Appointing OPS Candidates via OPS Express

Key Information:

Required Roles: **FSU_ERS_ADD_EXPRESS** and **FSU_SS_MANAGER**
OPS Hiring Checklist
OPS Appointment Information
Payroll Deadlines – FSU Onboarding Actions
Period Amount/FTE Calculator
For best results, clear your browsing history regularly.

Understanding the Process:

This guide will detail the steps to appoint OPS candidates via OPS Express in OMNI HR.

Each semester the Office of Human Resources creates a non-advertised job opening for the entire university to use called the OPS Express. This process is used when the OPS recruitment has been completed offline and the department has identified a candidate to hire. The OPS Express job opening will display for departments in the Recruiting > Search Job Openings list, but it is not advertised for applicants to apply.

The hiring department must ensure that the top candidate qualifies, is interviewed, and pre-employment checks are completed to include any required screening of Foreign Researcher, Foreign Principal, or Export Controls in RAMP. With regard to system coding, the department does not have to request applicants to be routed, create interview evaluations, record disposition codes, or complete the pre-employment checklist in OMNI.

Once the department has completed the pre-employment checks, obtained approval for the rate of pay and discussed the anticipated start date and rate with the candidate, they may proceed with creating the express appointment and entering the job offer as detailed below. At this stage, a *formal* job offer should *not* be made. This is because the FSU Onboarding processes, to include a criminal history background check (if needed), have yet to be completed.

For OPS Faculty and Graduate Assistant hires, the Faculty OPS Express and GA Express job openings must be used. Refer to the respective training guides for detailed instructions.

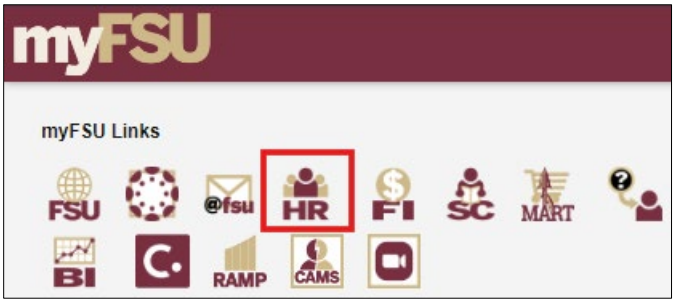
InternFSU is a program for internships coordinated through the Career Center. The system steps are the same as outlined below; however, the records must be linked to the InternFSU Express job opening. Detailed information on the InternFSU selection and hiring process can be found on the Career Center's site.

If there is a need to recruit for an OPS candidate or pool on the FSU Jobs Website, reference training guides for "Creating a Job Opening" and "Creating a Job Offer from an Advertised OPS Job Opening" instead.

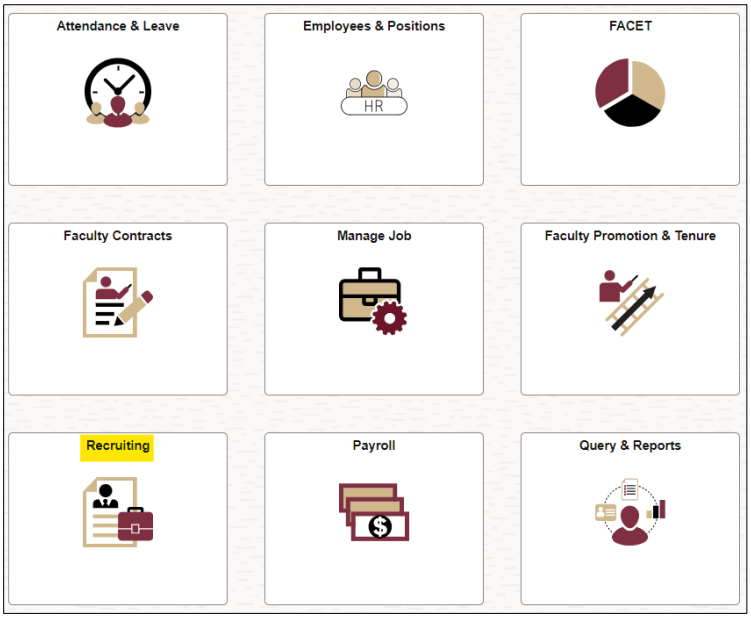
Step	Action: ***Confirm the candidate's FSU affiliation prior to creating the appointment record***

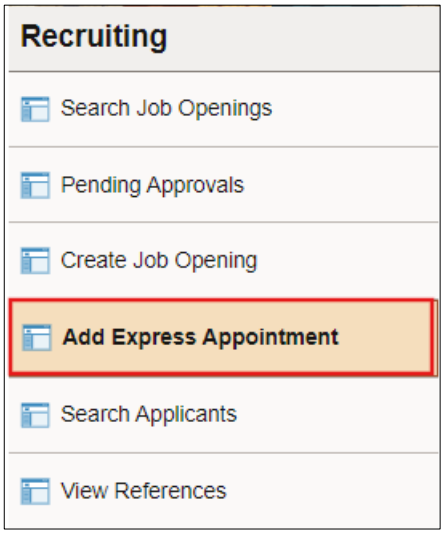
1.	Ask the hiring manager if the candidate is new to FSU or if they have an affiliation with FSU (are they a current/former employee, or current/former student):
	• If the candidate *is a current/former employee, or current/former student*, ask them to provide you with their **EMPL ID/Student ID** and **FSUID** for the purpose of the department creating the appointment record. (*Internal Path*)
	  ○ The candidate can find this information by logging into the myFSU portal and referring to the section under "Welcome" in the upper right of the page.
	  ○ *Never ask for a candidate's password.*
	• If the candidate *is not affiliated with FSU*, or *is affiliated, but does not know their FSUID and EMPL ID/Student ID*, proceed with adding them as a candidate new to FSU. (*External Path*)
	  ○ You'll need the candidate's legal name and a valid email address.

Step	Action
2.	Log into myFSU > click on the **HR** icon.



Step	Action: ***Creating the OPS Express Appointment Record***
3.	From the **Department Administration** page *or* the NavBar icon (upper right corner) > **Menu**, click on **Recruiting** > **Add Express Appointment**.



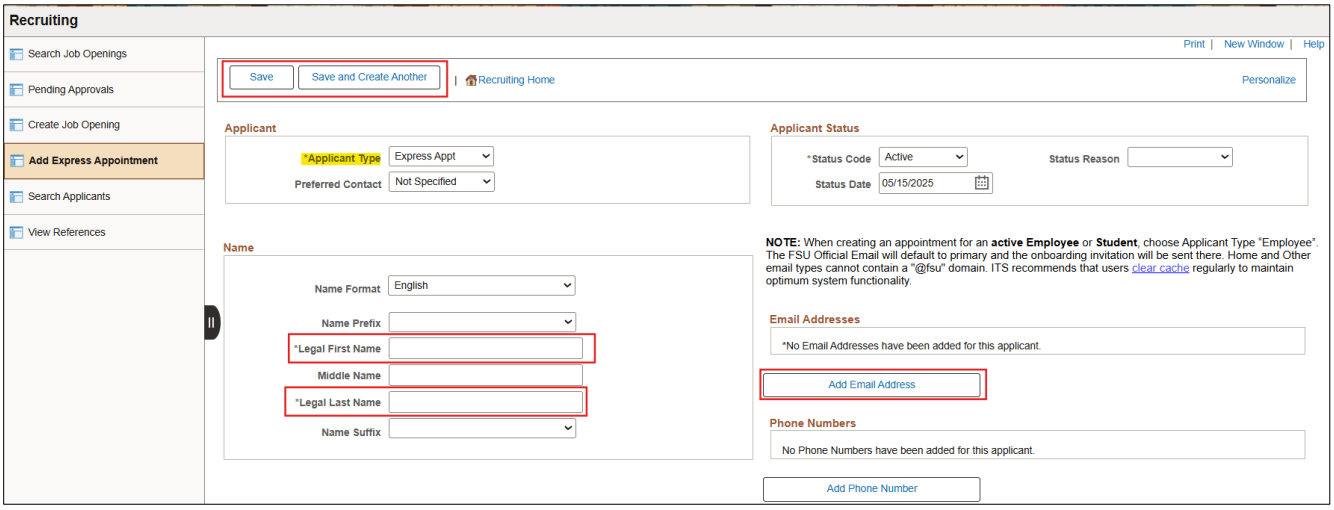


Action: ***When adding CANDIDATES NEW TO FSU (External Path)***

On the **Express Appt** page:

