



FLORIDA STATE UNIVERSITY
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Employee Data Management Coversheet

Employee Information	Action Type	Employee Type
Employee Name: _____	pPAF _____	OPS _____
Employee ID: _____	eRecruit _____	Graduate Assistant _____
Employee Record: _____	ePAF+ _____	Faculty (non-advertised) _____
Effective Date: _____	Additional Pay _____	Staff _____
	Requested Docs _____	

Originator Information	Name:	Date Submitted:
	Email:	Phone:

Required Documents	
<p>New Hire – Submitted via Electronic Wizards</p> <p><i>Wizard Number:</i> _____</p> <p>New I-9: _____</p> <p>Rehire (terminated less than one year per OMNI)</p> <p>_____ Department Data Entry</p> <p>_____ W-4</p> <p>_____ Outside Employment</p> <p>_____ Criminal History Background Checks</p> <p>_____ Direct Deposit</p> <p>_____ FRS</p> <p>_____ I-9 (Section 3 Rehire or new I-9)</p> <p>If Applicable</p> <p>_____ Graduate Assistant Offer Letter</p> <p>_____ OPS Exempt Form</p> <p>_____ Background Check</p> <p>_____ FSUS Form</p> <p>_____ Dual Comp (if employed in multiple depts.)</p> <p>_____ Late Justification Form (20 days or more)</p> <p>_____ Graduate Assistant Offer Letter</p>	<p>Non-Resident Aliens</p> <p>_____ I-94</p> <p>_____ Visa</p> <p>_____ Passport</p> <p>_____ I-20 / DS-2019 / I-797 / EAD</p> <p>Faculty (non-advertised)</p> <p>_____ Offer Letter</p> <p>_____ Contract</p> <p>_____ CV</p> <p>_____ 3 Letters of Recommendation</p> <p>_____ Official Transcripts</p> <p>Other/Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

To EDM Team Member	
<p>Appointments</p> <p>_____ Andrea Baranik (pPAFS)</p> <p>_____ Erica Francis (ePAFS, OPS Additional Pays)</p> <p>_____ Jonathan Banks (eRecruits)</p> <p>_____ Abigail Lejeune (Non-US Citizen Appointments)</p> <p>_____ Amelia Pye (Non-advertised Faculty)</p> <p>_____ Sue Andres (Courtesy Appointments)</p> <p>_____ Katie Filomio (OPS Exempt Position Request)</p>	<p>Employee Files/Verifications</p> <p>_____ Janet Reagan (Imaging, Personnel Files)</p> <p>_____ Rita Albert (Records Request, Subpoenas, Employment Verifications, Dual Compensation Forms)</p> <p>University I-9 Administrator</p> <p>_____ Andrew Kapec (I-9s, Guardian Support)</p>