Spring 2018

Department Representative Meeting

March 21, 2018
Welcome!

Melissa McClellan

HR Communications Manager
Thank You to Our Partners

College of Medicine
Barefoot Athletics
FSU Alumni Association
University Center Club
Insurance and Retirement Updates

Donna Grubb

HR Specialist, Benefits
Retirement Plan Enrollment Changes

• Employees hired before 1/1/2018: Deadline to elect FRS Investment Plan membership is 4:00 p.m. ET on the last business day of the fifth month following month of hire. If no election is made by the deadline, default plan is the FRS Pension Plan.
  – Example: If someone was hired on 12/15/17, they would have until 4:00 p.m. on the last business day of May 2018.

• Employees hired on or after 1/1/2018: Deadline to elect FRS Pension Plan membership is 4:00 p.m. ET on the last business day of the eighth month following month of hire. If no election is made by the deadline, default plan is the FRS Investment Plan.
  – Example: If someone was hired on 1/15/18, the would have until 4 pm on the last business day of September 2018.

• New A&P and Faculty hires can still elect ORP within the first 90 days of employment. (College of Medicine Faculty must elect ORP.)
The Division of Retirement has reinstated renewed membership for some retirees* who return to work in a salaried position. Effective 7/1/2017:

- **ORP or FRS Investment Plan retirees** in an **A&P or Faculty** position are mandatory renewed members of the **ORP**.
- **ORP or FRS Investment Plan retirees** in a **USPS** position are mandatory renewed members of the **FRS Investment Plan**.
- **FRS Pension Plan (including DROP)** retirees are not eligible for renewed membership.

(*Retiree = Anyone who has received or transferred a retirement benefit from the Florida Retirement System/ORP, regardless of age.)
Dependent Eligibility Verification Audit (DEVA)

- **March 26, 2018 - May 31, 2018**
  - Enrollees who have dependents on their insurance benefits will be required to respond to Heath Management Systems, Inc. (HMS) for all documentation requests.

  - Tax Return Transcripts can be obtained online or via mail.
    - Information on how to [obtain transcripts can be found here](#).

  - Audit information is available on the [MyBenefits website](#).

- Audit vendor: HMS
  - HMS call center: 877-577-4549
  - HMS fax: 877-223-8478
  - HMS web portal: [www.verifyOS.com](http://www.verifyOS.com)
People First Upgrade

• The People First system is being enhanced to improve functionality and browser compatibility.

• Their website will be unavailable 3/16/18 – 3/26/18 with limited assistance from the People First Service Center.

• New hire elections, qualifying event changes, and resolutions will resume after the upgrade concludes.
People First Upgrade
People First Upgrade
Retirement Planning Seminar

• March 28, 2018 – Oglesby Union Ballrooms

• Two identical sessions:
  – Morning (8:45 to 11:45)
  – Afternoon (1:00 to 4:00)

• All salaried employees who will be age 48+ on the day of the seminar received invitations by email. Invite contains a link to register: https://tinyurl.com/FSURPS

• For more information, email retirement@fsu.edu, or call (850) 644-4017
Smart Onboarding Update

Melissa McClellan

HR Communications Manager
Scope

Top Candidate Selected

Salary

Candidate Vetting

Forms

Hire

Load to core section of OMNI HR

Refer to New Employee Orientation

Disposition Codes

Job Offer

Background Check

Nepotism

Dual Comp

Outside Employment

Salary Market Analysis

Direct Deposit

EEO Data Policies

W-4

Etc.
Goals

Reduce

– Time to hire
– Data entry (by core areas)
– Forms/Paper

Consolidate/Streamline

– Data
– Process steps

Improve

– Communication/coordination/visibility (with departments and candidates)
– Ease of use
– First impression of FSU
Key Features

- New comprehensive onboarding process from application to hire in OMNI HR
- Ability to track candidate’s progress online with visible dashboard
- Integration of pre-employment requirements (background check)
- Better sequencing of steps (simultaneous processing)
- Electronic flow of department steps & approvals (including VP/high-level approval)
- Improvement of data quality through consistent collection process
FSU Onboarding Portal
Look and Feel
Welcome to Florida State!

FSU is a unique institution: a preeminent, public research university with the cohesive community of a much smaller school, a university that excels in both the arts and the sciences; a community dedicated to making a difference locally and globally.

