Smart Onboarding Training
Key Features

Things to look for

- **Comprehensive onboarding process** from application to hire in OMNI HR
- **Better sequencing** of steps (simultaneous processing)
- **Ability to track** progress online with candidate console
- **Electronic flow** of department steps & approvals (including VP/high-level approval)
- **Integration** of pre-employment requirements (background check)
- **Improvement of data quality** through consistent collection process
Overview

An overview of entire process

1. Top Candidate Identified
2. OMNI Job Offer Submitted and Approved
3. In the portal:
   - Employee Information Collected
   - Background Check Processed
   - Approvals for Outside Employment, Dual Comp, etc.
   - Upload required supplemental documents
3. Hiring Paperwork Verified

FINISH
Key Processes

Key things to keep in mind

- Initial discussion with top candidate to include an anticipated start date, job details, and next steps (Background Check & University’s onboarding process)
- Background checks will be initiated in the Onboarding Portal
- All hires will be appointed through an OMNI HR job offer and utilize the Onboarding Portal
- I-9 process is not a pre-check for employment
Job Offers (eRecruits)

How does the process start?

- Initial discussion with top candidate will include an anticipated start date, job details, and next steps.
- Job Offers (eRecruits) replace the need to submit pPAFs for new hire, rehire, or additional jobs.
- 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>Hires Process</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>
</tbody>
</table>
Job Offers (eRecruits)

What does a Job Offer look like?

- Job Offers (eRecruits) contain the same information you would normally provide on a pPAF.
Type of Hires

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

- New Hires
- Rehires
- Additional Jobs

Who is excluded?

- Work Study
- 1-Time Pay
- Courtesy

What about reappointments and appointment changes?

- Continue submitting ePAF+ for extensions/reappointments and pPAFs for retroactive changes/fixes
Pre-Portal Workflow

1. Identify Top Candidate
   (interviews, salary requirements, pre-employment check, select top candidate, special conditions)

2. Review by HR Compensation
   (salary analysis)

3. Submit OMNI Job Offer
   Submit the job offer start date 2-3 weeks out to allow the appropriate amount of time for review and approval.

4. HR Pre-Approver
   (required interviews, disposition codes)

5. Dept./VP Approvals

6. Candidate Invitation

7. Onboarding Portal
   (BGC, forms, upload supplements)

= HR
= Department
Welcome to FSU

Invitation to candidate is launched

Susie Seminole,

Congratulations on your offer of employment! We look forward to having you join our university community.

Your job offer is contingent on your successful completion of our electronic onboarding process, which usually includes a background check, employment paperwork, and other pre-employment requirements. Get started by clicking on the first link below to set up your User ID and password.

First time users: Click Here to create your User ID and password
Existing users: Click Here to continue the onboarding process

You should begin your onboarding process immediately. Your anticipated start date is 10/22/2018. You must successfully complete the onboarding process, including any required background check, before you can start work in your new position.

On or before your first day of work, you will need to bring personal identification for completion of the 1-9 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

The process does not have to be completed in a single session. You may log in multiple times using your User ID 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.

Welcome to Florida State University! If you have any questions or problems, please contact your department representative, Amelia C Espinosa, at 850-644-4286 or ACH0370@psinvaild.fsu.edu.

If you need to request a reasonable accommodation at any time during the application, selection, or hiring process, please contact the Office of Equal Opportunity and Compliance at 850-645-6519 or EOC@fsu.edu

Thank you,

Office of Human Resources
Florida State University
(850) 644-6034
User Registration

Create User ID and Password

Self User Registration
Please provide the below data and complete your registration.
After completing the registration, you must login again to authenticate your User ID and password.

Create a new User Account
If you need to request a reasonable accommodation at any time during the application, selection, or hiring process, please contact the Office of Equal Opportunity and Compliance at 850-645-1458 or EOCC@fsu.edu.

User ID: SEMINOLE
Password: **********
Confirm Password: **********

Name Information
Name Prefix
First Name: Susie
Middle Name
Last Name: Seminole
Name Suffix

Contact Information
Email: amy.espinosa@fsu.edu

Register now
Successful Registration

Email confirmation and log in

User Name All CAPS

User Registration successfully completed! Redirecting you to the login page.

