FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

An important message from FSU Office of Human Resources

This message has been approved by Shelley Lopez, Program Director, Communications/Special Projects, for distribution to all Department Representatives.

Faculty employment contracts for the 2021–2022 academic year are now available to generate in OMNI HR upon the completion of your fall faculty appointments. Step-by-step instructions on generating faculty contracts in OMNI HR can be found on the HR website.

General Process

- Faculty contracts are generated online, reviewed by the generator for accuracy, then submitted to be approved and acknowledged electronically via workflow in OMNI HR.

- Once approved by the appropriate Dean, Director, or Department Head (DDDH), the contract will automatically route to the faculty member for approval.

- Email notifications are sent when the contract is ready for the DDDH's or faculty member's review.

- Faculty members electronically sign their contracts in OMNI HR.

- Contracts will automatically populate to the faculty member's personnel file once they are fully approved and signed electronically.

Reminders

New/renewed contracts for the 2021-2022 academic year must be completed by September 10, 2021. If necessary, you may print a contract manually by using the In-Unit or Out-if-Unit faculty contracts posted online.

- If you have already issued manual faculty contracts for the academic year, you *do NOT need* to re-issue contracts using the updated process unless you have faculty members on new multi-year appointments. However, you **will** need to forward copies of the printed contracts to HR Faculty Relations (mail code:2410) for the personnel file.

- As always, review faculty contracts carefully for accuracy. If a contract contains inaccurate information, there is probably an error in the faculty member's OMNI HR records. Please submit the appropriate paperwork to correct any errors **before** submitting the contract for electronic approval.

- Specialized faculty on four-year, multi-year appointments (MYAs) are only provided new/extended contracts every other year. However, if the faculty member receives any pay increases, an updated contract will need to be generated in alternate years (**the beginning of years two and four**). Use the ad hoc process to generate an updated contract, but only do this **after** the increases are implemented. Make sure the salary increases are entered in OMNI HR before you generate the updated contract. OMNI HR will only generate the remaining three years on the four-year MYA in year two.

- For specialized faculty members appointed at a Level II or Level III in a <u>time-limited appointment or visiting status</u>, a manual contract reflecting the appointment dates rather than an MYA is most appropriate.

Questions? Contact Adam Donaldson at adonaldson@fsu.edu.

How to Generate Faculty Employment Contracts in OMNI HR

Instructions for generating faculty employment contracts in OMNI HR are listed below. If a contract contains inaccurate information, please check the faculty member's information in OMNI HR. The system uses information from the "Job Data" screen in OMNI HR to generate the contract. If there is a mistake on the contract, it is probably due to an error on the faculty member's OMNI HR records.

A. System Access

Employees who have the FSU_HR_DEPARTMENT_USER security role will be able to generate faculty contracts in OMNI HR.

B. Generate Contracts

Log into myFSU and navigate to: *HR > Manager Self Service Page > FSU Faculty Contracts > Generate Faculty Contracts.*

- Before generating contracts, check that those who need to be in the approval workflow are properly identified. (See Section E, Approval Workflow, below).

1. Select a **Faculty Type** (12-month, 9-month, or 10-month) using the drop-down menu, then enter either a **Department ID** or the faculty member's **EMPLID**, as one or the other is required.

2. Click "**Retrieve Employee**" to populate the employee data.

- Employee information is displayed on two different tabs, *Employee Information* and *Contract Details*. Review and verify that information on both tabs is correct **BEFORE** creating the contract, as the resulting contract will be based on the data displayed. The data is pulled from the faculty member's "Job Data" screen and "Tenure Data" in OMNI HR as of the Contract Begin Date.

Faculty Contract

Faculty Type: 12 Month ▾	Contract Period Begin Dt: 08/07/2017 ☐ Ad Hoc Date
Department: 🔍	Empl ID: 🔍

Retrieve Employee | Generate Contract | Reset Search

Select All

Employee Information

Personalize | Find | View All | 🖾 | 📰   First ◄ 1 of 1 ► Last

| Employee Information | Contract Details | 📖 |

	Select	Regenerate	Dept Description	Empl ID	Empl Record	Employee Name	Job Code	Empl Class	AdminCode	FTE	Beginning Rate
1	☐	☐			0	Employee Name					

- Special Conditions can be added to the contract. Click on the *Contract Details* tab and select the appropriate special condition from the drop-down box. Three of the available options, "*Reports to President,*" "*Reports to Provost,*" and "*Soft Money Funded,*" will auto-populate standard language onto the contract. The last option is "*Others,*" which allows you to enter the specific text unique to the faculty member.

