Employee Data Management Processes for Staff and OPS
Employee Data Management at a Glance

- Job Data
- Modify a Person
- FICA
- p-PAF (Paper Personnel Action Form)
- e-Recruit
- e-PAF (Electronic Personnel Action Form)
- I-9 Process
- One Time Pays
- Tools you can use
Job Data - Work Location

- HRMS 9.0 > Workforce Administration > Job Information > Job Data
### Job Data - Job Information

**Effective Date:** 01/01/2007  
**Effective Sequence:** 0  
**Job Indicator:** Primary Job  
**Reason:** FL Minimum Wage Increase  
**Entry Date:** 02/17/2006

**Job Code:** A011  
**Supervisor Level:**  
**Supervisor ID:** 000003110  
**Reports To:** Auvelle Gaskins-Monroe  
**Regular/Temporary:** Temporary  
**Empl Class:** OPS  
**Regular Shift:** N/A  
**Classified Indc:** All  
**Full/Part:** Part-Time  
**Officer Code:** None  
**Shift Rate:**  
**Shift Factor:**  
**Duties Type:**  

**Standard Hours**

- **Standard Hours:** 11.00  
- **Combined Std Hours / FTE:** 21.00 / 0.525000  
- **Work Period:** Weekly  
- **FTE:** 0.275000  
- **As of Date:** 01/01/2007
Job Data - Payroll
**Job Data - Compensation**

<table>
<thead>
<tr>
<th>Date</th>
<th>Effective Sequence</th>
<th>Job Indicator</th>
<th>Reason</th>
<th>Compensation Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2007</td>
<td>0</td>
<td>Primary Job</td>
<td>FL Minimum Wage Increase</td>
<td>6.67000000 USD</td>
</tr>
</tbody>
</table>

- **Action:** Pay Rtg Chg
- **Reason:** FL Minimum Wage Increase
- **Frequency:** Hourly

**Comparative Information**

- **Change Amount:** 0.000000 USD Hourly
- **Change Percent:** 0.000

**Pay Rates**

- **Daily:** 14.674000 USD Hourly
- **Weekly:** 73.370000 USD Annual
- **Annual:** 3,815.240000 USD

**Pay Components**

<table>
<thead>
<tr>
<th>Rate Code</th>
<th>Seg</th>
<th>Comp Rate</th>
<th>Currency</th>
<th>Frequency</th>
<th>Points</th>
<th>Percent</th>
<th>Rate Code Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAHRLY</td>
<td>0</td>
<td>6.670000</td>
<td>USD</td>
<td>Hourly</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Calculate Compensation**
Modify a Person

HRMS 9.0 > Workforce Administration > Personal Information > Modify a Person
Federal Insurance Contributions Act (FICA)

- **Exempt**
  - Full-time FSU students
  - Employed in an OPS position
  - Working 39 hours or **less** a week

- **Medicare Only/Bencor for OPS**
  - Non-student or student at another institution
  - Part time students
  - Full time students working 40 hours

- **Subject**
  - A&P
  - USPS
  - Faculty
Documents for New Employees

- Appointment papers (pPAF and eRecruit)
  - New Employee Wizard
    - Include a copy of the employee’s **SIGNED** Social Security Card

- Employee Data Management Cover Sheet
  - Please include with all documents

- Rehired Employees
  - Employees that have been **inactive** for more than six months will require a new wizard packet
    - A new I-9 needs to be created for these employees
p-PAF - Paper Personnel Action Form

- New Graduate Appointments
- Additional Graduate Appointments
- Salaried Positions:
  - Emergency
  - Temporary
  - Visiting
  - Acting
- Salary Job
- Advertising Waiver
- Courtesy Appointments
## FSU Personnel Action Form

**Empl ID:**

**Empl Rcd No:**

**Transaction Effective Date:**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>Empl Number</th>
<th>MI</th>
<th>First Name</th>
<th></th>
</tr>
</thead>
</table>

