

Please ensure **Employees' Location Codes** are correct on Job Data.



If your department has a major renovation or is permanently relocated to a different floor or building, you may want to work with **FSU Space Management** to ensure location codes assigned to employees are still active and correct.

- You can update the location code for a compensated employee with an ePAF.
- A pPAF must be used to update the location code for a courtesy appointee.

# **Sick Leave Pool Special Open Enrollment**

This special enrollment period will last  
through October 23, 2020.

For information, contact Stephanie Saltos at [ssaltos@fsu.edu](mailto:ssaltos@fsu.edu)



## **OPS Health Insurance Coverage**

Departments who do not terminate OPS employees timely, may experience negative financial consequences. It may cause issues with the employee's future eligibility and coverage.

# **Group Whole Life Insurance**

Open Enrollment is ongoing  
through December 4, 2020.

For information, contact the Gabor Agency – (850) 894-9611

## Health Insurance Coverage

In accordance with state guidelines, when employees are hired on the **last day of the month**, they will be unable to have health insurance coverage the next day.

Coverage will begin the first day of the second month following the month of hire.

***Example: Hire date is March 31.***

***Coverage will begin May 1.***

## **Bencor – FICA Alternative Plan**

Employees should allow approximately 4 to 6 weeks from the form submission to receive their distribution.

## Personal Information in OMNI

Please remind employees to keep their **personal and payroll information** up-to-date in OMNI HR.

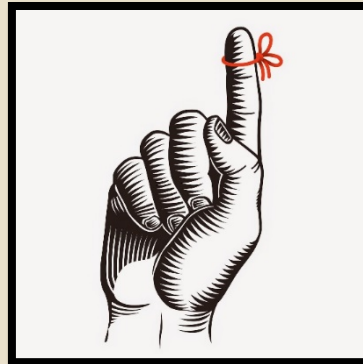
**Phone, address (home, mailing, and email), W-4, direct deposit, and emergency contact information** can be reviewed and updated online by selecting **“Personal Information”** in **OMNI Self Service**.

## **Did you know?**

Appointment actions and documents can be sent to Employee Data Management electronically. Email actions directly to [hr-edmdocs@fsu.edu](mailto:hr-edmdocs@fsu.edu) for processing.



Don't forget: I-9 Forms are valid only when  
**original** documents are used.



Also, **Section 1** must be completed **by the employee**, not a University representative.

# I-9 Forms must be completed by the deadline!

Section 1 – no later than their **first day of work** for pay.

Section 2 – no later than the **third business day** after employee starts work for pay.



## Smart Onboarding Reminders

Ensure start dates are 2 – 3 weeks out to allow time for the job offer, Smart Onboarding, and background check to be processed.

Be mindful of payroll deadlines!



## Smart Onboarding Reminders

Once a department receives the notification that a Smart Onboarding Invitation has been launched:



- Have the candidate check spam and junk mail folders if they don't see the invitation in their inbox.
- Encourage them to log in and complete the onboarding process as soon as possible.

# Smart Onboarding Reminders



- Check “My Tasks” regularly for action items, such as workflow approval and the supplemental documents step.
- Monitor the status of workflow items (dual comp, outside employment, employment of relatives) to ensure timely approvals.

## Additional Pay Requests

- Staff requests for additional pay should be sent to **Compensation** via [HR-Compensation@fsu.edu](mailto:HR-Compensation@fsu.edu).
- Faculty and OPS additional pay forms should be sent to **Employee Data Management** via [hr-edmdocs@fsu.edu](mailto:hr-edmdocs@fsu.edu).
- All requests for Cellular Allowance should be submitted via CRM case to ITS.

# Voluntary Self-Identification of Disability

- As part of compliance related to Equal Employment Opportunity (EEO), we will soon be disseminating a survey that will allow employees to voluntarily report their disability status.
- Identifying yourself as an individual with a disability is voluntary. Your answer will be maintained confidentially and not be seen by anyone involved in making personnel decisions. Completing the form will not negatively impact you, regardless of whether you have self-identified in the past.

