

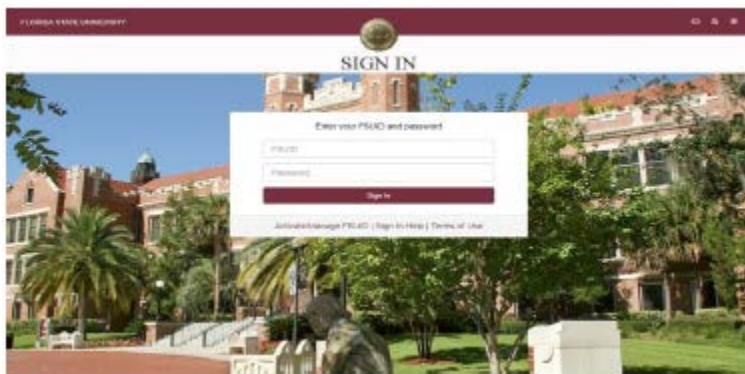
Departments must maintain an accurate record of their Deans, Directors, and Department Heads (DDDHS) in the OMNI HR system. This information is housed on the FSU Department Reps Table in Omni HR. The table is used for important Human Resources functions including routing HR communications and determining employment action approval workflow. Failure to keep this table updated as staffing changes occur can cause confusion and delays for departments.

This guide shows you how to update and maintain the Department Reps Table.

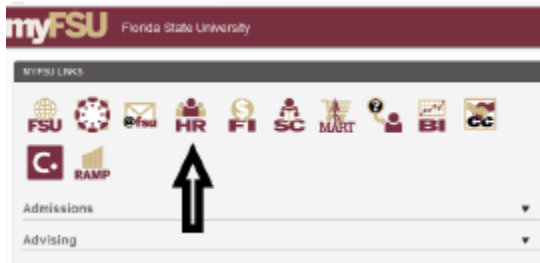
Instructions for Updating the Department Rep Table:

The Department Rep table is in OMNI-HR.

Log into OMNI HR with your FSUID and password.



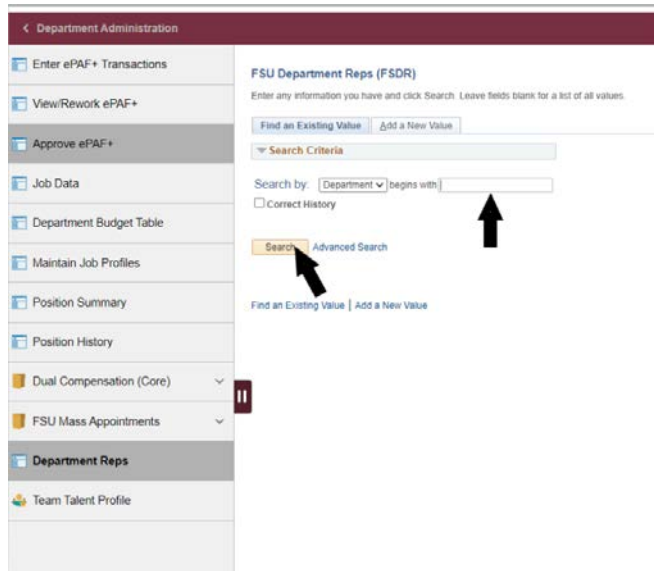
Select the **Human Resources** icon button.



Click on the drop down in the middle of you screen, then click on Department Administration – Employees & Positions – Department Reps.



You will then be prompted to enter your department number. Once your department number has been entered, hit search. A list of the current reps for your department will appear. Any employees who are inactive will not appear on the listing.



To correct the DDDH listing, you will need to click on the DDDH listed. If none is listed select the "Add a New Value" button at the top of your screen. "Add a New Value" will bring up a screen similar to below. You will need to enter your department number and the rep type (DDDH). Then, click the "Add" button.

FSU Department Reps (FSDR)

Enter any information you have and click Search. Leave

▼ Search Criteria

Department |

Rep type

Correct History

[Basic Search](#)

Search Results

View All First 1-

Department	Rep type	Description	Effective Date
025000	DDDH	Human Resources	11/05/2007
025000	DDDH	Human Resources	09/01/2013
025000	FACET	Human Resources	10/15/2013
025000	FACET	Human Resources	03/21/2022



The search results will then populate with the DDDH listed for the department. Click the department number to update the information. After you click the department number, the screen below will appear. To add a DDDH, you will need to click the plus sign (+) on the top row. Enter the appropriate DDDH's employee ID and then hit the "Tab" key on your keyboard. The correct employee's name should appear. You will then need to check the primary box and change the status to "Active." Inactive DDDH employees should have their primary box unchecked and be listed as "Inactive." Then click save.

Fsu Department Rep

Departmental Representatives

Department

Rep type Dean, Director, Dept Head

*Effective Date	*EmpID	Name	Primary	Status as of Effective Date		
04/22/2013	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	Active	<input checked="" type="button" value="+"/>	<input type="button" value="-"/>
2 03/01/2013	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Inactive	<input type="button" value="+"/>	<input type="button" value="-"/>
3 04/26/2007	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Inactive	<input type="button" value="+"/>	<input type="button" value="-"/>