While we are always building on the university’s tradition of excellence in academics, research, student success, and diversity and inclusion, we know that our success starts with people. The combined efforts of our faculty and staff make FSU great.

This portal will guide you through the onboarding process and get you started in your new position. We look forward to having you join the Florida State family!

If you need to request a reasonable accommodation at any time during the application, selection, or hiring process, please contact the Office of Equal Opportunity and Compliance at 850.644.1169 or EOO@fsu.edu.

Sincerely,

Associate Vice President Renisha Gibbs

Onboarding Status

55%

Onboarding Tasks

Your Pending Tasks

- Enhanced Whistleblower Protection
- Loyalty Oath

Click here to view entire process or select a pending task from the list above.
Candidate View – Job Offer

Name: Ralph Mark

Congratulations again on your offer of employment at FSU!

Your job offer is contingent upon your successful completion of this electronic onboarding process before your start date, which may include a criminal history background check as well as other State and University requirements.

Here is a summary of your offer:

- **Department Name**: Biological Science
- **Position Number**: 00005377
- **Class title (working title)**: Office Administrator
- **Employee Class**: Probationary
- **Supervisor**: Corina Granger
- **Tentative Start Date**: 10/19/2017
- **Salary (hours or biweekly)**: $1,532.57 / Biweekly
- **Department Rep Email**: DJENSEN@PSIVALID.FSU.EDU

I acknowledge and accept the contingent offer of employment outlined above.
Integration of Forms & Processes
## My Tasks

### My Tasks Table

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<tr>
<th>Task ID</th>
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Employee Final Tasks – New Employee Orientation

New Employee Orientation

Name: Christopher J Hawk

You must complete the New Employee Orientation Process.

New Employee Orientation is available online and provides information on programs, services, policies, and benefits offered by the University.

Within your first 30 days of employment, complete the New Employee Orientation presentations applicable to your job classification (Faculty, Staff, OPS) on the New Employee Information webpage.

New Faculty members who attend the New Faculty Orientation in person at the beginning of the academic year are not required to complete the online orientation.

Upon completion, please return to this page and acknowledge.

☑ I acknowledge that I have completed the New Employee Orientation presentations.

Electronic Acknowledgement
Employee Final Tasks – Electronic Acknowledgement
Pending Tasks/Milestones

- Development
- Testing, testing, testing
- Pilot Group Involvement
- Training
- Pilot Group launch
- Campus-wide launch
Timeline for Implementation

• Pilot Group Only
  – Live in production Memorial Day weekend

• Volunteer Departments
  – Tentative: Live in production July 13th

• University-wide launch
  – Tentative: Live in production October 5th
Faculty Appointment Requirements

Abigail Lejeune

Assistant Director, Employee Data Management
Paperwork Required for New Salaried Faculty

- Hiring Action (pPAF or Job Offer)
  - New Employee Forms
  - I-9 Completed in Guardian
  - Copy of Signed Social Security Card
  - Curriculum Vitae
  - Official Transcripts
  - Signed Contract
  - Signed Offer Letter
  - 3 Letters of Recommendation
Paperwork Required for Rehiring Salaried Faculty

• Hiring Action (pPAF or Job Offer)
  • Rehire Packet
  • I-9 Action
    • New I-9 or Section 3 Rehire if original is less than 3 years old
  • Curriculum Vitae
• Updated Official Transcripts (if applicable)
• Signed Contract
• Signed Offer Letter
• 3 Letters of Recommendation
Faculty Credentials

• All faculty appointments require **Original Official Transcripts** to be submitted to HR.
  
  – Any Adjunct, Visiting, OPS, or Salaried appointment.
  
  – Departments are responsible for ensuring that the incoming faculty member’s education level meets the appointment’s qualifications.
Faculty Credentials, cont.

• Electronic transcripts are accepted and must be sent to department representative or HR directly.

• For paper transcripts, the transcripts should be sent directly to HR.

• Transcript Procedures FAQs
Hiring Faculty without Credentials

• As outlined in Policy 3A-2, Credentialing Faculty Members, pre-approval from the Vice President of FDA is required prior to hiring faculty without appropriate credentials.

