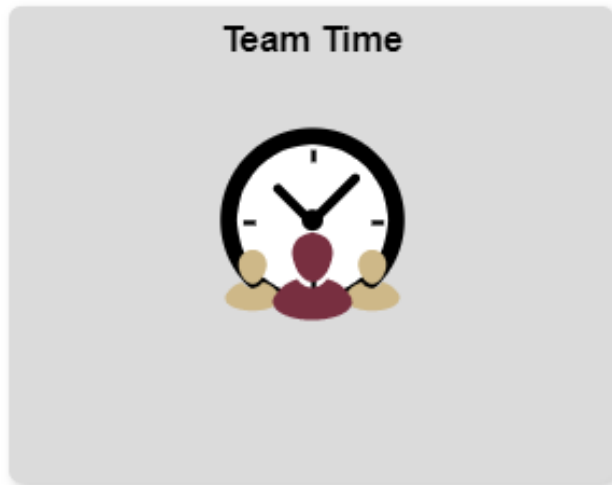
Approvers will navigate to the **Team Time** tile under Manager-Service.





# Manager Self-Service

Approvers will navigate to the **Team Time** tile under Manager-Service and Filter by **Time Reporter Group**.








# Manager Self-Service

## Approving Time

### Timesheet

Select Employee

Name/Title	Exceptions	Hours to be Approved
 Anderson, Jamie Health & Human Services Spec		
 Kim, Chloe Researcher		40.50
 McMorris, Mark Researcher		
 Shiffrin, Mikaela Asst Dir, Health & Human Svcs		40.00
 Vonn, Lindsey Researcher		43.00

Supervisors will need to approve from the timesheet for each employee who has hours pending approval.

# Manager Self-Service

## Manager Search Options

- ✦ Timesheet
- ✦ Payable Time
- ✦ Leave / Comp Time
- ✦ Manage Exceptions
- ✦ Manager Search Options

### Manager Search Options

#### Select Default Criteria and Options

Shaun White

**Loading of Matching Employees**

Auto Populate Results

Prompt for Results

**Default Criteria Presentation**

Show Criteria List Collapsed

Show Criteria List Expanded

Show Schedule Information

**Employee Selection Criteria** ⓘ

Description	Selection Criterion Value	Include in Criteria	*Include in List
Time Reporter Group	02476 <input type="text"/>	<input checked="" type="checkbox"/>	Do Not Include
Employee ID	<input type="text"/>	<input checked="" type="checkbox"/>	Include <input type="text" value="Include"/>
Empl Record	<input type="text"/>	<input checked="" type="checkbox"/>	Include <input type="text" value="Include"/>
Last Name	<input type="text"/>	<input checked="" type="checkbox"/>	Include
First Name	<input type="text"/>	<input checked="" type="checkbox"/>	Include
Job Code	<input type="text"/>	<input checked="" type="checkbox"/>	Include Code Only <input type="text" value="Include Code Only"/>
Department	<input type="text"/>	<input checked="" type="checkbox"/>	(Invalid Value) <input type="text" value="(Invalid Value)"/>
Supervisor ID	<input type="text"/>	<input checked="" type="checkbox"/>	Include Code and Description <input type="text" value="Include Code and Description"/>
Reports To Position Number	<input type="text"/>	<input checked="" type="checkbox"/>	Include Code Only <input type="text" value="Include Code Only"/>
Location Code	<input type="text"/>	<input checked="" type="checkbox"/>	Include Code Only <input type="text" value="Include Code Only"/>
Workgroup	<input type="text"/>	<input checked="" type="checkbox"/>	Include Code Only <input type="text" value="Include Code Only"/>
Taskgroup	<input type="text"/>	<input checked="" type="checkbox"/>	Include Code Only <input type="text" value="Include Code Only"/>

# Time Management

- Administrators with the role `FSU_HR_DEPARTMENT_USER` will have access to “classic” Time Management.
  - Department Administration > Attendance & Leave > Report Time
- This may be utilized by department representatives only to monitor pending approvals.
- Departments who utilize TCP should approve loaded time via Time Management.

# Manage Job (New Job Data)

- The new Manage Job tile replaces the Job Data page.
- Similar to Job Data, users can search “Manage Job” by Name or EMPLID to review employee records.

## Search Job Data

If you are searching by Department, you must first enter "FSU01" in the Business Unit field before entering the Dept ID or click the prompt search button (magnifying glass).

▼ Search Criteria

My Saved Searches

Empl ID	<input type="text" value="begins with"/>		Empl Record	<input "="" type="text" value="="/>	
Name	<input type="text" value="begins with"/>	<input type="text" value="FSU"/>	Last Name	<input type="text" value="begins with"/>	
Second Last Name	<input type="text" value="begins with"/>		HR Status	<input type="text" value="begins with"/>	<input type="text" value=""/>
Business Unit	<input type="text" value="begins with"/>	<input type="text" value=""/>	Department	<input type="text" value="begins with"/>	<input type="text" value=""/>

Include History

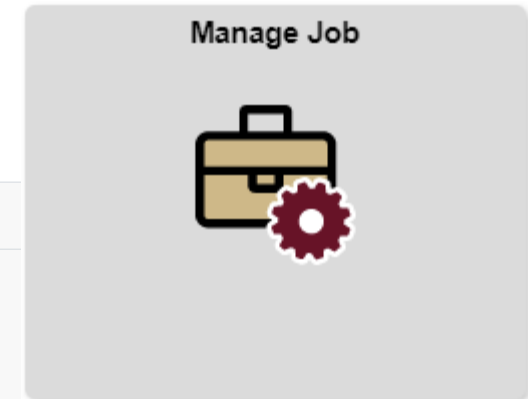
Basic Search

▼ Search Results

Name:FSU


Empl ID	Empl Record	Name	Middle Name	Department	Job Code	HR Status	Business Title
000114682	0	FSU HR		202000	4250	Active	Program Associate

1 row




## Manage Job (New Job Data)

- The Job Actions Summary Page provides an overview of an employee's job information.
- Full job information is accessed by clicking the action icon.

