Agenda

Things we will cover

• Overview of the onboarding portal
• When to submit a job offer vs when to submit an ePaf.
• Candidate steps in the onboarding portal
• Department steps in the onboarding portal
• Approvals for Outside employment, Dual Comp and Employment of relatives
• System notifications
• Tips for Success
Overview

An overview of entire process

1. Top Candidate Identified
2. OMNI Job Offer Submitted and Approved
3. Employee Information Collected
3. Background Check Processed
3. Approvals for Outside Employment, Dual Comp, Employment of Relatives and Leave Transfer
4. Hiring Paperwork Verified

In the portal:
Upload required supplemental documents
Type of Hires

What type of hire or employee can proceed through the Smart Onboarding?

- New Hires
- Rehires
- Additional Jobs
- Courtesy

Who is excluded?

- Work Study
- 1-Time Pay

What about reappointments and appointment changes?
• Continue submitting ePAF+ for extensions/reappointments and pPAFs for retroactive changes/fixes
ePaf vs Job Offer

**ePaf**
- OPS transfers to a compatible job code (e.g. OPS non-exempt to OPS non-exempt, GA to GA)
- Salaried Reclassifications
- Department Changes
- Pay Rate Changes
- FTE Changes
- Reappointments & Funding Extensions

**Job Offer**
- New Hires
- Rehires
- Internal Movement – Advertised Positions (i.e. promotions, laterals, demotions, etc.)
- Additional Appointments (e.g. OPS non-exempt employee works in English and will be hired in Chemistry as well)
Job Offers (eRecruits)

How does the process start?

- Initial discussion with top candidate will include an anticipated start date, job details, and next steps.
- Applicants apply to an **Advertised Job Opening** or Department Rep links an individual to an **Express Pool**.
- **Top candidates** are selected from the opening or pool and Department Rep submits a **Job Offer**.

<table>
<thead>
<tr>
<th>Position Type</th>
<th>Process Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific Salaried Position</td>
<td>• Advertised Job Posting</td>
</tr>
<tr>
<td>Specific OPS Job(s)</td>
<td>• Advertised Job Posting</td>
</tr>
<tr>
<td>Various OPS/Post Doc Jobs</td>
<td>• Linked Express Pool</td>
</tr>
<tr>
<td>Various GA Jobs</td>
<td>• Linked Express Pool</td>
</tr>
<tr>
<td>Various OPS Faculty Jobs</td>
<td>• Linked Express Pool</td>
</tr>
<tr>
<td>Non-Advertised Salaried Position</td>
<td>• Creation of Non-Advertised Job Opening</td>
</tr>
<tr>
<td>Courtesy</td>
<td>• Linked Express Pool</td>
</tr>
</tbody>
</table>
Job Offers (eRecruits)

What does a Job Offer look like?

Job Offers (eRecruits) contain details about the appointment.
Onboarding Portal Workflow

**DEPARTMENT**
- Dept. Rep Confirmation
  - Confirm Employment Information
- Dept. Approval (Workflow)
  - Dual Comp, Empl of Rel & Outside Employment
- Dept. Rep Activities
  - Upload Supplemental Docs

**CANDIDATE**
- Candidate Receives Invitation
  - Set Up User Login
- Employee Information
  - Personal Information
- Employment Information
  - Outside Employment, Dual Comp, Empl of Rel, Selective Service & Leave Transfer
- Additional Candidate Tasks
  - Policies, Benefits & Payroll
- Supplemental Docs
  - Social Security Card, Loyalty Oath

**CENTRAL HR**
- BGC Admin
  - BGC Required?
- BGC Results
  - HR Admin Checklist/Prepare for Hire

**Post-Submit Dept. Activities**
- Complete I-9
- Employee Final Tasks
  - NEO & Form I-9

**Submit To HR**

**Hire Processed**
Welcome to FSU
Invitation to candidate is launched

Tom A. Hawk,

Congratulations on your offer of employment! We look forward to your contributions to our university community.

<table>
<thead>
<tr>
<th>Department</th>
<th>Job Title</th>
<th>Anticipated Start Date</th>
<th>Invitation ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physics</td>
<td>Researcher</td>
<td>10/25/2020</td>
<td>0000013768</td>
</tr>
</tbody>
</table>

Your appointment is contingent on your successful completion of our electronic onboarding process.

You should begin your onboarding process immediately. You must successfully complete the onboarding process, including any required background check, before you can start work in your new position.

The process does not have to be completed in a single session. You may log in multiple times using your user name and password to complete the process. If there is a break in your input, fully completed pages will be automatically saved. When you log in for your next session, you can return to where you left off and continue. This invitation expires in 21 days.

New employees:
The new appointment process usually includes a background check, employment paperwork, and other pre-employment requirements. Get started by clicking the link below to set up your user name and password.

On or before your first day of work, you will need to bring personal identification for completion of the I-9 form to your department representative (listed below). The onboarding portal will show you examples of acceptable forms of identification.

Helpful Tips
Allow approximately 60 minutes for completion. Gather necessary information before you start, such as:

- Social Security Number
- Banking information (for direct deposit)
- Work authorization documents

Existing employees:
The abbreviated appointment process includes a shortened onboarding experience. As a current employee, you still must create a user name and password unique to the onboarding system; do not use myFSU (OMNI) credentials.

Get started by clicking on the link below to create a user name and password.

Onboarding Portal:
New Users: Click Here to create a username and password.
Returning Users: Click Here to access the portal with your previous username, password, and security questions.

If you need to request a reasonable accommodation at any time during the application, selection, or hiring process, please contact the Equity, Diversity & Inclusion Office at 850-645-1458 or EDIR@fsu.edu.

Should you have any questions or problems, please contact your department representative, Emily S. Lane, at 850/933-7499 or ESLANE@psinivald.fsu.edu.

Thank you,
Office of Human Resources
Florida State University
(850) 644-6034
User Registration
Create User ID and Password

Create an Account

Tom A. Hawk

Please create a User ID and password.

After registering, you will be prompted to confirm your account by logging in and creating challenge questions.

If you need to request a reasonable accommodation at any time during the application, selection, or hiring process, please contact the Equity, Diversity & Inclusion Office at (850) 645-1458 or EDI@fsu.edu.

1. Create an Account

User ID: __________________________
Password: _________________________
Confirm Password: ________________

Password Rules:
Password must be at least 8 characters in length.
Password must contain 1 upper and 1 lower case alphabetic characters (e.g. A-Z, a-z).
Password must have at least 1 numeric characters (e.g. 0-9).
Password must have at least 1 special character (e.g. ~!@#$%^&*()_+-=).
Password can't be same as User ID.
Password can't be same as Email ID.

