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OFFICE OF HUMAN RESOURCES
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ELECTRONIC WIZARD PROCESS

The New Employee Forms Wizard is used to create an OPS one-time pay job record in one of two scenarios.

- 1) Hiring an employee into a new one-time pay appointment for an individual with no previous employee affiliation with FSU.
- 2) Rehiring a previous employee (terminated for 30 days or more) on a one-time pay appointment.

The instructions below include information for the one-time pay recipient and for department representatives.

New Employees:

- Complete [New Employee Wizard](#) & electronically sign required documents
- Provide department representative with copy of signed Social Security Card or application receipt
- Meet with a notary to have [Loyalty Oath Form](#) notarized and provide to department representative
- Complete I-9 Form with department representative (bring original identification and work authorization documents)

Department Representative:

- Upload signed Social Security Card & notarized Loyalty Oath to Step 2 of Wizard (see email for link & Wizard Number)
- Upload additional [Required Supplemental Documents](#) (ensure they are named appropriately so they may be identified)
- Complete I-9 Form with employee in Guardian
- Complete Background Check Questionnaire
- Once record is created complete the [Additional/One Time Payment Form](#) in OMNI

New Employees can access the New Employee Wizard at <https://cfprd.its.fsu.edu/hr/FormsWizard6/>. Instructions for the completion of the Wizard are also provided on the New Employee Wizard website.

NEW EMPLOYEE RESPONSIBILITY – STEP 1

IN ORDER TO COMPLETE THE WIZARD PROCESS, THE DEPARTMENT WILL NEED TO PROVIDE THE NEW EMPLOYEE WITH THE DEPARTMENT REPRESENTATIVE'S EMAIL ADDRESS.

New employees will also need to have direct deposit information available.

Candidates will need to click **Begin Forms Wizard** on the bottom left corner of the page. Please do not click the Federal work study link in **red**.

The screenshot shows the top navigation bar of the Florida State University website with the university's logo and name. Below the navigation bar is a horizontal menu with tabs for: Introduction, Appointment Information, Personal Information, Emergency Contact, General Information, Tax Withholdings, Direct Deposit, and Finish. The 'Introduction' tab is selected. The main content area is titled 'New Employee Forms Wizard' and contains the following text:

If you are being hired as a Federal Work Study, please complete the forms located here.

Welcome to the FSU New Employee Forms Wizard. This application will walk you through completing the forms required for employment at Florida State University.

You will need the following information from your Department Representative to complete these forms: *Position Number (if applicable) and email address of department representative.*

Please read each section carefully and fill out items completely.

Please Note: The Form I-9 is required for ALL new hires and will not be completed in this process. Please make an appointment with your Department Representative to complete the Form I-9 in person providing the authorized List A or List B & C original document(s) **by your first day of work.**

If you will be working remotely or cannot be on campus for your first day of work, please contact your department representative for remote hire instructions and retrieval of the Remote Hire Authorized Agent Form. You will need to make an appointment with a local Notary Public and have them read and complete the Remote Hire Authorized Agent Form. This will give the Notary Public the authority to act as FSU's Authorized Agent to complete the Form I-9. As a federal form, the Form I-9 must be completed **by your first day of work.** Once completed, please submit both forms to Human Resources as instructed on the Remote Hire Authorized Agent Form.

Upon completion of this process, you will be asked to electronically sign these forms and have the opportunity to print the forms if needed.

Click below to complete your new employee forms.

[Begin Forms Wizard](#)

Upon completion of all fields, new employees will be required to electronically sign each document. The electronic signature consists of a PIN (last 4 digits of Social Security number) and initials. Once you insert your PIN, initials, and check mark certifying your review of the form, click *Next Form* to complete the process for the remaining forms.

The screenshot shows a vertical list of form categories on the left side of a page. The 'Data Entry Worksheet' category is highlighted. To the right of the list, there is explanatory text:

Based on the information provided, all forms generated are in the left-hand column.

Click on *Data Entry Worksheet* to complete the PIN information which will be used as verification to an electronic signature. **The last four (4) digits of your social security number should be used as your PIN.**

You can review each form in its original format by clicking on *Review Form*.

Once you insert your PIN, your initials, and checkmark to certify that you have reviewed the form, click *Next Form* to complete the process for the following form. You are to use the same PIN and initials for all forms.

Upon completion of all forms, your signed name, email, PIN and certification of forms is required.

You will have an opportunity to save/print all of the forms after you have completed the process.

After electronically signing the forms, new employees will have the option to save and/or print all the forms for their own records. All forms generated will be sent electronically to Human Resources.

The screenshot shows a grey rounded rectangular box with the following text:

Thank you! You have successfully completed your New Employee Forms Packet.

If you wish to save/print a copy of your forms, please click the button below:

[Save Copy](#)

DEPARTMENT RESPONSIBILITY – STEP 2

Upon the completion of the Wizard forms by the new employee, an email will be sent to the department representative indicating the New Employee Wizard has been completed. The email will provide a Wizard Number, which will be needed when accessing the department representative portion of the Wizard. The Wizard Number is not associated with the Employee ID in OMNI. Department representatives can access this step of the Wizard process at <https://cfprd.its.fsu.edu/hr/FormsWizard6/deptReps/index.cfm?page=main>.

Department Representatives will first be asked to sign in. Use the same login information for signing into OMNI.

Please log in

Username:

Password:

New Employee Forms Wizard Department Representative Portal

Upload appropriate files and click Upload Files at the bottom of the page. This information will be sent directly to Human Resources. Questions regarding this process should be directed to your [recruiter](#).

Please type in the Employee's Wizard Number and click 'Submit'.

Employee's Wizard Number (from Forms Wizard):

The Employee's Wizard Number will be provided to department reps by a system generated email when the employee completes the wizard forms.

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The Department Representative is responsible for providing a scanned copy of the Social Security Card and [Loyalty Oath](#) (notarized). **All scanned documents should be in PDF format.** Additional documents that may be required, such as a copy of a driver's license, non-resident alien documents, or faculty appointment requirements may also be uploaded into this site. It is suggested that the department representative retain the Wizard Number for future use for that new hire. If a document is incorrect or one needs to be added later, the department representative can access this site using the Wizard Number provided in the email for that new hire.

New Employee Forms Wizard Department Representative Portal

Upload appropriate files and click Upload Files at the bottom of the page. This information will be sent directly to Human Resources. Questions regarding this process should be directed to your [recruiter](#).

Please type in the Employee's Wizard Number and click 'Submit'.

Employee's Wizard Number (from Forms Wizard):

Employee Name: Christopher

Forms Available For Download

Department Data Entry Worksheet

*Action Type: pPaf eRecruit Job Offer One Time Pay

Once all backup documentation has been uploaded, click below to send the hire to Human Resources.

Social Security Card (**required**) - *The numbers and name on the Social Security Card must be legible.*

No file chosen

Loyalty Oath (**required**) - [Link to Loyalty Oath Form](#)

No file chosen

Employee Contract

No file chosen

Offer Letter

No file chosen

Curriculum Vitae or Resumé

No file chosen

Other (please specify)

No file chosen

Click on Upload Documents once the appropriate documents have been attached. Once all backup documentation has been uploaded, [click on Send to Human Resources](#).

The I-9 form should **not** be uploaded to this site. The I-9 is required for all new hires and is processed separately in the Guardian system. For additional information regarding I-9s, please contact the [I-9 Administrator](#) in Human Resources.

Questions regarding this process can be directed to Human Resources at (850) 644-7803.