# Workers' Compensation: Quick Reminders

- Report ALL work-related injuries/illness to AmeriSys as soon as possible.
- Complete the Accident Investigation Report (AIR) and submit it to the Workers' Compensation Manager within 48 hours of the injury.
- Review and send a copy of the DWC-25 or duty status to the Workers' Compensation Manager immediately upon receiving the form from the employee.
- Ensure Disability Leave & Workers' Compensation Leave is reported correctly.



## **Mass Appointment Reminder:**

**Spring 2021 Graduate Assistant Mass  
Appointments begin October 26th!**

## **Smart Onboarding Reminder**

**Use the internal path in Onboarding for candidates with an existing EMPLID.**

The internal path can be used by students, rehires, and current faculty and staff.

# Courtesy Appointment Reminders

- **Courtesy appointments have a weekly standard hour of 0.01** unless they are instructor of record for teaching a course or need it reflected in OMNI for reporting reasons.
- **Don't forget Supplemental Documents!**
- **You must click the "save and submit" button even if no documents are required.**
- You can find a list of required supplemental documents in the approved job offer and a list of supplemental documents for each type of appointment exists on the Courtesy HR webpage.



## HR Fingerprinting Office

Due to COVID-19 Precautions the HR Fingerprinting Office is **closed.**

We are leveraging our vendor, Fieldprint Inc., to complete all required fingerprinting locally and out of town. Instructions will be sent directly to candidates upon ordering their background check via Smart Onboarding or Request Form.

## HR Records

- Name Change Requests now should be sent to:  
[akapec@fsu.edu](mailto:akapec@fsu.edu)
- Employment and income verifications can continue to be sent to:  
[hr-verifications@fsu.edu](mailto:hr-verifications@fsu.edu)
- Records requests and items related to personnel files can continue to be sent to:  
[hr-recordsrequest@fsu.edu](mailto:hr-recordsrequest@fsu.edu)

# Supervisory Changes

- Please utilize ePAF+ for all supervisor changes including mass supervisor changes.

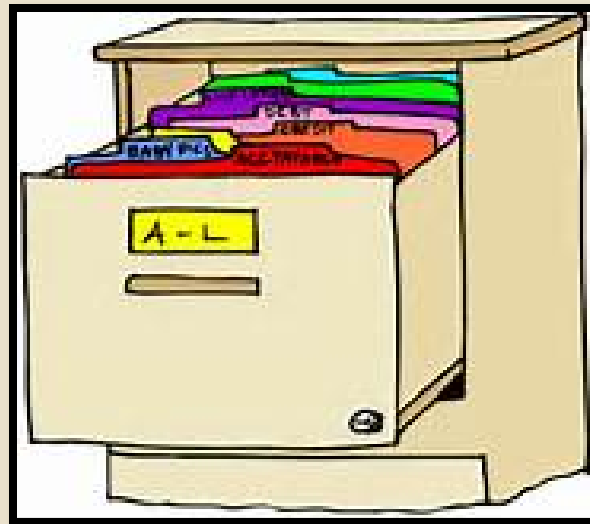
\*If an employee is unable to acknowledge via ePAF+, please reach out to Compensation Services.

# Records Retention for Recruiting Efforts

Departments must keep all hiring documentation  
for **4 years**.

This changes to **5 years** when hiring a foreign national.

*Reference Faculty & Staff Search Training for more details.*



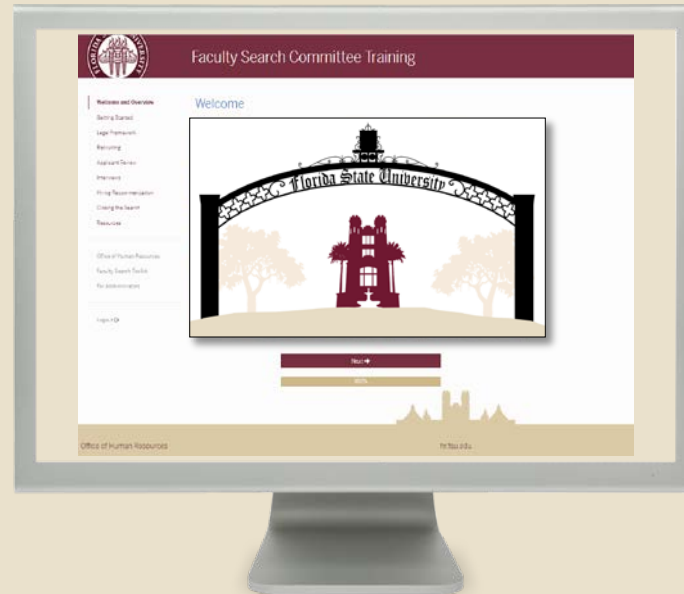
## Applicant Disposition Codes

Ensure interview evaluations are entered **BEFORE** applicant disposition codes on those interviewed for salaried (*Faculty and Staff*) job openings.





