Smart Onboarding Training
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. OMNI Job Offer Submitted and Approved
4. Hiring Paperwork Verified

In the portal:
- Employee Information Collected
- Background Check Processed
- Approvals for Outside Employment, Dual Comp, Employment of Relatives and Leave Transfer
- Upload required supplemental documents
Type of Hires

What type of hires go through the Smart Onboarding Portal?
- New Hires
- Rehires
- Additional Jobs
- Courtesy

What type of hires do not?
- 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 appointment to an **Express Pool**.
- **Top candidates** are selected from the opening or pool and Department Rep **submits a Job Offer**.
Job Offers (eRecruits)

What does a Job Offer look like?

Job Offers (eRecruits) contain details about the appointment.
Candidate Receives Invitation
Set Up User Login

Candidate

Employment Information
Outside Employment, Dual Comp, Empl of Rel, Selective Service & Leave Transfer

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

Submit To HR

Central HR

BG C Admin
BG C Required?

BG C Results

HR Admin Checklist/Prepare for Hire

Hire Processed

Post-Submit Dept. Activities
Complete I-9

Dept. Rep Confirmation
Confirm Employment Information

Dept. Approval (Workflow)
Dual Comp, Empl of Rel & Outside Employment

Dept. Rep Activities
Upload Supplemental Docs

Submit To HR

Department

Onboarding Portal Workflow
FSU Onboarding Portal
Candidate Demo
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 23 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 username 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 EEO@fsu.edu.

Should you have any questions or problems, please contact your department representative, Emily A. Lane, at 850/939-7490 or ISLANE@psinvalid.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
Successful Registration

Email confirmation and log in

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!

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 850-644-1458 or EDI@fsu.edu.

Sincerely,

Associate Vice President Renisha Gibbs
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 any onboarding.

[ ] Electronically 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>@FSUNVALID.FSU.EDU</td>
</tr>
</tbody>
</table>

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

**Personal details**

Please confirm or add the requested information about yourself. Required fields are indicated with an asterisk (*).

- **Name**
  - Name Prefix: 
  - *First Name: Tom
  - *Middle Name: A.
  - *Last Name: Rusk

- **Preferred Name (If Different from Legal Name)**
  - First Name: 
  - Middle Name: 
  - Last Name: 

- **Personal Details**
  - *Gender: Male
  - *Citizenship Status: Non-Resident Alien
  - *Marital Status: Single
  - *Date of Birth: 09/21/XXXX

- **National ID**
  - *SSN: XXX-XX-0000
  - *Confirm SSN: XXX-XX-0000

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I have not received a Social Security number, but have applied at the Social Security Administration office and can provide the receipt.
Education

Pulls data from application
Self-Identification

Ethnicity/Race, Veteran Status, Disability

Voluntary Self-Identification of Disability

Form CCC 2365
OUII Control Number 1250-0016
Effective Date 05/01/2023

Name: [Redacted]
Date: [Redacted]

Why are you being asked to complete this form?

We are a federal contractor or subcontractor required by law to provide equal employment opportunity to all qualified people with disabilities. We also need to measure our progress toward having at least 7% of our workforce be individuals with disabilities. To do this, we must take specific and affirmative steps to ensure that people with disabilities have equal opportunities to succeed in the workplace. As a result, we will ask about your disability and the steps we can take to accommodate you. It may be necessary to ask about your disability even if you have ever had a disability. Because a person may become ill or become disabled at any time, we ask all of our employees to update their information at least every five years, when they identify themselves as an individual with a disability, whether voluntary or needed, and we hope that you will discover this to be true. Your answer will be maintained confidentially and may be seen by selecting officials or anyone else involved in making personal decisions. Completing this form will not negatively impact you in any way, regardless of whether you have self-identified in the past. For more information about this form or the Equal Employment Opportunity Commission (EEOC) website at https://www.eeoc.gov.

