

Create an OPS One Time Pay Appointment for a New Hire or Rehire

Learn how to create an OPS One Time Pay for a brand new or previous FSU employee. OPS One Time Pay appointments are appropriate for occasional or sporadic work. Consistent or hourly appointments for OPS employees should be processed through an OPS appointment using OPS express job offer.

Step 1

Submit [Background Check Questionnaire](#) through Portal.

Step 2

Complete I-9 Action- New I-9 or Rehire.

Step 3

Have the new employee complete the [New Employee Wizard forms](#).

Once the new employee portion is complete, upload the following in the Department Representative Wizard portal:

1. Notarized Loyalty Oath
2. Social Security Card or Application Receipt
3. Work Authorization documents (If applicable)
4. [pPAF](#), including the following appointment information:
 - Name
 - EMPLID (If applicable)
 - Dates of work
 - Department
 - Supervisor
 - Job Code
 - Funding Code
 - In the comments field, include a detailed description of work performed, timeframe, and requested payment amount
 - Originator and Contact Information

See the Department Representative Instructions for the [wizard forms](#) for more information.



Step 4

Once wizards and supplemental documents are submitted to HR, an OPS One Time Pay appointment record will be created in OMNI HR. The department representative will receive an email confirming that the appointment record is processed.

Step 5

Once received, follow the [**Create/View Additional One Time Pay – Additional Pay Tile job aid**](#) to submit a payment request on the new OPS One Time Pay record.