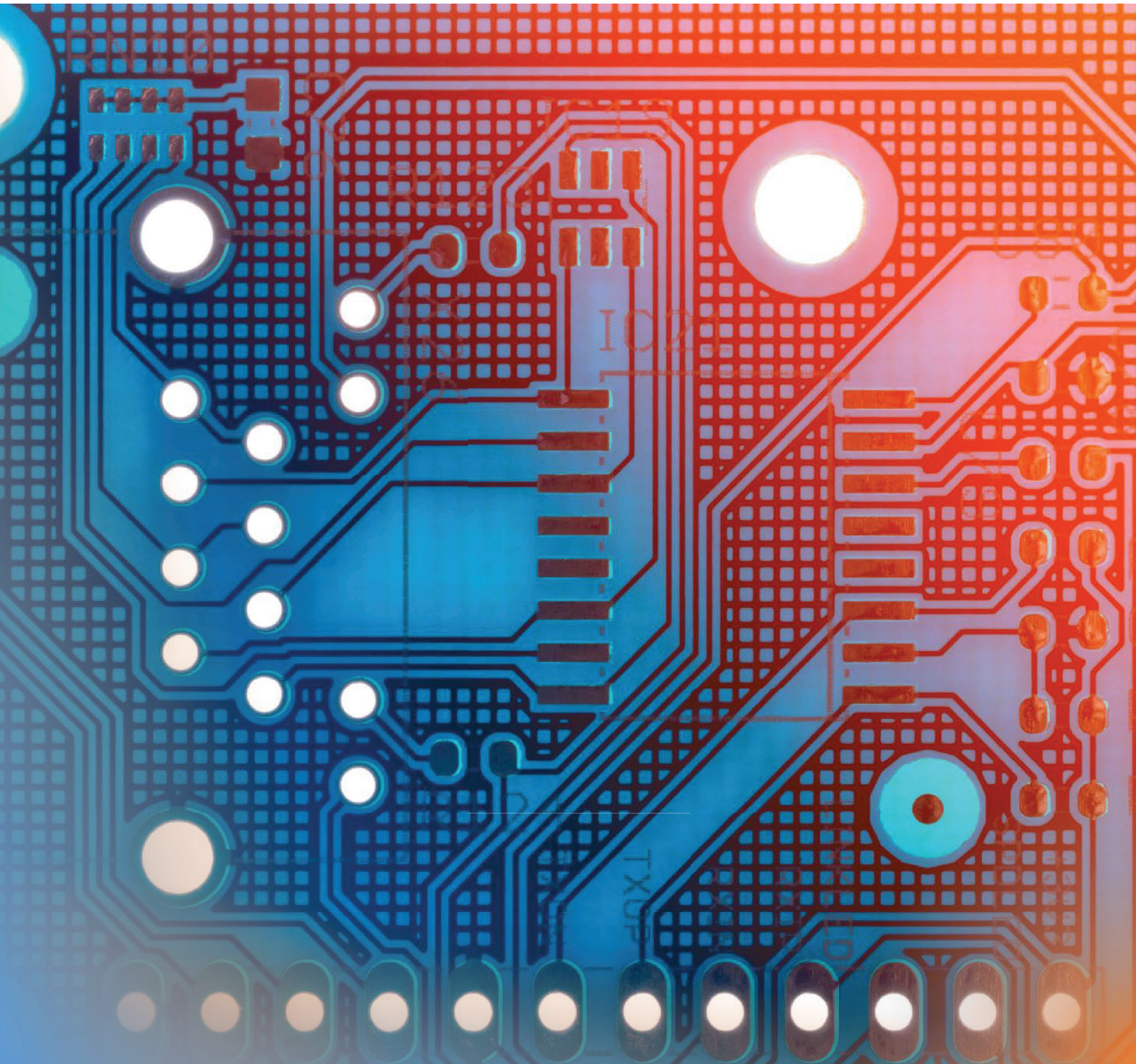


Electronic process for new hires, re-hires, promotions and transfers

Photos provided by Pexels



Today's Topics

- Online Presence Check
- The Offer Card Process
- Electronic I-9 Process for new hires/rehires
- PAF Approval Process
- Available Support
- Other HRIS Process Updates

Online Presence Check

- This process is **mandatory**
- Attestation and signature box have been added to the Offer Card



ATTESTATION

I confirm that I either performed or reviewed the results of the completed reference check and internet name search for this job candidate.

Please refer to the following guidance in the [Recruitment process toolkit](#)

Select Yes to confirm:*

Select

Enter your name here:*

Attention HR Contacts & Hiring Managers

- This process is now **mandatory**
- This process replaces all paper Personnel Action forms for:
 - New Hires
 - Re-hires
 - Promotions
 - Transfers
- Paper PAFs for these actions will no longer be accepted as of 03/18/2024





Reminder HR Contacts & Hiring Managers

- The rest of the Personnel Actions are processed through the PAF Updates workflow:
 - Labor Distributions Updates
 - Scheduled Hours Updates
 - Pay Rate Updates
 - Reclasses
- EPAFs are used for:
 - Supervisor Updates
 - Job Location Updates
- Follow this link for a recap of our systems:
<https://www.nova.edu/hr/hris/secure/hr-academy-4.0-hris-ss-presentation-final.pdf>



Initiate a final offer in NSU Careers

<https://nsuemployees.pageuppeople.com/Dock.aspx>

Initiate a final offer in NSU Careers

- For all Faculty, Staff, Temps, and Adjuncts
- Hires, Rehires, Transfers, and Promotions


