

# Electronic Dual Compensation Guide for Department Representatives

## When should the electronic Dual Compensation form be used?

The independent electronic Dual Compensation form should be used for appointment actions that are being submitted outside of the Smart Onboarding process (ex: ePAF, pPAF) or updates to existing forms.

Dual Compensation forms are required if:

1. The combination of appointments is in excess of one (1) full-time equivalent (FTE),
2. The combination of an active salaried appointment(s) and an active OPS appointment(s), OR
3. There is employment in multiple departments.

**NOTE:** Dual Compensation forms for faculty appointments must be submitted for each reappointment.

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## Accessing the Electronic Dual Compensation Form

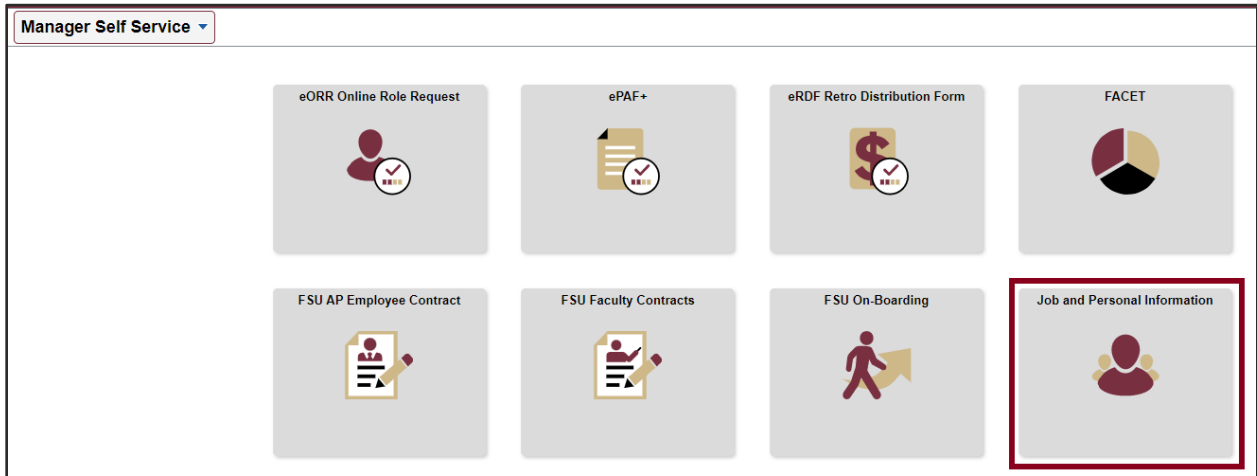
1. Sign in to my.fsu.edu using your credentials and click the HR tile.



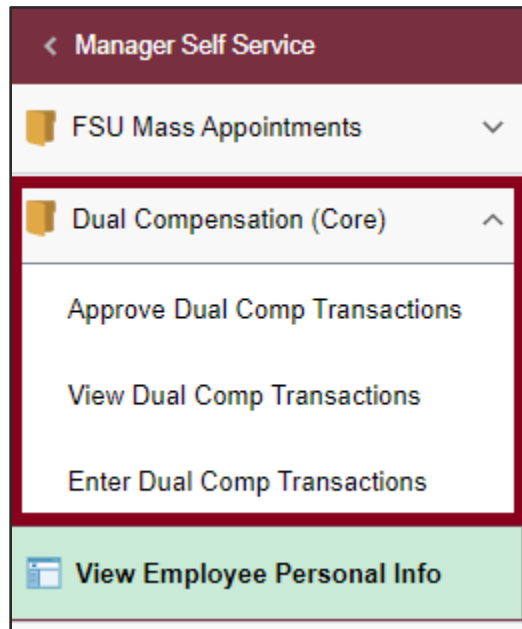
2. Navigate to Manager Self-Service using the drop-down menu.



3. Click the Job and Personal Information tile.



4. Click Dual Compensation (Core) and you will find links to enter, view, and approve Dual Compensation forms. To initiate a Dual Compensation form, select “Enter Dual Comp Transactions.” To approve a form as a DDDH, the “Approve Dual Comp Transactions” page should be selected. “View Dual Comp Transactions” can be used to check the status of a previously submitted form.



# Entering An Electronic Dual Comp Transaction

1. Click Enter Dual Comp Transactions.
2. Select the most applicable option from the Reason drop menu and search by either Empl ID or name.
  - a. New One-Time Pay Appt – Use this reason to include a new one-time pay record on the dual compensation form.
  - b. Other-Addl Job/Updte Dual Comp – Use this reason to update existing dual compensation forms or include an additional appointment outside of the Smart Onboarding process.
  - c. Update One-Time Pay Appt – Use this reason to modify existing one-time pay record information on the dual compensation form.

3. Active appointments for the employee will populate.
  - a. If DC is for a new appointment, select the row that includes record number 999 and position title “XXX- New Appointment.”
  - b. If DC is for an existing appointment, select the appropriate record.

Name	Empl ID	Empl Record	One Time Pay Appt?	Position Number	Position Title	Job Code	Job Title
Seminole, Susie		0	N	00057892	HR Specialist	9215	HR Specialist
Seminole, Susie		999			XXX- New Appointment		

4. Enter the effective date of the dual comp.

### Transaction Effective Date

Enter the Effective Date of the appointment, (new one-time pay appointment), or appointment change, (update to existing appointment(s)), which will result in the need for review/approval of a Dual Compensation request.

Requested Transaction Date:

5. Select the necessary action (**No Change, Terminate, or Update**) from the drop-down menus for each active appointment.