Register now
You have successfully created a username and password. Click OK to log in, set up your challenge questions, and complete the onboarding process.

Username: All CAPS

OK
Security Questions

Verify your identity

Set up Challenge Questions

Name: Tom A. Hawk

As a security measure, you must set up answers to three security questions. You may choose different questions from the bank by using the drop-down menus below.

Please make note of these answers, as you will be required to provide them each time you log into the Onboarding portal.

*Question: What was your childhood nickname?
Answer:
Hint:

*Question: What is your favorite sports team?
Answer:
Hint:

*Question: What was the first name of your best friend during childhood?
Answer:
Hint:
WELCOME TO FLORIDA STATE UNIVERSITY!

Tom A. Hawk
Researcher
Your Anticipated Start Date is 10/25/2020

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 appointment. We look forward to having you join the Florida State family!

If you need assistance during the onboarding process, please contact the Office of Human Resources at 850-644-6034 or HR-Onboarding@fsu.edu.

If you need to request a reasonable accommodation at any time during the application, selection, or hiring process, please contact the Equity, Diversity & Inclusion Office at 850-645-1458 or EDI@fsu.edu.

Sincerely,
Associate Vice President Renisha Gibbs

GET STARTED »
Electronic Disclosure

Please read the following statement carefully.

By entering information included in this electronic onboarding process, I attest that the information provided and any accompanying documentation is true and complete. I understand that any false or misleading information or omissions may disqualify me from a position or employment with Florida State University and may be grounds for disciplinary action, up to and including dismissal, even if discovered at a later date.

I understand that electronic signatures are legally binding. I acknowledge that my electronic signature indicates I have accurately completed the form to the best of my knowledge and reviewed the information, including electronically accessing and reviewing the information contained therein.

I consent to the release of any information gathered during this onboarding process as appropriate to Florida State University Human Resources with the understanding that any information entered and included with this process will be used for employee records at Florida State University.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT.

☐ I understand the terms above, and give my consent to use electronic signatures for my onboarding.

[Electronic Sign]
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:

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Athletics Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Number</td>
<td>00065386</td>
</tr>
<tr>
<td>Job Code</td>
<td>9483</td>
</tr>
<tr>
<td>Class Title (working title)</td>
<td>Athletic Trainer</td>
</tr>
<tr>
<td>FTE</td>
<td>1</td>
</tr>
<tr>
<td>Employee Class</td>
<td>Regular</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Robin Gibson</td>
</tr>
<tr>
<td>Tentative Start Date</td>
<td>10/11/2020</td>
</tr>
<tr>
<td>Standard Hours</td>
<td>40</td>
</tr>
<tr>
<td>Salary (hourly or biweekly)</td>
<td>$1,149.43 /biweekly</td>
</tr>
<tr>
<td>Department Rep Email</td>
<td>@FSINVALID.FSU.EDU</td>
</tr>
</tbody>
</table>

I acknowledge and accept the contingent offer of employment outlined above.
Employee Information

Personal details

Exemption from FS119
## Education

Pulls data from application

### Education

- **Highest Education Level:**
  - Bachelor’s Degree

- **Name:**
  - (If Applicable)

- **Degree:** Click magnifying glass to select from the list or type your degree in “Quick Filter” box to search for select values.
- **Major:** Click magnifying glass to enter your major in “Quick Filter” box to select value. If you cannot find value, found class select window and type your major in “Major Description” box.
- **Effective Date:** Click calendar icon to select date degree was conferred.
- **Country and State:** Click magnifying glasses to use “Quick Filter” to search for select values.
- **School Code:** Click magnifying glass, enter school name in “Search by Description” box, and select value. Use “Quick Filter” to refine results if needed. If you cannot find value, found class select window and type school name in “School Description” box.

**Note:** High school education details are not collected on this page. CSV “Save” to continue.

### Education Details

- **Education Level:**
  - DEB
  - Degree

- **Specify your school location and name below:**
  - **Degree:**
    - 00, 4BA
  - **Major:**
    - AOM
  - **Effective Date:**
    - 08/05/2019
  - **Country:**
    - USA
  - **State:**
    - FL
  - **School Code:**
    - 134097
  - **School Description:**
    - FLORIDA STATE UNIVERSITY
  - **Major Description:**
    - Anthropology
  - **Graduated:**
  - **Terminal Degree for Discipline**
Self-Identification
Ethnicity/Race, Veteran Status, Disability

Voluntary Self-Identification of Disability

| Ethnicity/Race, Veteran Status, Disability |

This form is voluntary and will not affect your application for admission. The information provided on this form will be used in accordance with policies and procedures established by the University of California. By completing this form, you are not required to provide any information that you do not wish to provide. For more information, please visit the University of California website at

Voluntary Self-Identification of Protected Veteran Status

To meet the University’s obligation as a federal contractor, we request that you complete the following information. This information will only be used for compiling the University’s Affirmative Action Plan and will not be used in making any employment decisions. Completion of this information is voluntary and will not affect your employment opportunities with the University. The information is confidential and will not be separated from your other application information.

Voluntary Self-Identification of Ethnicity/Race

To meet the University’s obligations as a federal contractor, we request that you complete the following information. This information will only be used for compiling the University’s Affirmative Action Plan and will not be used in making any employment decisions. Completion of this information is voluntary and will not affect your employment opportunities with the University. The information is confidential and will not be separated from your other application information.

Electronic Signature
# Emergency Contacts

One contact is required

## Emergency Contacts Form

<table>
<thead>
<tr>
<th>Contact 1</th>
<th>Contact 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Name</strong></td>
<td><strong>First Name</strong></td>
</tr>
<tr>
<td>Rodney</td>
<td></td>
</tr>
<tr>
<td><strong>Last Name</strong></td>
<td><strong>Last Name</strong></td>
</tr>
<tr>
<td>Renegade</td>
<td></td>
</tr>
<tr>
<td><strong>Relationship</strong></td>
<td><strong>Relationship</strong></td>
</tr>
<tr>
<td>Friend</td>
<td></td>
</tr>
<tr>
<td><strong>Primary Phone</strong></td>
<td><strong>Primary Phone</strong></td>
</tr>
<tr>
<td>850/956-9253</td>
<td></td>
</tr>
<tr>
<td><strong>Phone Type</strong></td>
<td><strong>Phone Type</strong></td>
</tr>
<tr>
<td>Cell</td>
<td></td>
</tr>
</tbody>
</table>

**Alternatives**

<table>
<thead>
<tr>
<th>Alternative Phone</th>
<th>Alternative Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
To provide a safe and secure environment for all students, faculty, staff, and visitors, all final candidates for employment (including current employees undergoing internal movement) with Florida State University may be subject to pre-appointment criminal history background checks in accordance with University Policy 4-OP-C-7-B11. If this position requires a valid driver’s license, validity will be verified with the Florida Department of Motor Vehicles as authorized and in accordance with University Policy 4-OP-C-7-G8.