1. Click on the applicant name you are looking to extend an offer to.

New applicant | Search by answers to questions | Merge applicants | Select a bulk action

TEST HR Shared Services Representative I - 997155 (TEST REG JOB)

Search Results

Select	Submitted	Status	Pref Name	First name	Last name	Phone	Mobile	Email	Country	State	City
<input type="checkbox"/>	Aug 19, 2021	Submitted	REG	REG	TEST	9549999999	123456789	lizzy3009+REG@hotmail.com	United States	Florida	SUNRISE



Initiate a final offer in NSU Careers

On the **Applicant Card**:

2. Click on the offer status

REG TEST ● Print Actions


[View profile](#) [View references](#) [Add flags](#)

Address	[Redacted]	Phone	+1954999999
Cell Number	+1 1234567890	E-mail	[Redacted]
Original source	LinkedIn	Employment status	Never employed or contracted
e-Zines comms hold	<input checked="" type="checkbox"/> Yes	Linked Employee	REG TEST

Applications [History](#) [Scheduled emails](#) [CRM](#) [Resume](#)

TEST REG JOB - TEST HR Shared Services Representative I - 997155 ...

Date submitted	Applied via	Status changed	Offer
Aug 19, 2021	LinkedIn	Mar 3, 2022 Hiring Manager review successful	No offer
Resume View	Form View	Add flags	



Some items to
keep in mind
when filling out
your offer card

.....



Offer Card: Position Type Section

Choose if the position is for an Adjunct or Temp:

Position type	
Adjunct or Temporary Staff:*	<input type="radio"/> Yes <input checked="" type="radio"/> No

Offer Card: PAF section

Faculty/ Staff

To update go back to the Job Card prior to submitting the Offer Card

Hourly Rate for non-exempt employees and Annual Salary for Exempt employees.

For contract employees include contract spread for example, true DOH and the PPB, the pro-rated salary, # of pays, new contract spread date and new salary

Before submitting an offer please check Banner (NBAPBUD) to ensure Labor Distribution is correct. If you see any discrepancies for grants email your Compensation Consultant and for non-grants submit a new PFT prior to submitting an offer.

Personnel Action Form

Campus/Building:*

I-9 Location (Please update same field on Job Card to match if needed):

Proposed Action:*

Effective Date:*

FLSA Status:

Job Grade/Level:
No job grade/level selected.

Biweekly Hours:*

Annual salary:

Hourly Rate (e.g. 10.123456):

Salary notes (e.g. contract spread):

Rank (if applicable):

Immediate Supervisor:*
No user selected.

Offer Card: PAF section

Adjunct or Temporary

Personnel Action Form

I-9 Location
(Please update same field on Job Card to match if needed):

Human Resources

Number: 64

Campus/Building:

Proposed Action:*

Effective Date/Start Date:*

Immediate Supervisor:*

No user selected.

Comments (e.g. for temporary employee include labor distribution information):

The following fields are for temporary employees only

Biweekly Hours:

Hourly Rate (e.g. 10.123456):

To update go back to the Job Card prior to submitting the Offer Card

For Temporary staff include Labor Distribution information: example xxxxxx-1036 100%

Offer Card: Updating the I-9 location on the Job Card.

REG TEST ●

[View profile](#) [View references](#) [Add flags](#)

Address	128 Testing CIR SUNRISE, Florida 33326, United States	Phone	+1 9549999999
Cell	+11234567890	Email	keacerr+Pageup@gmail.com
Number	36159	Employment status	👤 Current contractor
Original source	LinkedIn	Linked Employee	REG TEST TestReg@hotmail.com Modify

e-Zines comms hold Yes

[Applications](#) [History](#) [Scheduled emails](#) [CRM](#) [Resume](#)

503316 - TEST JOB - Equifax Testing

Date submitted Jan 30, 2023	Applied via Careers website	Status changed Jan 31, 2023 Offer accepted	Offer No offer
Resume View	Form View	Add flags	

TEST HR Shared Services Representative I - 997155

Requisition Number: TEST REG JOB
Type: Job
Pos.: 3
Center / College: Human Resources

PageUp Jobs People Reports Settings Recent items Quick search

TEST HR Shared Services Representative I - 997155 [View applications](#)

[Position info](#) [Notes](#) [Sourcing](#) [Job Advertising](#) [Documents](#) [Reports \(Legacy\)](#) [Reports](#)

[Human Resources Dept](#)

Campus Location:

I-9 Location:

Photos provided by Pexels

Offer Card: Onboarding Section

Onboarding form

Select the appropriate form:

- New Hire Form (FAC/STAFF)
- New Hire Form (ADJUNCT)
- NSU New Hire Form (TEMP)

Onboarding workflow



Select the appropriate form:

- NSU Onboarding (New Hire/Rehire)
- NSU Onboarding (Transfer/Promotion)

ONBOARDING

Onboarding form:*



Onboarding workflow:*

Onboarding delegate:  

No user selected.

Offer Card: Approval Process Section

Approval process

Originator:*  

Approval process:

Offer Card Type	Use Approval Process	Approves & Sends Offer
Faculty/Staff	Faculty/Staff	HR Compensation
Temps Adjuncts	Temps Adjuncts	HR Contact


FILL OUT OFFER CARD

Offer Card: Approving an Adjunct/Temp

Position type

Adjunct or Temporary Staff:* Yes No

Save and close Submit Remove Offer Do Not Use Cancel Approve Decline



Application status 1

Update application status following offer: Yes No

Exports

Export Title	Exported
	<input type="checkbox"/> No

2

Save and close Submit Remove Off

Offer Card: Approving an Adjunct/Temp

You are about to move REG TEST to a different status:

From status: New Applicant

To status: Online offer made

Communication template: -- No template --

Upon moving into this status, the applicant will have the ability to approve or decline an employment offer for this job.
On approving the offer, the applicant will be required to complete the NSU New Hire Form (TEMP) form.