OK

Log In

User Name

Password

Log In

Forgot Password | Forgot Username | Forgot Answers | Forgot Everything | Locked Out?
Security Questions
Verify your identity

Verify Your Identity
When logging in, the following three questions are required to be answered correctly. If you do not remember answers to these security challenge questions, please contact the Office of Human Resources for assistance at (850) 444-5034.

Name: Seminole, Susie S

*Question: In what city was your mother born?  
Answer: Atlanta  
Hint: Georgia

*Question: What is the name of your first pet?  
Answer: Dudley  
Hint: Dog

*Question: Enter your own question  
*Question: What is your favorite holiday?  
Answer: Thanksgiving  
Hint: Turkey

Continue
Welcome to Florida State!

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

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

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

- If you need to request a reasonable accommodation at any time during the application, selection, or hiring process, please contact the Office of Equal Opportunity and Compliance at 850.445.1465 or ECODIV@fsu.edu.

Sincerely,
Associate Vice President Renisha Gibbs
Exemption from FS119

Florida law protects certain personal information for some positions, like law enforcement officers and their spouses and children, from public records requests. To determine if an exemption applies to you under Florida Statutes Chapter 119, review [http://www.hr.fsu.edu/EXEMPTIONS/Exemption_FS119_info.pdf](http://www.hr.fsu.edu/EXEMPTIONS/Exemption_FS119_info.pdf)

Are you exempt from Public Records request per Florida Statutes Chapter 119.07?  
☐ Yes  ☐ No  

Save
Education
Pulls data from application

Education
Name: Susie Seminole

Please indicate your highest level of education obtained:
*Highest Education: Bachelor's Level Degree
Level: Bachelor's Degree Name: Bachelor of Marketing

Education Details
Education Level: Bachelor's Degree
Specify your school location and name below:
Degree: Bachelor of Marketing
Major: Bachelor of Marketing
Country: USA
State: Florida
School Code: 134097
School Description: Florida State University
Major Description: Marketing
Effective Date: 08/05/2005

Save
Self-Identification

Ethnicity/Race, Veteran Status, Disability
Emergency Contacts

One contact is required.
Background Check

Candidate’s answers are confidential

Background Check

Name: Susan Smith

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 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.

Yes  No
Have you ever been convicted (including guilty, adjudication of guilt withheld, and plea of no contest) of a felony or misdemeanor, or have any such pending charges? If “Yes”, please detail each offense (charge, degree, date, location, case outcome, etc.) in the fields below.

Yes  No
In the last seven years, have you resided outside the U.S. for six months or more? If yes, please list countries you have resided in.

Yes  No
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 no, please be advised that random reviews 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.
Background Check

Candidate submission initiates BGC process

Submit for Background Check

Name: Susie Seminole

The information you have provided will be used to conduct a background check, if required, 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

Name: Susie Seminole

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-D5 DUAL COMPENSATION.

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

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

Save
Leave Transfer

**Approval required**

---

**Leave Transfer Request**

**Name:** Susie Seminole

Faculty, AUP, and USPS 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
- [x] No

**Number of sick leave hours requested (maximum 240):** 100

**Number of annual leave hours requested (maximum 80):** 40

**Name of prior agency:** Department of Education

[Save]
Outside Employment

Approval required

Outside Employment Information

Employer/Recipient of Services: Starbucks

Location Address where work will be performed:

Address 1:
2300 SW 3rd Ave

City:
Tallahassee

State:
FL

Postal Code:
32306

Nature of Employment:

Employment Start Date:
09/01/2016

Country:
USA

Time Commitment

<table>
<thead>
<tr>
<th>Day</th>
<th>Number of Hours Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>4.00</td>
</tr>
<tr>
<td>Monday</td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
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<tr>
<td>Wednesday</td>
<td></td>
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<tr>
<td>Thursday</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td>4.00</td>
</tr>
</tbody>
</table>

Estimated Total Time commitment per week: 8.00

Acknowledgement: I certify that the above information is correct. I understand that I must receive approval for outside employment. I understand I am required to disclose to Florida State University any employment for which I am being paid. I also understand that I must submit a new request for approval when any changes in my outside employment information occur.

