



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, so 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 > Main Menu > Manager Self Service > FSU Faculty Contracts > Generate 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, then enter either a **Department ID** or the faculty member's **Empl ID**, as one or the other is required.

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

Faculty Contract

Print | New Window | Help | Personalize Page

Faculty Type: 12 Month Contract Period Begin Dt: 08/07/2017 Add Hoc Date

Department: Empl ID:

Select All

Retrieve Employee Generate Contract Reset Search

Employee Information Contract Details

Personalize | Find | View All | First 1 of 1 Last

| Select | Regenerate | Dept Description | Empl ID | Empl Record | Employee Name | Job Code | Empl Class | AdminCode | FTE | Beginning Rate |
|--------|--------------------------|------------------|---------|-------------|---------------|----------|------------|-----------|-----|----------------|
| 1 | <input type="checkbox"/> | | | 0 | Employee Name | | | | | |

- Employee information is displayed on 2 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.

Favorites ▾ Main Menu ▾ Manager Self Service ▾ FSU Faculty Contracts ▾ Generate Faculty Contracts

Faculty Contract Print | New Window | Help | Personalize Page

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

 Retrieve Employee Generate Contract Reset Search

Department: Empl ID:

Select All

Employee Information Personalize | Find | View All | | First 1 of 1 Last

| Select | Regenerate | Dept Description | Empl ID | Empl Record | Employee Name | Job Code | Empl Class | AdminCode | FTE | Beginning Rate |
|----------------------------|--------------------------|------------------|---------|-------------|---------------|----------|------------|-----------|-----|----------------|
| 1 <input type="checkbox"/> | <input type="checkbox"/> | | | 0 | Employee Name | | | | | |

- Special Conditions can be added on 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 specific text that may be unique to the faculty member.

Employee Information Personalize | Find | View All | | First 1-21 of 21 Last

| 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 <input type="checkbox"/> | <input type="checkbox"/> | 074000-Biological Science | 000000758 1 | | | Specialized (4 Yr) | In-Unit | Non Tenure Not On Track | | Rpts to Prn ▾ | |
| 2 <input type="checkbox"/> | <input type="checkbox"/> | 074000-Biological Science | 000001004 0 | | | Specialized (4 Yr) | In-Unit | Non Tenure Not On Track | | Soft Money ▾ | |
| 3 <input type="checkbox"/> | <input type="checkbox"/> | 074000-Biological Science | 000003228 0 | | | Specialized (4 Yr) | In-Unit | Non Tenure Not On Track | | Others ▾ | Time Limited Appointment <input type="text"/> |

- For a “**Regular**” contract run: the **Contract Period Begin Date** automatically 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 hit “**Generate Contract**” for the contracts to be created.
 - A “*Selected Contracts are being Generated*” message will display to indicate the process is running. It may take a few minutes for the process to complete, 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 possibly 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 a hyperlink and 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 > Main Menu > Manager Self Service > FSU Faculty Contracts > View Contracts.**

| Employee Information | | | | | | | | | | | | Personalize Find View All [1] First 1-12 of 12 Last | | |
|----------------------|--------------------------|---------------------------------|-------------|-------------|---------------|--------------------|----------------|-------------------------|----------------------|----------------------------------|--------------|---|-------------------------------------|-------------------------------------|
| Employee Information | | | | | | | | | | Contract Details [PDF] | | | | |
| 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 | Message | No Funding | Contract Exists |
| 1 | <input type="checkbox"/> | 075000-Chemistry & Biochemistry | 000008069 0 | | | Specialized (4 Yr) | In-Unit | Non Tenure Not On Track | | <input type="button" value="v"/> | | Last Contract 2016-08-08 ; Run Ad Hoc for updated contract | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | <input type="checkbox"/> | 075000-Chemistry & Biochemistry | 000013445 0 | | | Specialized (2 Yr) | In-Unit | Non Tenure Not On Track | | <input type="button" value="v"/> | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3 | <input type="checkbox"/> | 075000-Chemistry & Biochemistry | 000036013 0 | | | Faculty (1 Yr) | In-Unit | Non Tenure Not On Track | | <input type="button" value="v"/> | | Funding does not exist | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

- **For an “Ad Hoc” contract run:** An ad hoc contract run will most often be used to pull updated contracts to reflect salary increases for those Specialized faculty members on 4 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 that is 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.

- The steps for generating an ad hoc contract are almost the same as for a regular contract run with one exception explained below.
- Before clicking “**Retrieve Employee**” to populate the employee data you will need to manually enter the contract date rather than using the automatically generated Contract Period Begin Date.
- 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).