The existence or disclosure of criminal history will not automatically bar you from employment; however, false statements and/or omissions on this application may be grounds for disqualification. All answers concerning your criminal history are confidential and accessible only by designated Human Resources personnel.

If you have already answered the Criminal History Disclosure questions on this job posting’s application, your answers have been automatically populated below. If populated, your given answers will be reviewed appropriately.

Have you ever had a felony offense which resulted in a 1) guilty conviction, 2) adjudication of guilt withheld, or 3) plea of nolo contendere? If “Yes”, please detail each offense (including charge, level, date, location, case outcome, etc.) in the field below.

Have you ever had a misdemeanor offense which resulted in a 1) guilty conviction, 2) adjudication of guilt withheld, or 3) plea of nolo contendere? If “Yes”, please detail each offense (including charge, level, date, location, case outcome, etc.) in the field below.

Have you been convicted of a felony for the sale of or trafficking in or conspiracy to sell or traffic in a controlled substance committed on or after October 1, 1990, as defined in Chapter 893, F.S.? If your answer is “Yes”, please be advised that random reviews of the information you provide pursuant to this document will be conducted. falsification will result in disqualification of your application for present and future University employment and because of your immediate dismissal if determined after you are hired.

4-OP-C-7-G8 & 4-OP-C-7-G8
Submit for Background Check

If required, the information you have provided will be used to conduct a background check for your appointment. The information provided may not be changed after submission, please verify prior to submitting.

I confirm I have verified all information provided and understand that this information may be used to conduct a background check.

Submit
Dual Compensation

Approval required

Dual Compensation

Candidate Acknowledgement

You must get approval to hold more than one job with FSU. We call this dual compensation. If you are currently employed, in any capacity, with the University and want to continue with your current FSU job while working in your new FSU job, you must get dual compensation approval before you start work in your new job. Please review the Dual Compensation Policy at 4-OP-C-7-D DUAL COMPENSATION.

I have other employment/appointment(s) with Florida State University that I wish to continue after I start work in this new appointment.

☐ Yes  ☐ No

Acknowledgement: I certify that the above information is correct. I have reviewed the Dual Compensation policy. If I am requesting to continue my existing appointment(s) when I begin my new position, I certify that the hours and duties for my new position do not interfere with my existing appointment(s) and understand that approval is required before I can begin secondary appointments.

Date Acknowledged  09/28/20  3:37:08PM

Save
Leave Transfer

Approval required

Leave Transfer Request

Faculty, A&P, A&P and UPS employees may request to transfer unpaid and unused leave from employment at a State of Florida governmental entity. CPS pay plans cannot transfer leave balances to FSU and are not eligible for leave benefits. Leave transfers are subject to approval by the hiring department and Human Resources.

Prior state service does not contribute to sick leave payout eligibility or increased annual leave accrual. If you have any questions, please contact HR Attendance and Leave at hr-attendanceleave@fsu.edu.

Are you requesting a leave transfer to FSU from another Florida governmental entity (State agency, university, community college, county or city)?

Yes  No

Number of sick leave hours requested (maximum 240)

240.00

Number of annual leave hours requested (maximum 80)

80.00

Name of prior agency
Outside Employment

Approval required

An FSU employee is allowed to have a job outside of the University if the outside job does not cause a conflict of interest or interfere with University work and the employee receives written approval of the outside employment from the University.

I will be appointed as faculty at Florida State University. The faculty outside employment process is handled separately from the onboarding process.

If you are a candidate for a non-faculty appointment, select appropriate answer(s) below.

I have outside employment with another State Agency/University that will occur or continue during my employment with Florida State University.

I have outside employment with an employer other than a State Agency/University that will occur or continue during my employment with Florida State University.

Acknowledgement: I certify that the above information is correct. I understand I am required to disclose to Florida State University any employment for which I am being paid wages.

Faculty Appointments: The outside employment process is handled through the Office of Faculty Development and Advancement. Each year, faculty members who plan to engage in outside activity must complete and submit the Florida State University Faculty Outside Activity Statement form for approval before any new outside activity begins. Although this request is made by the FDA office, it is not a requirement to complete and submit the form prior to engaging in any outside activity or employment applies throughout the year, and the form is available on the FDA website at http://fda.fsu.edu/faculty-employment/appointments.
Outside Employment

Faculty view

Outside Employment

An FSU employee is allowed to have a job outside of the University if the outside job does not cause a conflict of interest or interfere with University work and the employee receives written approval of the outside employment from the University.

I will be appointed as faculty at Florida State University. The faculty outside employment process is handled separately from the onboarding process.

Yes  No

Acknowledgement: I certify that the above information is correct. I understand I am required to disclose to Florida State University any employment for which I am being paid wages.

Faculty Appointments: The outside employment process is handled through the Office of Faculty Development and Advancement. Each year, faculty members who plan to engage in outside activity must complete and submit the Florida State University Faculty Outside Activity Statement form for approval before any new outside activity begins. Although this request is made by the FDA office only once a year, the requirement to complete and submit the form prior to engaging in any outside activity or employment applies throughout the year, and the form is available on the FDA website at http://fda.fsu.edu/faculty-employment/appointments.

Save
Employment of Relatives

Nepotism Approval Required

Under the University’s Employment of Relatives (Nepotism) Policy, relatives (defined as individuals related to each other in one of the following ways, whether by blood, adoption, marriage (in-laws/step), or other legal action: spouses; parents; grandparents; children; grandchildren; siblings; aunts/uncles; nieces/nephews or other persons residing in the same household, including but not limited to domestic partners) may not be employed in positions where they will report directly or indirectly to each other. Deans, Directors, Department Heads, and Principal Investigators (PI) are responsible for ensuring that employees in their units do not control the scheduling, timekeeping, performance evaluations, disciplinary actions, reporting effort, verification of research progress or other work performance, employment, or payroll functions for their relatives. Additionally, personnel appointments on a sponsored research account are restricted to persons who are not relatives of the Principal Investigator (PI).

Do you have relatives working at FSU?

- No I do not have relatives employed at Florida State University and understand that if this changes during the course of my employment, I have a responsibility to report any potential violations of the Employment of Relatives (Nepotism) policy or conflicts of interest to my supervisor.
- Yes I have relatives employed at Florida State University. I understand that further evaluation and approval is required. My offer of employment is contingent on such approval. If any change in my employment results in a violation of the Employment of Relatives (Nepotism) policy, it is my responsibility to report to my supervisor.

Save
Selective Service
Required by FS 110.1128

Who must register?

