Fall 2021

Department Representative Meeting

October 27, 2021
Welcome!

Shelley Lopez
Program Director
HR Communications/Special Projects
Renisha Gibbs

Associate Vice President for Human Resources/F&A
Chief of Staff
Kyle Clark

Vice President for F&A
Foreign Influence Hiring Requirements

Robyn Blank
Chief Ethics & Compliance Officer
Agenda

• History (Why?)
• Scope (Who?)
• Requirements (What?)
• Timing (When?)
• Assignments (Where?)
• Process (How?)
Foreign Worker Screenings: Why?

• National Headlines (2019-2020)
  – Charles Lieber (Harvard)
  – Anming Hu (University of Tennessee-Knoxville)
  – Lin Yang (University of Florida)
  – Alan List (Moffitt Cancer Center)

• SB72 → s. 1012.977, F.S. (2020)
  – Investigative protocols and penalties for failure to disclose outside activities

• HB7017 → s. 1010.35, F.S. (2021)
  – New screening requirements
Foreign Worker Screenings: Who?

• Who is subject to screening?
  – Job Categories
    ▪ “Researchers” or those in “research-related support positions”
    ▪ Graduate and undergraduate students seeking employment
    ▪ Visiting researchers (paid or unpaid)
    ▪ See FSU Job Code listing
  – Citizenship
    ▪ Citizen of a foreign country
    ▪ NOT a permanent U.S. resident
    ▪ U.S. citizen BUT has an affiliation with an institution in a C of C or has at least a year of prior employment or training in a C of C
Foreign Worker Screenings: What?

- What does the statute require for screening?
  - Collection of documents
    - Resume and CV
    - Education and employment history
    - Publications list
    - Funding information
    - Non-university professional activities, including foreign affiliations
    - Passport
    - DS-160
  - Screening and verification
  - Reporting if denied due to a hit or red flag in screening process
  - In addition to any other required screening or background checks
Foreign Worker Screenings: When?

• Screening MUST be completed prior to an offer of employment.
  – Including requirements in job postings for research positions is required.
Foreign Worker Screenings: Where?

• Which office(s) is/are responsible for compliance?
  – Departments—Inclusion of requirements in job postings, submission of Export Control in RAMP, liaison with candidates, if desired
  – Office of Compliance and Ethics—Document collection and screening (in cooperation with the Office of Research Compliance), reporting (if required)
Foreign Worker Screenings: How?

• How does FSU perform screening and ensure compliance?
  – Use of RAMP EC
    ▪ Includes FGTRP form and screening via Visual Compliance by Office of Research Compliance
    ▪ Research Compliance adds OCE as ancillary reviewer
      • OCE can reach out directly to candidate to obtain documents or utilize department representative as liaison
    ▪ OCE completes ancillary review and indicates whether candidate is cleared or not cleared for state law purposes
Questions?

Robyn.blank@fsu.edu
Compliance@fsu.edu
850-644-5238
www.compliance.fsu.edu
CAMS Project

Angie Rowe
Associate Director
Office of Research
Agenda

• Project Overview & Timeline
• How to Access CAMS
• When to Use CAMS
• Questions & Feedback
• Project Resources
CAMS Benefits

• Automating COI processes and workflow
• Streamlining disclosure forms
• Eliminating redundant data input
• Early flagging and resolution of potential conflicts
• Tracking of compliance and improvement of response rates
• Integrates with RAMP Grants and RAMP IRB
What is changing?

- National and state regulatory landscapes re: outside activities and affiliations
- Move from paper forms to fully electronic system
- Policy updates
- Annual disclosure requirements (staff)
- Discontinued use of EDMS site
- Training opportunities on COI issues
- Better questions - Therefore, better answers
What is not changing?