How do you know if you have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such impairment or medical condition, regardless of whether it is active or not. For example:

- Autism
- Arthritis
- Autism Spectrum Disorder
- Blindness or low vision
- Cancer
- Cardiovascular or heart disease
- Cerebral palsy
- Chronic kidney disease
- Congenital anomalies
- Diabetes mellitus
- Emphysema
- Epilepsy
- Fibromyalgia
- Hearing loss
- HIV/AIDS
- Impotence
- Intellectual disability
- Learning disabilities
- Mental illness, including major depressive disorder
- Migraine
- Muscular dystrophy
- Multiple sclerosis
- Mental health conditions
- Major depressive disorder
- Parkinson’s disease
- Retinal degenerative diseases
- Stroke
- Type 1 diabetes
- Type 2 diabetes
- Vision impairments
- Multiple sclerosis
- HIV/AIDS
- Psychosocial conditions
- For example, bipolar disorder, schizophrenia
- PTSD or major depression

Please check all of the boxes that apply:

1. Yes, I have a Disability
2. Yes, I have a Disability and I have a history of a Disability
3. No, I don’t have a Disability

[Signature]
[Redacted]
01/01/2023

[Handicap Accommodation Notice]

[Employer Information]

[Voluntary Self-Identification of Protected Veteran Status]

To more accurately document our federal contractor obligations, we request that you complete the following information. This information will only be used to comply with the Voluntary Information Access Plan and will not be considered in making any employment decisions. Completion of this information is voluntary and will not affect your employment opportunities with the University.

Please check the box that best describes your response from your other applicable information:

- None
- Never
- Less than 30 days
- 30 days to 5 years
- 5 years to 10 years
- 10 years to 20 years
- 20 years to 25 years
- 25 years to 30 years
- 30 years or more

[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 to comply with the Voluntary Information Access Plan and will not be considered in making any employment decisions. Completion of this information is voluntary and will not affect your employment opportunities with the University.

Please check the box that best describes your response from your other applicable information:

- Asian
- Black or African American
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander
- Multiple races

[Handicap Accommodation Notice]

[Employer Information]
Emergency Contacts

One contact is required
Background Check

Candidate’s answers are confidential

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, degree, 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, degree, 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, 1998, as defined in Chapter 893, F.S.? If your answer is no, please be advised that random review of the information you provide pursuant to this document will be conducted. Falsehood will result in disqualification of your application for present and future University employment and is cause for your immediate dismissal if determined after you are hired.
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

4-OP-C-7-D

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 USP employees may request to transfer unpaid and unused leave from employment at a State of Florida governmental entity. OPS 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:

Save
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 Appointment: 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 Statute Form for approval before any new outside activity begins. Although this request is made by the FDA office 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.
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://fsu.fsu.edu/faculty-employment/appointments.

Save
Employment of Relatives

Nepotism Approval Required

Nepotism Policy

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.
Who must register?

Selective Service

Required by FS 110.1128
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

Deduction Waiver for Debts Owed to Florida State University: I 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.

Employee Benefits Eligibility: Eligible employees for Florida Retirement Systems (FRS) benefits are defined by Florida Statutes. Participation in the FRS is mandatory unless a waiver is completed within 60 days of employment. Participation in FRS is mandatory unless a waiver is completed within 60 days of employment. Failure to do so will result in automatic participation in the FRS.

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

FRS/Tennessee employees are not covered under the Florida Retirement System. Some FRS employees (based on hours worked) may be eligible for the staff/faculty insurance group plans. FRS/Tennessee employees are also eligible for:
- Enrolment in the State Deferred Compensation Annuity Program (457) and the 403(b) Tax Deferred Annuity Program,
- Mandatory enrollment in the TCPA Alternative Plan (401(k)),
- Family Medical Leave in accordance with Federal and State law and FLSA criteria.

Health Coverage Options: Basic information about the Health Insurance Marketplace coverage and employment-based health coverage can be found at https://www.dol.gov/sites/dolgov/files/regs/rights/employees_and_employers_model_notice_for_employees_who_offer_a_health_plan_to_some_or_all_employees.pdf. A paper version of this form can be requested by contacting (866) 564-4015.

