

# HR Systems Overview

## NSU Careers

- Position Descriptions
- Job Postings
- Recruitment
- Onboarding
- Learning
- Performance Reviews

## Equifax

### *Electronic I-9*

- New Hires & Rehires (Section 1)
- Employer Representative (Section 2)

## Banner

- HR Data System of record (Employee & Position)

## Faculty Load & Compensation (FLAC)

- Adjunct Payments
- Teaching & Non-Teaching Overloads for Faculty

## EPAFs/Workflows

- Job Location Updates
- Personnel Updates (labor distributions, default hours, pay rate & reclasses)
- Special Payments (staff overloads)
- Student Hires\*
- Supervisor Updates
- Terminations

Revised 12/16/2022

\*Submitted through JobX

# How to Submit Employment Transactions

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## System Submission\*

- **NSU Careers:**
  - Hire/Rehire: Adjuncts, Faculty, Staff & Temps
- Promotions & Transfers
- **Banner Self-Service:**
  - Default Hours Updates
  - Job Location Updates
  - Labor Distributions
  - Pay Rate Updates
  - Reclasses
  - Supervisor Updates
  - Terminations
  - Adjunct Payments (FLAC)
  - Teaching & Non-Teaching Overloads for Faculty (FLAC)
  - Staff Overloads

\*Log into <https://sharklink.nova.edu/> to access these apps

## Email (hr4u@) or Other Submission\*\*

- Title Changes (Personnel Action Form)
- Bonus Payments (Special Payment Form)
- TEMPEX Payments (Special Payment Form)
  
- Additional Documentation intended for Personnel File
  
- Student employment changes (SEAF Updates Web Form)