• Includes Provisional Salaried Faculty and Adjunct/OPS Faculty.
Alternative Faculty Credentials

Faculty members who are qualified based on alternative credentials must have the [FSU Instructor Credentials Certification Form](#) submitted to FDA for approval prior to hiring.
Common Faculty Employee Classes

• **Regular**: continuing salaried appointment
• **Research**: primarily engaged in research
• **Visiting**: expected to be time limited for up to 3 years
• **Provisional**: faculty members who have not yet submitted appropriate credentials
  - Contracts are not renewable beyond one academic year
OPS Faculty Appointments

• **Adjunct**
  • 4 month appointments
  • Responsible for teaching *undergraduate* level courses
  • May be employed no more than .5 FTE throughout the year
  • Limited to 1 semester if appropriate credentials have not been received
• Visiting in Lieu of Adjunct
  • 9 month appointments
  • Responsible for teaching graduate level courses
  • May be employed no more than .5 FTE throughout the year
  • Limited to 1 semester if appropriate credentials have not been received
Mass Appointments

• Process will produce salaried appointments for existing 9-month faculty members needing E&G, Auxiliary, and Contract and Grant appointments.

• Available for Fall and Summer Semesters.

• Instructional Job Aid
Timeline for Summer 2018 Mass Appointments

• **March 5th–April 17th**
  - *Faculty Mass Appointments open to Department Representatives (Originator) for entry.*

• **April 18th–April 26th**
  - *File sent to Sponsored Research for approval.*

• **April 30th**
  - *Load file in OMNI HR, close of business.*
Dual Compensation

- Faculty members may be employed in excess of 1.0 FTE or by more than one department at the University.
  - Involves activities not associated with the employee’s regularly assigned duties.
  - Approval must be requested and granted prior to appointment and/or the performance of any work with any additional department.
  - Approval must be obtained for each period of appointment during which the employee is to receive dual compensation.
Dual Compensation Forms

• If the primary appointment is salaried faculty, the dual compensation form must be approved by the Vice President for Faculty Development and Advancement.
  ▪ These forms should be submitted to the Office of Faculty Development and Advancement directly.

• After final approval, FDA will forward the faculty dual compensation form to HR for final processing.

• Instructions for generating Dual Compensation Forms
FLORIDA STATE UNIVERSITY
The Office of Human Resources

Additional/Overload Appointments

• If faculty member already has a salaried faculty appointment, the additional appointment will need to be an overload appointment (4V or 9V).
  ▪ The primary appointment must be at full 1.0 FTE before an overload/OPS appointment can be added.
## Employee Data Management Contacts

<table>
<thead>
<tr>
<th>Team Member</th>
<th>Primary Area</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jonathan Banks</td>
<td>Non-US Citizen &amp; OPS Appointments</td>
<td>(850) 644-1449</td>
<td><a href="mailto:jebanks@fsu.edu">jebanks@fsu.edu</a></td>
</tr>
<tr>
<td>Adline Norwood</td>
<td>I-9 Forms and Guardian</td>
<td>(850) 644-7939</td>
<td><a href="mailto:anorwood@fsu.edu">anorwood@fsu.edu</a></td>
</tr>
<tr>
<td>Angela Arend</td>
<td>Faculty Appointments</td>
<td>(850) 645-7382</td>
<td><a href="mailto:a.arend@fsu.edu">a.arend@fsu.edu</a></td>
</tr>
<tr>
<td>Sue Andres</td>
<td>Mass Appointments and Courtesy</td>
<td>(850) 644-5052</td>
<td><a href="mailto:sandres@fsu.edu">sandres@fsu.edu</a></td>
</tr>
<tr>
<td>Carl Fertil</td>
<td>OPS Appointments</td>
<td>(850) 645-2712</td>
<td><a href="mailto:cfertil@fsu.edu">cfertil@fsu.edu</a></td>
</tr>
<tr>
<td>Adam Ware</td>
<td>OPS Appointments</td>
<td>(850) 645-2781</td>
<td><a href="mailto:ajware@fsu.edu">ajware@fsu.edu</a></td>
</tr>
<tr>
<td>Christie Riley</td>
<td>Staff Appointments</td>
<td>(850) 644-4915</td>
<td><a href="mailto:cnriley@fsu.edu">cnriley@fsu.edu</a></td>
</tr>
<tr>
<td>Christine Conley</td>
<td>Senior Associate Director</td>
<td>(850) 644-1978</td>
<td><a href="mailto:caconley@fsu.edu">caconley@fsu.edu</a></td>
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<tr>
<td>Phaedra Harris</td>
<td>Director, HR Operations</td>
<td>(850) 644-7705</td>
<td><a href="mailto:pharris@fsu.edu">pharris@fsu.edu</a></td>
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</table>
Appointment Paperwork Submission

Appointment Documents: hr-edmdocs@fsu.edu
Dual Compensation Forms: hr-dualcomps@fsu.edu
Electronic Remote I-9 Processing

Adline Norwood

HR Specialist, Employee Data Management
When do we use the Remote I-9 process?