• Research COI processes (remain in RAMP)
• Approvals at Department Chair and Dean levels
• General University principles on COI disclosure
• Full disclosure benefits all
• COI analysis is fairly applied and free from bias
• Form 1 Filing
• Outside activity is not a four-letter word
Discloser Categories

- Discloser groups assigned based on role with the University
- Includes faculty, researchers, and board members (including Board of Trustees)
- Disclosure questions align with your profile and whether you are performing research activities
Disclosure Types

• Equity
• Consulting or Other Professional Services
• Editorial Services
• Intellectual Property Rights
• Divestiture and Cash Pay-out
• Sponsored Travel
• Board Service
• Outside Employment
• Other Appointments
• Prizes and Honoraria
FLORIDA STATE UNIVERSITY
The Office of Human Resources

Project Timeline
How to Access CAMS

• Click on the CAMS hyperlink within an Outlook email notification
How to Access CAMS

• Log into the myFSU portal and click on the CAMS icon
• Type the CAMS website address in your browser: https://cams.fsu.edu
When to Use CAMS

• Researchers
  – Prompted to use CAMS in January 2022 based on research activities in RAMP Grants and RAMP IRB

• Non-Researchers
  – Staff disclose within CAMS in January 2022
  – Faculty disclose within CAMS in Fall 2022
Project Resources

• Project Contacts:
  – Robyn Blank, Chief Compliance and Ethics Officer, robyn.blank@fsu.edu
  – Angie Rowe, CAMS Project Manager, arrowe@fsu.edu

• CAMS Feedback & Support: cams@fsu.edu

• Website: https://compliance@fsu.edu
Faculty Credentialing

Jennifer Buchanan
Associate Vice President
Faculty Development & Advancement
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E_{\text{cell}} = (\Phi_{\text{Cu}^2+/Cu}) + (\Phi_{\text{Zn}^{2+}/Zn})
\]
\[
\phi_1 - \phi_2 = E_{\text{cell}}
\]

\[
\text{Energy} = q \times \text{Voltage}
\]
\[
J = C \times V
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\Delta G = -nFE
\]
• “Equation”
  – Assign faculty C.I.P. based on credentials
  – Ensure accuracy of course C.I.P.s
  – Match faculty and course C.I.P.s at 4 digits (out of 6 total)
  – Review and adjust mismatches
  – Report evidence of all instructor qualifications
Process

• Fall 2021
  – Kick off
  – Review and refine after-hire process and integrate with On-Base to allow for real-time access to view transcripts.

• Spring 2022
  – Adjust business process to allow for before-hire process.
Instructor Credentials System (ICS)

• Your department delegate role
  – Review each instructor profile to determine gaps (degree, alternative, CIP)
  – Strengthen profile by adding degrees, uploading alternative credentials
  – Work with chair/school director to determine faculty C.I.P.s and enter into ICS
  – Identify program directors, locations, primary mode of instruction
  – Creates permanent record of credentials
Postdoctoral Scholar Onboarding & Offboarding

Debra Fadool
Associate Dean & Director
Office of Postdoctoral Affairs
What is a Postdoctoral Scholar?

• An intense period of training following a doctorate whereby there is a close apprenticeship by an expert in a chosen field.

• Training purpose is to acquire the professional and technical skills needed to pursue a career path in academia, industry, government, or other high-demand organization.

• Goal is to achieve independence as an investigator, researcher, and/or instructor.

• Majority will become a faculty equivalent by the conclusion of their training interval.
What is the OPDA and what is its purpose?

• Central office to establish policies, coordinate opportunities, and guide postdoctoral training across campus.
• Director interfaces with the Postdoctoral Advisory Board and the Postdoctoral Association.
• Provides institutional resources for award programs, professional development, and training events.

http://opda.fsu.edu/
Intramural Awards and Career Development

• Postdoctoral Travel Awards (July 1 and Jan 1)
  – http://opda.fsu.edu/Resources/Postdoc-Travel-Awards

• Postdoctoral Extramural Grants Workshop and Intramural Award Program
  – http://opda.fsu.edu/Awards-and-Fellowships/FSU-Postdoc-Grants

• Postdoctoral Fall Symposium and Spring Career Workshop
  – http://opda.fsu.edu/Events-Workshops

• Postdoctoral NIH Training Grant Chemical Senses
  – http://opda.fsu.edu/Awards-and-Fellowships/NIH-FSU-Postdoctoral-Fellowships/NIH-Training-Grant-Postdoctoral-Appointments

• FSU Arts & Science Postdoctoral Teaching Fellows
Who decides postdoctoral policies?