Save
Outside Employment

Faculty view

Outside Employment

Name: Matthew Bell

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.

☑ 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.
Employment of Relatives

Nepotism Approval Required

Employment of Relatives

Name: Susie Seminole

For the University’s Employment of Relatives (Nepotism) Policy, relatives (defined as spouses, parents, grandparents, children, grand-children, siblings, aunts/uncles, nieces/nephews—whether related by blood, adoption, marriage (“in-law” or “step”), or other legal action) may not be employed in positions where they will report, directly or indirectly, to each other. Deans, Directors, and Department Heads are responsible for ensuring that employees in their units do not control the scheduling, timekeeping, performance evaluations, disciplinary actions, or other employment and payroll functions for their relatives.

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.

If you do have relatives employed at Florida State University, provide the information requested below.

Relatives Employed at FSU

<table>
<thead>
<tr>
<th>*Name</th>
<th>Steve Seminole</th>
<th>*Relationship</th>
<th>Brother</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Job Title</td>
<td>Program Coordinator</td>
<td>*Department</td>
<td>FSU Alumni Association</td>
</tr>
</tbody>
</table>

Save

Add Delete
Selective Service

Required by FS 110.1128

Who must register?
Confirm Employment Info

No changes after submission

Confirm Employment Information

Name: Susie Seminole

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
Policies

Memorandum of Understanding

Name: Susie Seminole

Human Resources
2500 SW 17th Ave
PO Box 3092410
Tallahassee, FL 32310-2410
Phone: 645-3070
Fax: 645-3051

FLORIDA STATE UNIVERSITY MEMORANDUM OF UNDERSTANDING: Updated 7/30/2018

Deduction Waiver for Debts Owed to Florida State University 4-OP-D-2-J Accounts Receivable: 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 4-OP-C-7-C Benefits: For new FSU Faculty, Executive Service, A&P, or USPS employee (including those appointed in a position with temporary, emergency, or probationary status):

1. Enrollment in the State Life and/or State Health programs 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 employee, is based on eligibility outlined by Florida Statute. Participation in one of these plans is mandatory. Selection and enrollment in ORP must be completed during the first 90 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:

OPS/Temporary employees 4-OP-C-7-H Other Personal Service (CIPS): are not covered under the Florida Retirement System. Some CIPS employees (based on hours worked) may be eligible for the staff/faculty insurance group plans. CIPS/Temporary employees are also eligible for:

- Enrollment in the State Deferred Compensation Annual Habit Program (457) and the 403(b) Tax Sheltered Annuity program.
- Mandatory enrollment in the FICA Alternative Plan (401(k)).
- Family Medical Leave in accordance with Federal and State law and FSU criteria.


Discrimination and Sexual Misconduct Policies 4-OP-C-7-J Equal Opportunity and Compliance (EOC): My acknowledgement below indicates receipt and review of the following University policies and statements:

Loyalty Oath

Name: Susie Seminole

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):

<table>
<thead>
<tr>
<th>Document Descriptions</th>
<th>Size</th>
<th>Download</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loyalty Oath</td>
<td>313.54 KB</td>
<td>Download</td>
</tr>
</tbody>
</table>
Benefits

Marketplace Notice and Benefits Links

**Marketplace Notice**

**Name:** Sue Seminole

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 a private provider that you choose.

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

**Marketplace Notice**

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

[Electronic Acknowledgement]

**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
## Florida Retirement Plan

<table>
<thead>
<tr>
<th>Name</th>
<th>Social Security #</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Name]</td>
<td>[SSN]</td>
</tr>
</tbody>
</table>

**Agency:** Florida State University
**Department:** [Department Name]

---

### Benefits

1. You have received any benefits under the FRS/Recess Plan including (DBSP), or
2. You have been any distribution including a removal from the FRS Investment Plan, or alternative retirement programs offered by the State Retirement System, including (SCCPFR), state government for senior managers (SGMSRP), or local governments for senior managers.

