



## Monitoring New Employee Orientation (NEO) Completions

The University's New Employee Orientation program is available online for all newly hired employees to provide them with information concerning employee benefits, rules and regulations affecting employment, basic cybersecurity awareness, and University operating procedures. All Florida State University Employees are required by [policy](#) to complete FSU'S New Employee Orientation (NEO). It is recommended that NEO be completed within the first 30 days of employment. New Faculty members who attend New Faculty Orientation at the beginning of the academic year are not required to complete the online orientation.

### How to Complete NEO

NEO is accessible from the [New Employees website](#). New employees select the orientation link for their job classification and review each presentation. The **Certification of Completion Form** that follows the presentations must be completed (including a correct Employee ID) and submitted to receive credit for NEO.

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Prospective Employees  
New Employees  
New Employees: Faculty  
New Employees: Staff  
New Employees: OPS  
Current Employees

## New Employees

Welcome to Florida State University! We are excited to have you on our team! FSU is a great place to work and we encourage you to take advantage of all the resources available to you as an employee. This page is designed to help your transition to our campus and provide you with the necessary steps you must complete as a new employee.

The University's New Employee Orientation program is available online for all newly hired employees to provide them with information concerning employee benefits, rules and regulations affecting employment, basic cybersecurity awareness, and University operating procedures. Orientation is mandatory for all employees. New Faculty members who attend New Faculty Orientation at the beginning of the academic year are not required to complete the online orientation.

To get started, please select the appropriate link based on your job classification (Faculty, Staff or OPS) and watch each of the New Employee Orientation presentations. Once you have completed the presentations, please submit the electronic Certification of Completion & Evaluation of Orientation form.

### New Employee Orientation Presentations

Faculty Staff OPS



## Monitoring NEO Completions

Department Representatives can monitor employee NEO completions using the following HR OMNI queries.

- **FSU\_HR\_TRN\_COMP\_CRN\_NEO\_OPSFLG** -This query returns employees classified as OPS who have and have not completed NEO.
- **FSU\_HR\_TRN\_COMP\_CRN\_NEO\_SALFLG** – This query returns employees classified as faculty and staff who have and have not completed NEO.

## Access and Run Query

- Login to **myFSU**
- Click the **HR Module Link** under myFSU links
- Click the dropdown menu and select either:
  - **Manager Self Service > Reporting Tools > Query Viewer**
  - or**
  - **Department Administration > Queries and Reports > Query Viewer**
- Search for one of the query names identified above
- Enter the beginning and end hire date parameters for your search
- Enter your department number to return active\* employees in your department hired between the stated date parameters

FSU\_HR\_TRN\_COMP\_CRN\_NEO\_SALFLG - All ees with NEO complete flg

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Begin Hire Date

End Hire Date

Enter 6 digit DeptID, 3+% or %

[View Results](#)

Row	Emplid	Empl Record	Name	Last Name	First Name	Sal Admin Plan	Job Code	Job Title	Dept	Dept	Hire/Rehire Dt	Email	Dept Rep Name	Email	Sup Name	Email	Complete	Division Descr
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- Remind the employees who have “No” in the Completed column of the returned data to review the NEO presentations for their job classification (Faculty, Staff or OPS) and submit their Certification of Completion with their correct Employee ID to record their completion.

## Important notes

\*All employees with an active job data code will be returned. This includes OPS employees with active job data, but with no funding. If you have OPS employees who’s funding has ended and you do not plan to reappoint, you may complete the ePAF process to terminate the appointment.



## Important notes continued

The NEO application is not interfaced with OMNI and the results are not in real time. NEO completions are manually uploaded into OMNI to credit the employee's transcript weekly, typically on Monday. Employees completing NEO between upload dates will be credited in OMNI the following week.

Basic Cybersecurity Training is included in NEO for new employees to complete. An employee's **Certification of Completion of NEO** also satisfies the University's completion requirement for Basic Cybersecurity Training. All other employees must register for Course Name = Basic Cybersecurity Training through the [OMNI course registration process](#) to receive credit for Basic Cybersecurity Training.

## Reviewing Training Summary through Self-Service

- Employees can review their own training summary to check for NEO Credit (CONEO1) through Employee Self-Service.

**Navigation:** myFSU > HR > Employee Self Service > Learning and Development > Training Summary

- Managers can review training summaries for their direct and indirect reports to verify NEO Credit (CONEO1) through Manager Self-Service.

**Navigation:** myFSU > HR > Manager Self Service > Learning and Development > Training Summary > Select Employee

## Questions?

Contact the Office of Training and Organizational Development at [training@fsu.edu](mailto:training@fsu.edu).