Discrimination and Sexual Misconduct Policies: I acknowledge below indicates receipt and review of the following University policies and statements:
- See Discrimination and Sexual Misconduct Policy,
- Title IX Statement,
- Non-Discrimination Policy 4 OP-C-7(1) Equal Opportunity, Non-Discrimination, and Non-Retaliation Policy & Procedures,
- 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
Policies

Loyalty Oath

Loyalty Oath

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

- 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. Hawat
Social Security #: 000-00-7650
Agency Name: Florida State University
Previous Employer:

Employee
- Section A: I have never been a member of a State of Florida retirement plan.
- Section B: I was or currently am a member of the following State of Florida retirement plan:
  [List of plans]
- Section C: I am not retired by any State of Florida retirement plan. I understand that if it is later determined that I was a retiree and was reemployed during the first 8 calendar months after I retired or after my DROP termination date or at any time during the 9th through 12th months after I retired or after my DROP termination date, I must repay all unauthorized benefits received (see Section IV for details) as if I am in the Investment Plan, terminate my employment. My employee may also be liable for repaying any unauthorized benefits received.
- Section D: I am retired from a State of Florida retirement plan. My FRS Pension Plan rollovers effective date, DROP termination date, or date I received my first distribution from the FRS Investment Plan, SUNGUP, SDCORP, or DISCORP or other plan was [effective date in ARS box].

Effective Date: July 1, 2017. Rollovers of the Investment Plan, SUNGUP, SDCORP, and DISCORP are eligible for membership in the Investment Plan, SUNGUP, or SDCORP.

I understand that as a Pension Plan retiree:
- If I am employed by an FRS-covered employer in any type of position during the first 6 calendar months after I retired or after my DROP termination date, my retirement and DROP status are voided, all retirement and DROP benefits I received must be repaid, and I must repay any retirement or vested benefits.
- If I am employed by an FRS-covered employer at any time after the 9th through the 12th months after I retired or after my DROP termination date, I must repay any retirement benefits received.
- My employee may also be liable for repaying any unauthorized benefits received.

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

If you are not retired and earn FRS service after certain periods in 2002 (depending on your employer), you must notify 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 employers. Contact your employer for details and other information.

*Positions include OPS, temporary, seasonal, substitute teachers, part-time, full-time, regularly 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 SUNGUP, SDCORP, or other state-administered plan distributions.
*Here is one exception to the restrictions on reemployment imitations 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 DROP termination date.

Revised: 10/19
Payroll

Direct Deposit

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. (This is not to be used for any income 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 Direct Deposit system. Employee payroll payments can be distributed between two different bank accounts and can be managed through the Self-Service module in the OWAS HR system.

Financial Institution Information

- Institution Name: ABC Bank
- Account Type: Checking
- Account #: 123456789
- Routing #: 12345678
- Reiterative Information:
  - Federal Tax Identification Number: 123456789
  - State Tax ID: 987654321

Direct Deposit Agreement

- I, [Employee Name], hereby authorize and request Florida State University to facilitate direct deposits and if necessary, a direct debit transaction with [Bank Name] in accordance with the account information in the name of the named financial institution.
- This direct deposit will continue in effect until cancelled by me in writing to the bank or by the direct deposit recipient. To cancel, I must provide written notice to the bank at least 10 business days prior to the effective date of the cancellation.
- Any change to my direct deposit information must be submitted in writing to the bank or FSU Payroll. Information must be submitted to the bank at least 10 business days prior to the effective date of the change.
- I further understand and agree that it is my responsibility to notify FSU Payroll of any changes to the bank account or routing number. I authorize FSU Payroll to update my direct deposit information to the new account and will conduct the assessment in accordance with the Office of Foreign Assets Control (OFAC).
- A valid “Electronic Signature” below to signify acceptance of the terms and conditions stated above.
Parking Authorization

Who is eligible for a temporary Parking Permit?

If you are an employee of the university and are eligible to purchase a parking permit, you must complete the following steps:

2. Log in with your FSU username and password.
3. Select the link to the temporary parking permit application.
4. Fill out the application form with your personal information and vehicle details.
5. Submit the application and pay the required fee.

Temporary Parking Permit

For faculty, staff, and students, the temporary parking permit is valid for a maximum of 14 days. This permit is not renewable and must be surrendered upon completion of the temporary period.

Parking Deduction Authorization

Transportation & Parking Services
Supplemental Documents
Candidate must click Save and Submit to move forward
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 a Form I-9 for every individual they hire in the United States. On the Form, you must attest to your identity and eligibility for hiring, and implicitly agree to remove all罂粟甲地籍应选任、宣传和辞退我部的人员。若未按照规定提供注解或有误信息，将视作欺诈行为。

Section 1 of the Form must be completed and signed before your first day of employment. Section 2 must be completed by your third day of work.