---

### Definitions

An employee is considered retired if:

1. You have received any benefits under the FRS/Recess Plan including (DBSP), or
2. You have been any distribution including a removal from the FRS Investment Plan, or alternative retirement programs offered by the State Retirement System, including (SCCPFR), state government for senior managers (SGMSRP), or local governments for senior managers.
Payroll

Direct Deposit

Name: Susie Seminole

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. FSU is not liable 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 Omni HR system. Employee payroll payments can be distributed between two different bank accounts and can be managed through the Self-Service module in the Omni HR system.

Financial Institution Information:
- Institution Name: Bank of America
- Account Type: [ ] Saving [ ] Checking
- Account #: 12345678
- Routing #: 051000017
- Re-enter Information.
- Confirm Account #: 12345678
- Confirm Routing #: 051000017

Direct Deposit Agreement:
- I, Susie Seminole, hereby authorize and request Florida State University to initiate credit transfers and if necessary, debit entry in accordance with NACHA rules reversing a credit entry made in error, to my account at the named financial institution.
- This direct deposit authorization is to remain in effect until changed by: (a) me, either through employee self-service or in writing; (b) my legal representative, in case of my legal incapacity; (c) the financial institution; or (d) Florida State University.
- Any request to update my direct deposit information outside the self-service applications must be in writing. The change will become effective with the next available payroll cycle. This change will remain in effect until the option is canceled.
- I further understand I am responsible for notifying FSU Payroll Services in writing if I transfer the full amount of my received direct deposit to a foreign bank account. This is in accordance with NACHA rules to comply with the requirements of the Office of Foreign Assets Control (OFAC).
- Click on “Electronic Signature” below to signify acceptance of the terms and conditions stated above.

Electronic Signature
Parking deduction authorization

Parking Authorization

Name: Susie Seminoe

Who is eligible for a Virtual Parking Permit?

With 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 parking permit is valid. At Florida State University, all student, 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 (i.e., Satellite/Branch/Regional locations outside of Tallahassee location requires a parking permit, please contact your department representative.

OPS employees who are not registered for classes are eligible to purchase a virtual permit and should contact Transportation and Parking Services to obtain information. More information about parking permits and parking maps can be found on FSU’s Transportation and Parking Services website: https://transportation.fsu.edu/

Who is eligible for payroll deduction for parking?

Faculty, AEX, A&P, and USPS employees are eligible for a pre-tax payroll deduction program in which employees pay for parking in equal installments each pay period.

How do I authorize payroll deduction for parking?

If you are an OPS employee, you are not eligible for payroll deduction for parking. Select SAVE to move forward in the process.

Faculty, AEX, A&P, and USPS employees only:

Read, acknowledge the information below and provide your vehicle’s make, model, color, state, and license plate information.

I authorize Florida State University to make payroll deductions from my paycheck for my Virtual Parking Permit based on my employment classification with Florida State University. I understand that my parking privileges will be terminated and I will no longer be able to park on campus.

I agree to follow the rules and regulations as outlined in Florida State University policies. https://policies.fsu.edu/policies-and-procedures

Yes  No

*Make Ford
*Model F-150
*Color Black
*State FL
*License Plate SCHNEISS

Faculty, AEX, A&P, and USPS employees: Click here to obtain a temporary parking permit..

Save

4-OP-E-6 Parking Regulations

Temporary Parking Permit

Transportation & Parking Services
Supplemental Documents

Candidate must select save to move forward

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

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.

Save and Submit
Submit to HR
Candidate downloads signed forms

Download Signed Forms
# Employee Final Tasks

## I-9 Requirement

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 understood the materials above.

![Electronic Acknowledgement]

Electronically Acknowledged on 16-Aug-2018, 07:46 PM EST by Susie Sentineo
**Employee Final Tasks**

**New Employee Orientation**

**New Employee Orientation**

**Name:** Susie S Seminole

You must complete the New Employee Orientation Process.