Florida Statute 110.1128 requires that you provide information about selective service registration for military service.

For more information about selective service requirements, see the Who Must Register chart at https://www.sss.gov/Registration/Who-Must-Register/Chart. If you registered with Selective Service under a different name, please provide it below.

First Name: Tom A.
Middle Name:
Last Name: Hawk

Selective Service
Can you provide proof of Selective Service Registration?

- Yes
  - Not Applicable - I am a female.
  - Not Applicable - I am a lawful non-immigrant on a visa.
  - Not Applicable - I was born before January 1, 1960.
  - Not Applicable - Other

If Other, please explain:

- No
Confirm Employment Info

No changes after submission

Confirm Employment Information

The information you have provided in this section will be used to conduct required reviews/approvals for Dual Compensation, Leave Transfer, Outside Employment, or an Employment of Relatives (Nepotism) policy exception.

The information provided in this section may not be changed after submission. Please confirm that it is complete and accurate prior to submitting.

I confirm that I have verified all information provided on the previous tabs in the Employment Information section. I understand that this information will be used to conduct required reviews/approvals.

Electronic Acknowledgement
Memorandum of Understanding

I, [Your Name], understand that upon termination of employment with Florida State University, the entire balance of any and all debts owed by me to Florida State University shall be immediately due and payable at the option of the University. I authorize Florida State University upon termination of employment to withhold any and all sums necessary to satisfy outstanding debts owed by me to the University and incurred during the period of my employment.

Employees Benefits Eligibility: For new FSU Faculty, Executive Service, A&P or UPPP employee (including those appointed in a position with temporary, emergency, or probationary status):

1. Enrollment in the State Life and/or State Health Plans must be made during the first 60 days of employment.
2. Participation in the flexible benefits plan (pre-tax) is automatic unless a waiver is completed within 60 days of employment.
3. Participation in the Optional Retirement Program (ORP) or the Florida Retirement System (FRS) for all faculty, Executive Service, and A&P employees is based on eligibility outlined by Florida Statutes. Participation in one of these plans is mandatory. Selection and enrollment in ORP must be completed during the first 60 days of employment. Failure to do so will result in automatic participation in the FRS.

My acknowledgement below indicates I have been advised of my options and understand the 90-day enrollment limitation, if applicable.

OPS/Temporary employees are not covered under the Florida Retirement System. Some OPS employees based on hours worked may be eligible for the staff/faculty insurance group plans. OPS/Temporary employees are also eligible for:

- Enrollment in the State Deferred Compensation Annuity Program (497) and the 403(b) Tax Sheltered Annuity program.
- Mandatory enrollment in the FICA Alternative Plan (401d3).
- Family Medical Leave in accordance with Federal and State law and FLSA criteria.


Disqualification and Sexual Misconduct Policies 4 OP-C-7.1 Equal Opportunity and Compliance (EOC). My acknowledgement below indicates receipt and review of the following University policies and statements:

- Sex Discrimination and Sexual Misconduct Policy
- Title IX Statement
- Americans with Disabilities Act (ADA) Policy 4 OP-C-7.1 Americans with Disabilities Act

I acknowledge that I have read and understood the materials above.

Electronic Acknowledgement
Pursuant to Florida Statute 876.05, the Loyalty Oath is required for all employees. You may work with your department representative to have this document notarized on campus, or you may upload the completed document when notarized by an authorized individual.

Please review the following document(s):
FSU Loyalty Oath
451.47 KB

I acknowledge that I have read and understood the materials above.

Electronic Acknowledgement
Benefits

Marketplace Notice and Benefits Links

Marketplace Notice

Under Florida law and the Affordable Care Act, everyone must have health insurance or be subject to potential fines.

Insurance can be obtained through Florida State University (for benefits eligible employees), through a government program (like Medicare or Medicaid), or through coverage you buy on your own.

FSU provides you with the health insurance Marketplace Notice links below to make you aware of your options.

Please review the following document(s):

Marketplace Notice

☑ I acknowledge that I have read and understand the materials above.

Electronic Acknowledgement

Links

✓ Florida State University Summary of Benefits
✓ Tax Sheltered Annuity (403b) Companies
✓ Optional Retirement Program (ORP) Approved Companies
✓ Florida Deferred Compensation Plan
✓ Securian // Life Benefits
✓ Florida Division of Retirement
✓ People First

Florida State University Summary of Benefits
Tax Sheltered Annuity (403b) Companies
Optional Retirement Program (ORP) Approved Companies
Florida Deferred Compensation Plan
Securian // Life Benefits
Florida Division of Retirement
People First
Benefits
Florida Retirement Plan

Florida Retirement Plan

Name: Tom A. Hone
Social Security #: XXX-XX-7690
Agency/Current FRS Employer: Florida State University
Previous/Current FRS Employer:
○ Section III - I have never been a member of a State of Florida administered retirement plan.
○ Section II - I am currently a member of the following State of Florida administered retirement plan (also complete Section IV or VI):
○ Section III - I am not retired from any State of Florida administered retirement plan. I understand that if it is later determined that I was a retiree and was reemployed during the first 6 calendar months after I retired or after my DRCP termination date, or at any time during the 12th through 24th months after I retired or after my DRCP termination date, I must repay any unauthorized benefits received (see Section IV for details), so I in the retirement plan, terminate my employment. My employee may also be liable for repaying any unauthorized benefits I received.
○ Section IV - I am retired from a State of Florida administered retirement plan. My FRS Pension Plan retirement effective date, DRCP termination date, or other plan I received my first distribution from the FRS Investment Plan (SUGAR, SOOCR, SMSOAP or other plan was (see effective date in that below).

(Effective July 1, 2017) retirees of the Investment Plan (SUGAR, SOOCR and SMSOAP are eligible for membership in the Investment Plan, SUGAR or SMSOAP).

I understand that I am a Pension Plan retiree:

a. If I am employed by an FRS-covered employer in any type of position2 during the first 6 calendar months after I retired or after my DRCP termination date, my monthly retirement benefit must be reduced and my employment may be terminated in order to receive future benefits.

b. If I am reemployed by an FRS-covered employer at any time during the 7th through the 12th months after I retired or after my DRCP termination date, my monthly retirement benefit must be suspended and any unauthorized benefits received must be repaid. My employer may also be liable for repaying any unauthorized benefits received.

I understand that I am an Investment Plan (SUGAR, SOOCR or SMSOAP) retiree:

a. If I am employed by an FRS-covered employer in any type of position2 during the first 6 calendar months after I retired or after my DRCP termination date, my monthly retirement benefit must be reduced and my employment may be terminated in order to receive future benefits.

b. If I am reemployed by an FRS-covered employer at any time during the 7th through the 12th months after my retirement, I will not be eligible for additional distributions until I terminate my employment or complete 12 calendar months of retirement.