Employee Information

Personalize | Find | View All | 🖾 | 📰   First ◄ 1-21 of 21 ► La...

| Employee Information | Contract Details | 📖 |

	Select	Regenerate	Dept Description	Empl ID	Empl Record	Employee Name	Contract Type	In/Out of Unit	Tenure Status	Prior Service Credit	Special Condition	Special Text
1	☐	☐	074000-Biological Science	000000758	1		Specialized (4 Yr)	In-Unit	Non Tenure Not On Track		Rpts to Pro ▾	
2	☐	☐	074000-Biological Science	000001004	0		Specialized (4 Yr)	In-Unit	Non Tenure Not On Track		Soft Mone ▾	
3	☐	☐	074000-Biological Science	000003228	0		Specialized (4 Yr)	In-Unit	Non Tenure Not On Track		Others ▾	Time Limited Appointment 🗖

- For a "**Regular**" contract run: the **Contract Period Begin Date** displayed is based on the first day of the academic year for the **Faculty Type** selected (12-month, 9-month, or 10-month), using the current fiscal year.

  - Once you have reviewed the data for accuracy and added any special conditions, select faculty members individually or select the entire list with the "**Select All**" button, then click "**Generate Contract**" to create the contracts.

  - A "*Selected Contracts are being Generated*" message will display to indicate the process is running. <u>It may take a few minutes for the process to complete</u> depending on the number of contracts being generated, but you will be notified **by email** when the contracts have been successfully created. You may work on other things in the meantime, including generating additional contracts for a different group of faculty members.

Note: *Contracts are not automatically routed for approval when generated. Once created, the contracts will need to be reviewed for accuracy and then submitted for electronic signatures. (See Section C, Submit Contracts for Approval, below).*

- If a contract cannot be selected/generated, click on the *Contract Details* tab and check the last three columns for a possible explanation.

  - *Message* — Any displayed comment will provide a reason why a contract cannot be generated and may provide further instruction.

  - *No Funding* — The box under this column will be checked if the faculty member does not have sufficient funding approved in OMNI HR to pull the contract as requested.

  - *Contract Exists* — If a contract has already been generated for the Contract Period Begin Date, the faculty member's name will be hyperlinked. The box under this column will be checked. The department representative can use the hyperlink to access the contract document or can

access it by logging into myFSU and navigating to *HR > Manager Self Service Page > FSU Faculty Contracts > View Contract.*

- *For an "Ad Hoc" contract run:* An ad hoc contract run will most often be used to pull updated contracts that reflect salary increases for specialized faculty members on four-year contracts that were last generated in the previous year. However, an ad hoc contract run will also be required when a faculty member is hired or has a data change with an effective date after the start of the current academic year.

  *Note: An "Ad Hoc" contract run should **not** be used when generating updated contracts that reflect salary increases implemented by the University during the fall semester. Once all applicable increases have been implemented, a "Regular" contract run should be completed again by selecting the "**Regenerate**" option that becomes available once the first contract has been fully approved.*

  o The steps for generating an ad hoc contract are almost the same as those for a regular contract run with one exception explained below.

  o Before clicking "**Retrieve Employee**" to populate the employee data, you will need to <u>manually enter the contract date</u> rather than using the automatically generated Contract Period Begin Date.

  o Click the "**Ad Hoc Date**" button, which allows for a user-entered date. The date entered should be the date of the data change that gave rise to the need for an updated contract. A contract should be generated for the balance of the contract year (contingent on the existence of funding, where applicable).

C. Submit Contracts for Approval

Log into myFSU and navigate to: *HR > Manager Self Service Page > FSU Faculty Contracts > View Contract.*

- Generated contracts can be found individually by searching for a specific Employee ID, or a department number can be entered to find the contracts for an entire group.

View Contract

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Contract Number `=` ⌄ [_____]
Empl ID `begins with` ⌄ [_____]
Empl Record `=` ⌄ [_____]
Name `begins with` ⌄ [_____]
Employee Type `=` ⌄ [_____ ⌄]
Begin Date `=` ⌄ [_____] 📅
Contract Status `=` ⌄ [_____ ⌄]
Department `begins with` ⌄ [_____]

☐ Include History   ☐ Case Sensitive

| Search | Clear | Basic Search 🔲 Save Search Criteria

- Before taking action, perform a thorough review to make sure the contract reflects information consistent with the employee data that was displayed on the tabs. After verifying that the contract is correct, click on the "**Submit**" button under the contract to route for approval.