 FSU HR  
000114682 - 0 - Employee  
Program Associate

### Job Actions Summary

To view all job rows, access this page in Include History or Correct History mode (select access modes on the Search page)

Effective Date / Sequence	HR / Payroll Status / Job Indicator	Action / Reason	Last Updated By / Date	Job Code	Position	Reports To	Department	Pay Group	Employee Classification	Employee Type	Standard Hours	FTE	FLSA Status	Action Date	Action
02/15/2022 0	Active Active Primary Job	Hire New Hire	Abigail Lejeune 03/23/2022	4250 Program Associate	00056900 Program Associate	00057971 Sr Administrative Spec Rebecca Garside	202000 Med Academic Affairs	NLW NON-LAW/UEU/UNU	2 Probationary	E Exception Hourly	40.00	1.000000	Nonexempt	03/23/2022	

1 row



# Manage Job (New Job Data)

Full detailed job data information can be viewed by clicking into each section within the Manage Jobs page.



**FSU HR**  
000114682 - 0 - Employee  
Program Associate

**Effective Date** 02/15/2022  
**Sequence** 0

[Expand All](#)

- ▶ **Work Location**
- ▶ **Job Information**
- ▶ **Labor Information**
- ▶ **Salary and Compensation**
- ▶ **Payroll**
- ▶ **Employment Data**
- ▶ **Benefit Program**
- ▶ **FSU Mail & Admin Codes**

▼ **Job Information**

<b>Job Code</b> 4250 Program Associate	<b>Job Entry Date</b> 02/15/2022
<b>Supervisor Level</b>	<b>Supervisor ID</b>
<b>Reports To</b> 00057971 Sr Administrative Spec	<b>Reports To Manager</b> 000104756
<b>Regular/Temporary</b> Regular	<b>Full/Part</b> Full-Time
<b>Employee Class</b> Probation	<b>Officer Code</b> None
<b>Regular Shift</b> Not Applicable	<b>Shift Rate</b>
<b>Classified Ind</b> All	<b>Shift Factor</b>
<b>Duties Type</b>	

**Standard Hours**

<b>Standard Hours</b> 40.00	<b>Work Period</b> Weekly 52.2
<b>FTE</b> 1.000000	<b>Adds to FTE Actual Count?</b> Yes
<b>Encumbrance Override</b> No	

## Additional Pay Form

- Moving the 1x/Additional Pay to an electronic workflow-enabled format that is integrated with HR-OMNI to reduce keystroke errors and allow more efficient processing time.
- Navigation
  - Department Administration > Additional Pay Form
  - You can add a new form or search previously submitted forms from this page.



## Additional Pay Form Workflow

### Salaried Staff

- Originator
- HR/Comp-Class
- Department Manager
- VP Approver
- HR/Comp-Class

### Salaried Faculty

- Originator
- Department Manager
- VP Approver
- FDA/JNBUCHANAN
- HR/EDM

### OPS

- Originator
- Department Manager
- HR/EDM

### Additional Approvers

- SRA will be added for C&G Funded forms.
- Foundation will be added for Foundation Funded forms.

## Additional Pay Form Security

### FSU\_HR\_DEPARTMENT\_USER

- Needed for originators to enter and generate Additional/1xpays.

### FSU\_SS\_MANAGER

- In addition to being in the workflow, approvers must have this role to approve Additional/1xpays.

## Additional Pay Form (Required Fields)

- Earning Description: Select the earnings code that best describes the type of payment you are submitting.
- Pay Period Begin date: Enter the first day of the pay period when the payment is to be issued. The pay period end date is not required.
- Amount: Enter the amount to be paid per pay period.

## Additional Pay Form (Required Fields)

- Goal Amount: Enter the total amount to be paid. If the payment is a 1x payment, the goal amount should equal the amount.
- Comments: Provide justification and an explanation to support the payment request.
- VP Approver: User ID will be required for Salaried Addl/1xpayments.

## Additional Pay Form (Optional Fields)

- Pay Period End date: Should rarely be used. Recommend that goal amount in lieu of pay end date is utilized.
- Upload: Attach any supporting documents to the Addl/1xpayment action.
- Override Current Funding: Charges will default to the current funding outlined on the department budget table and displayed on the page. If a different funding source needs to be utilized, Override and enter the distribution percentage and fund number.

## Additional Pay Form Reminders

- Pay additives relative to an already established compensable appointment.
- Project based work where there is not a correlations of hours.
- Should not be utilized for appointments with a correlation of hours worked.

# Paycheck Modeler

## New Feature!

- Navigation: [Employee Self Service](#)>[Payroll and Compensation](#)>[Paycheck Modeler](#)
- Feature allows employees to project estimated changes to their paycheck by modifying current salary, benefit, and tax information.
- The feature will calculate the new estimated net pay.
- For multiple job record employees, the calculation will be per job record.

## Questions?

- We will now open the chat for questions.



# Thank You!

- Thank you for attending today's forum.
- Materials will be posted to the HR website next week.
  - <https://hr.fsu.edu/communications/departments-representative-resources/hr-forums>
- Still have questions?
  - Email Shelley Lopez at [s.lopez@fsu.edu](mailto:s.lopez@fsu.edu).