HR Department Representative
Certificate Series

Required Courses

To receive credit for this series, complete the 11 courses listed below and submit the certificate series completion form to HR Training & Organizational Development.

Attendance and Leave Policies and Procedures

This course covers FSU's attendance and leave policies, including employee classifications, leave types and accruals, reporting procedures, termination responsibilties, and an introduction to faculty leave.

eTime for Dept Reps & Supervisors

This course focuses on time reporting in HR OMNI across various employee classifications. It provides a general overview of Attendance & Leave policies and covers key payroll processes to help department representatives and supervisors effectively navigate the payroll cycle.

Criminal History Check Process

This course covers when background checks are required, how to request them, the review process, and relevant statutes.

Family Medical Act of 1993

This course provides an overview of the Family and Medical Leave Act (FMLA) of 1993 and offers strategies for effectively managing employees on FMLA leave.

Search Committee Training

This course provides key training on FSU's faculty and staff hiring processes, including recruitment, compliance, interviewing, and onboarding. Complete either the *Faculty Search* or *Staff Hiring Committee* course.

Form I-9, Guardian, and E-Verify

This course provides an in-depth examination of the I-9 Process, including how to properly complete the I-9 Form, navigate the Guardian software, complete an E-Verify case, and approach an I-9 Audit.

The Nole eRecruit Experience

Learn how to successfully navigate and manage the OMNI recruiting module for advertised faculty, staff, and OPS hires from job opening through job offer.

The OPS Hiring Express

Take a ride on the OPS Hiring Express and learn how to appoint candidates via the OPS Express, GA Express, and Faculty OPS Express processes.

Records: What to Keep & What to Throw Away

This course covers the laws and best practices for managing public and electronic records in compliance with Florida's Public Records Law.

Onboarding Portal Training

Learn how to process and track candidates in the FSU Onboarding portal, offering a detailed overview of the candidate experience and required departmental actions.

Workers Compensation

This course provides an overview of FSU's Workers' Compensation Program, including how to report injuries, track leave time, and manage roles and responsibilities during a work-related incident.

HR Department Representative

To receive credit for this training series, please complete the required fields below and submit this form to training@fsu.edu. To access course completion dates, please review your HR Training Summary.

Name: _____   Date: _____

Email: _____   Employee ID: _____

Course Number	Course Name	Date Completed
COCHB1	Criminal History Check Process	
COAL01 (Remote Instruction) **COALO (Online Course)**	Attendance and Leave Policies/Procedures	
BTTL01 (Remote Instruction) **BTTL0 (Online course)**	eTime for Department Representatives and Supervisors	
COI92	Form I-9, Guardian, and E-Verify	
COFMAL1 (Remote Instruction) **COFMLO (Online Course)**	Family Medical Leave Act of 1993	
BTREC1	The NOLE eRecruit Experience	
LSPETO	Records - What to Keep and What to Throw Away	
BTSMT0 (Online Course)	Onboarding Portal Training	
COFST1 (Faculty Search) **COSST1 (Staff Hiring Committee)**	Search Committee Training *(Pick One: Faculty or Staff)*	
COWC01	Workers Compensation Program Training	
BTREC2	The OPS Hiring Express	

Questions? Contact Training & Organizational Development; training@fsu.edu or (850) 644-8724