Courtesy Onboarding Walk Through: Internal Candidate Perspective

This guide will detail the steps internal Courtesy Appointment candidates will take in order to complete their Courtesy onboarding process.

Courtesy Candidate Receives Invitation

STEP 1: Locate the email from FSUonboarding@fsu.edu. Please note, this email may be sorted in your junk or spam folder. If you do not receive this email, please contact your department representative.

- Students, rehires, and current employees will receive an invitation instructing them to log into my.fsu.edu to complete the process.
  - OMNI HR＞Employee Self Service＞ and select the Onboarding Tile.
  - NOTE: Only internal candidates that have their affiliation established in their courtesy job offer will receive the internal email. Please contact your department representative to ensure they have your correct EMPLID and FSUID.
STEP 2: Complete Onboarding Paperwork

**NOTE:** The Onboarding Portal will take you directly into your paperwork.

Complete the Electronic Disclosure page by attesting the information you are providing is true & complete. Please understand that your e-signature is legally binding.

Electronic Disclosure

Please read the following statement carefully.

By entering information included in this electronic onboarding process, I attest that the information provided and any accompanying documentation is true and complete. I understand that any false or misleading information or omissions may disqualify me from a position or employment with Florida State University and may be grounds for disciplinary action, up to and including dismissal, even if discovered at a later date.

I understand that electronic signatures are legally binding. I acknowledge that my electronic signature indicates I have accurately completed the form to the best of my knowledge and reviewed the information, including electronically accessing and reviewing the information contained therein.

I consent to the release of any information gathered during this onboarding process as appropriate to Florida State University Human Resources with the understanding that any information entered and included with this process will be used for employee records at Florida State University.

*DO NOT E-SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT.*

☐ I understand the terms above, and give my consent to use electronic signatures for my onboarding.

[Electronically Sign]
STEP 3: Complete the Job Offer page by reviewing the appointment details and start date. Click the “Electronic Acknowledgement” button to proceed.
**STEP 4:** Review and Confirm your personnel data. The information preexisting in your OMNI profile will automatically populate. Please review and update the information as necessary.

**Step 5:** Click **Save** to proceed.
STEP 6: Complete the Education Page – select your Highest Education level (if the data does not automatically populate), and confirm Degree, major, and effective date data.

NOTE: Any data that does not populate is not currently in your OMNI file. Please update these fields as necessary.

Only the information shown below is required – all other information is optional. The required data includes degree, major, and effective date.

Step 7: Click Save to proceed.
STEP 8: Complete the Self Disclosure Questions - Disclosure is optional. Select the “I decline to Self-Identify” option if you wish to opt out.

- Click Save or Electronically Sign on each page to proceed.

NOTE: Included in these pages are resources for you to access additional information if needed.
Voluntary Self-Identification of Disability

Form OC-305

OMNI Control Number: 1234-0000
Expires 06/30/2020

Name: Sally Sample
Date: 04/20/2020

Why are you being asked to complete this form?

We are a federal contractor or subcontractor required by law to provide equal employment opportunity to qualified people with disabilities. We are also required to measure our progress toward having at least 7% of our workforce be individuals with disabilities. To do this, we must ask applicants and employees if they have a disability or have ever had a disability. Because a person may become disabled at any time, we ask all of our employees to update their information at least every five years. Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so. Your answer will be maintained confidentially and not be seen by selecting officials or anyone else involved in making personnel decisions. Completing the form will not negatively impact you in any way, regardless of whether you have self-identified in the past. For more information about this form or the equal employment obligations of federal contractors under Section 503 of the Rehabilitation Act, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How do you know if you have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. Disabilities include, but are not limited to:

- Autism
- Autoimmune disorder, for example, lupus, rheumatoid arthritis, or HIV/AIDS
- Blind or low vision
- Cancer
- Cardiovascular or heart disease
- Celiac disease
- Dementia
- Deaf or hard of hearing
- Depression or anxiety
- Diabetes
- Epilepsy
- Gastrointestinal disorders, for example, Crohn's Disease, or irritable bowel syndrome
- Intellectual disability
- Missing limbs or partially missing limbs
- Nervous system condition for example, migraine headaches, Parkinson's disease or Multiple sclerosis (MS)
- Psychiatric condition, for example, bipolar disorder, schizophrenia, PTSD, or major depression

Please check one of the boxes below:

☐ Yes, I Have a Disability, or Have a History/Record of Having a Disability
☐ No, I Don't Have a Disability, or a History/Record of Having a Disability
☐ Don't Wish to Answer

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodations to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. To request a reasonable accommodation, please contact the Equity, Diversity & Inclusion Office at (305) 445-1400 or EDiv@fulu.edu.