**U.S. Citizen?**
- [ ] Yes
- [ ] No

**Visa Expiration Date:**

**Visa Type:**

**Employee Type:**
- [ ] OPS Non-FAC
- [ ] OPS FAC
- [ ] USPS
- [ ] A&P
- [ ] Faculty
- [ ] Exec Svc

**PERSONNEL ACTION:**
- [ ] Original App
- [ ] Addl App
- [ ] Transfer
- [ ] Salary Chg
- [ ] Funding Chg
- [ ] Other (see comments)

**Status/Standard Hours Details:**

**Current / New**

<table>
<thead>
<tr>
<th>Standard Hours (Weekly):</th>
<th>Employee Class:</th>
</tr>
</thead>
<tbody>
<tr>
<td>/</td>
<td>/</td>
</tr>
</tbody>
</table>

**OPS Supervisor Empl ID:**

<table>
<thead>
<tr>
<th>Admin Code:</th>
</tr>
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<tbody>
<tr>
<td>/</td>
</tr>
</tbody>
</table>

**Position/Department Details:**

**Current Information:**

<table>
<thead>
<tr>
<th>Position Number:</th>
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<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Department Number:</th>
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<table>
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<tr>
<th>Department Name:</th>
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<tr>
<th>Location:</th>
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<table>
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<tr>
<th>Job Code:</th>
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<table>
<thead>
<tr>
<th>Job Title:</th>
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<tbody>
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</table>

**New Information:**

<table>
<thead>
<tr>
<th>Position Number:</th>
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<table>
<thead>
<tr>
<th>Job Title:</th>
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<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Salary Change Information - Retroactive Only - All others use ePAF**

**Salary Change Reason:**

<table>
<thead>
<tr>
<th>Hourly/Biweekly</th>
<th>Annual/Contract Amount</th>
<th>Period Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Salary</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>New Salary</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**Funding Details:**

<table>
<thead>
<tr>
<th>Funding Begin Date</th>
<th>Distribution %</th>
<th>Funding Account Code</th>
<th>Funding End Date</th>
</tr>
</thead>
</table>

**Change From/Current:**
- To /New:

**Change From/Current:**
- To/New:

**Note:** If additional funding accounts are required, attach an addendum with the required additional funding information. Funding distribution must equal 100% for any funding period.

**Termination:**

<table>
<thead>
<tr>
<th>Last Day in Pay Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Termination Reason:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Originator (prepared by):**

<table>
<thead>
<tr>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

<table>
<thead>
<tr>
<th>Reviewed and Approved By:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Principal Investigator:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department Chair:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dean of Faculties/President:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic Dean/Director/Vice President:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sponsored Research Approval:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>
Completing the p-PAF

- Where to find the p-PAF online:
  www.hr.fsu.edu > Forms > Department Reps > Hiring and Employee Data Management > Personnel Action

- p-PAF Reminders
  - Employee ID if applicable
  - Acquire approval signatures including SRAS when applicable
  - Use the comments section for special instructions
  - Salaried appointments must be routed to Employment for review
  - Include Annual or Hourly pay rate, Period amount is for SRAS only
**eRecruit**

- **OPS**
  - New Hires
  - Transfers
  - Additional appts
  - Rehires

- **USPS**
  - New Hires
  - Transfers
  - Additional appts
  - Rehires

- **A&P**
  - New Hires
  - Transfers
  - Additional appts
  - Rehires
Job Offer

Applicant Name:
Applicant ID:
Offer Date: 04/23/2010
Job Opening ID: 25883
*Job Code: T003, Teaching/Classroom Assistant
*Department: 131000, DRS Administration
*Location Code: 201000101, FSUS ADMINISTRATION 10 0101
Supervisor ID: 000063633, William Brock
Weekly Std Hours: 10.00
U.S. Citizen?: Yes
Offer Amount: 10.250000