Favorites ▾ Main Menu ▾ > Manager Self Service ▾ > FSU Faculty Contracts ▾ > Generate Faculty Contracts Print | New Window | Help | Personalize Page

Faculty Contract

Faculty Type: 12 Month ▾ Contract Period Begin Dt: 08/07/2017 ☐ **Ad Hoc Date**

Department: Empl ID:

| Employee Information | | | | | | | | | | Personalize Find View All [Print] [Refresh] | | |
|----------------------|--------------------------|------------------|---------|-------------|---------------|----------|------------|-----------|-----|---|--|--|
| Employee Information | | | | | | | | | | Contract Details [PDF] | | |
| Select | Regenerate | Dept Description | Empl ID | Empl Record | Employee Name | Job Code | Empl Class | AdminCode | FTE | Beginning Rate | | |
| 1 | <input type="checkbox"/> | | 0 | | Employee Name | | | | | | | |

C. Submit Contracts for Approval

Log into [myFSU](#) and navigate to: **HR > Main Menu > Manager Self Service > FSU Faculty Contracts > View Contracts.**

- 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.

[Favorites](#) > [Main Menu](#) > [Manager Self Service](#) > [FSU Faculty Contracts](#) > [View Contract](#)
[Print](#) | [New Window](#)

View Contract

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

[Find an Existing Value](#)

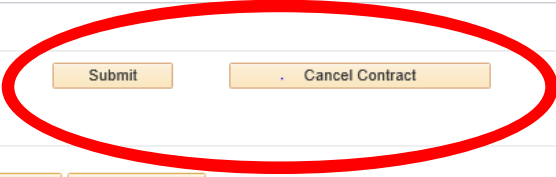
Search Criteria

Contract Number =
 Empl ID begins with
 Empl Record =
 Employee Type =
 Begin Date =
 Contract Status =
 Department begins with

☐ Include History

[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 be made in the faculty member’s **“Job Data”** screen and/or **“Tenure Data”** in OMNI HR.



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** — These contracts require the faculty member be in active status and have active funding. If there is no funding, this will be indicated in the *Generate Faculty Contracts* page under the *Contract Information* tab, and you will not be able to select that faculty member for the contract generation process.
- Specialized Faculty (Level 1, Single year)** — These contracts also require the faculty member 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).

- Level 2 specialized faculty will be on 2-year contracts, and will receive a new contract every academic year, effectively providing a “rolling” 2-year contract.
- Level 3 specialized faculty will have a 4-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) – These contracts require 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 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 specified 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 > Main Menu > Manager Self Service > FSU Faculty Contracts > View Contracts.**
- To approve contracts:
 - *DDDH Approval* — Log into [myFSU](#) and navigate to: **HR > Main Menu > Manager Self Service > FSU Faculty Contracts > Approve Contracts.** Users will see only 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 > Main Menu > Employee Self Service > 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.



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Faculty Contracts Reference Chart

| Section | Position Title | Job Code | Position Level/Rank | Length of Contract |
|-----------------------------|--------------------------------|----------|---------------------|--------------------------|
| Tenure Track Faculty | Professor | 9001 | 3 | 1 year (Annual Contract) |
| | Associate Professor | 9002 | 2 | 1 year (Annual Contract) |
| | Assistant Professor | 9003 | 1 | 1 year (Annual Contract) |
| | Eminent Scholar | 9009 | 3 | 1 year (Annual Contract) |
| Specialized Faculty | Teaching Faculty I | 9060 | 1 | 1 year |
| | Research Faculty I | 9080 | 1 | 1 year |
| | Instructional Specialist I | 9070 | 1 | 1 year |
| | Assistant in Research | 9168 | 1 | 1 year |
| | Assistant Curator | 9152 | 1 | 1 year |
| | Assistant University Librarian | 9055 | 1 | 1 year |
| | Teaching Faculty II | 9061 | 2 | 2 year |
| | Research Faculty II | 9081 | 2 | 2 year |
| | Instructional Specialist II | 9071 | 2 | 2 year |
| | Associate in Research | 9167 | 2 | 2 year |
| | Associate Curator | 9151 | 2 | 2 year |
| | Associate University Librarian | 9054 | 2 | 2 year |
| | Teaching Faculty III | 9062 | 3 | 4 year |
| | Research Faculty III | 9082 | 3 | 4 year |
| | Instructional Specialist III | 9072 | 3 | 4 year |
| | Senior Research Associate | 9165 | 3 | 4 year |
| | Curator | 9150 | 3 | 4 year |
| | University Librarian | 9053 | 3 | 4 year |

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