Retiree Definition
You are considered retired if:
1. You have received any benefits under the FRS Pension Plan (including DRCP), or
2. You have taken any distribution (including a rollover) from the FRS Investment Plan, or alternative retirement programs offered by state universities (SUGAR), state community colleges (SOOCR), state government for senior managers (SMSOAP), or local governments for senior managers.

1 If you are not retired and earn FRS service after certain periods in 2002 (depending on your employer), you must rejoin the FRS retirement plan you were enrolled in when you terminated FRS-covered employment. You may have a one-time 2nd election to switch FRS retirement plans. Also, alternative retirement programs are available to certain employees. Contact your employer for deadline and other information.
2 Posessions include UPS, temporary, seasonal, substitute teachers, part-time, full-time, regular established, etc.

Florida law requires a return of all unauthorized Pension Plan benefit payments or Investment Plan distributions received by a member who has violated the FRS termination or reemployment provisions. Similar provisions apply to unauthorized SUGAR, SOOCR, or other state-administered plan distributions that plan's administrator has details.

There is one exception to the restrictions on reemployment limitations after retirement. If you are a retired law enforcement officer, you may only be reemployed as a school resource officer by an FRS-covered employer during the 7th through 12th months after your retirement date or after your DRCP termination date and receive both your salary and retirement benefits.

Revised 10/19
Payroll

Form W-4, W-2 and State Tax Form

As required by the Internal Revenue Service (IRS), Florida State University must collect all employees' Form W-4 wage and tax information, including all employees with salary and/or taxable compensation. The Form W-2 reflects the employees' compensation and state withholding amounts for the previous year.

The Florida Department of Revenue (FDR) allows the filing and issuance of Form W-2 Wage and Tax Statements electronically. This form of paper can only be viewed once by the employees to ensure Form W-2 and W-2S forms are signed and the "SUBMITTED" stamp is visible.

Electronic Filing:
An employee's W-2 forms will be submitted electronically to the IRS online without reporting a copy of the W-2 from Payroll Services. An employee's W-2 forms are accessible online and can be printed or viewed by any employee with online access. The employee will have two options for creating a Form W-2 online; the one that better suits their needs. The Form W-2 is created on the computer and is available for printing if needed.

For employees who are not familiar with the process, the FDR will provide instructions on how to create, update, and print the Form W-2 online.

The Internal Revenue Service (IRS) allows the filing and issuance of Form W-2 Wage and Tax Statements electronically. This form of paper can only be viewed once by the employees to ensure Form W-2 and W-2S forms are signed and the "SUBMITTED" stamp is visible.

Electronic Filing:
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For employees who are not familiar with the process, the FDR will provide instructions on how to create, update, and print the Form W-2 online.
Payroll

Direct Deposit

Direct deposit of salary payments is mandatory as a condition of employment for all new employees. Please provide the required information for your financial institution below. An IRS notice for any incorrect information submitted by the employee on this form (e.g., account number, routing number).

Once you have been hired, you can update your Direct Deposit information through the Self-Service module in the UFMIR system. Employee payroll payments can be distributed to two different bank accounts and can be managed through the Self-Service module in the UFMIR system.

Financial Institution Information
- Institution Name: 
- Account Type: 
- Account #: 
- Routing #: 
- Reprint Information: 
- Card/Account #: 
- Card/Account #: 

Direct Deposit Authorization:
- I, [Name], hereby authorize and request Florida State University to make direct deposits to the account indicated below to my account at the named financial institution.
- The direct deposit authorizations described herein shall remain in effect until changed in writing by me, either in person or by my legal representative, in case of my legal incapacity, or by the financial institution or Florida State University.
- Any request to update my direct deposit information outside the self-service applications must be in writing. The change will be effective with the next available payroll cycle. This election will remain in effect until the option is canceled.
- I further understand that it is the responsibility for notifying Florida State University in writing if I transfer the full amount of my direct deposit to a foreign bank account. This is in accordance with federal regulations to comply with the requirements of the Office of Foreign Assets Control (OFAC).
- Click on “Sign and Submit” button to signify agreement to the terms and conditions stated above.
Parking Authorization

Who is eligible for a virtual parking permit?

In virtual parking permits, there is no need for a printed parking permit. When the vehicle's license plate information is registered and associated with the permit, the virtual permit is valid on UF's main campus.

For UF State University: all students, faculty, and staff vehicles parked on the main campus must be registered for a valid virtual parking permit.

Employees who do not work on the main campus are not required to register for a parking permit (e.g., Coral Gables/Regional locations outside of Gainesville, The Ringing in Bass Hall, etc.).

If you are unsure if your work location requires a parking permit, please contact your department representative.

UPF employees who are enrolled online for classes are eligible to purchase a virtual permit and should contact Transportation and Parking Services for location information: https://transportation.ufl.edu.

Information about campus parking including permits and maps can be found on UF's Transportation and Parking Services website: https://transportation.ufl.edu.

Who is eligible for payroll deduction for parking?

Faculty, A&S, APR, and UPS employees are eligible for a payroll deduction program in which employees pay for parking in equal installments throughout the pay period.

UPS employees are not eligible for the payroll deduction program.

How do I authorize payroll deduction for parking?

If you are an UPS employee, you are not eligible for payroll deduction for parking. Select SAVE to review the instructions.

To authorize your payroll deduction for parking, please complete the authorization section below:

**Faculty, A&S, APR, and UPS employees only:**

I authorize payroll deduction for payroll deductions from my paycheck. For my Virtual Parking Permit based on my employment classification with UF, I agree to submit my supporting personal information and provide my vehicle's make, model, color, type, and license plate information. If I fail to pay on time, my parking pass will be terminated and I will no longer be able to park on campus.

Yes | No

**Vehicle**

- Make
- Model
- Color
- Type

**License Plate**

- Color

Faculty, A&S, APR, and UPS employees. Click here to obtain a temporary parking permit.
Supplemental Documents

Candidate must click Save and Submit to move forward.

If you are a new hire or have been separated from FSU more than 30 days, a copy of your signed social security card or application receipt is required prior to hire. If you are internally moving into a new or additional job, a social security card is not required. If you have provided a copy to your hiring department, they can upload the document to Human Resources on your behalf. Otherwise, please upload a legible copy of your social security card or application receipt.

Additional supplemental documents may be required to verify your eligibility for the position. If you have been notified by Human Resources or your hiring department that additional supplemental documents are required for your appointment, such as a license or certification, please upload the documentation below. Please note that candidates being hired into a Faculty position must provide original official transcripts to the hiring department. Transcripts uploaded on this page are not considered to meet the official requirement. If you have questions, please contact your hiring department representative.