Email: Applicant: Yes No

From:* NSU Careers <noreply.hr@nova.edu>

Subject:* Employment offer from NSU

Message:

Merge fields



Drag & Drop files here

Or click to browse from local drive.

400MB file size limit

Delay email by:*

No delay

No SMS will be sent to the applicant as they do not wish to receive them.

Additional users from Job: Yes No

Assign applicant to a talent pool

No talent pools.

Status Date Time User

Move now

Cancel

Offer Card Statuses

Allow the system to automatically update the offer status

Steps	Employee Status	Offer Status
Department submits offer to Compensation for approval	Submitted	Offer incomplete
Offer approved by Compensation	*Online Offer Made	Offer incomplete
Department sends approved offer to Applicant	*Online Offer Made	Offer incomplete
Applicant Accepts Offer in Applicant Portal	*Offer Accepted	Offer Accepted
Employee Finalizes Hire Form	*Offer Accepted, Form Complete	Offer Accepted

REG TEST ●

[View profile](#) [View references](#) [Add flags](#)

Address: 128 Testing CIR
SUNRISE, Florida
33326, United States

Phone: +1 9549999999

Cell: +1 1234567890

Email: keacerr+Pageup@gmail.

Number: 36159

Employment status: 😊 Current contractor

Original source: LinkedIn

Linked Employee: REG TEST
TestReg@hotmail.com | M

e-Zines comms hold: Yes

[Applications](#) | [History](#) | [Scheduled emails](#) | [CRM](#) | [Resume](#)

503316 - TEST JOB - Equifax Testing

Date submitted: Jan 30, 2023

Applied via: [Careers website](#)

Resume: [View](#)

Form: [View](#)

[Add flags](#)

Status changed Jan 31, 2023
Offer accepted No offer

***Manual updates to these steps will halt the process**

The Applicant Card: History Tab

The history tab, that you can see any action taken in NSU Careers for the applicant/candidate

The screenshot displays the 'REG TEST' applicant card with the 'History' tab selected. A red arrow points to the 'History' tab in the navigation bar. The card shows contact information, employment status, and a list of actions taken by Lisseth Watkins.

Field	Value
Address	128 Testing CIR SUNRISE, Florida 33326, United States
Phone	+19549999999
Cell Number	+1 1234567890
Original source	LinkedIn
e-Zines comm. opt.	Yes
Email	keacerr+Pageup@gmail.com
Employment status	Current contractor
Linked Employee	REG TEST TestReg@hotmail.com Modify

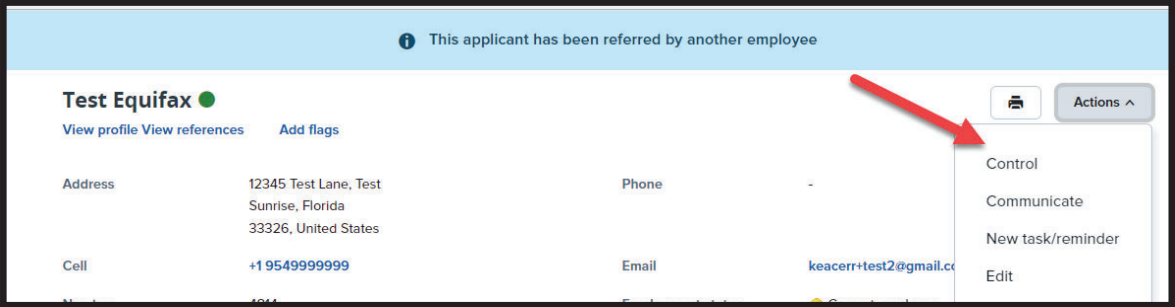
Navigation: Applications | **History** | Scheduled emails | CRM | Resume