• Postdoctoral Advisory Board
• Meets quarterly to recommend training and hiring policies to the Provost
• Composed of faculty, postdoctoral officers, members of the Provost and VP for Research offices, the Director of Postdoctoral Affairs, Human Resources, and the Dean of the Graduate School
• Current Board = Mark Riley, Debra Fadool, Laurel Fulkerson, Renisha Gibbs, Kay Jones, Tim Megraw, Richard Nowakowski, Shannon Montgomery, Nuria Gutierrez, Kari Roberts, Wei Yang, Munir Humayun, Rebecca Peterson, Christine Conley, and Jeanette Taylor.
Who do you go to in your department concerning postdoctoral questions?

• Each department or campus program has a Postdoctoral Coordinator or Director that is listed at the OPDA.
• [http://opda.fsu.edu/About-Us/Contact-Us](http://opda.fsu.edu/About-Us/Contact-Us)
• Help us keep this up to date!
• There are also lead postdocs in every unit that are active members of the PDA that can help junior postdocs
What is the Postdoctoral Association (PDA)?
Postdoctoral Governing Groups and Communication

• Postdoctoral Association (PDA)
  – http://opda.fsu.edu/About-Us/FSU-PDA

• National Postdoctoral Association – free membership
  – http://opda.fsu.edu/Versatile-PhD-and-NPA/NPA-Affiliate-Membership

• FSU Postdoctoral Listserv
  – https://lists.fsu.edu/mailman/listinfo/postdoc-careerprog

• Weekly Digest
  – http://opda.fsu.edu/Newsletter/Weekly-Digest-Archive
Is there a handbook for Postdoctoral Scholars?

• Four-year duration for the appointment
• Extension of appointment under special considerations by the Provost and OPDA
• Must work under the supervision of an advisor to obtain substantial advanced career training including research, scholarship, teaching, or a combination
• Must be provided a letter of hire using templates available at the OPDA with final approval by HR and OPDA
• Must demonstrate English competency as established by a variety of optional metrics if supported on a J1 Visa
• Must be hired at the minimum salary of $47,658.
What are the current hiring policies?

• FSU Scholar Definition
  – Within 5 years of a PhD
  – Temporary training of 4 years
  – Supervision by a mentor

• Access to other standard OPS/Staff Benefits

• Annual Review (July 15) and IDP

• Minimum Salary - $47,658
  – Beginning November 18, 2016
  – Bridge funding program
  – August 1, 2016 – budgeting of all new proposals
New Policies for Postdoctoral Scholars?

• Postdocs are encouraged to publish scholarly work with their advisor during the period of their training
• Postdocs are encouraged to seek independent funding for their research and creativity under the guidance of their advisor
• Can use continuation letter when arranging for years of training beyond the first contracted hiring period.
• There is a paid time off (PTO) that can be applied to vacation, sick leave, or paternity leave accrued at the rate of 4 hours per pay period or 13 days a year.
• The Annual review (two way) and completion of an Individual Development Plan (IDP)
Approved Personal Leave Policy

• PTO = Paid Time Off
• Can be applied to sick, vacation, parental leave
• Will accrue 4 hours per 2 week pay period (= 13 days/year)
• Can roll over to the next funding year on a similar project but cannot retain more than 104 hours (or 13 days)
• Must have prearrangement with supervisor/mentor and any permissions from their funding agency or VISA requirements
Approved Personal Leave Policy

• Also allowed University Recognized Federal Holidays and any days in which the University President specifies the campus is closed ("season days", hurricane, campus emergency)
• Can switch PTO if experimental demands require presence on a holiday or campus closure
• Family Medical Leave Act (FMLA) – 12 Unpaid work weeks
• Tracking is performed by HR
• No terminal leave is permitted when separated from FSU
How are Postdoctoral Scholars Classified?

• **Postdoctoral Scholar** = Regular FSU employee working more than 30 hours/week is covered under the Affordable Care Act. This type of scholar is typically paid by FSU or a grant administered by FSU.
  – Access to faculty insurance plan options

• **Postdoctoral Courtesy Appointment** = Non-faculty visitor at FSU who is not paid by FSU but rather home country, institution, or another program. This classification also comprises scholars appointed on NIH training grants.
  – Access to wellness center and student insurance plans
How are Postdoctoral Scholars Classified?

