



FLORIDA STATE UNIVERSITY
 OFFICE OF HUMAN RESOURCES
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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 _____
Effective Date: _____	Additional Pay _____	Staff _____
	Requested Docs _____	

Originator Information	Name: _____	Date Submitted: _____
	Email: _____	Phone: _____

Required Documents	
New Hire – Submitted via Electronic Wizards Wizard Number: _____ New I-9: _____ Rehire (terminated less than one year per OMNI) _____ 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 If Applicable _____ Graduate Assistant Offer Letter _____ OPS Exempt Form _____ FSUS Form _____ Dual Comp (if employed in multiple depts.) _____ Late Justification Form (20 days or more)	Non-Resident Aliens _____ I-94 _____ Visa _____ Passport _____ I-20 / DS-2019 / I-797 / EAD/J-1 Sponsor Ltr Faculty (non-advertised/advertised) _____ Offer Letter _____ Contract _____ CV _____ 3 Letters of Recommendation _____ Official Transcripts Other/Comments: _____ _____ _____ _____

To EDM Team Member	
OPS and Staff Appointments: _____ Derek Mayne (US Citizens - Last Names A-G) _____ Adam Ware (US Citizens - Last Names H-P) _____ Carl Fertil (US Citizens - Last Names Q-Z) _____ Derek Mayne (Non-US Citizens)	Faculty Appointments & One Time Pay Forms: _____ Abigail Lejeune
One Time Pay Forms (OPS): _____ Abigail Lejeune	University I-9 Administrator _____ Adline Norwood (Remote I-9 forms)
Courtesy Appointments: _____ Sue Andres	Dual Compensation Forms (OPS and Staff): _____ Rita Albert (hr-dualcomps@fsu.edu)