### Employee Information

**Name** Susie Seminole **Empl ID**

### Other Active Appointments

**Job Details**

Action	Empl Record	Job Indicator	One Time Pay Appt?	Department
No Change ▼	0	Primary	N	025000

### Appointment Information

Action	Empl Record	Job Indicator	One Time Pay Appt?	Department
No Change				
Terminate				
Update				

6. If dual comp is for a new appointment or to update an existing appointment, select **Update** as action and a new row of blank fields will appear. Enter new appointment details in these fields.

**NOTE:** Empl Record will display as 999 on dual comp requests for new appointments that are not yet active in OMNI. A true record number will be assigned when the new appointment is processed.

### Other Active Appointments

**Job Details**

Action	Empl Record	Job Indicator	One Time Pay Appt?	Department	Dept. Description	Job Title	Position Number	Job Code	FTE	FLSA Code	Annual Rate	Period Amount Per Fund	Account	Funding Source	Funding Begin Date	Funding End Date
No Change ▼	0	Primary	N	025000	Human Resources	HR Specialist	00057892	9215	1.000000	Exempt				E&G	10/28/2022	06/30/2023

### Selected Appointment Information

**Job Details**

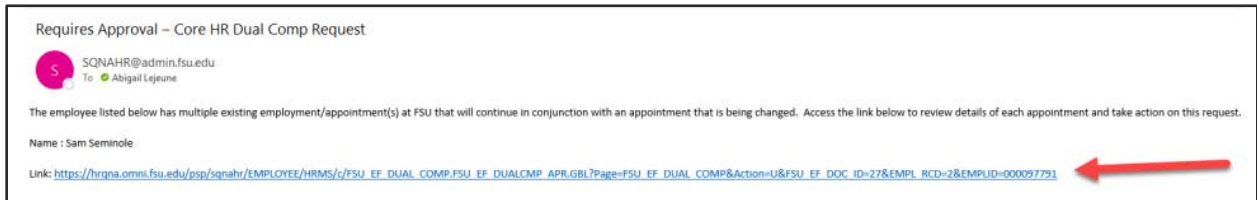
Action	Empl Record	Job Indicator	One Time Pay Appt?	Department	Dept. Description	Job Title	Position Number	Job Code	FTE	FLSA Code	Annual Rate	Period Amount Per Fund	Account	Funding Source	Funding Begin Date	Funding End Date
Update	999	N													11/17/2022	
Agreed Upon Changes	N			<input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>						11/17/2022	<input type="text"/>

7. Enter a brief description of the dual compensation request in the **Comments** field and click **Submit**.
8. Upon submission, the dual compensation form will route to the primary DDDH for the applicable appointments. Departments should ensure the DDDH listing on the Department Rep table in OMNI is up to date. Instructions for updating can be found here: [Maintaining Department Reps Table Aid](#). After the form is approved at the DDDH level, it will route to either HR or FDA for final approval.
  - a. Appointments that are primarily staff and OPS will route to the Office of Human Resources for final approval.
  - b. Appointments that are primarily faculty route to the Office of Faculty Development and Advancement for final approval.

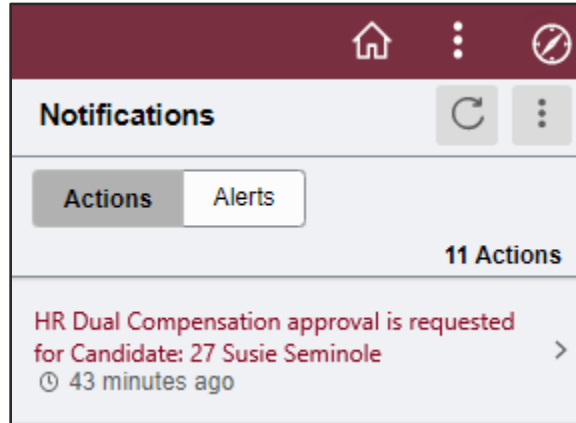
# Approving an Electronic Dual Comp Transaction

Approvers have several options to access electronic Dual Compensation forms pending their approval.

- Approvers will receive a system-generated email when a form is pending their approval. Users can click on the link, log in with their FSU credentials, and approve the pending form.



- Select the action item under the Notifications menu on the right-hand side.



You will be routed to a search window with the Doc ID already populated. Click **Search** to view the dual comp form.

The screenshot shows a web interface for 'Approve Dual Comp Transactions' within 'Manager Self Service'. The page has a dark red header with a back arrow and the text '< Manager Self Service'. Below the header, the title 'Approve Dual Comp Transactions' is displayed in blue. A sub-header reads 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a button labeled 'Find an Existing Value'. A section titled 'Search Criteria' is expanded, showing several search fields: 'Doc Id' (dropdown: 'begins with', value: '27'), 'Empl ID' (dropdown: 'begins with', empty), 'First Name' (dropdown: 'begins with', empty), 'Last Name' (dropdown: 'begins with', empty), 'Position Number' (dropdown: 'begins with', empty), and 'Department' (dropdown: 'begins with', empty). There are also two date/status fields: 'Transaction Date' (dropdown: '=', empty) and 'Dual Comp Status' (dropdown: '=', empty). At the bottom of the search criteria are two checkboxes: 'Include History' and 'Case Sensitive'. At the very bottom of the form are buttons for 'Search', 'Clear', 'Basic Search' (with a magnifying glass icon), and 'Save Search Criteria'.

- Navigate manually via **OMNI HR > Manager Self Service > Job and Personal Information > Approve Dual Comp Transactions > Search.**

**Need help?** Contact a member of the [Employee Data Management](#) team in Human Resources.