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

Within your first 30 days of employment, complete the New Employee Orientation presentations applicable to your job classification (Faculty, Staff, OPS) on the [New Employee Information webpage](#) and submit the Certification of Completion form to receive credit.

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

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

[Electronic Acknowledgement]
Welcome to FSU
Candidate Complete
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.
FSU Onboarding Portal
Department Rep and Approvals
Security Roles

Department Representative Access

FSU_SM_DEPT_ADMIN

and

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.
Department Notification

Notification sent to department HR representative and offer creator

From: FSUOnboarding@fsu.edu
Date: Wed, Feb 27, 2019, 1:20 PM
Subject: Onboarding Launched: Susie Seminole; JO ID 44629
To: <aprilsmatt@fsu.edu>, <amy.espinosa@fsu.edu>

The candidate above will be going through the Smart Onboarding portal (Original invitation). The invitation has now been launched to susieseminole@gmail.com

- The candidate should receive an email from FSUonboard@fsu.edu, subject line: “Welcome to FSU”.
  - Have the candidate check spam and junk mail folders if they don’t see it in their inbox.
  - Encourage them to log in and complete the onboarding process as soon as possible.
  - Even if your candidate is a current employee, they will need to create a user name and password unique to the onboarding system, do not use myFSU (OMNI) credentials.

- 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 Candidate 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.
Candidate Console

Tracking your Candidate’s progress

Attendace & Leave
Employees & Positions
FACET
Faculty Contracts
Faculty Promotion & Tenure
Recruiting
Payroll
Query & Reports
FSU On-Boarding
The process completion percentage located in the “View Process” link is for the candidate’s portion only. There may be steps pending in the portal for the department or central HR.
Track Candidate

View Process

Onboarding is still in process for Candidate.

Employee Tasks are completed.

Department Activities are in process.

Post-Submit Department Tasks locked.
Candidate Console

FSU Onboarding Tracking your candidate

Various searches can be performed in Candidate Console

- Candidate has loaded to Job Data and Onboarding is complete
- Candidate has loaded to Job Data, but Dept. Rep. should acknowledge I-9 completion in My Tasks & verify in Guardian
- Pre-I9 Process Complete
My Tasks
Action Items for your Candidate
# My Tasks

Monitor Daily

![My Tasks Interface](image)

<table>
<thead>
<tr>
<th>Talent ID</th>
<th>Invitation Type</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Applicant ID</th>
<th>Start Date</th>
<th>Job Code</th>
<th>Department</th>
<th>Business Process Status</th>
<th>Others</th>
<th>Status</th>
<th>Position Number</th>
<th>Assigned On</th>
<th>View Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>00880001746</td>
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<td>Semi</td>
<td>clode</td>
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<td>03/16/2019</td>
<td>9215</td>
<td>025689</td>
<td>In Process</td>
<td>1-U.S. Citizen</td>
<td>0068896</td>
<td>Outside Employment Approval</td>
<td>03/21/2019</td>
<td>4:35PM</td>
</tr>
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</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

**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.
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

[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 salaried appointment(s) and an active OPS appointment(s), or
3. Employment in multiple departments.

Enter Employee ID: 123456789
Johnny Westcott

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

You must consult with other department(s) to determine what will happen with each appointment listed below. Following consultation, select “No Change”, “Update”, or “Terminate” to reflect agreement with other department(s). Where “Update” is selected, enter agreed upon changes that will occur before the start date of the new appointment. You may “Save for Later”, as needed, then hit “submit” when completed to launch the approval process.
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).

<table>
<thead>
<tr>
<th>Candidate Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td><strong>Employees ID</strong></td>
</tr>
<tr>
<td><strong>Initiator Phone No.</strong></td>
</tr>
<tr>
<td><strong>Initiator Name</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Existing Position Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action</strong></td>
</tr>
<tr>
<td>No Change</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New Job</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employing Department</strong></td>
</tr>
<tr>
<td>010000-VP Finance &amp; Administration</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>SM_OB_INVITN_ID=5Mojf8dCQ8K1Twu8hR7uBO9NvANY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dual Comp</strong></td>
</tr>
<tr>
<td><strong>Pending</strong></td>
</tr>
<tr>
<td>DDDH  Hiring Department</td>
</tr>
<tr>
<td><strong>Not Routed</strong></td>
</tr>
<tr>
<td>DDDH  Existing Appointment</td>
</tr>
<tr>
<td><strong>Not Routed</strong></td>
</tr>
<tr>
<td>Chief HR Officer (or Delegate)</td>
</tr>
</tbody>
</table>

- **Pending** will route to multiple DDDHs if multiple appointments exist.
- **Denial** will STOP the Onboarding experience.
- **Not Routed** will route to final HR or FDA approval based on salary plan.