• Both Classifications receive the following additional benefits
  – Seminole Savings
  – Florida Prepaid College Tuition
  – Bencor Retirement
  – 12-week Family Leave Policy (without pay)
  – Postdoc Meal Plan
  – Access to FSU Childcare
Minimum Salary Requirement

• Must be compensated $47,658 minimally. Part-time training is highly discouraged.

• Can be adjusted, commensurate with technical experience or abilities, and in keeping with the funding agency providing the grant contract – NIH or NSF, for example.

• Can be adjusted annually (raise) or some investigators may not have the ability to increase their salary depending upon the restrictions of the federal grant contract or funding program.
### Current NIH Pay Scale

<table>
<thead>
<tr>
<th>Years of Relevant Postdoctoral Experience</th>
<th>Stipend for FY 2021 / Monthly Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>$53,760 / $4,480</td>
</tr>
<tr>
<td>1</td>
<td>$54,144 / $4,512</td>
</tr>
<tr>
<td>2</td>
<td>$54,540 / $4,545</td>
</tr>
<tr>
<td>3</td>
<td>$56,712 / $4,726</td>
</tr>
<tr>
<td>4</td>
<td>$58,608 / $4,884</td>
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<tr>
<td>5</td>
<td>$60,780 / $5,065</td>
</tr>
<tr>
<td>6</td>
<td>$63,036 / $5,253</td>
</tr>
<tr>
<td>7 or more</td>
<td>$65,292 / $5,441</td>
</tr>
</tbody>
</table>

Contact

• Please reach out with any questions.
• Monday afternoons and Wednesdays – Westcott 314

Debra Ann Fadool (Debi)
dfadool@bio.fsu.edu
opda-info.fsu.edu
http://www.opda.fsu.edu
Immigration Updates

E. Tanya Schaad

SEVIS Data Manager

Center for Global Engagement
SSN Processing

• Be sure that the SSN letter for F-1 students is on your department’s letterhead.
  – Provide a pdf version to the student (not Docusign)
  – Student needs to submit the form through Nole Start for CGE’s signature.

• Students in J-1 status need written authorization from their sponsor every year regardless of the DS-2019 dates.
  – FSU sponsored students submit a work authorization request through Nole Start.
  – Fulbright students submit requests through IIE, LASPAU, or Amideast.
SSN Processing Continued

• Social Security Administration not accepting walk-ins.
• Alternate COVID-19 procedures:
  – Employee without an SSN must call (866)-248-2088 to provide contact information.
  – Usually in 2-4 weeks, SSA will call back to arrange an appointment time 1-2 weeks out.
  – Employee needs to have voicemail set up on their phone.
  – In the meantime, the employee can be onboarded.
Visa & Travel Delays

• Many U.S. Consulates are Open!
  – But not all
  – Some take emergency appointments only
  – Some have appointments available 6 months from now

• COVID travel bans will likely be lifted next month!
  – Likely will be replaced by a vaccination requirement for entry
  – Not all countries have readily available vaccines for all citizens
  – Negative COVID tests will likely still be a requirement
Plan as Early as Possible

• If you are planning to hire a postdoc who is outside the U.S., the anticipated start date should be at least 90 days out. Inside the U.S., depends on their authorization.
• If you are planning to hire for another type of position, the anticipated start date should be 4-6 months out.
• General Counsel has hired a new attorney, Leslie Crosdale, for processing H-1B petitions and PR case. She will begin in November.
Nole Start is Here!

- Department Representatives, Graduate Coordinators, and Faculty can request access (if they do not already have it).

- Nole Start is at https://istart.fsu.edu

- Log in with FSUID and password. If not found, there is a process to request access.
Nole Start Forms Available

- University Funding Form
- J1 Scholar Request
- Add New Person for J1 Scholars
Current CGE Contacts

• F-1 Students
  – (A-H) Betty Jensen – bjensen@fsu.edu
  – (I-O) Angelique Stevens – apstevens@fsu.edu
  – (P-Z) Jared Tirone – jmtirone@fsu.edu
  – Incoming students – CGE-NewStudents@fsu.edu

• J-1 Students
  – Degree-seeking – Jared Tirone – jmtirone@fsu.edu
  – Short-term exchange – Betty Jensen – bjensen@fsu.edu

• J-1 Scholars (not enrolled students)
  – Angelique Stevens – apstevens@fsu.edu
OMNI HR Projects

Julie Eberhardt

*IT Project Manager*

*ITS PMO Office*
Executive Summary

- Purpose
- Overview
- Governance and Resources
- Timeline
- Highlights (new functionality and features)
We are required to stay current on supported levels for OMNI HR application and tools.

