



FLORIDA STATE UNIVERSITY  
 OFFICE OF HUMAN RESOURCES  
 A6200 University Center  
 Tallahassee, FL 32306-2410  
 Phone: (850) 644-6034  
 Fax: (850) 645-9506  
 Email: [hr-edmdocs@fsu.edu](mailto:hr-edmdocs@fsu.edu)

## Employee Data Management Coversheet

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

Originator Information	Name:	Date Submitted:
	Email:	Phone:

Required Documents	
<b>New Hire – Submitted via Electronic Wizards</b> <b>Wizard Number:</b> _____ New I-9: _____  <b>Rehire (terminated less than one year per OMNI)</b> _____ Department Data Entry _____ W-4 _____ Outside Employment _____ Criminal History Background Check Policy _____ Direct Deposit _____ FRS _____ I-9 (Section 3 Rehire or new I-9) _____ Employment of Relatives (Nepotism) Form <b>If Applicable</b> _____ Graduate Assistant Offer Letter _____ OPS Exempt Form _____ FSUS Form _____ Dual Comp (if employed in multiple depts.) _____ <a href="#">Late Justification Form</a> (20 days or more)	<b>Non-Resident Aliens</b> _____ I-94 _____ Visa _____ Passport _____ I-20 / DS-2019 / I-797 / EAD/J-1 Sponsor Ltr  <b>Faculty (non-advertised/advertised)</b> _____ Offer Letter _____ Contract _____ CV _____ 3 Letters of Recommendation _____ Official Transcripts  <b>Other/Comments:</b> _____ _____ _____ _____

To EDM Team Member	
<b>OPS Appointments:</b> _____ Christie Riley (US Citizens - Last Names A-M) _____ Carl Fertl (US Citizens - Last Names N-Z) _____ Jonathan Banks (Non-US Citizens)	<b>Faculty Appointments &amp; One Time Pay Forms:</b> _____ Angela Arend <b>Staff Appointments:</b> _____ Kristen Mitchell (US Citizens) _____ Jonathan Banks (Non-US Citizens)
<b>One Time Pay Forms (OPS):</b> _____ Kristen Mitchell	<b>University I-9 Administrator</b> _____ Adline Norwood (Remote I-9 forms)
<b>Courtesy Appointments:</b> _____ Sue Andres	<b>Dual Compensation Forms (OPS and Staff):</b> _____ Rita Albert ( <a href="mailto:hr-dualcomps@fsu.edu">hr-dualcomps@fsu.edu</a> )