Filters: Job: All | Item: All

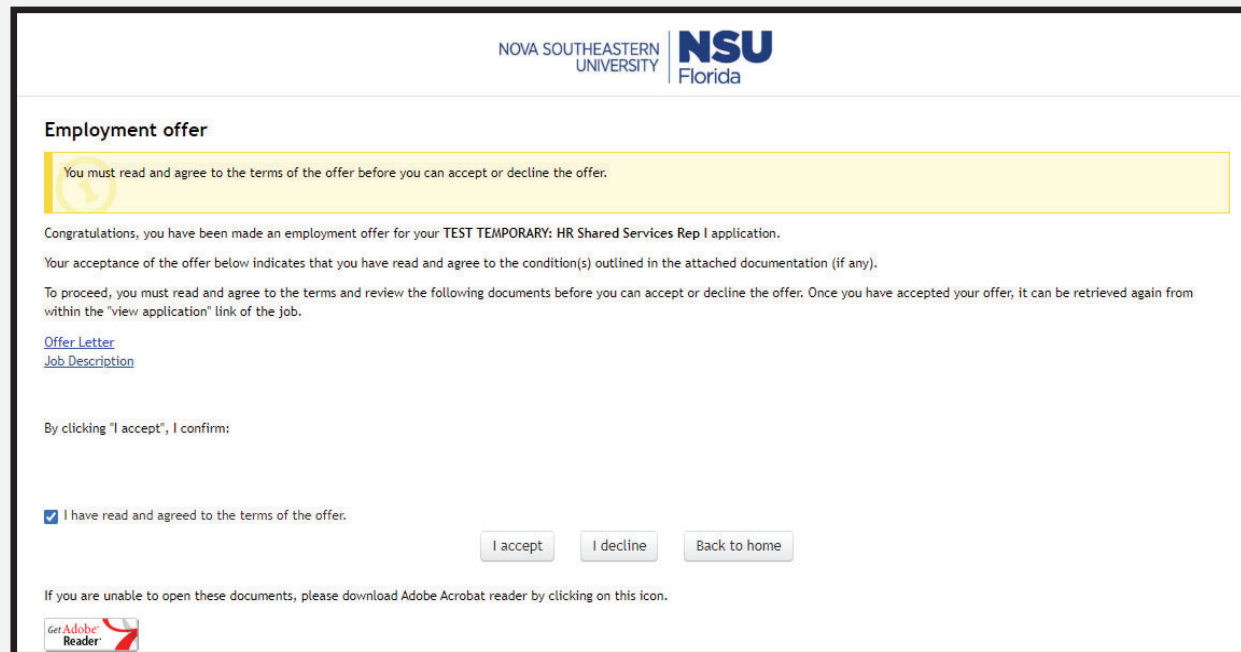
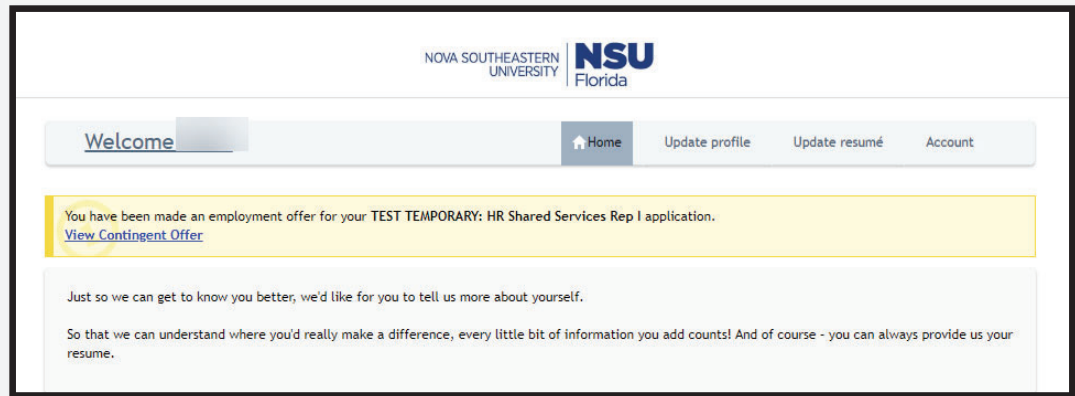
- Note** (Today, 10:53am)
Lisseth Watkins
TEST HR Shared Services Representative I - 997155 (TEST REG JOB)
Status changed to 'New Applicant' by Lisseth Watkins.
[Edit](#) [Delete](#)
- Communication** (Today, 10:51am)
Lisseth Watkins
TEST HR Shared Services Representative I - 997155 (TEST REG JOB)
Email: Employment offer from NSU, To: keacerr+Pageup@gmail.com, From: NSU Careers <noreply.hr@nova.edu>
[View](#)
- Note** (Today, 10:51am)
Lisseth Watkins
TEST HR Shared Services Representative I - 997155 (TEST REG JOB)