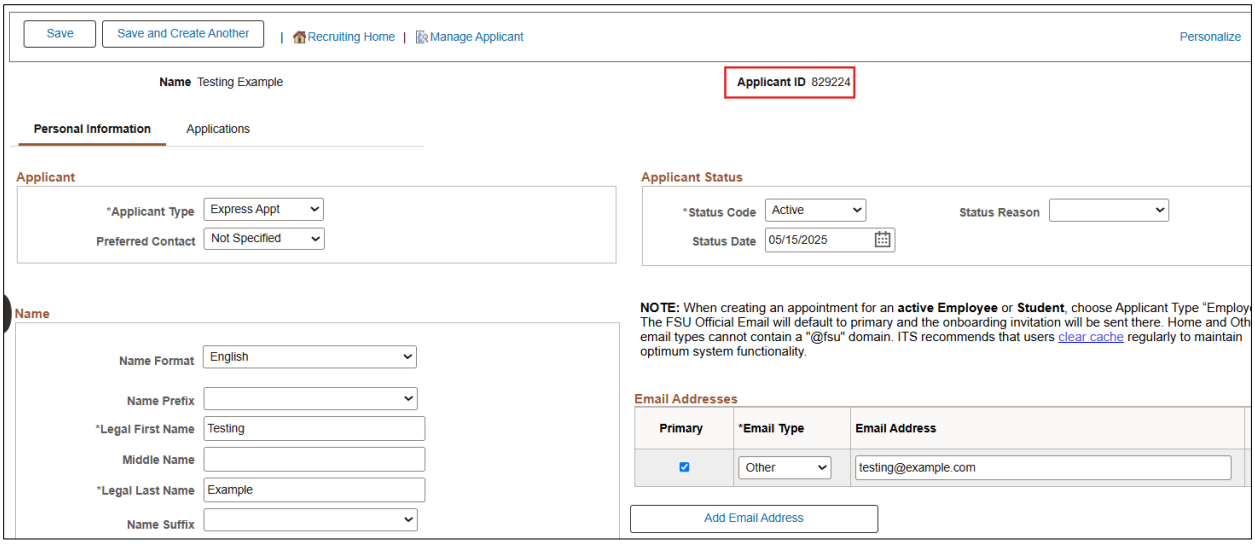
- **a.** Allow **Applicant Type** to default to "Express Appt".
- **b.** Enter the candidate's **Legal First** and **Last Name**.
- **c.** Click **Add Email Address** > choose **Email Type** > enter a **valid** email address > click **Save** *or* **Save and Create Another** to create additional express appointments.

Note*: This email is where the FSU Onboarding invitation will be sent later in the process.*



Last revised: June 2025

d. Note the **Applicant ID** that generates and proceed to step 4.



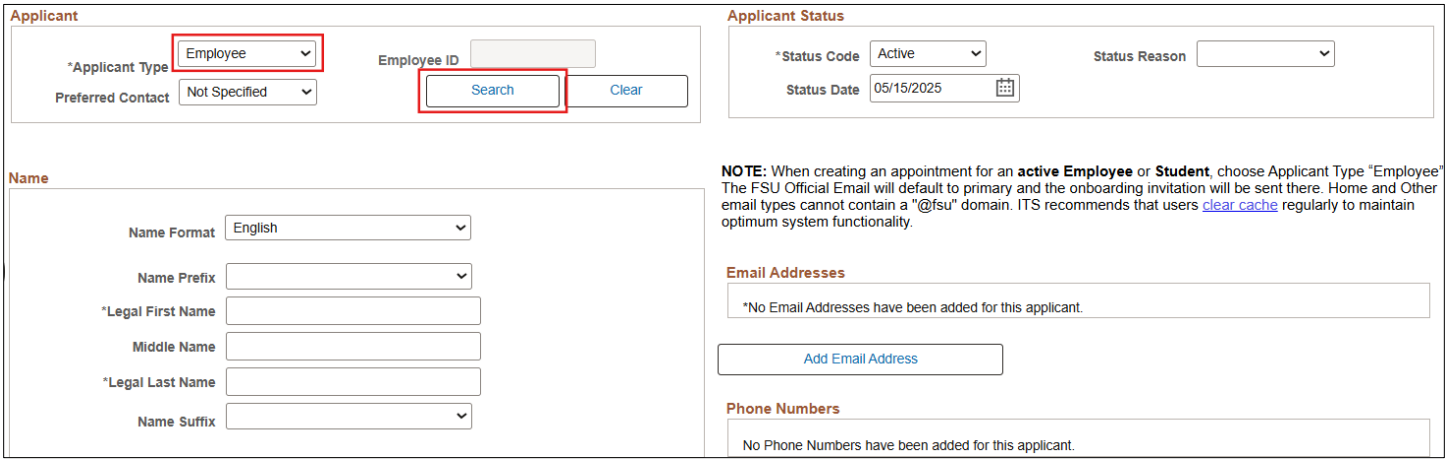
Action: ***When adding EMPLOYEES, REHIRES, and CURRENT & FORMER FSU STUDENTS (Internal***

IMPORTANT! *Completing the steps below will sync the onboarding invitation with the candidate's myFSU account; therefore, it is very important that you confirm the information with the employee or supervisor to avoid mismatches. If in doubt or if they don't have access to log into the myFSU portal, enter as an Express Appt versus an Employee.*

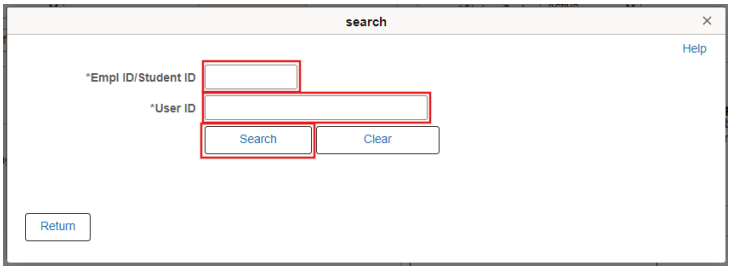
If the candidate is a current/former employee or current/former student, and has provided their **EMPL ID/Student ID** and **FSUID,** take the following steps:

On the **Express Appt** page:

a. Choose **Employee** from the **Applicant Type** drop-down menu > click **Search**.



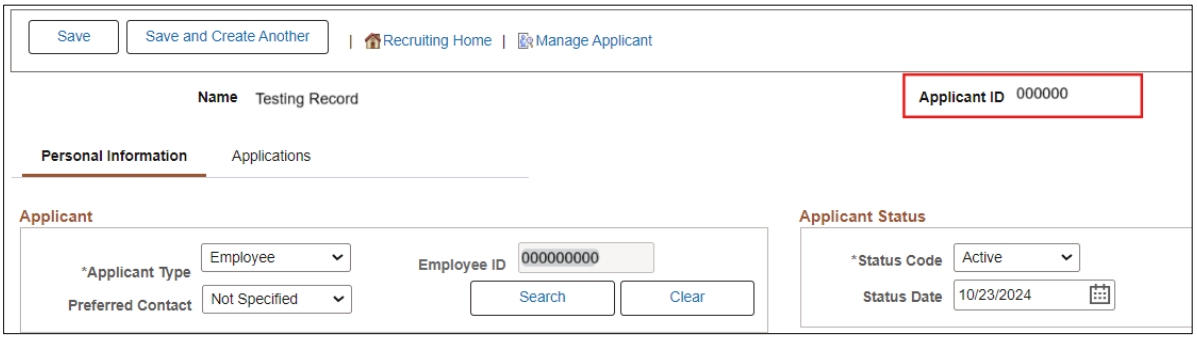
b. On the search page, enter the candidate's EMPL ID/Student ID in the **EMPL ID/Student ID** field and FSUID **IN ALL CAPS** in the **User ID** field > click **Search**.
c. When you have confirmed a match, click **Select** to continue adding the record.



d. Their legal name and primary email will populate on the page.
e. Click **Save** or **Save and Create Another** to add additional express appointments.
f. Note the **Applicant ID** that generates and proceed to step 4.