• Employees hired remotely who do not have access to an FSU Representative for I-9 completion.

• Remote Hires are defined as employees who do not physically work on or in proximity to an FSU Campus.
How does this new process improve onboarding?

• Eliminates the need for paper completion for remote hires.
• Uses the existing Guardian system to guide employees and remote agents through accurate completion of the form.
• Increases completion and approval efficiency for more timely E-Verify submission.
Timeline for Implementation

• Pilot Program:
  – Began December 2017

• University-wide launch:
  – Coming soon!
  – More details to come via HR Listserv and updates at HR Forum on April 26th.

Questions? Contact Adline Norwood at anorwood@fsu.edu or (850) 644-7939.
Compensation 101

Lisa Rosenthal

HR Specialist, Compensation
Compensation: How we can help your department

Compensation is responsible for:

• Classifying all University staff positions.
• Advising departments on staff salary structures through market pricing and salary analyses.
• Maintaining official organizational charts and staff position descriptions for Florida State University.
Position Descriptions

Updates

• Required anytime the responsibilities, competencies, or focus of the position changes.

• Responsibilities flow into the annual A&P and USPS evaluation process and are used to evaluate employees, so it is important they accurately reflect the duties and responsibilities of the job.
Position Descriptions

Reclassifications

• Required when the responsibilities of a position change and no longer reflect the assigned Job Code Class Specification.

• May lead to promotion when the position’s responsibilities significantly increase and move the position into a higher classification.
  - NEVER communicate requested changes with an employee until required approvals are obtained and the effective date has been set.
  - Effective dates are determined by Human Resources upon final approval.
  - New contracts are needed for A&P employees changing classifications.
Pay Increases

Permanent Pay Increases add to an employee’s base pay.

- Counter Offers
- Merit Pay
- Development Pay
- Increased Responsibilities
- Market Adjustments
- Pay Equity

[Link to Compensation Matrix]

Effective date is determined by Compensation based on Payroll Processing Calendar.
Supplemental Pay increases include:

• Additional Pays
  - Cell Allowances
  - Shift Differential (Intermittent/Regular)
  - On-Call Pay
  - Asbestos/Lead Abatement Pay
  - Biohazard Pay

• One-Time Pays
  - Performance Bonuses
  - Certification/Licensures
  - Temporary Duties
Marked Analysis

- Utilizes both internal and external market data.
- Identifies “quartiles” of FSU employees within a job code.
- Compares FSU salary ranges to the external job market for a job code/position.
- Updated PDs are needed to capture the closest match to external market data.
Salary Analysis

• Performed on the final candidate for a staff job opening.

• Assists managers in making data-driven hiring decisions.

• Utilizes information from the Market Analysis and the candidate’s education and experience, combined with strengths displayed during the interview process to determine an appropriate hiring range.

• Provides a recommended quartile for a new hire.
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**Market Analysis for 9299 - Senior Renegade Specialist (Pay Band 5)**

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<td># ees</td>
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<tr>
<td>Minimum</td>
<td>49,123</td>
<td>49,373</td>
<td>50,386</td>
<td>52,184</td>
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<tr>
<td>Beginning Quartile 2</td>
<td></td>
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<tr>
<td>Median</td>
<td>50,386</td>
<td>52,184</td>
<td>53,992</td>
<td>55,797</td>
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<tr>
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<tr>
<td>Maximum</td>
<td>52,184</td>
<td>53,992</td>
<td>55,797</td>
<td>57,601</td>
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<tr>
<td>Horse Trainer, Sr</td>
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<td></td>
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<tr>
<td>Source</td>
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<td>CUPA</td>
<td>74%</td>
<td>62,413</td>
<td>68,566</td>
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<tr>
<td>Market Ratio</td>
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<td></td>
<td>62,413</td>
<td>68,566</td>
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<tr>
<td>Median</td>
<td>68,566</td>
<td>93,340</td>
<td>93,340</td>
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<tr>
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<td>Maximum</td>
<td>93,340</td>
<td>93,340</td>
<td>93,340</td>
<td>93,340</td>
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<tr>
<td>Large Animal Specialist II</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Source</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Salary</td>
<td>100%</td>
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</tr>
<tr>
<td>Market Ratio</td>
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<td>50,500</td>
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<td>93,340</td>
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<tr>
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<tr>
<td>Median</td>
<td>57,200</td>
<td>93,340</td>
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<tr>
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<tr>
<td>Maximum</td>
<td>93,340</td>
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</table>
Highest Research Activity (excluding outliers)
Salary.com CompAnalyst, Comparison Group, Edu., Gov't. & Nonprofit, Size FTE 3,000-7,500

