

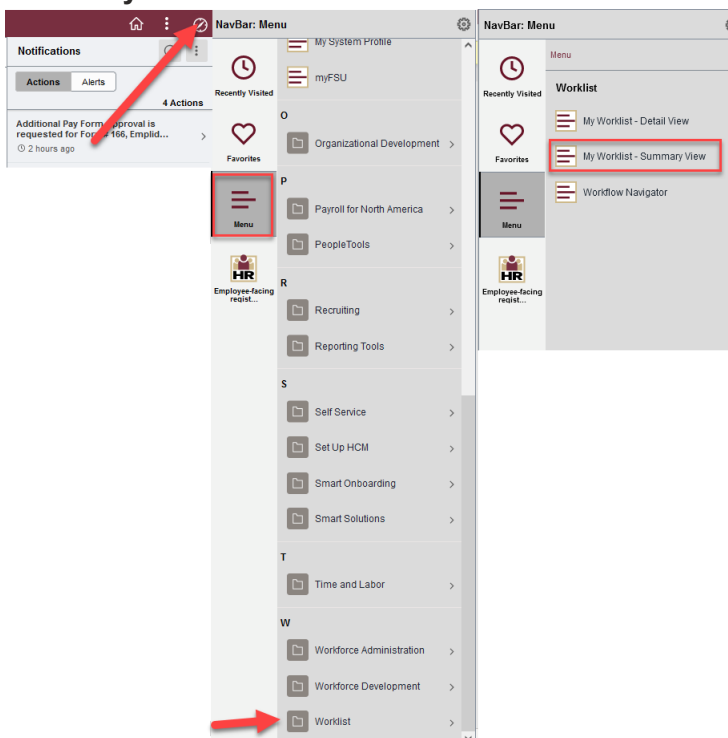
# Approve Electronic Additional/One-Time Pay Form

Learn where to go and how to approve Additional/1xpayments for an active FSU employee. The FSU\_SS\_MANAGER security role is required to approve Additional One Time Pay Forms.

Approvers will receive an email notification when a form has been submitted and is pending their approval. Users can either click on the link within the email to access the pending form, use the myFSU Worklist, click on the pending item from their “Actions” menu or navigate manually using the Additional Pay Form tile.

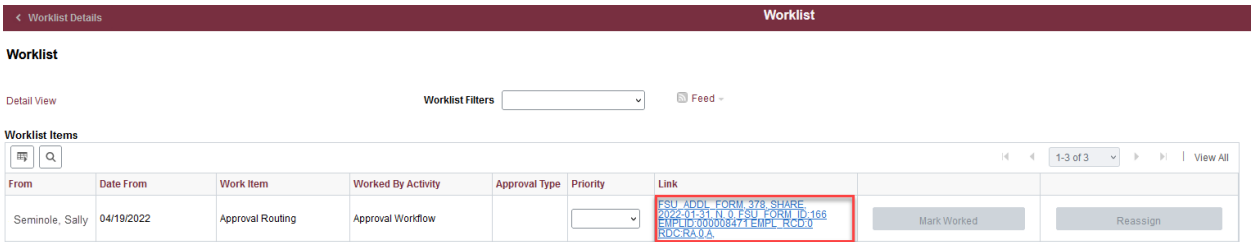
**To approve using the myFSU Worklist, follow these steps:**

1. Sign in to [www.my.fsu.edu](http://www.my.fsu.edu) with your FSUID and password and navigate to the HR-OMNI application.
2. Click on the **NavBar** icon on the top right, then click Menu, Worklist, **My Worklist – Summary View**.



3. On the **My Worklist – Summary View page**, click the provided link to bring you straight to the additional pay form for review and approval.





- Review the details of the form to confirm the payment amount, details, and justification.
- Enter **Approver Comments** and select **“Approve”** to approve the form.  
Select **“Deny”** to terminate the Additional/One Time Pay Form.  
Select **“Cancel”** to send the form back to the Originator for edits and resubmission.  
The **“Return”** button will bring you back to the previous page.

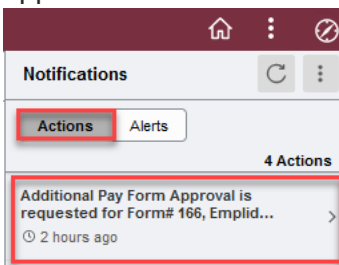
Approver Comments

Approve
Deny
Cancel
Return

Once approved by all department users, the form will route to the Office of Human Resources for final review and approval.