Notes:

- *The onboarding invitation will be sent to the primary email address.*
- *If the appointment is created with an Empl ID/Student ID, it will carry over to the job offer. When the Onboarding invitation is launched, the candidate will be directed to login at the myFSU portal to complete onboarding.*
- *Creating the record as an employee applicant type allows some existing data from the database to prepopulate into the onboarding session, making it a faster process for the candidate.*



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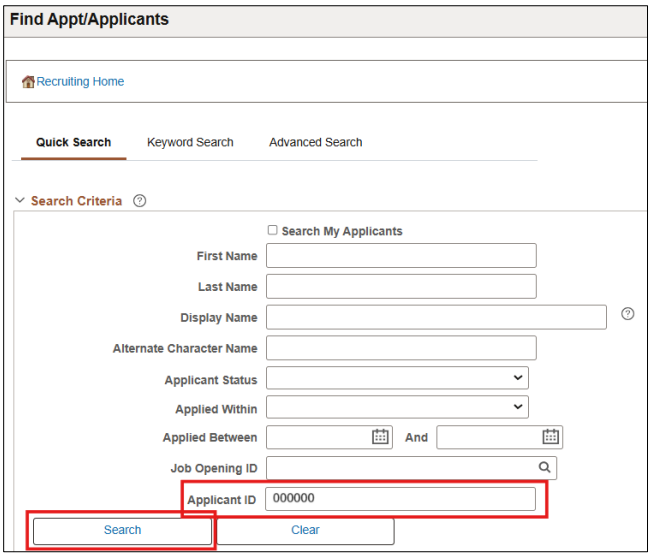
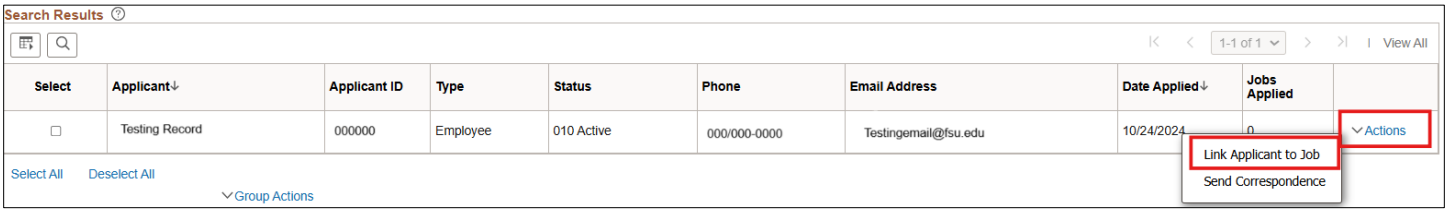
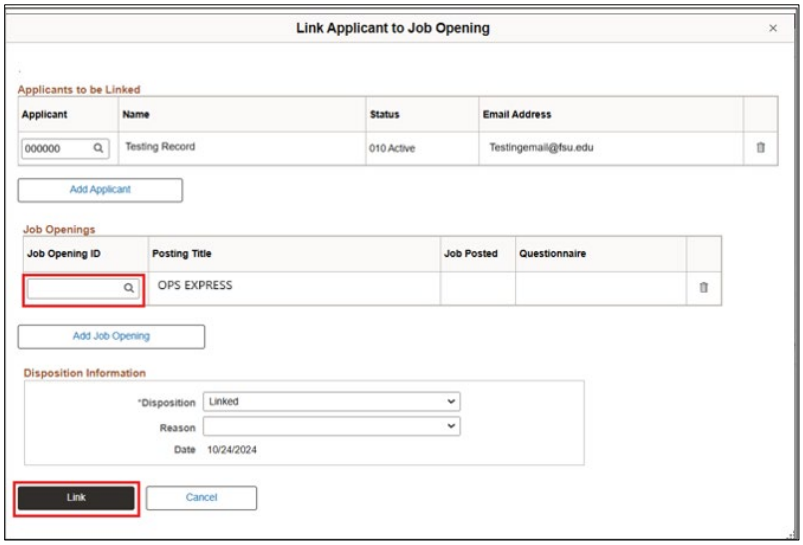
Step	Action: ***Searching for the Record***
4.	From the NavBar icon **Menu** (upper right corner), click on **Recruiting** > **Search Applicants** > enter the applicant ID in the **Applicant ID** field > click **Search**.

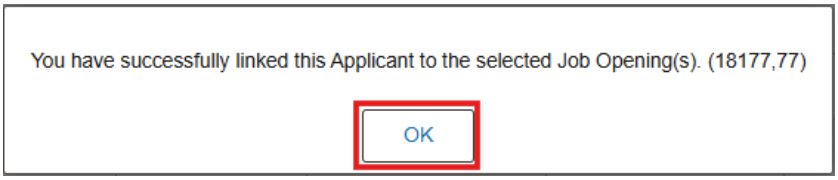


Step	Action: ***Linking the Record to the OPS Express Pool***
5.	Across from the candidate's name, use the **Actions** drop-down menu to select **Link Applicant to Job**.



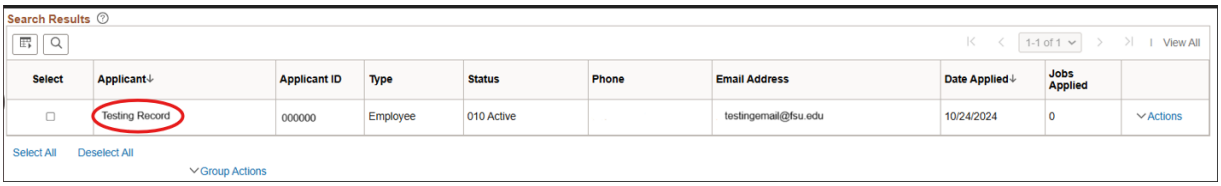
Step	Action
6.	Enter the appropriate OPS Express job ID in the **Job Opening ID** field or use the magnifying glass icon to select the OPS Express pool corresponding to the employee's begin date > click **Link**. Proceed to step 7 to enter the job offer.





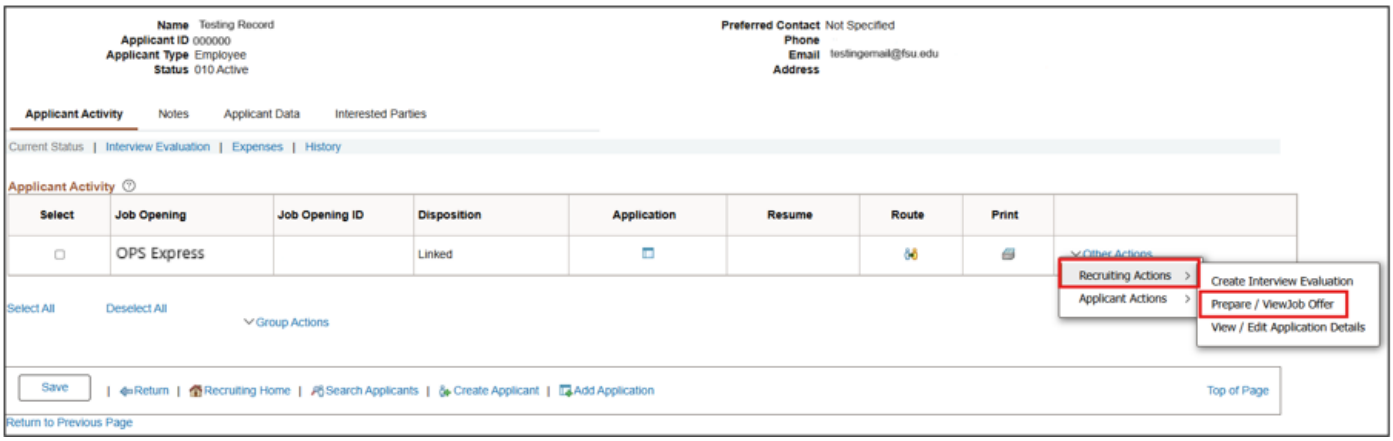
Process Tip:
If you created multiple express appointment records in step 3 and need to link them all to the same job opening, you may do so in mass from the **Search Applicants** page. On this page, set the **Applied Within** drop-down menu to **010-Today** > **Search** > ensure you only check the boxes next to the records *you* created > use the **Group Actions** drop-down menu at the bottom > **Link Applicant to Job** > enter the job ID > click **Link**. Navigate directly to the Job Opening via **Recruiting** > **Search Job Openings** and prepare each job offer following the steps below.

Step	Action: ***Preparing the Job Offer***
7.	After the applicant record has been successfully linked, click on the candidate's name.