Dated: 3/15/2018
To: Debbie Department  
Department: Business Services  
Candidate: Candi Candidate  
Position #: 654321  
Job Opening: 12345

Based on the factors below and the requirements of the position, this candidate falls within the quartile designated below. See attached market analysis.

<table>
<thead>
<tr>
<th>FSU:</th>
<th>BASIC</th>
<th>PROFICIENT</th>
<th>ADVANCED</th>
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<tbody>
<tr>
<td>First Quartile</td>
<td>$49,373-$50,704</td>
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Documentation: Application, Resume, Position Description, Department Feedback  
Classification: Senior Renegade Specialist  
Job Code: 9299  
Pay Plan/Band: A&P Pay Band 05  
FLSA Exempt

Applicant's Credentials

<table>
<thead>
<tr>
<th>Job type work experience:</th>
<th>9 years</th>
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</thead>
<tbody>
<tr>
<td>Position requirement experience:</td>
<td>5 years</td>
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<tr>
<td>Formal Education:</td>
<td>Master's Degree</td>
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</table>

Technical Skills (rated by department)

<table>
<thead>
<tr>
<th>Skill</th>
<th>Level</th>
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</thead>
<tbody>
<tr>
<td>Advanced Low</td>
<td></td>
</tr>
<tr>
<td>if applicable</td>
<td></td>
</tr>
</tbody>
</table>

Supervisory Skills (rated by department)

<table>
<thead>
<tr>
<th>Skill</th>
</tr>
</thead>
<tbody>
<tr>
<td>if applicable</td>
</tr>
</tbody>
</table>
What you can do to assist Compensation

• Initiate Compensation requests in a timely manner.
  – Effective dates should align with the first day of a pay period.
  – Follow the Payroll Deadline Calendar for submitting paperwork.

• Seek process guidance from Compensation Staff.

• Utilize tools and resources available in the Compensation Section of HR’s website.
Upcoming Recruiting Enhancements

April Smatt

Sr. HR Specialist, Employment & Recruitment Services
Upcoming Recruitment Enhancements
OPS Faculty Express

• Modeled after the GA Express process
  – Create applicant record, link record, and create job offer

• Offers will automatically route through electronic approval chain before coming to HR for processing

• Creates a nearly paperless process for OPS Faculty appointments
Upcoming Recruitment Enhancements
OPS Faculty Express, cont.

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Status</th>
<th>Disposition</th>
<th>Application Date</th>
<th>Type</th>
<th>Route</th>
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<tbody>
<tr>
<td>Tom Tester 522502 N 02/07/2018 10:50AM Grad/OPS Fac 000-Hired</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Test 522600 N 02/09/2018 4:07PM Grad/OPS Fac 015-Linked</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suzie Testing 522500 N 02/07/2018 10:48AM Grad/OPS Fac 015-Linked</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Image of a screen showing Manage Job Opening]
Upcoming Recruitment Enhancements
Exempt from Advertisement Process

• Electronic process for salaried appointments exempt from advertisement, to include:
  ➢ Online “open application”
  ➢ Non-Advertised Job Opening
  ➢ Job Offer and workflow

• The approval procedures and qualifiers for the advertising exemption process remain the same.
Upcoming Recruitment Enhancements
Exempt from Advertisement Process, cont.

Example of Job Opening > Posting Information page
Recruitment Reminders
Interview Evaluations in OMNI HR

✓ Interview evaluations are only to be entered if an interview was conducted.
  – Do not create an evaluation to document a “no show.”

✓ Create an evaluation for each interview, including Phone, Skype, In Person, etc.