The Applicant Card: Control Access

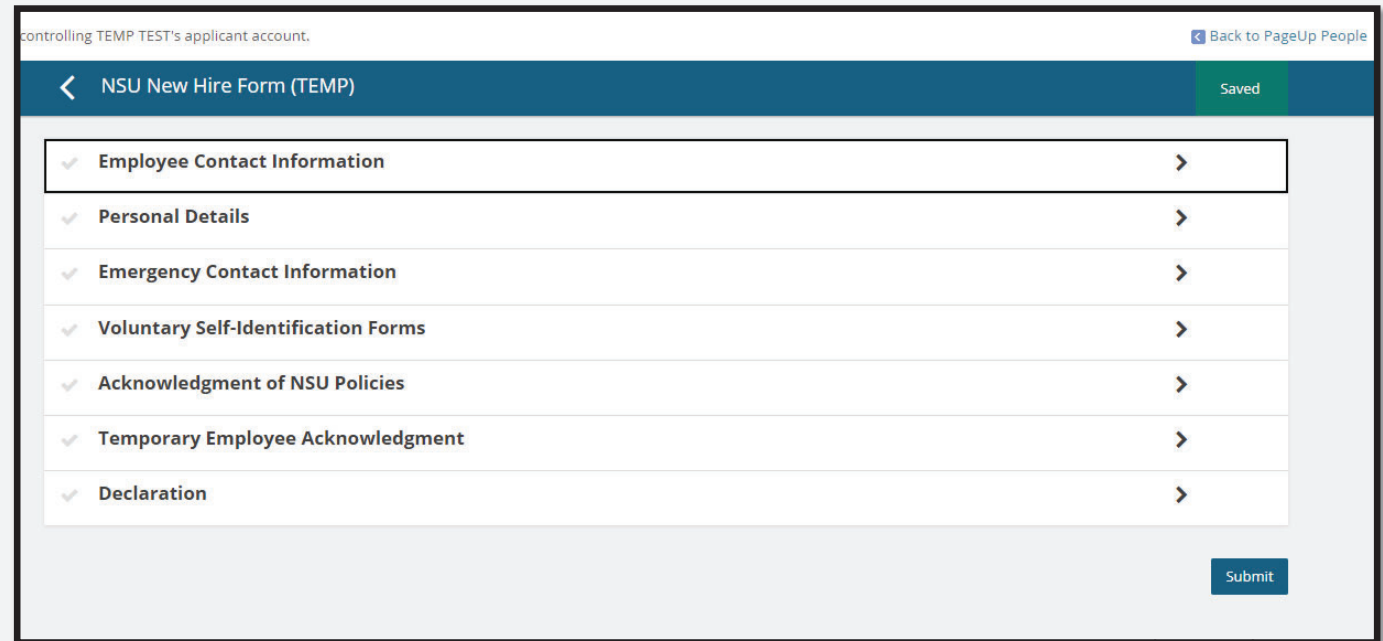
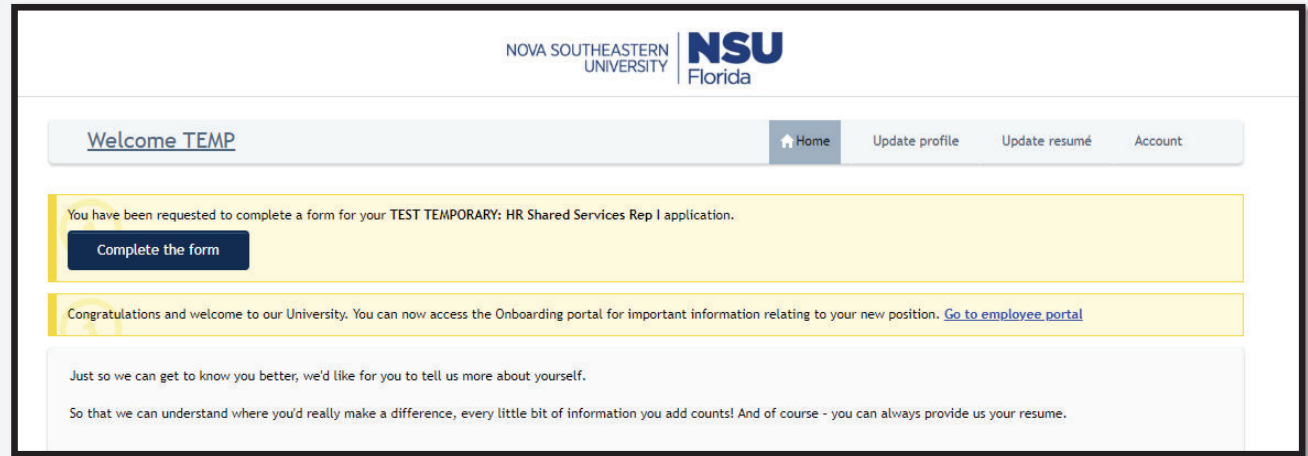
HR Contacts have control access to the applicant, to assist the candidate



Applicant Portal: Candidate View of Offer Link



Applicant Portal: Candidate View of Hire Form



The Applicant Portal: Candidate View Task List

Hello, TEMP!

About Us

Welcome to the Office of Human Resources at Nova Southeastern University, where our dedicated team of outstanding professionals are committed to fulfilling the University's vision and mission. We strive to be recognized as a valued strategic partner in driving innovative change through collaboration and unparalleled customer service. We continuously seek ways to attract, develop, energize, and maximize the contributions of exceptional people in a world-class organization.

NSU is an exciting and dynamic place to work, with numerous opportunities for growth and development. As an employee of Nova Southeastern University, you will have the opportunity to...

Your Tasklist

▲

FORMS TO COMPLETE - BEFORE YOUR FIRST DAY

I-9 Form	Due: 22 Mar 2024
Transcript Request (if applicable)	Due: 19 Mar 2024

FORMS TO COMPLETE ONCE NSU ID NUMBER IS RECEIVED

W-4 Update	Due: 24 Mar 2024
Payroll Direct Deposit Authorization	Due: 26 Mar 2024
Parking Permit Application (if applicable)	Due: 24 Mar 2024

Where to access Onboarding Tasks?

- Applicants
- New applicant
- Manage applications
- My applicants
- Shortlisted applicants
- Manage offer approvals
- My new hires
- My new hire tasks
- My contracts

Applicant first name	Applicant last name	Requisition Number	Title	Application status	Date started			
REG	TEST	503316	TEST JOB - Equifax Testing	Offer accepted	Jan 31, 2023	View offer details	View all tasks	Disable Onboarding Emails
Test	Equifax	TEST REG JOB	TEST HR Shared Services Representative I - 997155	Offer Accepted, Form Complete	May 17, 2023	View offer details	View all tasks	Disable Onboarding Emails

Assigned to

All tasks | Manager | Employee

[Add new task](#)

Task	Assigned to	Due date	Status	
POLICIES TO REVIEW - BEFORE YOUR FIRST DAY + Add				
Policies for Review		29 Nov 2021	Completed	✎
FORMS TO COMPLETE - BEFORE & DURING YOUR FIRST DAY + Add				
Acknowledgment of NSU Policies		29 Nov 2021	Completed	✎
Benefits Enrollment Notice		29 Nov 2021	Completed	✎

Position

Start date
Nov 29, 2021

[Notify updates](#)