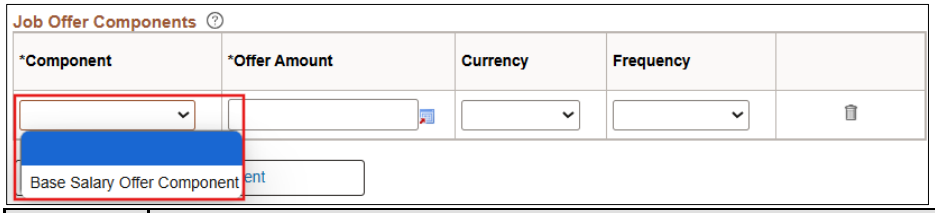
Step	Action
8	Across from the Job Opening, click on **Other Actions**.

Step	Action
9.	Click **Recruiting Actions** > **Prepare/View Job Offer**.

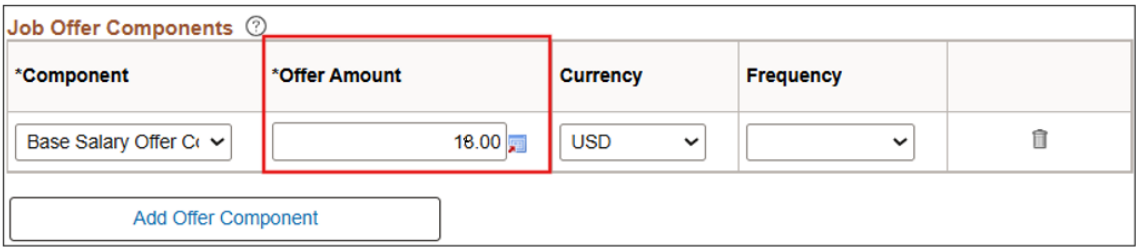


Step	Action
10.	Begin on the **Offer Details** tab. Offer Details Background Check Outside Recruiting

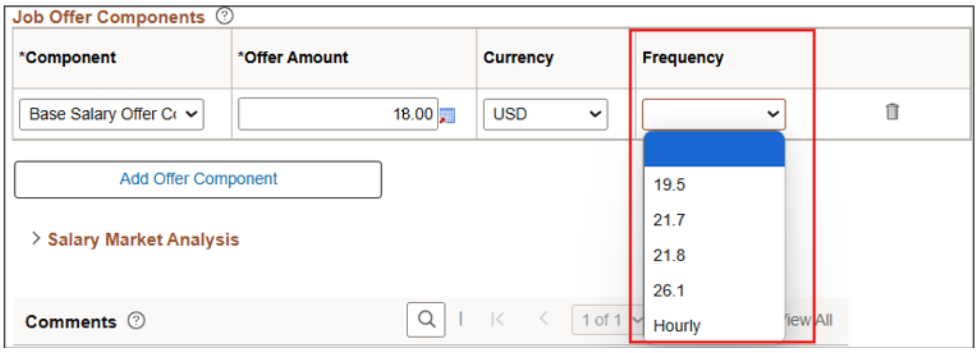
Step	Action
11.	Navigate to the Job Offer Components section. Click the **Component** drop-down list. Click the **Base Salary Offer Component** list item.



Step	Action
12.	Refer to list of OPS job codes to identify a code that is the closest match to the job duties. If hiring in a Non-Exempt job code, enter the appropriate **Offer Amount** at an hourly rate. If hiring in an Exempt job code, enter at an annualized rate. **Currency** should be **USD**.



Step	Action
13.	Click the **Frequency** list. Select an "Hourly" **Frequency**. If hiring in an Exempt job code, select “26.1”.



Annualized Rate Formula

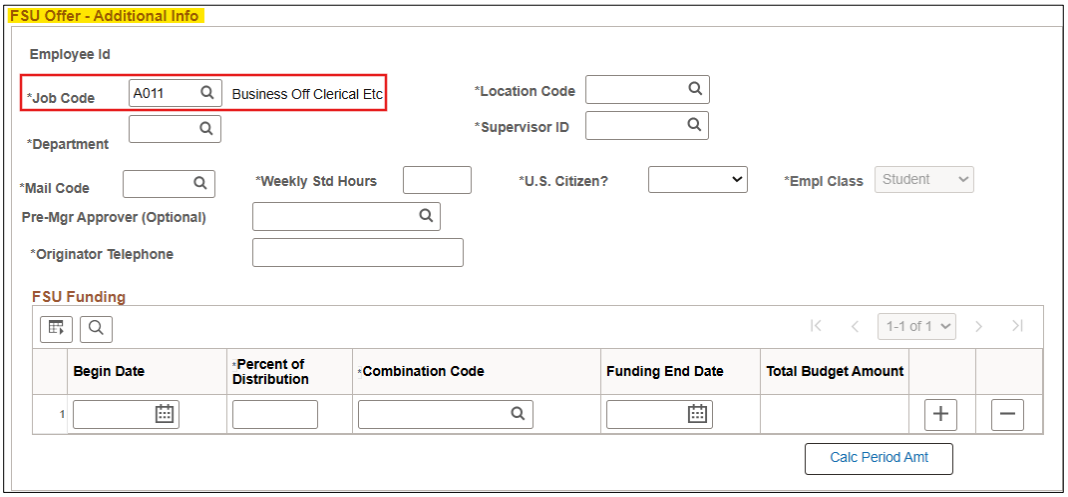
To convert an hourly rate into an annual salary: Hourly Rate × Weekly Hours × 2 × **26.1** = **Annual Rate**

Hourly Rate Formula

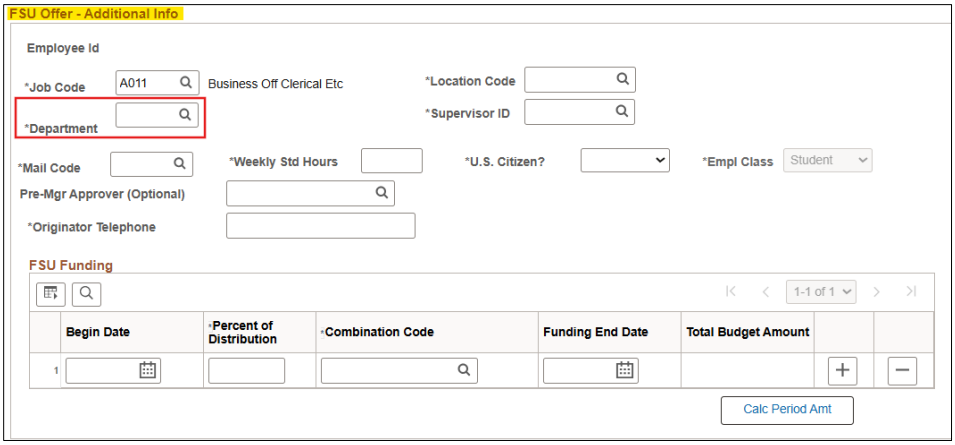
To determine hourly rate from an annual salary: Annual Salary ÷ 26.1 ÷ 2 ÷ Weekly Hours = **Hourly Rate**

Step	Action
14.	Navigate to the **Comments** section. Enter information pertaining to the type of appointment (new, rehire, additional appointment).

