Monitoring New Employee Orientation (NEO) Completions

The University orientation program offered online by Human Resources, is available 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 complete the New Faculty Orientation requirements provided by the Office of Faculty Development and Advancement at the beginning of the academic year are not required to complete the online HR orientation.

How to Complete NEO

NEO is accessible from the New Employees website. New employees select the orientation link for their job classification to self-enroll in and complete the New Employee Orientation Course. Employees MUST have an active job data record in order to access the NEO Course.
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 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
  - 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

- Remind the employees who have “No” in the Completed column of the returned data to review the NEO presentations for their job classification (Faculty and 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 completion results are not in real time. NEO completions are uploaded into OMNI to credit the employee’s transcript weekly, typically on non-holiday Mondays. 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. Remember, completion credit is processed weekly.

  **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 or through the queries.

  **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.