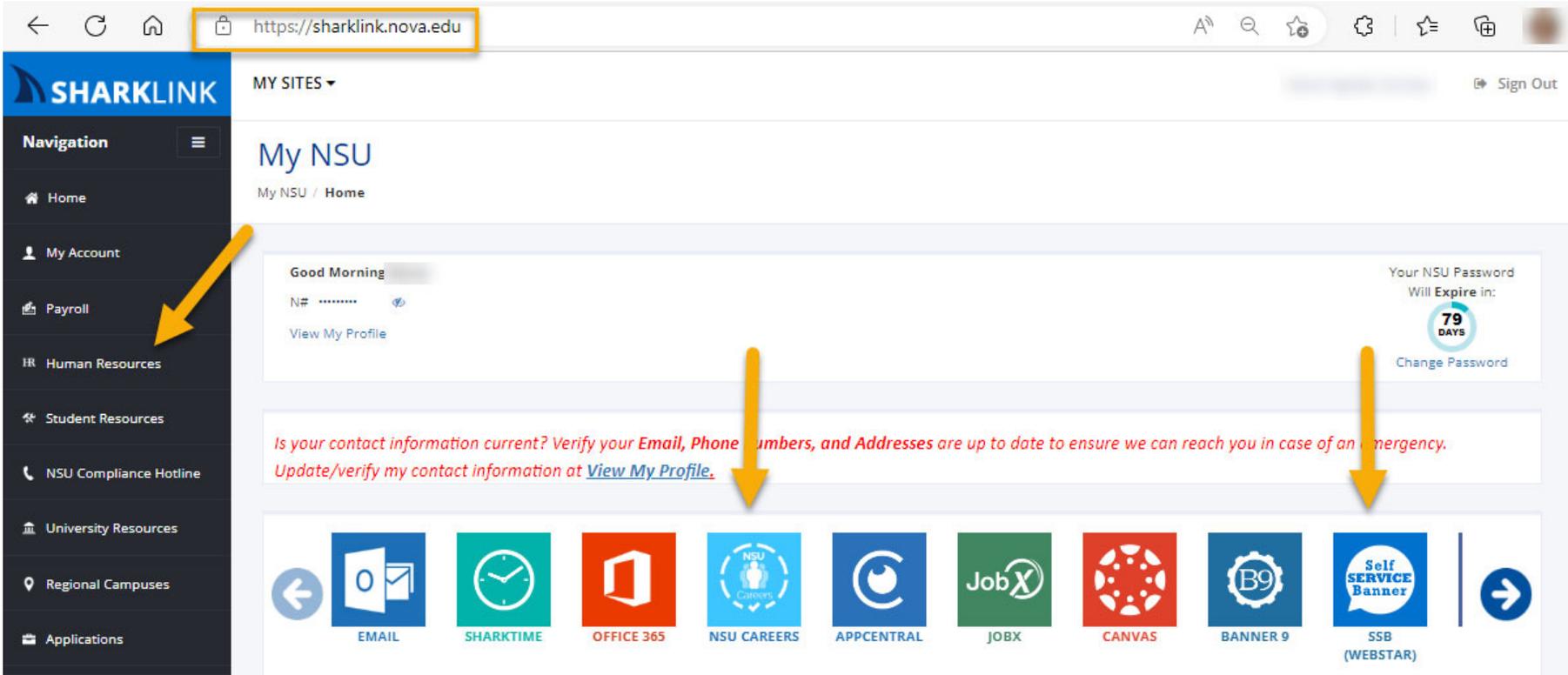
**Paper forms can be found at:**

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

\*\*List subject to change as we continue to enhance our processes

# Finding HR Systems

Log into SharkLink and navigate to the areas below:



# Reporting Available to HR Contacts

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## Banner Self-Service

(on demand):

- FLAC Reports
- Workflow Reports (PAFs, Terminations & Student Hires)

## Bi-Weekly Reports

(sent via email):

- Filled/Vacant
- Leave (Balances)
- Adjunct Payments
- Overload Payments (Paid To): paid to your Employees from any Center/College
- Overload Payments (Paid From): paid from your Center to any employee in NSU
- Temp Hours Reports

## NSU Careers

(sent via mail):

- 90-Day Review Step Status
- Performance Review Step Status

# HR Self-Service Systems for Employees

## NSU Careers

- LinkedIn Learning
- NSU Careers Journaling
- NSU Careers Annual Performance Goals & Reviews\*

## Banner Self-Service (Informational)

- Benefits and Deductions\*
- Pay Stubs\*
- Time Off Balances\*
- W-2s\*
  
- Faculty Load & Compensation (FLAC)\*:
- Adjunct Payments
- Teaching & Non-Teaching Overloads for Faculty

## Banner Self-Service (Editable)

- Banner Self-Service:
- Emergency Contacts
- Personal Email & Phone (Select Employee Type)
- HR/Payroll Address
- W-4 Form
  
- Online Tuition Waiver Form

## Benefits Portals:

- ICUBA
  - Annual Open Enrollment
  - Life Event Updates
  - ICUBA Benefits MasterCard\*
  - 1095 Form
  
- TIAA Portal:
  - Retirement Contributions\*

## The Work Number:

- Employment Verifications
- Income Verifications

\*Current & Historical Data

Log into <https://sharklink.nova.edu/> to access these apps

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Visit

<https://www.nova.edu/hr/theworknumber/>

# Other Important Systems/Reports (Not Managed by OHR)



## Student Employment

[studentemployment@nova.edu](mailto:studentemployment@nova.edu)

JobX



## Budget

[budget@nova.edu](mailto:budget@nova.edu)

Ariba & Concur  
Banner Finance Access  
Electronic Journal Entries  
Electronic Budget Transfers  
PFT Workflow



## Payroll

[payroll@nova.edu](mailto:payroll@nova.edu)

Direct Deposit  
SharkTime  
Labor Distributions Report



## OIIT

**\*Log a ticket in at  
[https://nsu.service-  
now.com/](https://nsu.service-now.com/)**

Affiliates Workflow  
Banner Authentication Workflow  
KnowBe4  
ServiceNow Tech Support