Currently on PeopleSoft Image 32, and this will bring the level to latest release (Image 40) expected to be released on October 18, 2021.

It is critical to remain up-to-date with the latest version of PeopleSoft as it is very costly to bring an out-of-date ERP system up to date. It also creates compatibility issues with other systems.

This upgrade also includes new functionality that can be leveraged by the ERP home departments that they may have been seeking or waiting on to become available such as new FLUID pages.
Project Overview

• Upgrade the OMNI HR system to PeopleTools 8.59 (approx. 40 Tools)
  – Navigation (breadcrumbs)
  – Query Manager and Viewer
  – Process Scheduler and Monitor

• Apply PeopleSoft Images 33 – 40 utilizing PeopleSoft Update Manager (application)
  – Bug Files
  – New Functionality (FLUID pages)
  – Enhancement Features (Mobile Pages)
  – Regulatory Changes
Governance Resources

- Project Resources (12 areas)
  - Business Analysts
    - Business Application Services (HR and Financials)
    - Student Application Services (Campus Solutions)
  - PeopleSoft Development
  - PeopleSoft Administration
  - Database Administration
  - Project Management Office
  - Data & Analytics
  - Imaging
  - Home Office (HR / Payroll / Department Representatives)
## Project Timeline

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
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<tbody>
<tr>
<td>Project Overall</td>
<td>10/11/21 – 4/30/22</td>
</tr>
<tr>
<td>Project Steering Committee Meeting</td>
<td>10/18/21 (3 to 4 planned meetings)</td>
</tr>
<tr>
<td>Project Team Working Sessions</td>
<td>10/8/21 (continuing weekly)</td>
</tr>
<tr>
<td>User Acceptance Testing - Home Office Testing for OMNI HR and Mobile Apps</td>
<td>2/21/22 – 4/19/22</td>
</tr>
<tr>
<td>Training on new functionality and enhancement features</td>
<td>2/21/22 – 4/19/22 (TBD)</td>
</tr>
<tr>
<td>Project migration to production</td>
<td>4/23/22</td>
</tr>
<tr>
<td>Project closing</td>
<td>4/30/22</td>
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</tbody>
</table>
Project Highlights

• New FLUID Pages
  – Timesheets for Time & Labor
  – Job Data
  – Position Data

• Navigation Changes
  – Breadcrumbs returning
  – NavBar: Menu – items listed are alphabetical
  – New left side navigation pane – Favorites and Recently Visited
  – Home pages appear on upper left instead of middle
Thank you for supporting this project effort!

Julie Eberhardt
ITS PMO Office
jeber@fsu.edu
850.645-9788

Kim Grant
Business Application Services (HR)
Kimberly.grant@fsu.edu
850.645-1807

Jen Swain
Director, Student Application Services and Interim Director, Business Application Services
J.Swain@fsu.edu
850.645.1813
Payroll Services

Evelynn Steffen
Senior NRA Specialist
Payroll Services
Non-US Citizens Working Overseas

• Employees:
  – Submit a Work Abroad Acknowledgement Statement to HR.
  – Enter hours worked overseas on timesheet using OVSEA.

• Students receiving scholarships:
  – Notify CTL-Payroll-Tax@admin.fsu.edu if the student is taking classes remotely overseas

• Independent Contractors (IPC)
  – Notify CTL-Payroll-Tax@admin.fsu.edu if the IPC is performing services overseas before submitting request for payment.
Year End Reminders

• Club Usage Logs
  – Departments that provide club memberships to employees must submit completed and signed logs to Payroll Services by November 15, 2021.
    ▪ Logs should be completed for the period of November 1, 2020, through October 31, 2021.