Click, Save and Submit to proceed to the next step, even if no documents have been uploaded.

Candidate Documents:
Submit to HR
Candidate downloads signed forms
Employee Final Tasks

I-9 Requirement

You must still complete the I-9 process with your hiring department.

All U.S. employers are legally required to complete Form I-9 for every individual they hire in the United States. On the Form, you must attest to your citizenship status and present your hiring department with acceptable documents showing your identity and eligibility to work in the United States.

Section 1 of the Form must be completed no later than your first day of employment; Section 3 must be completed by your third day of work.

Refer to the chart below for a list of acceptable documents required to complete the I-9 process. You may present one document from List A or a combination of one document from List B and one document from List C. All original documents are required.

### List of Acceptable Documents

All documents must be UNIDENTIFIED

<table>
<thead>
<tr>
<th>List A</th>
<th>Documents that establish identity and establish U.S. citizenship or legal status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Unexpired U.S. Passport (valid for at least 3 months after the date of hiring)</td>
</tr>
<tr>
<td></td>
<td>2. Unexpired foreign passport (valid for at least 3 months after the date of hiring)</td>
</tr>
<tr>
<td></td>
<td>3. Federal ID Card (issued by the Social Security Administration)</td>
</tr>
<tr>
<td></td>
<td>4. Consular Report of Birth (CR-1 or CB-1)</td>
</tr>
<tr>
<td></td>
<td>5. Refugee Travel Document (RTD)</td>
</tr>
<tr>
<td></td>
<td>7. Unexpired state driver’s license or non-driver's ID card</td>
</tr>
<tr>
<td></td>
<td>8. Unexpired military ID card (valid for at least 3 months after the date of hiring)</td>
</tr>
<tr>
<td></td>
<td>9. Unexpired Armed Forces ID Card</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>List B</th>
<th>Documents that establish identity and establish U.S. citizenship or legal status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10. Adoption certificate (issued by the state agency)</td>
</tr>
<tr>
<td></td>
<td>11. Unexpired green card (valid for at least 3 months after the date of hiring)</td>
</tr>
<tr>
<td></td>
<td>12. Unexpired permanent resident card (valid for at least 3 months after the date of hiring)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>List C</th>
<th>Documents that establish identity and establish U.S. citizenship or legal status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>13. Unexpired foreign birth certificate (valid for at least 3 months after the date of hiring)</td>
</tr>
</tbody>
</table>

Contact your hiring department to set an appointment to complete this I-9 process.

I understand that I am working in the United States. I must complete the I-9 form with my hiring department including completing Section 1 on or before my first day of work.

I acknowledge that I have read and understood the materials above.
Employee Final Tasks

New Employee Orientation

Final Tab

New Employee Orientation is available online and provides information about the University's 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, OPRP) on the New Employee Information website. You must complete the Certification of Completion form to receive credit.

Note: You will receive an email with your employee ID once your appointment is effective in the system.

For next steps, contact your Department Representative and refer to the New Employee Checklist.

Please click the Electronic Acknowledgement button below confirming the completion requirement for New Employee Orientation. After acknowledgement, your onboarding completion status will show at 100% in the upper left hand menu, and there will be no more tasks to complete in this onboarding process.

I understand that New Employee Orientation is mandatory for all FSU Employees.

Electronic Acknowledgement
Welcome to FSU

Candidate Complete

Final Tab

Activity completed by Tom A. Hawk on 10/29/2020, 07:46 PM EST

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 (Facility, Staff, ORES) on the New Employee Information webpage and submit the Certification of Completion form to receive credit. Note: You will receive an email with your employee ID once your appointment is effective in the system.

For next steps, contact your Department Representative and refer to the New Employee Checklist.

Please click the Electronic Acknowledgement button below confirming the completion requirement for New Employee Orientation. After acknowledgement, your onboarding completion status will show at 100% in the upper left hand menu, and there will be no more tasks to complete in this onboarding process.

I understand that New Employee Orientation is mandatory for all FSU Employees.

Completion: 100%
32 completed / 0 remaining
Abbreviated Onboarding

Additional Invitation

When is Abbreviated Onboarding used?
- Additional Jobs
- Internal Movement (Promotion, Transfer)

What Information is required?
- **Employee Information** – Personal Details, Education, Background Check
- **Employment Information** – Dual Compensation, Employment of Relatives
- **Supplemental Documents** – Additional hiring documents based on the appointment.
Courtesy Onboarding

Courtesy invitations will complete a version of abbreviated onboarding.

What Information is required?
- **Employee Information** – Personal Details, Education, Background Check
- **Employment Information** – Employment of Relatives
- **Policies**
- **Supplemental Documents** – Additional hiring documents based on the appointment.

**Courtesy appointments and onboarding questions:**
Email HR-CourtesyDocs@fsu.edu or call 644-6846
FSU Onboarding Portal
Department Rep and Approvals
Security Roles

Department Representative Access

Selection required:

- **FSU_SM_DEPT_ADMIN**
- **FSU_ZSM_DEPT_%%%%%%%

- Select all applicable department numbers
- You must already have the FSU_SM_DEPT_ADMIN role or include in the same request for the ZSM roles to be approved
Security Roles

Department Approval Access

FSU_SS_MANAGER

• Access to approve onboarding actions at the supervisor or Dean, Director, or Department head level is within the FSU_SS_MANAGER role

• Actions route to the primary DDDH listed on the Department Rep table. Departments should ensure the DDDH listing is up to date. Instructions for updating can be found here: Maintaining Department Reps Table Aid

FSU_SM_DEPT_VIEWONLY

VIEW ONLY

For Department Heads/or Staff to track a Candidate’s progress. Cannot take action.
The candidate above will be going through the Smart Onboarding portal (Original invitation). The invitation ID 0000015833 has now been launched to asmatt@fsu.edu.

- The candidate should receive an email from FSUonboard@fsu.edu:
  - Have the candidate check spam and junk mail folders if they did not receive the email.
  - Encourage candidates to log in and complete the onboarding process as soon as possible.
  - Candidates should close out of all FSU websites and use a fresh browser to access the portal.
  - New hires will need to create a user name and password unique to the onboarding system.
  - Employees, rehires, and students with an Employee Id number listed in the FSU Offer – Additional Info section of the OMNI offer will use their myFSU credentials (FSUID and password) to log in.
  - If the Employee Id is blank in the OMNI offer, the candidate will be prompted to create an onboarding user name and password or log in with existing credentials if a returning user.
  - The system will require the user to authenticate via Duo once logged in.
- As a department representative, be mindful of checking My Tasks regularly for action items, such as workflow acknowledgement and uploads to the Supplemental Documents page.
  - Monitor the status of workflow items (dual compensation, outside employment, employment of relatives) to ensure approvers are reviewing these in a timely manner.
  - Regularly monitor your candidate’s progress via Invitation Console > View Process.
  - Reference the Appointment Papers Matrix for the documentation that must be uploaded on the Supplemental Documents page.

