

Email: <u>hr@fsu.edu</u>

## **ELECTRONIC WIZARD PROCESS**

The New Employee Forms Wizard is used to create an OPS one-time pay job record in one of two scenarios.

- 1) Hiring an employee into a new one-time pay appointment for an individual with no previous employee affiliation with FSU.
- 2) Rehiring a previous employee (terminated for 30 days or more) on a one-time pay appointment.

The instructions below include information for the one-time pay recipient and for department representatives.

## **New Employees:**

- Complete New Employee Wizard & electronically sign required documents
- Provide department representative with copy of signed Social Security Card or application receipt
- Meet with a notary to have <u>Loyalty Oath Form</u> notarized and provide to department representative
- Complete I-9 Form with department representative (bring original identification and work authorization documents)

#### **Department Representative:**

- Upload signed Social Security Card & notarized Loyalty Oath to Step 2 of Wizard (see email for link & Wizard Number)
- Upload additional <u>Required Supplemental Documents</u> (ensure they are named appropriately so they may be identified)
- Complete I-9 Form with employee in Guardian
- Complete Background Check Questionnaire
- Once record is created complete the Additional/One Time Payment Form in OMNI

New Employees can access the New Employee Wizard at <a href="https://cfprd.its.fsu.edu/hr/FormsWizard6/">https://cfprd.its.fsu.edu/hr/FormsWizard6/</a>. Instructions for the completion of the Wizard are also provided on the New Employee Wizard website.

# **NEW EMPLOYEE RESPONSIBILITY – STEP 1**

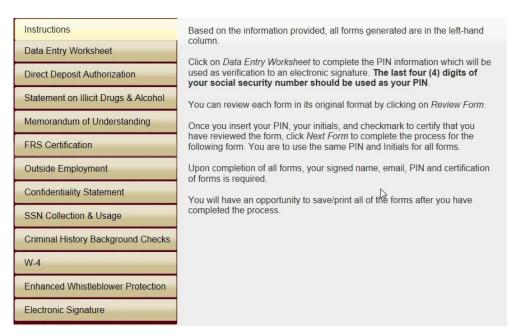
IN ORDER TO COMPLETE THE WIZARD PROCESS, THE DEPARTMENT WILL NEED TO PROVIDE THE NEW EMPLOYEE WITH THE DEPARTMENT REPRESENTATIVE'S EMAIL ADDRESS.

New employees will also need to have direct deposit information available.

Candidates will need to click Begin Forms Wizard on the bottom left corner of the page. Please do not click the Federal work study link in red.



Upon completion of all fields, new employees will be required to electronically sign each document. The electronic signature consists of a PIN (last 4 digits of Social Security number) and initials. Once you insert your PIN, initials, and check mark certifying your review of the form, click *Next Form* to complete the process for the remaining forms.



After electronically signing the forms, new employees will have the option to save and/or print all the forms for their own records. All forms generated will be sent electronically to Human Resources.



# **DEPARTMENT RESPONSIBILITY - STEP 2**

Upon the completion of the Wizard forms by the new employee, an email will be sent to the department representative indicating the New Employee Wizard has been completed. The email will provide a Wizard Number, which will be needed when accessing the department representative portion of the Wizard. The Wizard Number is not associated with the Employee ID in OMNI. Department representatives can access this step of the Wizard process at <a href="https://cfprd.its.fsu.edu/hr/FormsWizard6/deptReps/index.cfm?page=main.">https://cfprd.its.fsu.edu/hr/FormsWizard6/deptReps/index.cfm?page=main.</a>

Department Representatives will first be asked to sign in. Use the same login information for signing into OMNI.

Please log in  Username: Password:  Login
New Employee Forms Wizard
Department Representative Portal
Upload appropriate files and click Upload Files at the bottom of the page. This information will be sent directly to Human
Resources. Questions regarding this process should be directed to your recruiter.
Please type in the Employee's Wizard Number and click 'Submit'.  The Employee's Wizard Number will be provided to department reps by a system
Employee's Wizard Number (from Forms Wizard):  138 Submit  generated email when the employee completes the wizard forms.
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The Department Representative is responsible for providing a scanned copy of the Social Security Card and Loyalty Oath (notarized). All scanned documents should be in PDF format. Additional documents that may be required, such as a copy of a driver's license, non-resident alien documents, or faculty appointment requirements may also be uploaded into this site. It is suggested that the department representative retain the Wizard Number for future use for that new hire. If a document is incorrect or one needs to be added later, the department representative can access this site using the Wizard Number provided in the email for that new hire.

Upload appropriate files and click Upload I	Files at the bottom of the page. This information will be sent directly to Hum
Resources. Questions regarding this proce	
Please type in the Employee's Wizard Nur	mber and click 'Submit'.
Employee's Wizard Number (from Forms \	Wizard): 563728682 Submit
Employee Name: Christophe	
Forms Available For Download  Department Data Entry Worksheet Dow	nload
*Action Type: OpPaf OeRecruit Job Of	
Action Type. Oprail Oellectuit 300 Of	ner One fille Pay
Once all backup documentation ha	as been unloaded, click below to send the hire to Human Resources
Once all backup documentation ha	as been uploaded, click below to send the hire to Human Resources.
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	Send to Human Resources
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Click on Upload Documents once the appropriate documents have been attached. Once all backup documentation has been uploaded, <u>click on Send to Human Resources</u>.

The I-9 form should <u>not</u> be uploaded to this site. The I-9 is required for all new hires and is processed separately in the Guardian system. For additional information regarding I-9s, please contact the <u>I-9</u> <u>Administrator</u> in Human Resources.

Questions regarding this process can be directed to Human Resources at (850) 644-7803.