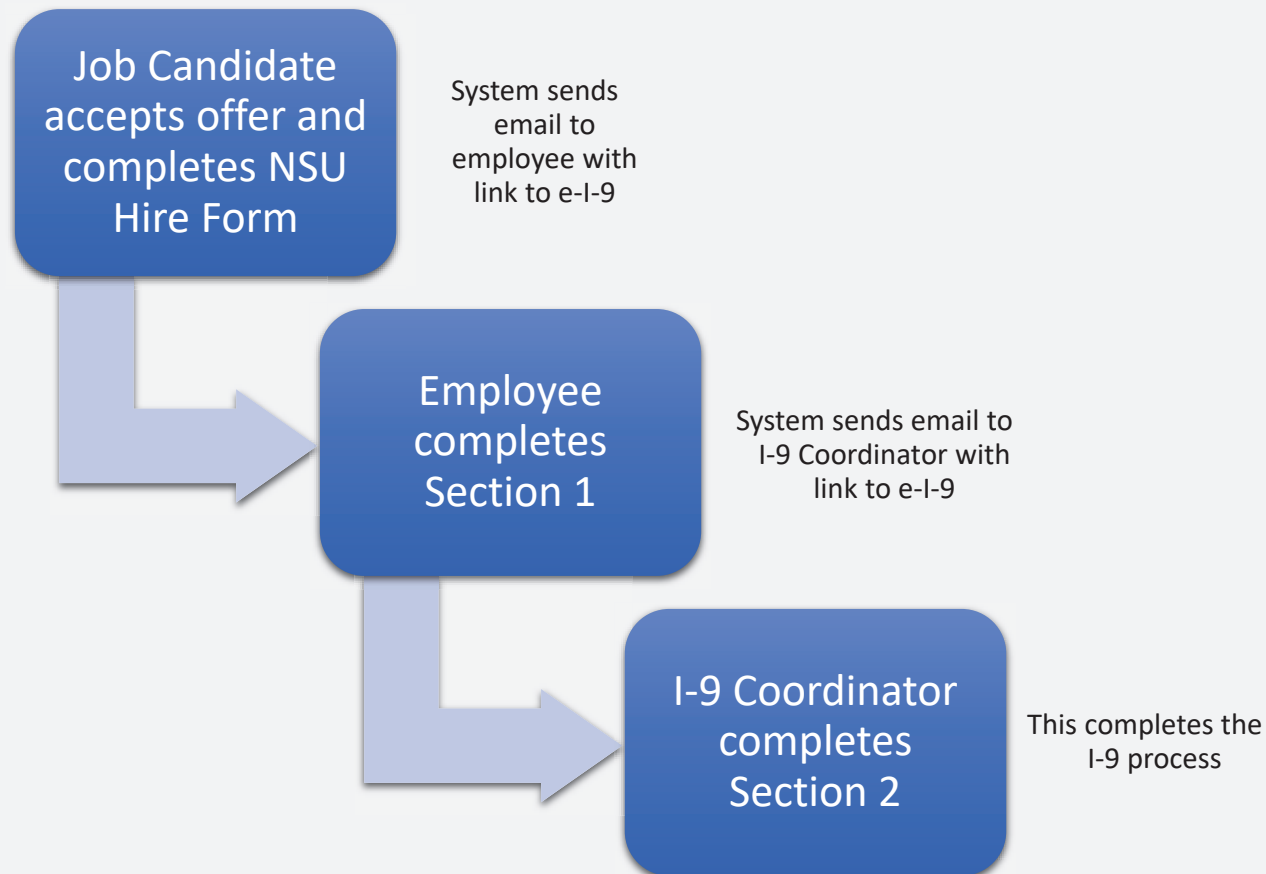
Add optional tasks [^](#)

No tasks

My Favorite Tasks [v](#)

Electronic I-9 Process (New Hires/ Rehires)

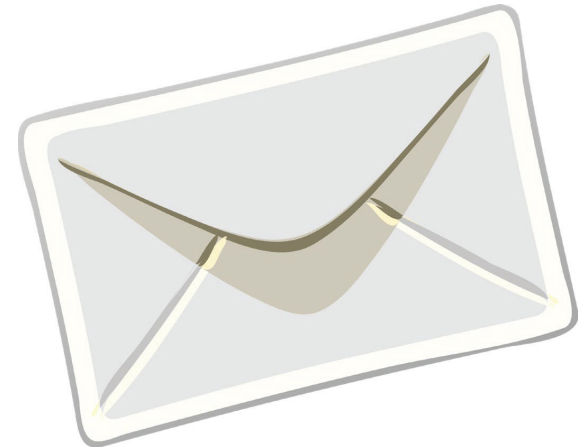
NOTE: Selections of the I-9 location and the Onboarding Workflow (New Hire/Rehire) on the offer card are needed



Trigger Email

> Email HR4U@nova.edu to get your action in our processing queue and expedite the generation of NSU ID and email for hire

> Attach transcripts, faculty contracts or other documents for employee file



Template

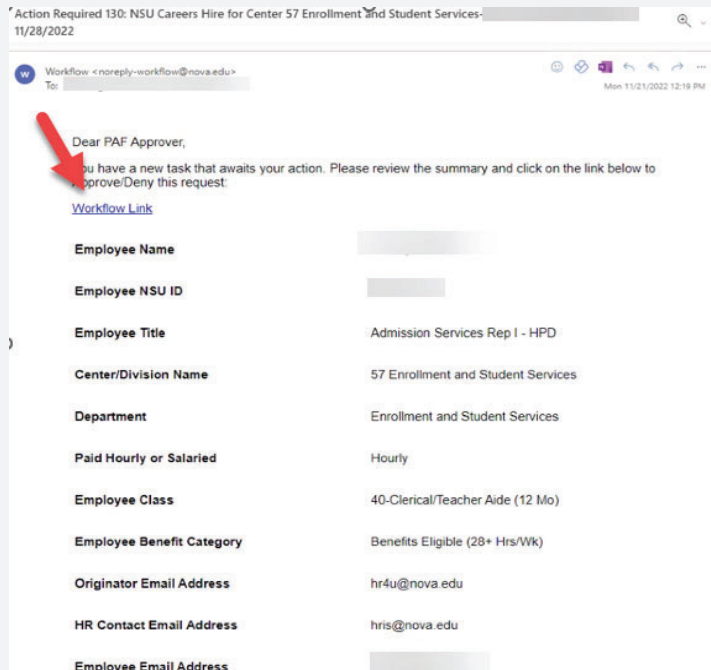
Subject: Lastname, First Name DOH 03/11/24
999999

