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 Loyalty Oath Form 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 required supplemental documents (ensure they are named appropriately so they may be identified)
- Complete I-9 Form with employee in Guardian
- Complete Background Check Questionnaire
- Email the completed Additional/One Time Payment Form to hr-edmdocs@fsu.edu

New Employees can access the New Employee Wizard at https://hrapps.fsu.edu/formswizard6/.
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.
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 checkmark 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 https://hrapps.fsu.edu/formswizard6/deptreps/.

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

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 a 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.
Click on Upload Documents once the appropriate documents have been attached. Once all backup documentation has been uploaded, click on Send to Human Resources.

The I-9 form should **not** 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 [I-9 Administrator](mailto:I-9.Administrator@company.com) in Human Resources.

Questions regarding this process can be directed to Human Resources at (850) 644-6034.