Funding Details

<table>
<thead>
<tr>
<th>Funding Begin Date</th>
<th>Dist %</th>
<th>Funding Combo Code</th>
<th>Funding End Date</th>
<th>Total Period Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/03/2010</td>
<td>100.00</td>
<td>1310115108</td>
<td>06/04/2010</td>
<td>$1252.00</td>
</tr>
</tbody>
</table>

Pre-Manager Approver (Optional)

Pre-Manager Approver: 

Offer Creator Phone Number

Grace Bull Telephone: 850-245-3714

Offer Comments
- ops sub - 10 hours a week at $10.00 an hour
## Manage Applicant:

### Disposition Details: Offer

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Name</td>
<td></td>
</tr>
<tr>
<td>ID</td>
<td></td>
</tr>
<tr>
<td>Posting Title</td>
<td>FSUS GPS Substitute Teacher</td>
</tr>
<tr>
<td>Job Opening Status</td>
<td>010-Open</td>
</tr>
<tr>
<td>Job Title</td>
<td>Teaching/Classroom Assistant</td>
</tr>
<tr>
<td>Position Number</td>
<td></td>
</tr>
<tr>
<td>Business Unit</td>
<td>FSU01 FSU Business Unit</td>
</tr>
<tr>
<td>Job Family</td>
<td>OPS CPS/Temporary Employment</td>
</tr>
</tbody>
</table>

### Offer Details

- **Offer Details**
- **Approvals**

### FSU Job Offer Workflow

**Pending**

- **Approved**
  - **WEATHERSBE, SUSAN**
    - FSU Job Opening Dept. Mgr.
    - 4/23/2010 - 4:00 PM

- **Approved**
  - **REAGAN, JANET**
    - FSU Job Offer Comp Admin
    - 4/25/2010 - 10:38 AM

**Pending**

- **SMATT, APRIL**
  - Primary Recruiter

**Comments**

Janet Reagan at 4/26/2010 - 10:38 AM

This may be , if so route as transfer or record 0.

**Submit**

<table>
<thead>
<tr>
<th>Status</th>
<th>Comments Text</th>
</tr>
</thead>
</table>

### Disposition History

<table>
<thead>
<tr>
<th>Date</th>
<th>Status Description</th>
<th>Reason</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/23/2010</td>
<td>Offer 006 Pending</td>
<td>Approval</td>
<td>04/23/2010</td>
</tr>
</tbody>
</table>
e-Recruit Reminders

- “Ready to Hire” or “Hire” status
  - Job offer was approved by everyone in the Worklist.
    - This does not mean everything needed for the applicant to be hired has reached Employee Data Management.

- Deadlines are met when job offer and backups are **received** not when **submitted**. This is mainly an issue during our busy periods such as Fall.

- Please include an employee ID in comment section for current/previous FSU employees.
Salaried e-Recruit

- Paperwork must be submitted to the appropriate recruiter in Employment

- The offer amount:
  - Needs to be based on 1 FTE even if the employee is working less than 1 FTE
  - Should be based on an annual salary of 26.1 pay periods
e-PAF - Electronic Personnel Action Form

- What is an e-PAF?
- When should you use an e-PAF?
- Completing and Submitting
  OMNI > Manager Self Service > Enter e-PAF
- Where is it in the approval process?
  OMNI > Manager Self Service > View e-PAF Status
Anatomy of an e-PAF

Transaction Effective Date: 03/14/2008

Personnel Actions
- Transfer OPS/Job Code Change
- Funding Change
- Standard Hours Change

Transfer OPS
- Status Action: Transfer
- Reason Code: OPS

Current Info
- Job Code: W9185
- Graduate Assistant in Teaching

New Info
- Job Code: M9184
- Graduate Teaching Assistant

Current Funding
- Funding Begin Date: 08/17/2007
- Dist %: 100.000
- Funding Account Code: 0870001100
- Funding End Date: 05/07/2008