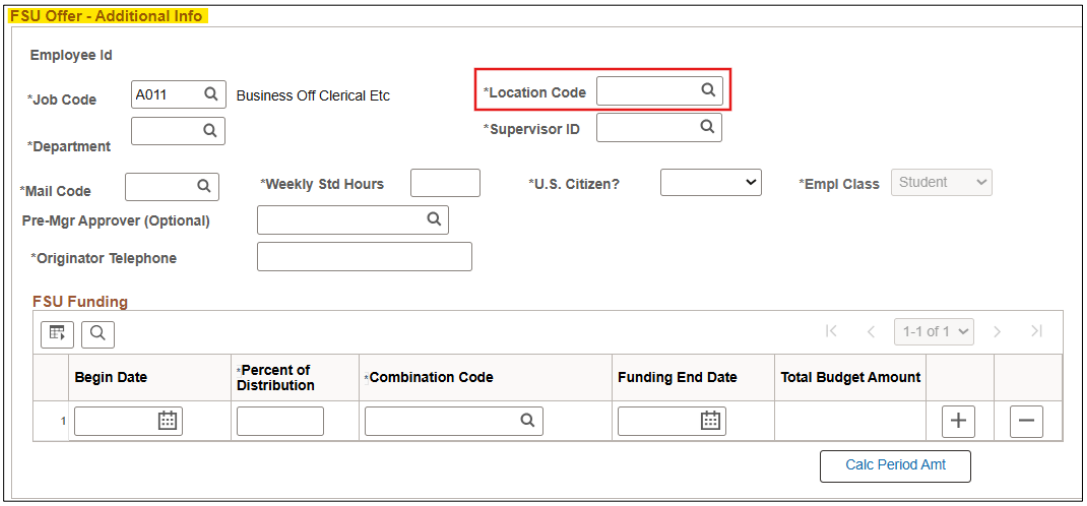
Step	Action
15.	Navigate to the **FSU Offer – Additional Info** section. If you entered the appointment on Internal Path, the Employee ID field and number will display at the top of this section. Enter the **Job Code** that most closely matches the duties of the job or click the lookup icon to select the code. ***Note:*** *OPSX is not a valid job code.*



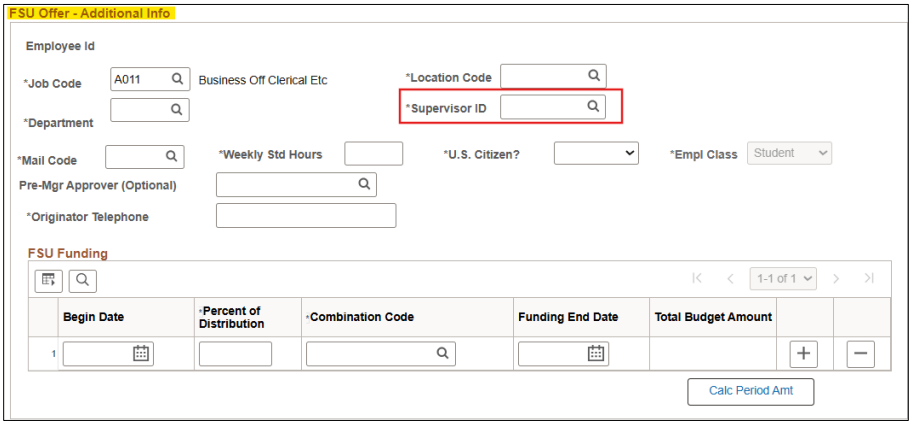
Step	Action
16.	Enter the appropriate **Department** or use the lookup icon to search and select the desired Department.



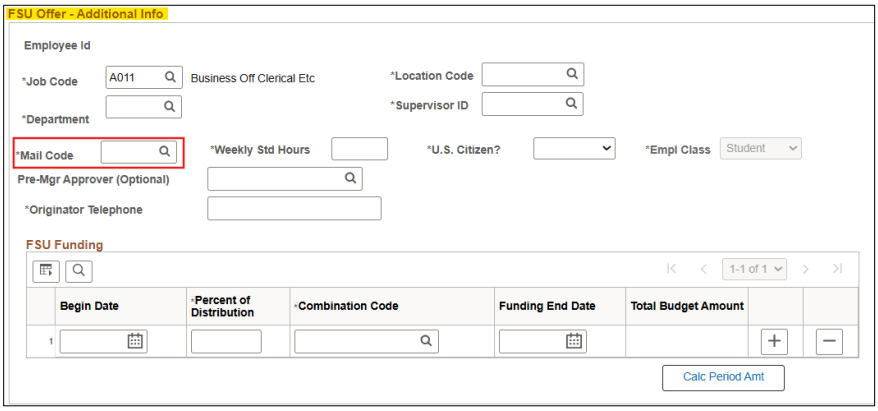
Step	Action
17.	Enter the appropriate **Location Code** or use the lookup icon to search and select the desired Location Code.



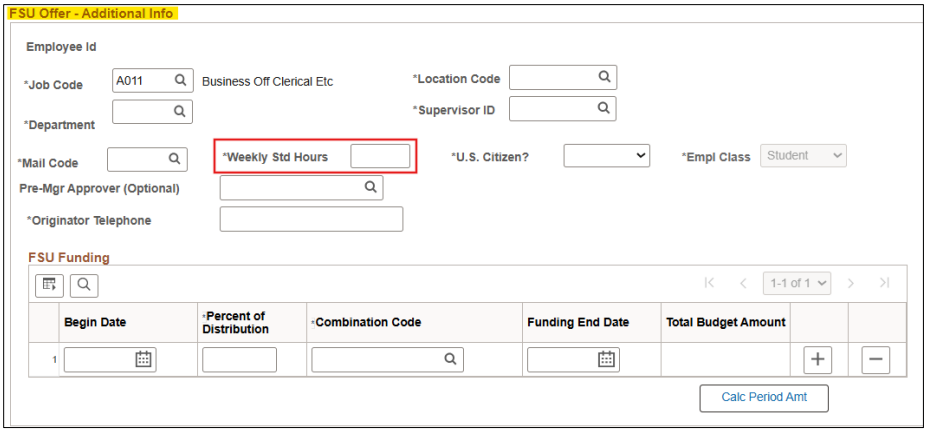
Step	Action
18.	Enter the appropriate **Supervisor ID** or use the lookup icon to search for the desired Supervisor ID.



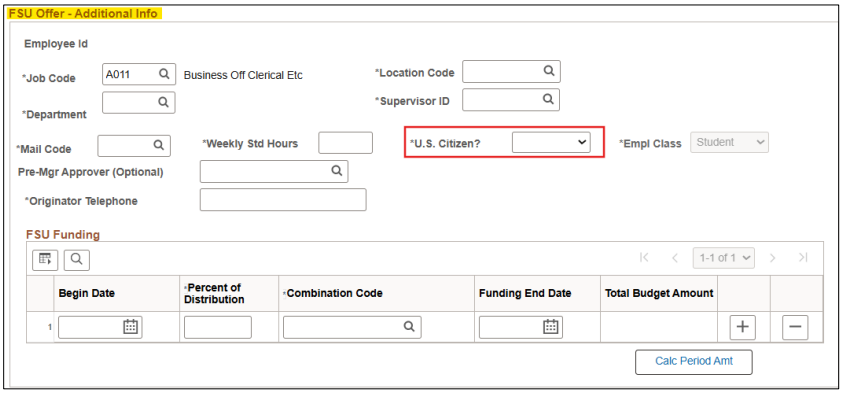
Step	Action
19.	Enter the appropriate **Mail Code** or use the lookup icon to search for it.



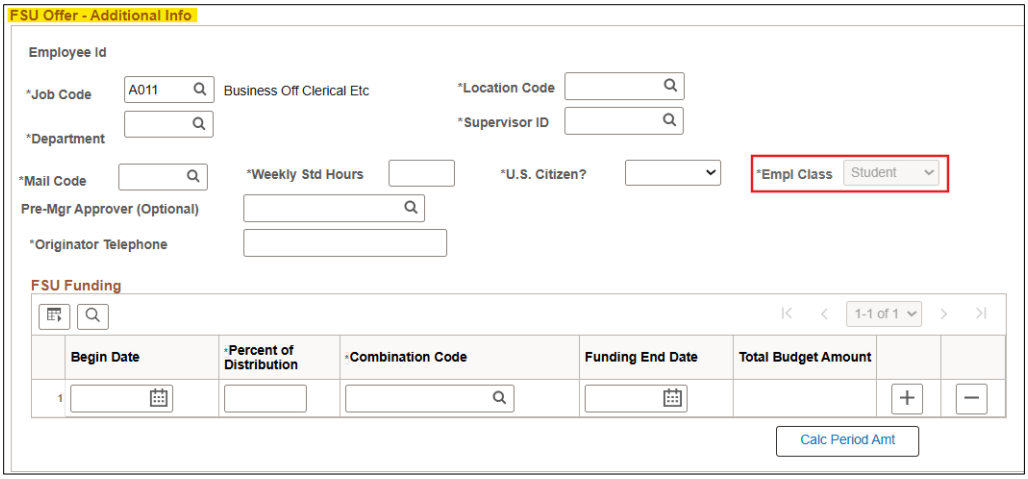
Step	Action
20.	Enter the **Weekly Std Hours**.



Step	Action
21.	Click the **U.S. Citizen?** drop-down list. Select the appropriate status from the list.