✓ Interview evaluations can be entered by the Hiring Team or Department Representative; however, the ratings must be provided by the Hiring Team.
Title IX – Sexual Misconduct

Mandy Hambleton

Title IX Director, Office of Title IX
Sexual Misconduct – Prohibited Conduct

- Gender Stereotyping
- Gender-Based Animosity
- Pregnancy Discrimination
- Sexual Harassment

- Sexual Violence
- Domestic/Dating Violence
- Sexual Exploitation
- Stalking
Where to Report a Disclosure or Make a Complaint

Reports/Complaints against Students

• Online: https://report.fsu.edu
• Sexual Misconduct: Title IX Director
  – Mandy Hambleton: mhambleton@fsu.edu or (850) 644-6271
• Other Discrimination: Dean of Students Department

Reports/Complaints against Faculty, Staff, or Third Parties

• Human Resources, Equal Opportunity & Compliance (EOC)
  – Amber Wagner: amwagner@fsu.edu or (850) 645-1458
  – Marcy Valenzuela: mvalenzuela@fsu.edu or (850) 645-9469
Door Prize
University Center Club: Value of Membership for Faculty & Staff

Cherrie Barbree
Membership Director, University Center Club

&

Tracy Marple
Regional Manager, University Center Club
University Center Club

Where the University unites in the Unconquered Spirit of Education, Arts, Athletics, Business, and Hospitality

Building Relationships & Enriching Lives
FLORIDA STATE UNIVERSITY
The Office of Human Resources

ClubCorp
The World Leader in Private Clubs®

My Club.
Enjoy 50% OFF* your à la carte dining!

My Community.
Access to tickets for sports and more through My Ticketline!

My World.
Gives you FREE* golf, FREE* dining and more!
New Faculty & Staff Membership Offering

• Existing UCC Members:
  – Sponsor 1: Reduce your Dues by $21
  – Sponsor 3: Receive 50% off dues in 2019
  – Sponsor 5: Receive Complimentary dues in 2019

• New Members can take advantage of the reduced dues rate of $31 and start earning points toward complimentary dues.

*Dues can now be payroll deducted*
Create your Legacy with the UCC!

• Join today and we will waive your initiation fee!

• Our Membership Team is available to answer questions regarding your current membership or to assist you in establishing your new membership.

  – Questions? Contact Cherrie Barbree at cherrie.barbree@clubcorp.com or (850) 644-9089

We look forward to welcoming you as a NEW UCC member!
Break
Essential Piece Award

Renisha Gibbs
Associate Vice President for Human Resources
Finance & Administration Chief of Staff
Essential Piece Award

- “Happy and professional demeanor. She goes above and beyond to ensure HR receives documentation in a timely fashion with all of her appointments (over 80 salaried employees and nearly 200 OPS employees).”

- “Knowledgeable, professional and responsive. She proactively reaches out to us for advice and recommendations.”

- “She is professional and responsive to HR on appointment issues. She strives to avoid oversights and errors in time entry and payroll processing. If an oversight is brought to her attention, she seeks out ways to ensure it will not happen again.”

- “She performs both HR and financial functions for her department and consistently holds herself to a high standard of excellence.”

- “We truly appreciate how hard she works to ensure her department’s paperwork is accurate and processed efficiently. She is deserving of this recognition.”
Alexandra Tuuri

Business Operations Specialist, University Business Administrators (Admissions)

Spring 2018 Outstanding Department Representative

and

Essential Piece Award Winner
Office of Federal Contract Compliance Programs (OFCCP) Audit

Renisha Gibbs
Associate Vice President for Human Resources
Finance & Administration Chief of Staff
2009 In Review...

- Beyoncé's “Single Ladies” topped music charts
- Barack Obama was inaugurated into office as the 44th president of the United States
- Bobby Bowden announced his retirement after coaching 44 years here at Florida State
FLORIDA STATE UNIVERSITY
The Office of Human Resources

2009 for FSU HR

United States Department of Labor
Office of Federal Contract Compliance Programs
Charles E. Bennett Federal Building
600 West Bay Street – Room 905
Jacksonville, Florida 32202
Telephone: (904) 331-4631

09 September 2011

Dear Dr. Barron:

Our recent evaluation of your equal employment opportunity policies and practices at The Florida State University, 211 Westcott Building, Tallahassee, Florida has been completed.

During the compliance review process we found no apparent violation of Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, or the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended (38 U.S.C. 4212). This determination may be modified by the Regional Director, or by the Director, OFCCP, within 45 days of the issuance of this letter.

The Office of Federal Contract Compliance Programs sincerely appreciates the cooperation and courtesy extended by you and your staff during the conduct of the compliance review.