• Taxable Fringe Benefit Guide
  – For detailed information on employee taxable fringe benefits, please refer to the university’s “Taxable Fringe Benefit Guide” located on the FSU Controller’s website.
Year End Reminders

• W-2 Forms - Electronic
  – Employees that have not consented to receive their W-2 forms online can make their election in OMNI-HR at any time.
  – Anyone that consents to the electronic form will have access to their 2021 W-2 form as soon as they are made available to campus in early January.
Year End Reminders

• W-2 Forms - Paper
  – Employees that do not consent to the electronic format will be mailed a W-2 form by January 31, 2022.
  – Please remind employees to review and update their mailing address in OMNI before January 1, 2022, so there is no delay in the delivery of their paper W-2 by the United States Postal Service.
  – W-2 reprints for 2021 will not start until February 15, 2022; therefore, accurate addresses are important.
Free Microsoft Training & ITS Updates

Megan Del Debbio
Marketing Communications Manager
Information Technology Services
Details

• New training program offers free, weekly sessions on a variety of Microsoft programs

• Available to FSU students, faculty and staff
Upcoming Training

Tuesdays at 11AM or 3PM ET

Microsoft Cloud Storage: OneDrive for Business and SharePoint Online Level 100
November 2 | 11 AM ET

Microsoft SharePoint Online Level 100
November 9 | 11AM ET

Microsoft SharePoint Online Level 200
November 16 | 11AM ET

Microsoft Excel Level 100
November 23 | 11AM ET
More Details

Full training calendar and descriptions available on the ITS website

its.fsu.edu/microsoft-training
FSU Wi-Fi

• Discontinuing use of FSUGuest for students, faculty and staff on December 15, 2021.
• Instead, FSU users encouraged to use FSUSecure.
• Campus guests may continue to use FSUGuest by registering a cellphone number.
FSUSecure

- Encrypted, internal network
- Single sign-on with FSUID and password
- Remembers sign-in information to automatically connect when in range
- Streamlines reporting and troubleshooting for ITS
Make the transition from FSUGuest to FSUSecure today!
Password Resets

• Resetting FSU password now optional
• Password resets no longer required every six months
• Only required to reset password if account may have been compromised
Essential Piece Award

Renisha Gibbs

Associate Vice President for Human Resources/F&A Chief of Staff
Essential Piece Award

• “She is very responsive with emails and seems to really care about helping employees in her department.”

• “She is proactive and asks questions about policies and timekeeping to stay ahead of payroll deadlines.”

• “On payroll Friday’s, I can count on her being available early in the morning to assist with Timeclock plus time entry.”
Diana Calabro

Fall 2021 Outstanding Department Representative and Essential Piece Award Winner
Compensation Updates

Shelley McLaughlin
Sr. Associate Director
Employment & Recruitment and Compensation Services
Compensation Topics

• Compensation Study Update
• University Employee Bonus Plan
• University Recruiting and Retention Challenges
Staff Compensation Study

• Project Objectives
  – Through review of 5,400 position descriptions (Executive Service, A&P, and USPS positions) within 285 unique job codes, the desired outcomes are:
    • Defined classification levels
    • Defined career paths
    • Competitive market assessment
    • Contemporary, competitive, and equitable salary structure
    • Pay administration guidelines
    • A clear implementation and comprehensive communications plan
Staff Compensation Study

• Project Updates
  – Refined job families and developed consistent titling and leveling guidelines
  – Developed new pay administration guidelines
  – Matched 186 classifications to market surveys and finalized the market assessment and variance analysis
  – Drafted 45+ new classification titles
  – Created a proposal for a new pay band structure
## Project Approach and Timing

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<tbody>
<tr>
<td>• Met with approximately ten stakeholder groups on-site</td>
<td>• Drafted compensation philosophy</td>
<td>• Refined job families</td>
<td>• Matched 186 out of 285 existing job classifications to market surveys</td>
<td>• Designed market aligned salary structure</td>
<td>• Develop implementation &amp; communications plan</td>
</tr>
<tr>
<td>• Summarized key discussion themes to guide remaining work</td>
<td>• Validated peer groups and comparison markets</td>
<td>• Developed consistent titling guidelines and leveling criteria</td>
<td>• Finalized market assessment results and variance analysis</td>
<td>• Finalizing structure design and Pay Administration Guidelines</td>
<td>• Develop train-the-trainer and roll-out materials</td>
</tr>
<tr>
<td></td>
<td>• Drafted pay administration guidelines</td>
<td>• Segal reviewed approx. 2,200 positions within 101 classifications. FSU mapped remaining 3,200 positions</td>
<td>• Identified approx. 45 new classifications (impact of 322 positions)</td>
<td>• Flagged another 295 positions for potential reclassification to an existing FSU classification</td>
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University Employee Bonus Plan