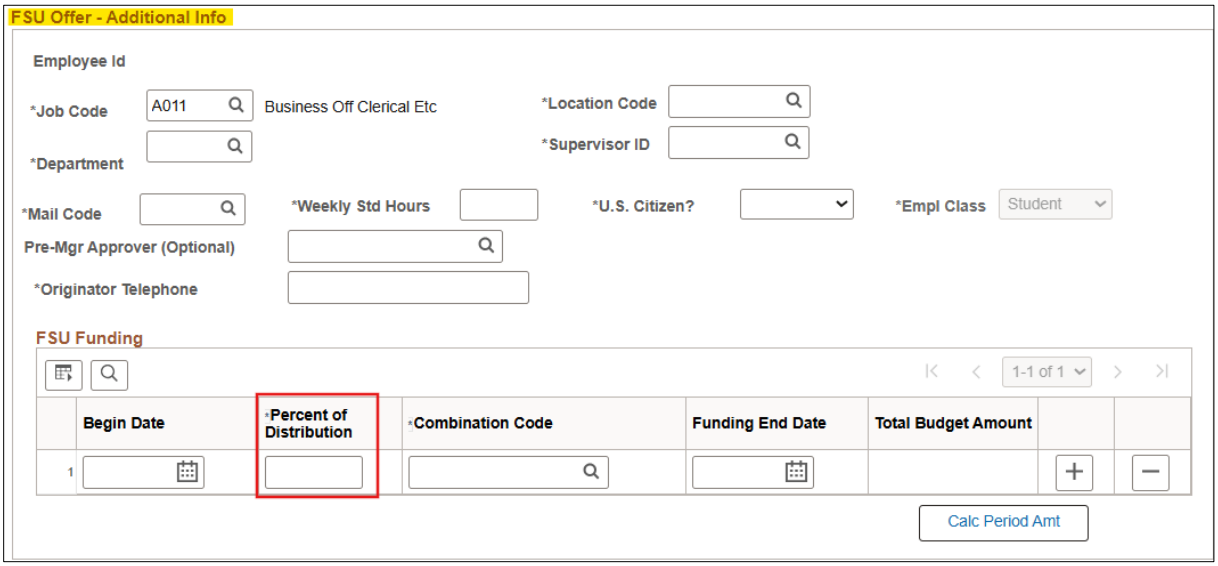
Step	Action
22.	The appropriate **EMPL Class** will automatically populate based on the job code selected.



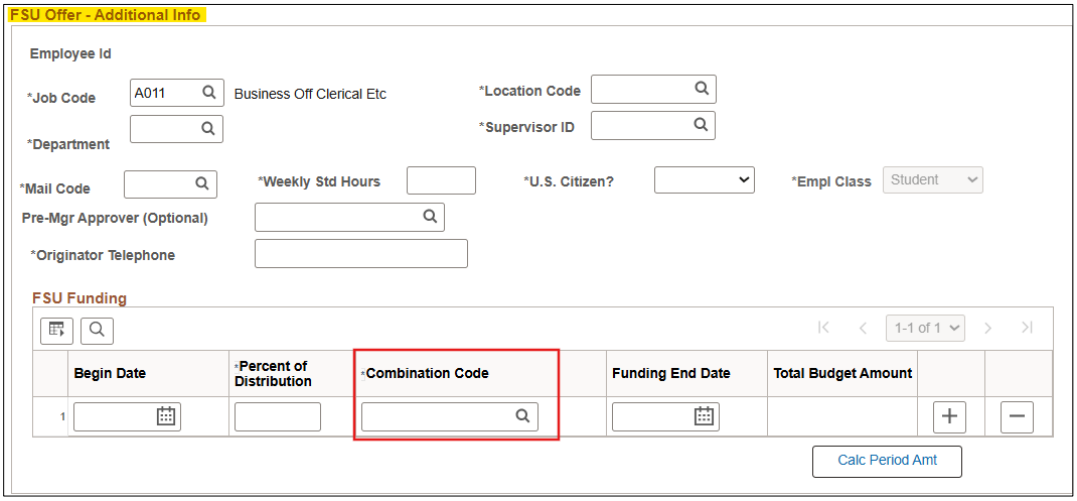
Step	Action
23.	The Pre-Mgr Approver field is optional. Use the lookup icon to search for and select a **Pre-Mgr Approver**, if desired. The **Originator Telephone** will automatically populate.

Step	Action
24.	Enter the **Begin Date**. Start dates should be at least *2 weeks* out to allow time for approvals, FSU Onboarding completion, and background check completion (if applicable). Reference Payroll Deadlines for FSU Onboarding Actions.

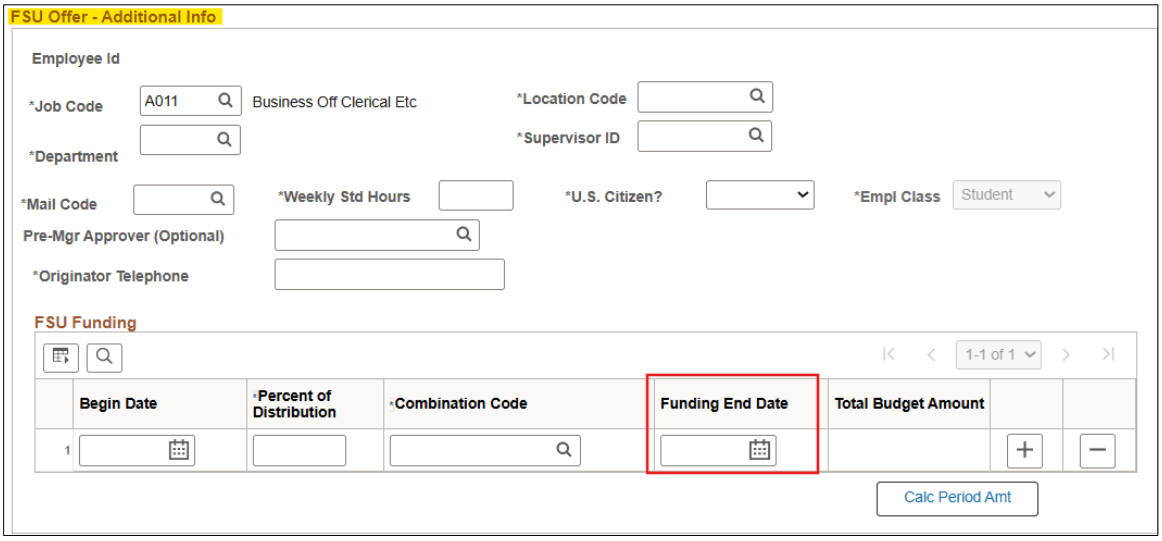
Step	Action
25.	Enter the appropriate funding distribution information into the **Percent of Distribution** field. If the position is funded by multiple funding sources, click the plus sign to add additional funding information. ***Note:*** *The Total Percent of Distribution must equal 100%.*



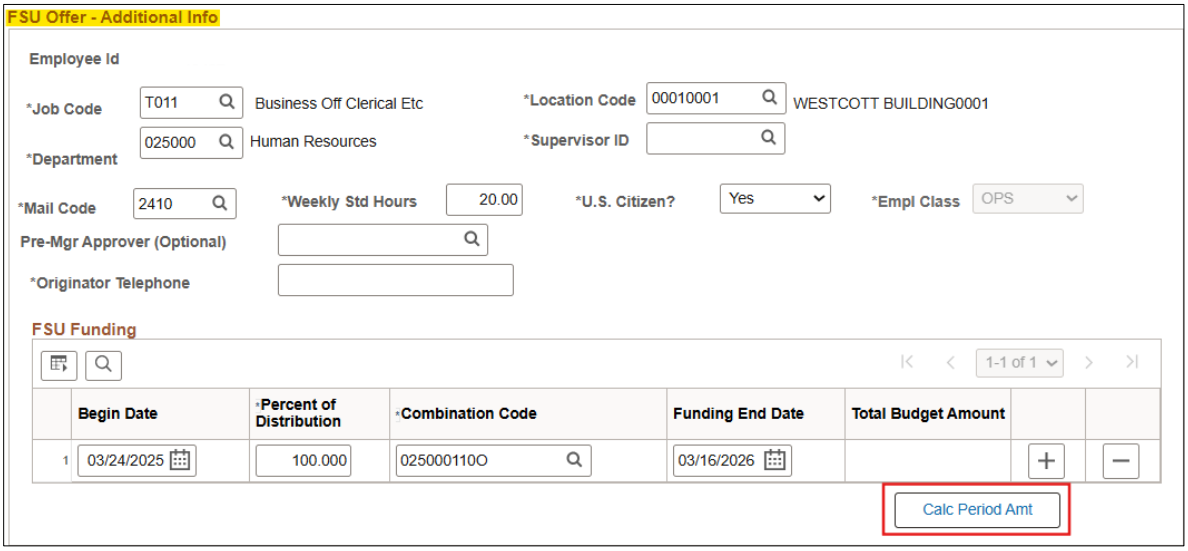
Step	Action
26.	Enter the appropriate funding **Combo Code** or use the lookup icon to search for the funding Combo Code. The code must contain an "O" for OPS offers.