Sincerely,

Evelyn Tregue
Regional Director

By,

Sylil St. Simmons
District Director - Atlanta

Matthew J. Cusumano, Attorney at Law, Jackson Lewis LLP
Via Email: mcusumano@jacksonlewis.com

Renika L. Gibbs
Director Human Resources, Diversity & Equity, Employer & Labor Relations
The Florida State University
Via Email: r.gibbs@fsu.edu

Working for America’s Workforce
2018…They’re Back!

• FSU received a “Corporate Scheduling Announcement letter” from the Office of Federal Contract Compliance Programs (OFCCP)
  – Courtesy notice that an audit is on its way
  – The University has been identified for scheduling of a “supply and services compliance review”

• We are awaiting a “Scheduling Letter”
  – Initiates the OFCCP Audit
  – Audit submission due in 30 days

• Representation
  – Partnering with Jackson Lewis P.C. who specializes in workplace law
What You Need to Know About an OFCCP Compliance Review

• Who is the OFCCP?
  – A federal agency with authority to enforce nondiscrimination and affirmative action requirements that apply to organizations like ours that do business with the government

• What is a Compliance Review?
  – A government conducted audit to determine if an organization’s recruitment, hiring, employment, and compensation practices are meeting OFCCP requirements
• Each year, the OFCCP selects numerous employers doing business with the federal government to evaluate their compliance with affirmative action regulations
  – Looking for patterns of discrimination, recordkeeping deficiencies, and law violations

• Currently, they are focused on *pay equity*
  – Pay differences between men/women and minorities/non-minorities
  – All forms of compensation are considered (e.g., bonuses, commission, and benefits)
Audit Stages

• Desk Audit
  – Within 30 days of receiving a scheduling letter, we must provide:
    ▪ Affirmative Action Plans
    ▪ Personnel activity data
    ▪ Employee-level compensation data
    ▪ Evaluation of effectiveness of outreach efforts
    ▪ Summary numbers of veteran and disabled applicants and hires
Audit Stages, cont.

• On-site Investigation
  – May be conducted after the OFCCP reviews the “Desk Audit” materials if further investigation is needed
  – Compliance officers travel to the organization and may ask for additional records, interview employees, and inspect for evidence of compliance

• Post-On-Site Follow-Up
  – Off-site analysis of the additional information obtained during the on-site investigation
  – More data and records may be requested during this stage
Possible Agency Outcomes:

- Closure Letter
  - Most favorable outcome
  - The OFCCP issues a letter indicating that it has found no apparent affirmative action, nondiscrimination, or recordkeeping violations

- Closure Letter With Minor Violations
  - Outlines minor, technical violations (i.e., minor recordkeeping violations)
  - Organization commits to taking specific steps to correction minor violations

- Notice of Violation
  - Significant alleged violations identified
  - Conciliation Agreement

- Notice to Show Cause
  - Reserved for situations where an organization is unwilling to cooperate or unwilling/unable to resolve alleged violations through a Conciliation Agreement
Consequences of Non-Compliance

• Failing to comply with the OFCCP’s nondiscrimination and affirmative action requirements can result in:
  – Significant financial consequences
  – Cancellation of an organization’s federal contracts and a ban on future government work
We Need Your Help

*We will need the full participation of our University community in compiling information and submitting our response.*
What Can You Do to Prepare?

• Ensure that you’re retaining all records for searches conducted in your department, including;
  – Interview schedules
  – Interview notes
  – Reference checks

*Departments must keep all hiring documentation for 4 years; 5 years when hiring a foreign national.*
What Can You Do to Prepare?

• Make sure search records are centrally located and easily accessible

• Confirm that all job openings where a hire has been made are closed with the appropriate disposition codes entered in OMNI HR

• Review all Federal/State compliance poster locations and make sure they are:
  – Up-to-date
  – Posted in a conspicuous location that is accessible to all employees
OMNI Upgrade to 9.2 “PUM 23”
and
FSU Foundation funds to OMNI Transition

Phaedra Harris
Director, HR Operations
What is PUM?

PeopleSoft Update Manager

• Instead of major upgrades every few years, “PUM” is a way to have smaller, continuous delivery of updates using these incremental numbers.

• We are on Version 9.2.

• We will stay on Version 9.2, just continue to increase in PUM counts.

• Currently we are going from 12 – 23.

• In the fall, we may move 23 – 27.

• PUMs are published 4-5 times per year.