This is an automated email. Please reach out to your assigned recruiter or email HR-Onboarding@fsu.edu with any questions.
Invitation Console

Tracking your Candidate’s progress
Invitation Console

Tracking your Candidate’s progress
## Invitation Console

### FSU Onboarding View Process

<table>
<thead>
<tr>
<th>Invitation ID</th>
<th>Name</th>
<th>Start Date</th>
<th>Invitation Status</th>
<th>View Process</th>
<th>View Historic Process(es)</th>
<th>Info and Actions</th>
</tr>
</thead>
</table>

- **Completed**
- **In Process**
- **Locked**
Employee tasks are Completed

Department Activities in Process

Post-Submit Department tasks Locked
There are two Progress percentage trackers in the Invitation Summary:

**Candidate Progress Tracker** - This tracks the progress in the Candidates portion of the hiring process.

**HR Tasks Progress Tracker** - This tracks the progress in the Department reps and HR's portions of the hiring process.
Invitation Console

FSU Onboarding Tracking your candidate

Various searches can be performed in Invitation Console

<table>
<thead>
<tr>
<th>Invitation ID</th>
<th>Name</th>
<th>Start Date</th>
<th>Invitation Status</th>
<th>View Process</th>
<th>View Historic Process(es)</th>
<th>Info and Actions</th>
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</thead>
<tbody>
<tr>
<td>000013775</td>
<td>Tom A Hawk</td>
<td>10/15/2020</td>
<td>Invitation Launched</td>
<td>View Process</td>
<td>View Historic Process(es)</td>
<td>Info and Actions</td>
</tr>
<tr>
<td>000013774</td>
<td>Tom A Hawk</td>
<td>10/15/2020</td>
<td>Invitation Launched</td>
<td>View Process</td>
<td>View Historic Process(es)</td>
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<td>000013773</td>
<td>Tom A Hawk</td>
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<td>Invitation Launched</td>
<td>View Process</td>
<td>View Historic Process(es)</td>
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<td>000013772</td>
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<td>View Historic Process(es)</td>
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<td>000013771</td>
<td>Monica Ragone</td>
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<td>000013770</td>
<td>Sally Seminole</td>
<td>10/16/2020</td>
<td>Invitation Completed</td>
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<tr>
<td>000013759</td>
<td>Jarrod Lowe</td>
<td>10/19/2020</td>
<td>Invitation Launched</td>
<td>View Process</td>
<td>View Historic Process(es)</td>
<td>Info and Actions</td>
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</tbody>
</table>
My Tasks
Action Items for your Candidate
# My Tasks

**Monitor Daily**

## My Tasks

<table>
<thead>
<tr>
<th>Invitation ID</th>
<th>Name</th>
<th>Start Date</th>
<th>Activity Name</th>
<th>Assigned on</th>
<th>View Process</th>
<th>More Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>000013782</td>
<td>Sally Seminole</td>
<td>10/24/2020</td>
<td>Dual Compensation Approval</td>
<td>10/07/2020 03:44 PM EDT</td>
<td>View Process</td>
<td>More Info</td>
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<tr>
<td>000013782</td>
<td>Sally Seminole</td>
<td>10/24/2020</td>
<td>Relatives at FSU Review/Approval</td>
<td>10/07/2020 03:44 PM EDT</td>
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<td>More Info</td>
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<tr>
<td>000013782</td>
<td>Sally Seminole</td>
<td>10/24/2020</td>
<td>Supplemental Documents(Admin)</td>
<td>10/07/2020 03:44 PM EDT</td>
<td>View Process</td>
<td>More Info</td>
</tr>
<tr>
<td>000013774</td>
<td>Tom A Hawk</td>
<td>10/15/2020</td>
<td>Leave Transfer Approval</td>
<td>10/01/2020 09:00 AM EDT</td>
<td>View Process</td>
<td>More Info</td>
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<tr>
<td>000013774</td>
<td>Tom A Hawk</td>
<td>10/15/2020</td>
<td>Supplemental Documents(Admin)</td>
<td>10/01/2020 09:03 AM EDT</td>
<td>View Process</td>
<td>More Info</td>
</tr>
</tbody>
</table>
Onboarding Approvals

Department Approvals Worklist

Dual Compensation Outside Employment Employment of Relatives
On-Boarding Approvals

FSU On-Boarding Searches

Dual Compensation  Outside Employment  Employment of Relatives

View FSU On-Boarding Approvals
➢ Review items that were already approved and forms pending approvals.

FSU On-Boarding Approvals
➢ Alternative navigation to Worklist for Approvers to locate items pending their approval.
➢ Approvers will also receive an email notifying them that an action requires their approval.

FSU On-Boarding Approvals is for Department Approvers (Supervisors and DDDH) to approve Onboarding tasks.

Must click on Task

Click “View FSU On-Boarding Approvals” from the Onboarding Welcome Page to review approval items in process or previously approved.
Department Rep Responsibilities

My Tasks Dual Compensation

Dual Compensation Submission/Review

➢ Candidate disclosed they have an **existing active appointment** with another FSU Department
   ▪ Excluding courtesy, transfers, & promotions

➢ Department Rep confirms existing appointment by **searching Job Data** for an **employee ID**

Yes- Will **create** approval routings
No- Will **cancel** approval routings, but Onboarding will continue
Department Rep Responsibilities

My Tasks Dual Compensation

Dual Compensation Submission/Review

➢ Department Rep for new appointment must consult with Department Rep(s) for existing appointment(s) to determine the following: **No Change, Update, or Terminate** for existing appointment(s).

The **Action** is just a note and does not trigger any automatic action to OMNI. **DEPARTMENT MUST MANUALLY SUBMIT AN ACTION TO UPDATE or TERMINATE.**
Onboarding Approvals
Dual Compensation

Denial will **STOP** Onboarding experience

- **New DDDH**
- **Existing DDDH**
- **CHRO or VP-FDA**

- **Dual Comp Hiring Department**
- **DDDHH - Existing Appointment**
- **Final Approver-CHRO or FDA Adm**

Will route to multiple DDDH's if multiple appointments exist.