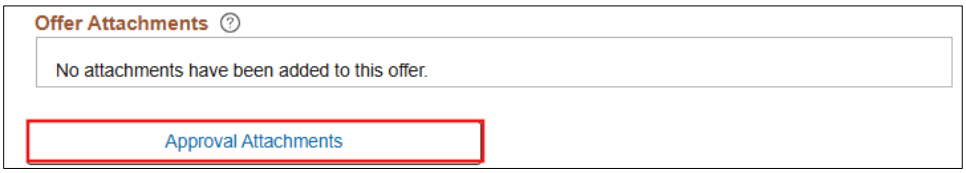
Step	Action
27.	Enter the appropriate **Funding End Date**. OPS job offers must have a Funding End Date.

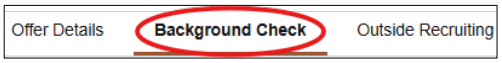


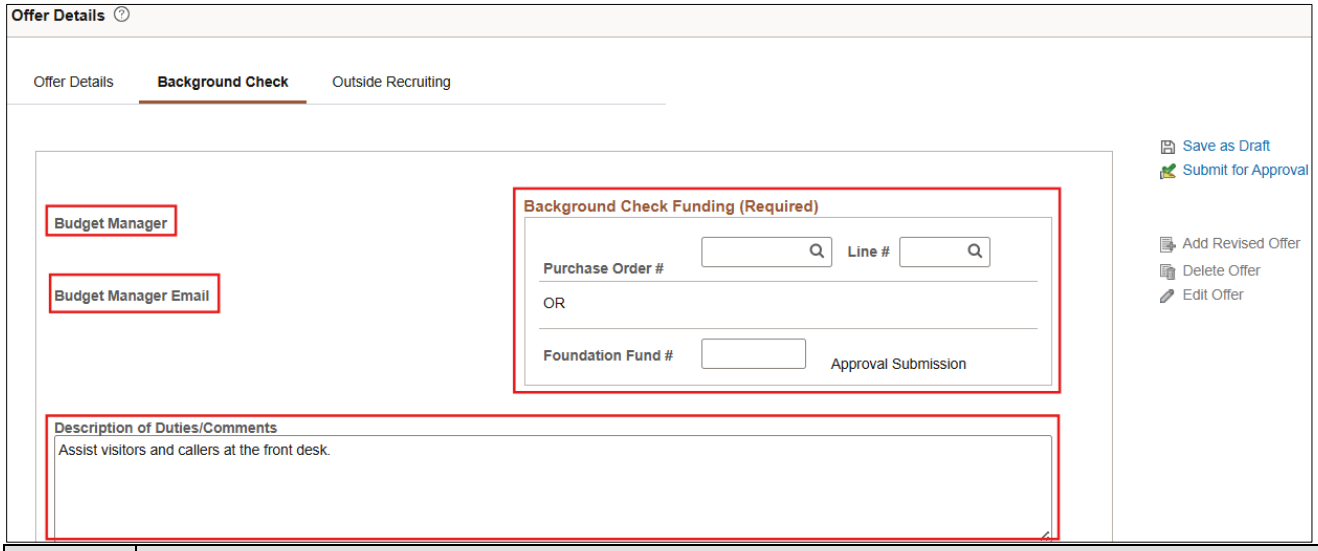
Step	Action
28.	Click the **Calc Period Amt** button to calculate the **Total Budget Amount**. Calc Period Amt



NOTE: *If the appointment requires screening of Foreign Researcher, Foreign Principal, or Export Controls, after entering the offer details, click Save as Draft and upload a screenshot of the approved RAMP Visa Status Information tab under Offer Attachments > Approval Attachments; submit the job offer when ready.*

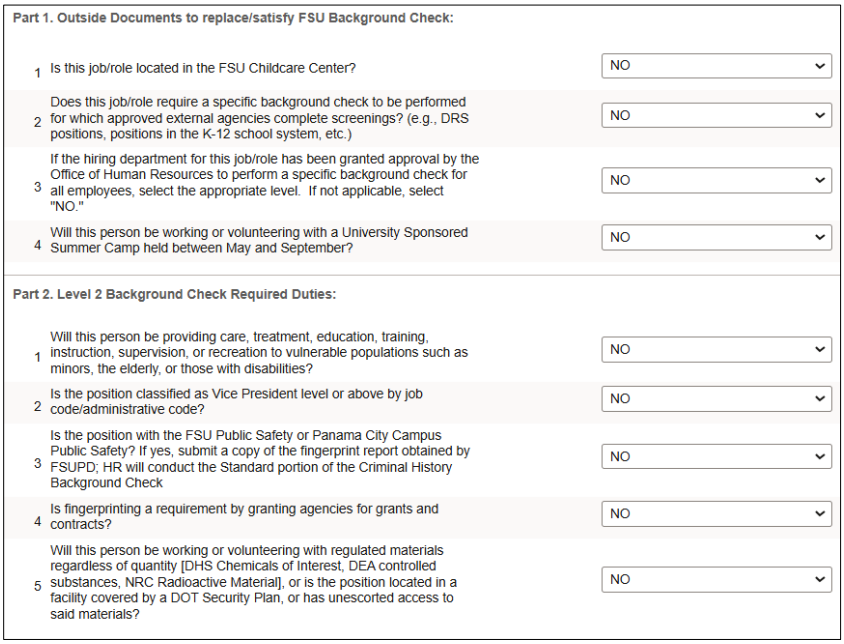


Step	Action
29.	Click the **Background Check** tab.  • Enter a *detailed* **Description of Duties** for the appointment. Enter comments as needed. • Confirm the **Budget Manager** and **Budget Manager Email** is correct. • Enter or look up a valid **Purchase Order #** or enter a valid **Foundation Fund #** to pay for the background check. The **Line #** will generate based on purchase order selected.

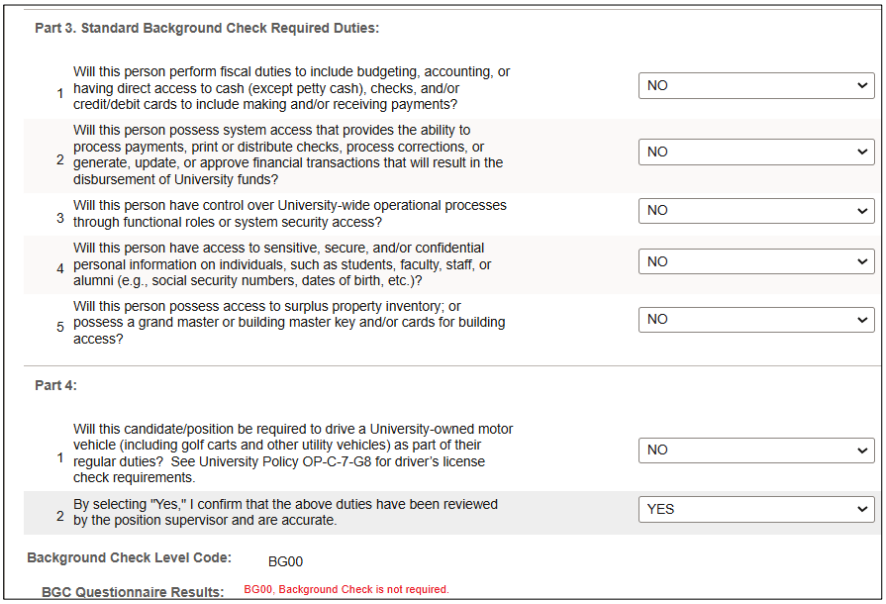


Step	Action
30.	Answer each question on the **Background Check Questionnaire**; Yes or No as applicable. *Obtain these answers from the hiring supervisor prior to entering them.* • Once the questions are answered, the background level will generate at the bottom of the questionnaire. • The background check level will be reviewed by Human Resources Background Check staff prior to approving the job offer. **Note:** Background Check requirements.