Proposed Funding
- Funding Begin Date: 03/14/2008
- Dist %: 100.000
- Funding Account Code: 0870001400
- Funding End Date: 05/07/2008
- Total Period Amt*

*Note: Total Period Amount is calculated using the total number of business days during the funding period and should only be used as an estimation for hourly employees. If the funding end date field is left blank the current fiscal year end date will be used.
e-PAF reminders

- Funding box should be marked when:
  - Routing to SRAS
  - Changing Departments

- Contact previous department before taking over an employment record

- You cannot change an FLSA exempt job code to FLSA non-exempt

- You cannot submit 2 e-PAFs for the same record at the same time
Salaried e-PAFs

- Funding extensions:
  - Should pickup the day after previous funding ends
  - Employee signature is required on e-PAF or contract

- Note:
  - Salary Terminations route to Time and Labor
  - Pay rate changes for salaried employees route to Classification
II--9 Process

- All I-9s are now to be entered into the LawLogix Guardian System

- Three I-9 types for the LawLogix Guardian system
  - Archival I-9
  - Electronic I-9
  - New Hire Paper I-9

- Archival I-9s
  - Paper I-9s prior to 2009
  - Have an associated cost with them
  - Contact Human resources for more information about this option
I-9 Process

- **Electronic I-9s**
  - The majority of I-9s will fall into this category
  - Requires digital signature of both employee and designated LawLogix User
  - No need to keep paper copies of any part of the I-9

- **New Hire Paper I-9s**
  - Only to be used when the designated LawLogix User for your department will not be available during the legal window
I-9 Process

- I-9 tips
  - Section I of the I-9 needs to be completed on or before the 1st day of employment
  - Section II of the I-9 needs to be completed on or before the 3rd day of employment

- For more information or a one-on-one training session contact David Amwake
  - 644-7939
  - DAmwake@admin.fsu.edu
One Time Pays

- Only used when the appointment:
  - Is occasional or sporadic
  - Does not span more than 1 pay period
  - Is FLSA compliant

- May not be used for:
  - Anything within the scope of the employee’s normal job
  - Recurring assignments or tasks
  - F1 Visa employees working 20 hours
  - H1B Visa employees

- If the employee has a non-exempt job they may be eligible for overtime
Resources

Tools you can use

- [http://www.hr.fsu.edu/](http://www.hr.fsu.edu/)
- Deadlines
- Parature
International Employees

- Immigration documents
  - For further information regarding international employee documentation, please reference the HR International Employee Website:
    
    http://www.hr.fsu.edu/index.cfm?page=International_homepage
Employee Data Management Contacts

- Eydie Thurston – 644-6470
  - Manager and Additional Pay Forms
  - EThurston@admin.fsu.edu

- Sue Andres – 644-5052
  - Parature Tickets
  - SAndres@admin.fsu.edu

- David Amwake – 644-7939
  - I-9 Administrator
  - Back up for all US actions
  - DAMwake@admin.fsu.edu

- Janet Reagan – 644-1689
  - Records Supervisor, Dual Compensation & Courtesy Appointments
  - JReagan@admin.fsu.edu

- Albert Bruton – 644-0354
  - Employee Files, Employment Verification
  - ABruton@admin.fsu.edu
**Employee Data Management Contacts**

**U.S. Citizen Actions (Non-Faculty):**

- Heidi Turgeon – 644-5176
  - Citizen p-PAFs
  - HTurgeon@admin.fsu.edu

- Katie Moran – 644-4915
  - Citizen e-PAFs
  - KMoran@admin.fsu.edu

**NON-U.S. Citizen Actions (Non-Faculty):**

- Chenelle Carette – 644-9641
  - Glacier Administrator
  - Non-U.S. Citizen Documents and Appointments
  - CCarette@admin.fsu.edu

- Elena Brazell—645-2712
  - Social Security Administrator
  - Citizen E-Recruits and backup for all Non-US Appointments
  - emb04g@admin.fsu.edu
Questions?