**Actions:**
- New DDDH
- Existing DDDH
- CHRO or VP-FDA
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 only; Faculty outside employment process is handled separately from onboarding process through the Office of Faculty Development & Advancement

**Department Rep - Please indicate:** This candidate has a job outside of the University (with another State Agency/University or with an employer other than a State Agency/University).

**Supervisor**

- **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.
Onboarding Approvals

Outside Employment

Department Rep - Please indicate: This candidate has a job outside of the University (with another State Agency/University or with an employer other than a State Agency/University).

*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.

Supervisor

YES - Will create approval routings
NO - Will cancel approval routings, but Onboarding will continue

SM OB INVITN ID=J37fY5cvkmZEvZLBYIK6imvn4NA: Pending

Supervisor Approval

Pending
Supervisor ID - SM Invitation
Not Routed
DDDHH
Not Routed
Chief Human Resources Officer

Denial will STOP the Onboarding experience
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

Department Representative: Make sure the candidate’s entries regarding employed relatives are clear and complete. If necessary, and after consultation with the candidate, make corrections. After verifications/corrections are complete, select “Submit” to route to the listed supervisor for review. The supervisor will make a determination as to whether a direct/indirect reporting relationship exists.

<table>
<thead>
<tr>
<th>Relatives Employed at FSU</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td>Sally Seminole</td>
</tr>
</tbody>
</table>

Submit
Onboarding Approvals

Employment of Relatives

Supervisor selects Yes or No
Direct/Indirect Report?

YES - Will create approval routings. NO - Will cancel approval routings, but Onboarding will continue.

Supervisor must determine if direct/indirect reporting exists.

EORP Hiring Exception Approval

Will only generate if supervisor indicates reporting relationship.

Denial will STOP the Onboarding experience.

Supervisor
Department Manager
CHRO
VP-F&A
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.
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

**Name:** Sally Seminole

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 Manual or the step-by-step Employment Checklists 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'.

<table>
<thead>
<tr>
<th>Candidate Documents</th>
<th>Document Type</th>
<th>Upload</th>
<th>Attached File</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Social Security Card</td>
<td>Upload</td>
<td>S5_Card_Sally_Seminole.pdf</td>
<td>View</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department/HR Admin Documents</th>
<th>Document Type</th>
<th>Upload</th>
<th>Attached File</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Upload</td>
<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
- CV
- Reference Letters
- Transcripts

### Non-U.S. Citizens
- Work Authorization Documents
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.

Before or On **DAY 1**
- Complete Section 1

Before or By **DAY 3**
- Complete Section 2
  - If I-9 not completed, STOP WORKING.
  - HR will end funding.
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](http://hr.fsu.edu/?page=about_hr/contact/contact&group=section).
- 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](http://hr.fsu.edu/?page=about_hr/contact/contact&group=section) 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.
Department Rep Responsibilities

Ensuring Success

Communicate

Manage My Tasks

Monitor Approvals
Important things to know

**Tips for Success**

If the candidate is not uploading any supplemental documents, they must still hit “SAVE & SUBMIT” to move forward.

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

Invitations will expire after 21 days. Please ensure candidate has started the process.

Coach Internal Transfers on how to appropriately answer Dual Comp question.

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

Stay in touch with your candidates. You are their first line of support.
Important Reminders

Things to remember

- All appointments submitted through OMNI Job Offers will utilize the onboarding portal.
- Department representatives need the required roles in order to have access to the portal.
- Current payroll deadlines still apply for approvals and processing.
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?