Here is the chart below for a list of acceptable documents required to complete the I-9 process. You must present one document from List A and one document from List B. Original documents are required.

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

I understand that if 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 understand the materials above.

Electronic Acknowledgment
New Employee Orientation

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

Electronic Acknowledgement
Welcome to FSU

Candidate Complete

Final Tab

Activity completed by Tom A. Hawk on 10/29/2020 07:48 PM EDT

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, ORIF) on the New Employee Information webpage and submit the Certification of Completion form. To receive credit, you will receive an email with your employee ID once your appointment is effective in the system.

Please click the Electronic Acknowledgement button below confirming the completion requirement for New Employee Orientation. After acknowledgment, 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.
Abbreviated Onboarding

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 appointments 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
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.
FSU Onboarding Notification
To: asmatt@admin.fsu.edu; GLESLIE@FSU.EDU.

The candidate above will be going through the Smart Onboarding portal. The invitation ID 0000015833 has now been launched to asmatt@admin.fsu.edu.

- The candidate should receive an email from FSUonboard@fsu.edu:
  - 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
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
# 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>
</tr>
<tr>
<td>000013782</td>
<td>Sally Seminole</td>
<td>10/24/2020</td>
<td>Relieves at FSU Review/Approval</td>
<td>10/07/2020 03:44 PM EDT</td>
<td>View Process</td>
<td>More Info</td>
</tr>
<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>
</tr>
<tr>
<td>000013774</td>
<td>Tom A Hawk</td>
<td>10/15/2020</td>
<td>Supplemental Documents(Admin)</td>
<td>10/01/2020 09:00 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.

Click "View FSU On-Boarding Approvals" from the Onboarding Welcome Page to review approval items in process or previously approved.

须点击任务
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**

Dual Compensation

Candidate Acknowledgement

Department Representative Review

Please review the active appointments for this employee in OMNI. Indicate below whether a dual compensation form will be required, based on the following:
1. Combination of appointments is in excess of one (1) full-time equivalent (FTE).
2. Combination of an active salary appointment(s) and an active OPS appointment(s), or
3. Employment in multiple departments.

Enter Employee ID: [600102415] Tom A Hawk

Will this appointment result in dual compensation?  
- [ ] Yes  
- [x] No

You must consult with other department(s) to determine what will happen with each appointment listed below. Use the “Terminate” to reflect agreement with other department(s). Where “Update” is selected, enter agreed upon changes to the appointment. You may “Save for Later”, as needed, then hit “Submit” when completed to launch the approval process.

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
- 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

My Tasks: Outside Employment

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 & OPS 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).

Supervisor

*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.

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

SM_OB_INVITN_ID=EBDC3042-0366-4A8A-8BAD-243559780798:Pending

Supervisor Approval

Pending  Not Routed  Not Routed

Supervisor ID - SM Invitation  DDDH (else HR WF Admin)  Chief Human Resources Officer

Supervisor  DDDH  CHRO
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 data entry form: relatives employed at FSU with columns for name, job title, relationship, department, and supervisor selection]
Onboarding Approvals

Employment of Relatives

Supervisor must determine if direct/indirect reporting exists.

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

Denial will stop the Onboarding experience.

Will generate if supervisor indicates reporting relationship.

Supervisor: 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.
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 an additional 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/or 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.
Department Rep Responsibilities

Hire Date Changes

If a Hire Date change is needed, click the speech bubble in the bottom righthand corner, insert updated information in the comments box. An FSU Service Center Case is no longer needed. Please include the new hire date and reason for the change in the comment field.
Department Rep Responsibilities

Smart Onboarding Deadlines

Current Deadline Calendars can be found on the HR website

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.
Form I-9
Compliance

- 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: 0000000047  
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 the candidate has started the process.

- Approvers & reps should proactively monitor their Worklist and FSU Onboarding Approvals.

- Transcripts uploaded will not be considered “official” without proper chain of custody.

- 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

Smart Onboarding Website
hr.fsu.edu/SmartOnboarding

EDM
Contact the appropriate EDM processor
EDM Contact List
Questions?