Revised 07/10/2020
**STEP 9:** Review and confirm current emergency contact information. Update as necessary.

![Emergency Contacts](image)

**Step 10:** Click **Save** to proceed.
Step 11: Complete the Background Check Page.

NOTE: A background check will only need to be conducted if your appointment requires one. This is determined by the assigned responsibilities within your role and your level of system access.

- The top portion gives you information on University policy regarding background check and driver’s license verification (if need for the appointment).
  - There are links for you to seek out additional resources and read the policies in more detail.
- The second section will ask you questions about your criminal history.

Step 12: Click Save to proceed.
**Step 13:** On the next page, acknowledge the information provided on the previous background check page is correct and click *Submit.*

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**Submit for Background Check**

If required, the information you have provided will be used to conduct a background check for your appointment. The information provided may not be changed after submission, please verify prior to submitting.

**I confirm** I have verified all information provided and understand that this information may be used to conduct a background check.

Submit

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**Step 14:** *Employment of Relatives*

In this step, you will indicate whether you have any relatives working at FSU. You do **not** need to evaluate whether the relationship is aligned with FSU’s policy – your supervisor/advisor/camp counselor will evaluate the appointment and approve if appropriate.

**STEP 15:** Click *Submit* to proceed.

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**Employment of Relatives**

Under the University’s Employment of Relatives (Nepotism) Policy, relatives (defined as individuals related to each other in one of the following ways, whether by blood, adoption, marriage (in-laws/step), or other legal action: spouses, parents, grandparents, children, grandchildren; aunts/uncles, nieces/nephews or other persons residing in the same household, including but not limited to domestic partners) may not be employed in positions where they will report, directly or indirectly, to each other. Deans, Directors, Department Heads and Principal Investigators (PIs) are responsible for ensuring that employees in their units do not control the scheduling, timekeeping, performance evaluations, disciplinary actions, reporting effort, verification of research progress or other work performance, employment, or payroll functions for their relatives. Additionally, personnel appointments on a sponsored research account are restricted to persons who are not relatives of the Principal Investigator (PI).

Do you have relatives working at FSU?

- **No** I do not have relatives employed at Florida State University and understand that if this changes during the course of my employment, I have a responsibility to report any potential violations of the Employment of Relatives (Nepotism) policy or conflicts of interest to my supervisor.

- **Yes** I have relatives employed at Florida State University. I understand that further evaluation and approval is required. My offer of employment is contingent on such approval. If any change in my employment results in a violation of the Employment of Relatives (Nepotism) policy, it is my responsibility to report to my supervisor.

Save
STEP 16: Confirm your employment information by electronically acknowledging that the information is complete and accurate.

NOTE: Once acknowledged, you CANNOT edit any submitted information.

STEP 17: Review and Acknowledge the policies listed in the memorandum of understanding.

NOTE: The Memorandum of Understanding (Courtesy) contains multiple policies that may impact you. Please click through the links in each tab to review the individual policies. However, you are not required to review all the policies in one sitting, it can be downloaded to review later.
STEP 18: Complete the Supplemental Document step. The supplemental documents page provides candidates the opportunity to upload a variety of document types.

- *Supplemental documents are not typically uploaded by courtesy appointments.* Please confirm with your department representative before submitting documents.

- Confirm if you already have required supplemental documents in your personnel file before resubmitting. Some documents may require updated documentation if they have expired (licensures, certifications, etc.).

- If no supplemental documents are required, click “Save and Submit.”
STEP 19: Submit your information to HR.

- The Submit to HR tab allows you to review all non-confidential information provided and download a copy of the signed forms.
- When you have reviewed all the submitted information, please click the “Submit to HR for Review” button.
- If any of the information is **incorrect**, please contact central HR or your department representative to get your paperwork restarted. **Restarting your paperwork will not require you to reinsert all your information** – you will just be required to reverify and update any incorrect information.

![Employee Details Section](image-url)
STEP 20: Acknowledge the final page of your onboarding process. Check the Acknowledgement box and click the Electronic Acknowledgement button.

You have successfully completed the Onboarding Process.

Questions on this procedure? Contact the HR-Courtesy Docs email.