- If a contract contains errors, click on the "**Cancel Contract**" button, and before regenerating the contract, submit a request for the necessary corrections to be made in the faculty member's "Job Data" screen and/or "Tenure Data" in OMNI HR.

| Submit | . Cancel Contract | Date Created: 06/09/2017
Generated By:

| 🔄 Return to Search | ↑🔲 Previous in List | ↓🔲 Next in List |

D. Contract Data and Verbiage

Contract data and terms (verbiage) will be different for different types of faculty members. This means you must carefully check every contract for accuracy, paying special attention to possible variations. Please see the attached *Faculty Contracts Reference Chart* for the proper length of contract associated with specific faculty job codes.

- *Non-Specialized Faculty* — This contract requires the faculty member to be in active status and have active funding. If there is no funding, this will be indicated on the *Generate Faculty Contracts* page under the *Contract Information* tab. You will not be able to select that faculty member for the contract generation process.

- *Specialized Faculty (Level 1, Single year)* — This contract also requires the faculty member to be in active status and have active funding. For specialized faculty on single-year, "soft money" funded appointments, the contract dates will be based on the available funding currently reflected in OMNI HR. If additional funding has been submitted and approved, a new contract will need to be generated to show the extended appointment dates.

- *Specialized Faculty (Level 2/3, Multi-Year)* — Level 2 and Level 3 specialized faculty (i.e., Teaching Faculty II and Teaching Faculty III) receive multi-year appointments (MYAs).

- o Level 2 specialized faculty will be on two-year contracts and will receive a new contract each academic year, effectively providing a "rolling" two-year contract.

- o Level 3 specialized faculty will have a four-year contract, which will only be extended bi-annually (every other year).

In these cases, a comment will appear in the *Contract Information* tab indicating that the faculty member received an extended 4-year contract in the previous year and providing instruction to "*Run Ad Hoc for updated contract*." No new contract could be generated via the "Regular" run where this is indicated. **NOTE:** *If a faculty member receives an increase before a "renewal" contract year, the ad hoc process should be used to issue an updated contract. This contract will only reflect the remaining time left of the current contract.*

- *FSUS Faculty (Dept. 131000)* – This contract requires that the employee be in active status and have active funding. Section 6 of this contract has different options than the other faculty types. FSUS faculty contracts will have different verbiage for some provisions, depending on whether the employee is in-unit or out-of-unit.

E. Approval Workflow

- All contracts (other than FSUS, Dept. 131000) route for approval to the individual indicated as the primary DDDH for the faculty member's department on the **FSU Department Reps Table** in OMNI HR before routing to the faculty member for acceptance. Department Reps can update the primary DDDH field in the table by following these instructions.

- FSUS (Dept. 131000) contracts route for approval to the individual with an Admin Code of 'U1" – Dir-University School, before routing to the faculty member for acceptance.

- If no individual is marked as the primary DDDH on the **FSU Department Reps Table**, the contract routes to the faculty member's supervisor for approval before routing to the faculty member for acceptance.

- The 1st approver (Primary DDDH or Supervisor) can approve or deny the contract. If denying, the 1st approver is required to enter the reason for the denial. If a data issue was found on the contract that led to the denial, the problem can be indicated, and a new corrected contract can be generated after the data issue is corrected.

- Email notifications and OMNI HR worklist entries are created when a contract is routed to a user for action. When a contract is fully executed (approved and signed by the faculty member), an email notification goes to the department representative that originated the contract. If denied, an email notification goes to the department representative (originator). A reminder email is sent to the faculty member and the originator if no action is taken on the contract after 7 days.

- Contracts will automatically populate to the faculty member's personnel file once they are fully approved and signed electronically.

F. View (and Approve) Contract Pages

Employees who have the **FSU_HR_DEPARTMENT_USER** security role in OMNI HR can access any contract they created.

A contract can be accessed directly using the link provided in the email notification received by a user when a contract has been routed to them for action. Otherwise, contracts can be found using the following OMNI HR navigations:

- To view contracts: Log into myFSU and navigate to: *HR > Manager Self Service Page > FSU Faculty Contracts > View Contract.*

- To approve contracts:

  - *DDDH Approval* — Log into myFSU and navigate to: *HR > Manager Self Service Page > FSU Faculty Contracts > Approve Contract*. Users will only see contracts that are pending their approval in their queue.

  - *Faculty Member Approval* — Faculty members can view and/or accept their own contracts by logging into myFSU and navigating to *HR > Employee Self Service Page > FSU Faculty Contracts*.

- The Contract has a "**Print from Page**" option to enable the faculty member and department representative to print. The electronic signature fields are not populated until **AFTER** approval actions are taken.