# **FSU** | OFFICE OF HUMAN RESOURCES

## **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 <u>policy</u> 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 <u>New Employees website</u>. New employees select the course registration link and register for the course corresponding to their job classification (CONEO1 NEO for Faculty & Staff or CONEO2 NEO for OPS Employees). The employee then receives a notification instructing them to log in to Canvas, accept their course invitation and access the NEO course.

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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												
New Employees: Faculty and Staff													
New Employees: OPS	encourage you to take advantage of all the resources available to you as an employee. This page is designed to help												
Current Employees	your transition to our campus and provide you with the necessary steps you must complete as a new employee.												
LCA Notice of Filing	The University's New Employee Orientation program (NEO) is available online for all newly hired employees to												
	provide them with information concerning employee benefits, rules and regulations affecting employment, use of												
	OMNI employee self-service functions for personal information, basic cybersecurity awareness and University												
	operating procedures. Orientation is mandatory for all employees. New Faculty members who complete New												
	Faculty Orientation at the beginning of the academic year are not required to complete the online orientation.												
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	NEO Registration Instructions												
	To get started, register through OMNI HR Employee Self-Service to enroll in the appropriate NEO course based on												
	your job classification (Faculty and Staff or OPS). After selecting the appropriate training request link below, search												
	by the appropriate Course Number and follow the prompts to submit your registration:												
	, , .												
	NEO for Faculty and Staff: Course Number = CONEO1												
	NEO for OPS Employees: Course Number = CONEO2												
	Please view the [], Training Registration Guide for further assistance if needed. You must have an active job												
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#### **Monitoring NEO Completions**

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

- **FSU\_HR\_TRN\_COMP\_CRS\_NEO\_OPSFLG** -This query returns employees classified as OPS who have and have not completed NEO.
- **\*FSU\_HR\_TRN\_COMP\_CRS\_NEO\_SALFLG** This query returns employees classified as faculty or staff who have <u>and</u> have not completed NEO.

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#### **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 hired between the stated date parameters.

SU_HR_TRN_COMP_CRS_NEO_SALFLG - All ees with NEO complete fig														_		
Begin Hire Date		1														
End Hire Date		81														
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

- Remind the employees with "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.
- 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 whose funding has ended and do not plan to reappoint, you may complete the ePAF process to terminate the appointment.

#### **Reviewing Training Summary through Self-Service**

Employees can review their own training summary to check for NEO Credit (Course Numbers: **CONEO1 or CONEO2)** 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 (Course Numbers: CONEO1 or CONEO2) through Manager Self-Service.



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

### **Questions?**

Contact the HR Training Staff at training@fsu.edu or 850.644.8724.