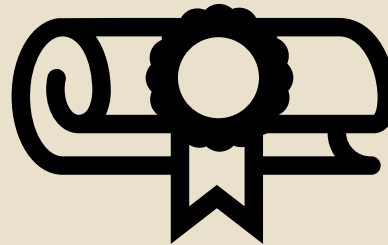
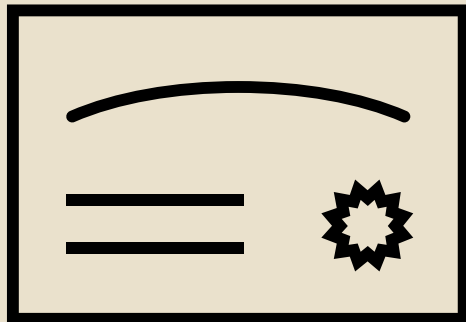
# Have you completed the Faculty & Staff Search Training?



[searchtraining.hr.fsu.edu](https://searchtraining.hr.fsu.edu)

# Confirming a Top Candidate's Qualifications

- Before entering a job offer, a hiring department must exercise due diligence by vetting a top candidate's qualifications.
- Utilize the *new* **How to Confirm a Top Candidate's Qualifications** [website](#) for guidance on verifying a Faculty, Staff, or OPS candidate's qualifications.
- **Questions?** Contact your [assigned Recruiter](#).



# Express Pool Hiring Process Enhancement

- Employees, former employees, and current & former FSU students whose Express appointments are created with the applicant type “Employee” will no longer have to create a unique set of credentials for Onboarding!
- Click [here](#) for more details and training guides.

### Express Appt

[Save](#) [Save and Create Another](#) | [🏠 Recruiting Home](#)

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#### Applicant

*Applicant Type	<input type="text" value="Employee"/>	Employee ID/Student ID	<input type="text"/>
Preferred Contact	<input type="text" value="Not Specified"/>	<a href="#">Search</a>	<a href="#">Clear</a>

# Faculty Recruiting & Hiring Website

- Have you visited our *new* Faculty Recruiting & Hiring Resources [website](#)?
- Visit the site for helpful policies, procedures, guidelines, and best practices for each stage of the hiring process.
- Check it out today!

## Faculty Recruiting & Hiring Resources

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By participating in the faculty search, selection, and hiring process, you are directly shaping the future of Florida State University. The resources presented on this web page provide information on faculty hiring procedures to assist all deans, department chairs, search committees, and department representatives in conducting effective and inclusive searches.

You will find policies, procedures, guidelines, and best practices for each stage of the hiring process.

Thank you for partnering with us to uphold FSU's reputation for excellence by attracting and retaining top faculty talent.



## **New Employee Orientation Reminder**

Ensure new employees visit the New Employee Information webpage and review the New Employee Orientation presentations applicable to their job category. Upon completion, they should submit the electronic Certification of Completion Form to acknowledge their review.

# Office of Training & Organizational Development



## Team Training: By Dept. Request

- Self-awareness & Embracing Accountability
- Effective Listening & Difficult Conversations
- Generational Strategies

## Virtual Training Resources

- Monthly Learning Spotlight
- Tips on leading virtual trainings & classes
- Remote professional development opportunities for all staff

## Professional Development Series

- HR Department Rep Certificate
- Financial Representative Certificate
- eSpear Certificate
- Leadership Development Series
- Global Partners
- D&I Certificate
- Professional Communication Series

## **New Class Alert!**

### **Flippin' FERPA for Instructional Purposes**

#### **FERPA1**

- October 29, 3:00 p.m. – 4:30 p.m.
- November 6, 9:00 p.m. – 10:30 p.m.