**To Approve an Additional Pay form using the Actions menu, follow these steps:**

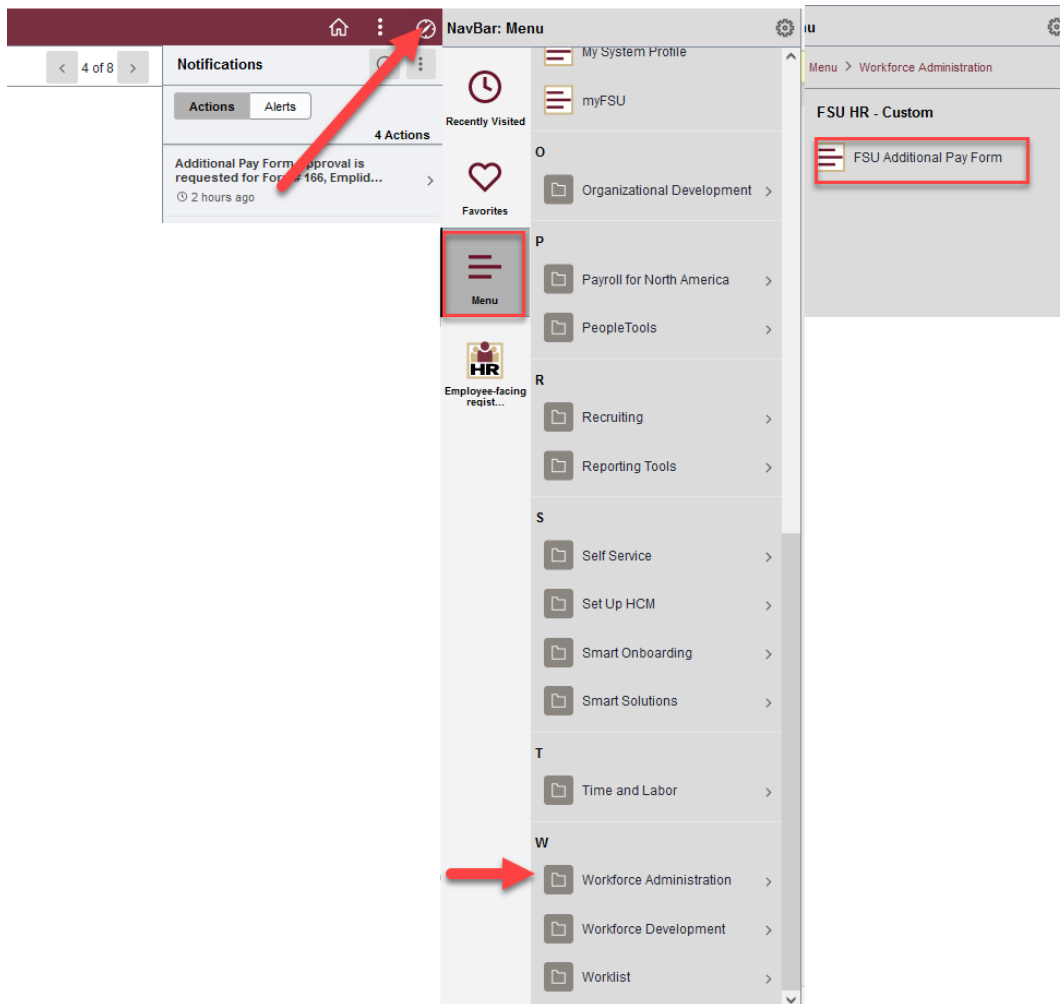
- Sign in to [www.my.fsu.edu](http://www.my.fsu.edu) with your FSUID and password and navigate to the HR-OMNI application.
- Under the Notifications panel within the **Actions** tab, you will see any pending Additional/One Time Payment forms.
- Click the provided link to bring you straight to the additional pay form for review and approval.



- Follow **Steps 4-5** above to complete the approval of the form.

**To Approve an Additional Pay form using the Additional Pay Form page, follow these steps:**

- Sign in to [www.my.fsu.edu](http://www.my.fsu.edu) with your FSUID and password and navigate to the HR-OMNI application.
- Click on the **NavBar** icon on the top right, then click Menu, Workforce Administration, FSU HR-Custom, **FSU Additional Pay Form**.



3. In the Search Existing Forms menu, change the **Form Status** to “Pending with me” then click **“Search.”** This will populate a list of all forms pending your approval.

▼ Search Existing Forms

Form ID

EmplID

EMPL\_RCD

**Form Status**  
Pending With Me ▼

Last Name

First Name

Dept Description

**Search**

**Create New Additional Pay Form**

4. Click on the form you need to review and follow **Steps 4-5** above to complete the approval of the form.