# NSU CAREERS REMINDERS

Offer cards are available through the Applicant Card in NSU Careers for:

- Faculty/Staff
- Temporary/Adjuncts

Offer cards are utilized for:

- Hires/Rehires
- Promotions/Transfers

The screenshot displays the NSU Careers system interface. At the top, the applicant profile for 'REG TEST' is shown, including contact information and employment status. Below this, the 'Applications' tab is active, showing a list of applications. One application is highlighted: 'TEST REG JOB - TEST HR Shared Services Representative I - 997155'. The offer status for this application is 'Offer incomplete'. A red arrow points to the 'Offer incomplete' status. Below the application list, the 'Offer details' section is visible, showing fields for 'Home Org:', 'Site no.', and 'Site title:'. A red arrow points to the 'Position type' section, which includes a radio button for 'Adjunct or Temporary Staff:\*' with 'Yes' selected.

**REG TEST** ●  
View profile View references Add flags

Address 128 Testing CIR  
SUNRISE, Florida  
33326, United States

Phone +1 9549999999

Cell +1 1234567890

E-mail TestReg@hotmail.com

Number 36159

Employment status Previous contractor

Original source LinkedIn

Linked Employee REG TEST  
TestReg@hotmail.com | Modify

e-Zines comms hold  Yes

Applications History Scheduled emails CRM Resume

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

Date submitted Aug 19, 2021 Applied via LinkedIn Status changed Dec 9, 2022 Online offer made Offer Offer incomplete

Resume Form Add flags

Offer details - Google Chrome  
https://nsu.dc4.pageuppeople.com/v5.3/provider/manageApplicants/offer.asp?sData=UFUtVjMtlA3Duzucq2m9Hjyd6mayr0VBho7PwTPmc0%2BUdsv%62FUXgkiHiuSNOYMFh

Offer details

Home Org: HUMAN RESOURCES  
Site no.: 02 -  
Site title: East Campus

Position type

Adjunct or Temporary Staff:\*  Yes  No

# NSU CAREERS REMINDERS

Utilizing the offer process means that only a paper PAF (and transcripts if applicable) need to be emailed to [hr4u@nova.edu](mailto:hr4u@nova.edu)

Note: completion of an Electronic I-9 and The NSU Job Candidate Covid-19 Vaccination Confirmation & Attestation form are required for all new hires

## Onboarding forms include:

- Acknowledgement of NSU Policies
- Affirmative Action Survey
- Benefits Enrollment Notice
- Emergency Contact
- Orientation Agreement

## Onboarding workflow (Tasks) include instructions on where and how to:

- W4
- Direct Deposit
- NSU Job Candidate Covid-19 Vaccination Confirmation & Attestation Form (Manager and Onboarding Delegate Task)

## Other items included within NSU Careers:

- Signed Application
- Job Description (upload unsigned copy to offer card)

# NSU Career Updates

Update to Onboarding Hire form  
(Faculty/Staff): Job Description  
Acknowledgement section added

*NEW* Onboarding form: "Promotion/Transfer  
Form (Fac/Staff)" is now available in the offer  
card

**Update in Applicant Portal:** Verbiage added  
indicating applicant has "read and agrees to  
attached documents (if any)" upon offer  
acceptance.

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# Coming Soon



NSU Careers

Onboarding Interface to Electronic I-9



EPAFs/Workflows

NSU Careers Actions\*  
Vacation Extensions



Reporting

Online Filled/Vacant Report

\*Requires the use of the Offer Card(s) in NSU Careers

Revised 12/16/2022

# Support



## Employment Transactions

### Shared Services:

Email: [hr4u@nova.edu](mailto:hr4u@nova.edu)



## HR Systems & Reporting

### HRIS:

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

Email: [hris@nova.edu](mailto:hris@nova.edu)

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• Thank you for  
your continued  
partnership!

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