Will route to final HR or FDA approval based on salary plan.
Department Rep Responsibilities

Outside Employment Submission/Review

- Candidate disclosed possible Outside Employment
- Department Rep acknowledges—**YES**, outside Employment exists; or **NO**, outside employment does not exist
- For Staff only; Faculty outside employment process is handled separately from onboarding process through the Office of Faculty Development & Advancement

Yes- Will **create** approval routings.
No- Will **cancel** approval routings, but Onboarding will continue.
Onboarding Approvals
Outside Employment

Department Rep - Please indicate: This candidate has a job outside of the University (with another State ☐ YES ☐ NO Agency/University or with an employer other than a State Agency/University).

Yes- Will create approval routings.
No- Will cancel approval routings, but Onboarding will continue.

*Comments - Please describe any modifications to the initial request that have been agreed upon by the candidate. Enter N/A if no modifications were needed.
Department Rep Responsibilities

My Tasks Employment of Relatives

Employment of Relatives Submission/Review

➢ Candidate disclosed the name, job title, relationship, and department of any relative(s) working at the University

➢ Department Rep confirms/corrects information and submits for supervisor review

![Image of Relatives Employed at FSU form]

- Name: Randy Renegade
- Job Title: Equestrian
- Relationship: Brother
- Department: Athletics

Supervisor selects Yes or No: Direct/Indirect Report?

Submit
Onboarding Approvals

Employment of Relatives

Supervisor must determine if direct/indirect reporting exists.

Denial will STOP the Onboarding experience.

Will generate if supervisor indicates reporting relationship.

Yes- Will create approval routings.
No- Will cancel approval routings, but Onboarding will continue.
Department Rep Responsibilities

My Tasks Leave Transfer

Leave Transfer Review/Approval

➢ Department Rep should **approve/deny** the transfer based on department guidelines
➢ Must **re-enter** the hours, even if they are a duplication of what was entered by the candidate
➢ **OPS positions** should be **denied**
➢ Final HR approval may take a few weeks; not a stop for hiring

Onboarding will continue if denied, and no additional approvals required.
Background Check

Clear to proceed notification

From: FSUOnboarding@fsu.edu <FSUOnboarding@fsu.edu>
Sent: Thursday, February 28, 2019 3:37 PM
To: dl-HR-BGC <HR-BGC@fsu.edu>; <amy.espinosa@fsu.edu>
Subject: Seminole, Susie

Good Day Department Representative,

The Standard Level Criminal History Background Check for this candidate has been completed and meets University guidelines.

You may proceed with the hire if all other University and departmental procedures have been satisfied.

This message is confidential and intended for the recipient only.

Thank you,

Andrew Kapec
University Background Check Manager
Employment & Recruitment Services
Office of Human Resources
Florida State University
A6200 University Center
Department Rep Responsibilities

My Tasks Supplemental Documents

Supplemental Documents

If this is an original invitation for the candidate, the following is required prior to hire:

- A legible copy of their signed social security card or application receipt
- A legible copy of their notarized Loyalty Oath form

If the candidate has not uploaded the above documents, but instead has provided a copy to the hiring department, please upload below on their behalf.

If this is a new invitation for the candidate, social security card and loyalty oath are not required.

Additional supplemental documents required for the position should also be uploaded here. Refer to the Appointment Papers Matrix or the step-by-step Employment Checklist on the HR website to see a complete list of required documents and actions required based on classification. Candidates being hired into a faculty position must provide original official transcripts to the hiring department. Transcripts uploaded on this page are not considered to meet the official requirement without proof of proper chain of custody.

Note: If you haven't uploaded all required documents and must return to upload additional documents, please click Save. If you are finished uploading all required documents or no documents are required, please click Save and Submit.

Candidate Documents

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Attached File</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Department/HR Admin Documents

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Attached File</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All New

- Social Security Card/Receipt
- Notarized Loyalty Oath

Salaried Hires & GAs

- Offer Letter

A&P, AEX, Faculty

- Signed Contract

Faculty

- CV
- Reference Letters
- Transcripts

Non-U.S. Citizens

- Work Authorization Documents

Always click “Save and Submit” after reviewing, even if no documents are required, to submit the candidate to HR for review and approval.
If a Hire Date change is needed, click the speech bubble in the bottom righthand corner, insert updated in comments box. An FSU Service Center Case is no longer needed. Please include the new hire date and reason for the change in the the comment field.
To meet Payroll deadline means that the department rep has uploaded all required documentation clicked “Save and Submit” to send to HR and all other actions have been approved by the specified due date.

For example, if a candidate had a start date of 7/10/20 in Pay period B. If the Department rep "Saves and Submits" all required documents to HR by the date 7/3/20 and approvals are finalized on 7/3/2020, they have met deadline and HR will be able to process the appointment. Anything received in HR after that date has not made deadline.
HR will no longer require the completion of the I-9 prior to processing new hires, but will continue to strictly enforce Federal Law requirements.
Form I-9

My Tasks

- I-9 reminder in My Tasks
- If an employee has a hire date in the future and there is no I-9 in Guardian, HR will set up an employee profile in Guardian.
- HR will clear the reminder if I-9 is completed before candidate is processed.
Dear Department Representative,

The following appointment has been processed in the OMNI HR system:

Employee Name: Susie Seminole  
Candidate ID: 000000047  
Employee ID: 000110850  
Job Code/Description: 9226 – Business Analyst  
Start date: 9/14/2018  
Department #: 025000  
Department Name: Human Resources

Note:
- The employee's appointment will appear on tomorrow's version of the Actives report for your department.
- New employees should receive an email to activate their FSUID or may activate by navigating to FSUID Management.
- Once new employees have successfully obtained and activated their FSUID, they will have access to an FSU email account and other University applications.
- The University's New Employee Orientation is mandatory and available online for all newly hired employees to provide them with information concerning employee benefits, rules and regulations affecting employment, and University operating procedures.

If you have any questions about this appointment, please contact an Employee Data Management representative [http://hr.fsu.edu/?page=about_hr/contact/contact&group=section](http://hr.fsu.edu/?page=about_hr/contact/contact&group=section)
Department Rep Responsibilities

Ensuring Success

Communicate
Manage My Tasks
Monitor Approvals
Tips for Success

Important things to know

- If the candidate is not uploading any supplemental documents, they must still hit "SAVE & SUBMIT" to move forward.
- Invitations will expire after 21 days. Please ensure candidate has started the process.
- Transcripts uploaded will not be considered "official" without proper chain of custody.
- Approvers & reps should proactively monitor their Worklist and FSU Onboarding Approvals.
- Coach Internal Transfers on how to appropriately answer Dual Comp question.
- Stay in touch with your candidates. You are their first line of support.
Resources

Need help? You have support

ERS
Contact your Recruiter
ERS Contact List

EDM
Contact the appropriate EDM processor
EDM Contact List

Smart Onboarding Website
hr.fsu.edu/SmartOnboarding
Questions?