Action type: New Hire
Name: Employee Name
POS: 999999 - Dental Tech
Date of Hire: 03/11/24

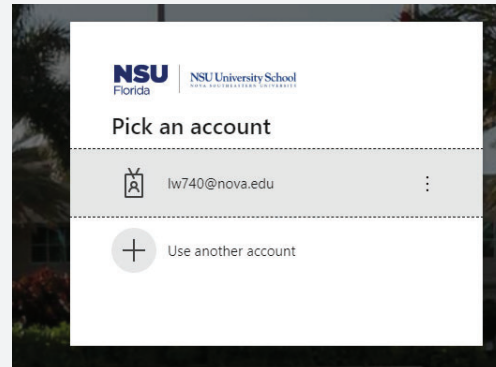
PAF Approval Process

- PAF Approver signature is now collected electronically.
- This approval triggers notifications of NSU ID, email, and position details

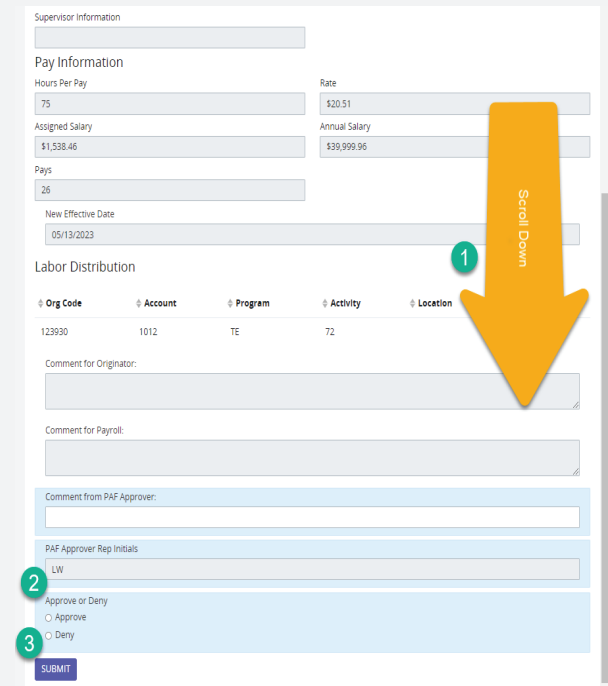
1. PAF Approver will receive an email



2. PAF Approver will log in



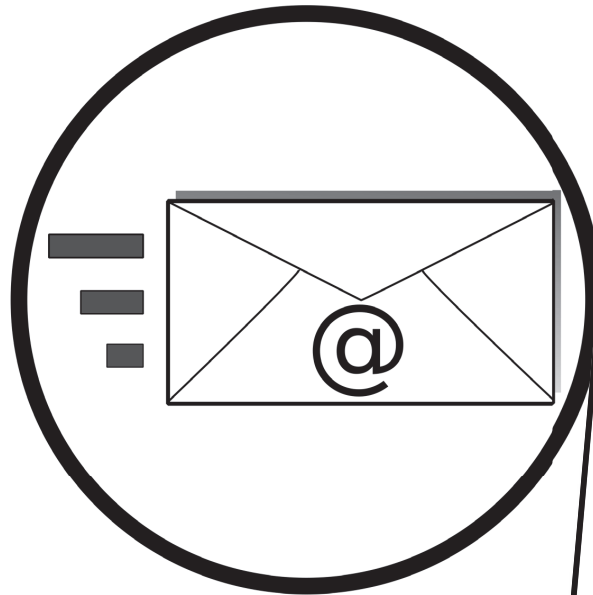
3. Online form will appear, PAF approver to review and approve.



PAF Approval Process

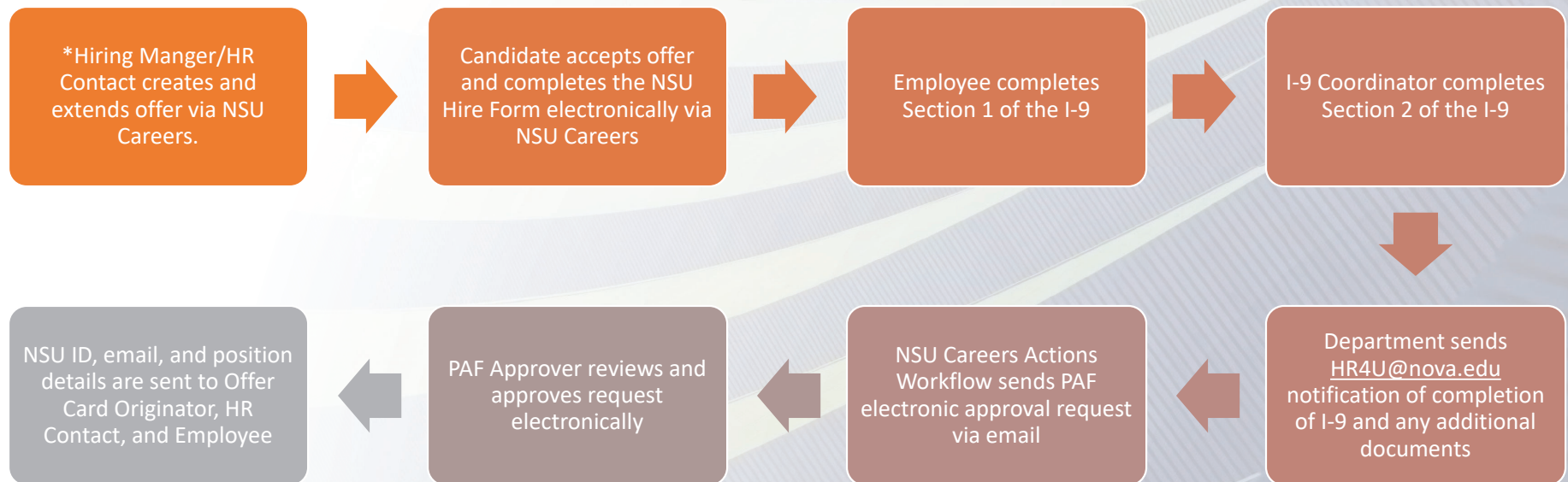
Notifications sent out to:

- Originator of the offer card
- HR Contact
- Employee 24 hours later (once their email is active)
- Newly hired adjuncts notification will include the link to their corresponding college Adjunct Faculty Master Agreement (AFMA)



EMPLOYEE
Employee Name
Employee NSU ID
Employee Title
Center/Division Name
Paid Hourly or Salaried
HR Contact Email Address
Supervisor Information
PAY INFORMATION
Hours Per Pay
Rate
Assigned Salary
Annual Salary
Pays

Process Recap



* Ensure I-9 location is accurately referencing your center/college prior to submitting offer.

Support & Training Material

Email
HRIS@nova.edu
for system support

Email
HR4U@nova.edu
for processing
questions

<https://www.nova.edu/hr/hris/index.html>

- Banner >
- Employee Self Service >
- Electronic I-9 >
- EPAF >
- FLAC >
- NSU Careers >

[Click here for all NSU Careers Training Material](#)



- Online Personnel Update Form >
- Online Special Payment Form >
- Online Student Jobs Update Form >
- Online Termination Form >
- Online Tuition Waiver and Reduction >
- Performance Management >
- Report Requests >

Other Process Updates – Automated Terminations

Automated Termination threshold from last time paid (excludes those with teaching assignments):

- Adjuncts: 18 months
- Temps: 6 months

Sample HR Contact notification:

Report - Notice of Termination BANDEV1

hr4u
To: [Redacted]

Mon 2/5/2024 10:28 AM

Dear [Redacted]

The employees listed below were successfully terminated through our automatic termination script as they:

- Had no current or future job assignments setup with OHR, AND
- Were classified as adjuncts who had not been paid in the last 18 months, OR
- Were classified as temporary staff who had not been paid in the last 6 months, OR
- Were classified as international staff/adjunct who had no activity in NSU-monitored systems

Employee Name	Employee NSU ID	Employee Class	Center/Division Name	Department	Position Code	Suffix Code	Employee Title	Supervisor Name	Last Paid Date	Last Worked Date	Termination Date	Termination Reasons
R [Redacted] chi	N0003 [Redacted]	Adjunct	K. Patel College of Osteopathic Med	Family Therapy, MS	ADJNCT	00	ADJNCT-00-Adjunct(Primary)	No supervisor assigned to employee.	08/13/2021	14-AUG-21	02-APR-23	Adjunct- Never Started/Not Curr
A [Redacted] n F s	N00 [Redacted] 2	Temp-NSU	K. Patel College of Osteopathic Med	Medical Education	TEMPOR	03	TEMPOR-03-Standardized Patient(Secondary)	Rone-Adams, Shari	08/12/2022	13-AUG-22	13-AUG-22	End of Temporary Assignment

Other Process Updates – Electronic Official Transcripts

Updated Process:

1. Provide this information to new hire/employee
2. Email transcripts@nova.edu with the expected transcripts information: expected name
3. Once transcripts are received they are emailed to you
4. Please email them to hr4u@nova.edu upon receipt

In compliance with SACSCOC standards, all faculty and adjunct positions must submit official transcripts in English or a certified translation. OHR upholds this requirement for all positions as a best practice, ensuring uniform assessment of academic credentials across the institution.

<https://www.nova.edu/registrar/services/transcript.html>

Official Transcript

An official transcript is a complete representation of a student's academic record and is required to be fully admitted at NSU.

Paper Transcripts: Official paper transcripts are issued on official transcript paper bearing the university seal, date, and signature of the University Registrar or electronically. Official paper transcripts must be sent from the registrar of the institution/school issuing the transcript in a sealed, tamper-proof envelope. Student financial aid may not be disbursed until a student's official transcripts have been received and the student is fully admitted. Transcript envelopes opened by the student or unauthorized personnel are rendered unofficial.

Institutions may mail official transcripts to the following address:

Enrollment Processing Services
Nova Southeastern University
3300 S. University Drive - P.O. Box 299000
Fort Lauderdale, Florida 33328-2004

Electronic Transcripts: For NSU to consider an electronic transcript official, it must be received from a reputable third-party delivery agent. NSU accepts electronic transcripts from the following providers:

- SCRIP-SAFE®
- Parchment
- National Student Clearinghouse

Transcripts emailed by individuals will not be accepted as official.

Third-party delivery agents may email official electronic transcripts to:
electronictranscript@nova.edu



THANK YOU