Sample Questionnaire:



Sample Questionnaire (continued):



Part 3. Standard Background Check Required Duties:

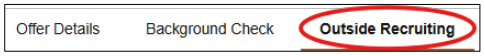
1	Will this person perform fiscal duties to include budgeting, accounting, or having direct access to cash (except petty cash), checks, and/or credit/debit cards to include making and/or receiving payments?	NO
2	Will this person possess system access that provides the ability to process payments, print or distribute checks, process corrections, or generate, update, or approve financial transactions that will result in the disbursement of University funds?	NO
3	Will this person have control over University-wide operational processes through functional roles or system security access?	NO
4	Will this person have access to sensitive, secure, and/or confidential personal information on individuals, such as students, faculty, staff, or alumni (e.g., social security numbers, dates of birth, etc.)?	NO
5	Will this person possess access to surplus property inventory; or possess a grand master or building master key and/or cards for building access?	NO

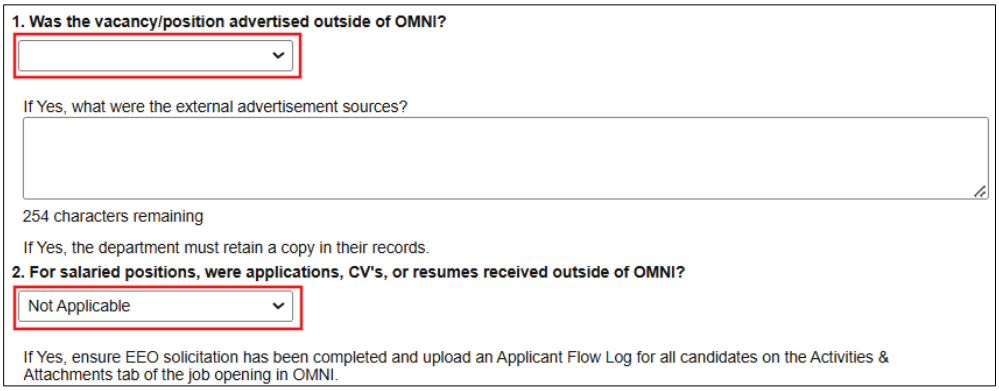
Part 4:

1	Will this candidate/position be required to drive a University-owned motor vehicle (including golf carts and other utility vehicles) as part of their regular duties? See University Policy OP-C-7-G8 for driver's license check requirements.	NO
2	By selecting "Yes," I confirm that the above duties have been reviewed by the position supervisor and are accurate.	YES

Background Check Level Code: BG00

BGC Questionnaire Results: BG00, Background Check is not required.

Step	Action
31.	Click the **Outside Recruiting** tab.  Answer questions **1** and **2**. If "Yes" to question 1, list the external advertising sources in the box, and keep a copy of those ads in department's recruitment records. For question 2, answer "Not Applicable" for OPS job offers.



1. Was the vacancy/position advertised outside of OMNI?

If Yes, what were the external advertisement sources?

254 characters remaining

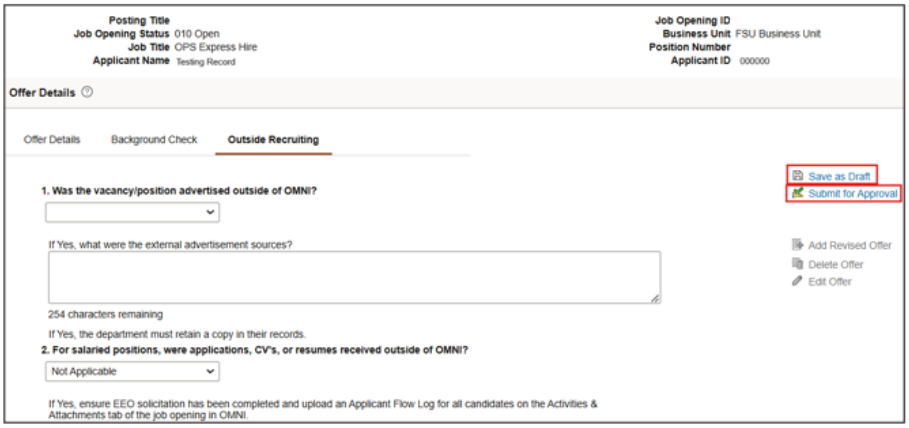
If Yes, the department must retain a copy in their records.

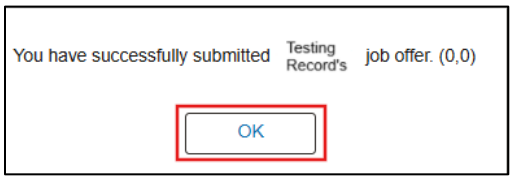
2. For salaried positions, were applications, CV's, or resumes received outside of OMNI?

Not Applicable

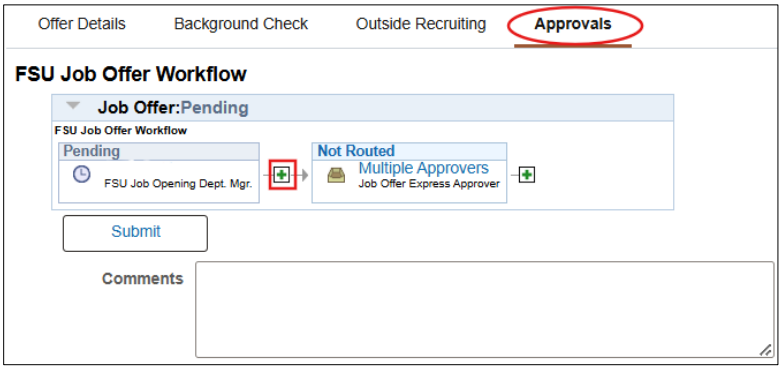
If Yes, ensure EEO solicitation has been completed and upload an Applicant Flow Log for all candidates on the Activities & Attachments tab of the job opening in OMNI.

Step	Action
32.	Click **Save as Draft** to save, or **Submit for Approval** to submit the job offer. Click **OK**.





Step	Action
33.	Navigate to the **Approvals** tab to review the status of the job offer in the workflow. • To insert an additional approver, click the plus sign at the desired point, ensuring that the Job Offer Express Approver is listed last. **Next Steps:** • Once the job offer is final approved, HR will launch the FSU Onboarding invitation to the candidate. The candidate will receive an email with the link to complete the Onboarding process. • The Job Offer Creator and Department Representative will also receive an email indicating that onboarding has been launched, what type of Onboarding package the candidate will be completing, and tips for success. **Status of Offer:** To check the status of a job offer: From the **Department Administration** page *or* the NavBar icon > **Menu**, click on **Recruiting** > **Search Job Openings** > enter job ID > **Search** > click the job title > across from the candidate's name, click **Other Actions** > **Recruiting Actions** > **Prepare/View Job Offer** > **Approvals** tab. **Editing an Offer:** The **edit offer** option is only available during the draft job offer stage. If you need to update a job offer that has been submitted, it must be denied by the approver so the originator may "**add revised offer**". At the add revised offer step, the data will be retained and editable. Be sure to click **Calc Period Amount** before clicking **Submit for Approval**.



Tips for Success:
If the appointment requires screening of Foreign Researcher, Foreign Principal, or Export Controls, build the processing time into the anticipated start date and ensure this is completed prior to entering a job offer.
If you select Employee as applicant type but decide to create the appointment as an Express Appt hire instead, follow these steps: Click **Clear** and **Return** from the search box > click **Clear** on the Express Appt page > change **Applicant Type** to **Express** > proceed with entering the data.
Link appointments to the correct express pool (OPS Express, GA Express, OPS Faculty Express, InternFSU Express, Courtesy Express, One Time Pay Express), and the corresponding pool for the start date.
Each appointment requires a new express record. Do not reuse old express records!
Ensure a valid email address is used (verify with candidate or supervisor).
Do not create your own OPS Express opening—HR creates these pools each semester.
Do not link appointment records to non-express pools (applicants must apply for advertised openings).
Do not enter a job offer when an e-PAF can be used [e.g., funding changes, OPS transfers to a compatible job code (such as non-exempt to non-exempt), department changes, FTE changes, and reappointments/extensions].

Congratulations! You have completed the topic.

Questions on this procedure? Contact your assigned Employment Specialist.