• FL Senate Bill 52
  – Section 1012.978, F.S., effective 7/1/21
  – Authorizes a University Board of Trustees (BOT) to implement an employee bonus program to recognize individual work performance or recruitment and retention, subject to approval by the Board of Governors (BOG).
  – Unable to process bonus requests, including sign-on bonuses, until we receive authorization.
  – FSU Policy reviewed by BOT; awaiting BOG Regulation 9.015
University Retention Challenges

• National labor market is experiencing significant shifts
• FSU is seeing similar trends
• Encouraging departments to address critical retention needs
• HR is available to assist -
  – Tools to illustrate the total value of FSU employment
  – Review staffing plans, org structures, PDs, and market data
Recruitment in a Challenging Market

Amy Espinosa
Assistant Director
Employment & Recruitment Services
What’s Going On?

• National market shifts are impacting FSU too.
  – Increase in available opportunities
  – Decrease in the number of applicants
  – Turnover
Practical Approaches

• Highlight your job opening in a competitive market
  – Where possible, include starting salary “to negotiable based on education and experience” versus advertising a specific range.
  – Explore using the option “Open Until Filled” for Faculty and A&P job openings.
  – Consider adding a statement that details what a typical day in the job is like and what your ideal candidate can bring to the table.
  – Information to attract prospective employees and our total rewards package.
Practical Approaches

• Increase Your Applicant Pool
  – Extend your reach!
  – Consider using listservs/mailing lists in the field
  – Network with professional associations and contacts with other FSU Colleges/units aligned to the role
  – Referrals & Nominations
Practical Approaches

• Increase Your Applicant Pool
  – Advertise Externally
    ▪ Refer to External Advertising Guidelines and the list of sources HR advertises with by default.
  – FSU pays for all jobs to post with Inside Higher ED and Insight into Diversity
    ▪ In the past year, FSU has also added LinkedIn!
    ▪ Diversity network feature that showcases FSU jobs on 20 different national sites
Practical Approaches

• Keep Candidates Engaged in the Process
  – Review applicants as they are routed for consideration
  – HR can screen/route as needed
  – Don’t hesitate to schedule interviews
  – Keep your top candidates engaged in the conversation as you move through the process
    ▪ Express your continued interest, process, and timetable regularly.
    ▪ If there’s a need to issue a contingent job offer, partner with your assigned recruiter for options.
  – Leverage the available recruiting incentives for applicable positions
Practical Approaches

• Explore Options for Flexibility
  – Some industries are offering remote work
  – Compensation can review if positions are eligible for remote work
  – If your department is participating in the Alternate Work Location Arrangement Pilot Program and the position is eligible, discuss this option during your interview with candidates.
  – FSU continues to evaluate remote and telework options
HR is Available to Assist!

Please contact your department’s assigned Recruiter for additional support.
2022 Spring GA Mass Appointment Process

Alyssa Weiskopf
HR Specialist
EDM Special Projects
2022 Spring GA Mass Appointment Process

• Opened to Department Reps Monday, October 25
  – Updates
  – Job Aid
  – Schedule

• Questions?
  – Email: aweiskopf@fsu.edu
  – Phone: 644-6846
Graduate Assistant Mass Appointment Schedule

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<th>Oct. 25 – Nov. 1</th>
<th>Nov. 2 – Nov. 9</th>
<th>Nov. 10 – Nov. 17</th>
<th>Nov. 18 – Nov. 19</th>
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- Graduate Assistant Mass Appointments opens to **Department Representative** (Originator) for entry.
- Open for **Department Manager** approval for all Graduate Assistant reappointments.
- Add Comments if changes need to be made.
- Open for **Department Representative** (Originator) to review and update any changes per Manager.
- Open for **Department Manager** to approve Final Changes.
- File is loaded in OMNI HR on November 30, 2021.
- Run queries and update any discrepancies.
Question & Answer

The chat is now open for questions.
Closing Remarks

Shelley Lopez

Program Director

HR Communications/Special Projects
Thank You!