• Updates may occur every 6 months or per year.
Home Page

These are called Tiles, which are currently the main folders that exist under Main Menu.
Manager Self Service
By clicking on the diamond, you will open your navigation bar.

Any favorites that you have currently in OMNI HR will transfer over with the upgrade. They will be stored here.
"Hamburger" Button

Once on a page, you can elect to add a direct link to that page to your:
- Homepage
- NavBar
- Favorites

Or any combination of those options.
Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria:
- Empl ID begins with
- Empl Record =
- Name begins with
- Last Name begins with
- Second Last Name begins with
- Alternate Character Name begins with
- Middle Name begins with

Include History, Case Sensitive

Search, Clear, Basic Search, Save Search Criteria
Worklist
Next Steps

• Develop a guide on “How to add your own home page”
• Testing complete by 4/12/2018
• Load to production 4/13/2018 – 4/15/2018
• Experience a new look on Monday, April 16th
FSU Foundation (FSUF) Departmental Funds into OMNI Financials

Scope Overview - July 1, 2018 Go-Live

- Interface spendable cash in Foundation departmental funds to OMNI Financials
- Budget annually for Foundation departmental funds at the department and fund level
- Control spending of Foundation departmental funds in OMNI at the department, fund, and project level
Support processes that adhere to applicable statute, regulation, and policy

Allow Foundation staff to maintain approval authority for all transactions via applicable workflow

Enhance University reports and queries by allowing visibility of Foundation departmental funds with spendable cash balances
# Design & Configuration

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<tr>
<th>PC Business Unit</th>
<th>KK Ledgers</th>
<th>Fund Code</th>
<th>Department IDs</th>
<th>Project IDs</th>
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<td>CC_FF_BUD</td>
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<td>[Area]9xx</td>
<td>Fxxxxx</td>
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<tr>
<td></td>
<td>CC_FF_ENC</td>
<td>Funds</td>
<td>(example – 187900 Music Dean / College</td>
<td>[Current Foundation 5 digit Fund ID]</td>
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<td>Wide FSUF)</td>
<td>(example – F04051)</td>
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<td>CC_EXP</td>
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</tr>
</tbody>
</table>

Foundation to OMNI Integration website
Implications for Departments

- Approval authority at the DeptID level
- “Sunset” of Fund 547
- Additional budgeting requirements in April
Implications for Departments, cont.

Foundation-funded scholarship processing will not change

Foundation (not University) policies will apply on purchases made entirely with Foundation funds

Foundation staff will continue to coordinate and manage the setup of new Foundation funds
Next Steps

Chartfield setup

Hyperion budget training

Fund 599 appointments

Creation/modification of BI reports, queries
Contact Information

Foundation to OMNI Website

General Questions – Judd Enfinger, Controller’s Office (jenfinger@fsu.edu / 5-2436)

Department Setup – Chris Warren, ERP (crwarren@fsu.edu / 5-3290)

Budget Questions – Katie Perkins, Budget Office (kperkins@fsu.edu / 5-2436)
Employee Training Resources

Kandiace Buchheister
*Training Specialist, Office of Training & Organizational Development*

&

Megan Del Debbio
*Marketing Communications Manager, Information Technology Services*
Certificate Series

- HR Department Rep Certificate Series
- Diversity & Inclusion Certificate Series
- Student Coaching Skills Certificate
- Financial Rep Certificate Series
- Global Partners Certificate
- Customer Service Certificate Series
We Can Help

- Developing a New Training Tool
- Improving a Training Tool
- Training Support and Administration
- Retreat Workshop Training
who is Lynda?
Lynda.com

- Thousands of video tutorials
- Hard and soft skills
- Custom playlists
- Free access
Signing In

STEP 1
Visit its.fsu.edu/Lynda

STEP 2
Click Sign In

STEP 3
Sign in with your FSUID and password
Five Courses to Try

- Time Management Fundamentals
- Excel 2016 Essential Training
- Photoshop CC 2018 Essential Training
- Leading with Emotional Intelligence
- Critical Thinking
Lynda.com Workshops

• Mark your calendars for March 29
  • Professional and Career Development
  • Flipping the Classroom
  • Engage and Empower your Teams
  • Gaining IT Certifications

• Register through OMNI HR
“An investment in knowledge pays the best interest.”

- Benjamin Franklin
Door Prize
Questions & Answers
Closing Remarks

Melissa McClellan

HR Communications Manager
Thank You!