How to Maintain the FSU Department Reps Table

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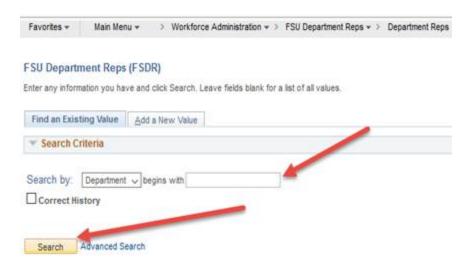
This guide shows you how to update and maintain the Department Reps Table.

A. Access the FSU Department Reps Table

Department Representatives and Department Managers who have the **FSU_HR_DEPARTMENT_USER** role will be able to access the table in OMNI HR. Log into myFSU and navigate to: *HR > Main Menu > Workforce Administration > FSU Department Reps > Department Reps*.

B. Updating the Table

1. After you've reached the table search screen, you will be prompted to enter your **department number**. Once your department number has been entered, click "**search**." A list of the current DDDHs for your department will appear. Any employees who are inactive will not appear on the listing.

2. To update and view a complete list of the active/inactive DDDHs, you should click the hyperlinked **department number** next to an active DDDH.

3. If your results return no **DDDH,** then you will need to click, **"Add a New Value."** The next screen will prompt you to enter (1) **department number** and (2) **rep type (DDDH)**, then (3) click, **"Add".**
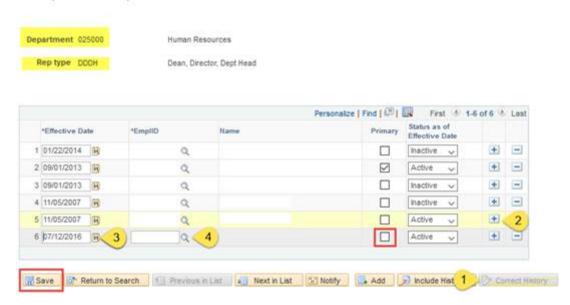
4. After you have completed **either Step 2 or Step 3 above**, the screen below should appear. To add a DDDH: (1) click **"Correct History,"** (2) click the **plus sign (+)** on the last row, this will generate a row below for a new entry, (3) enter an **effective date**, (4) and then enter the appropriate **DDDH's employee ID**. The correct employee's name should appear.

   If the new entry is the **primary DDDH** for your department, you will need to **"check" the primary box**, and "uncheck" the box next to the previously selected primary employee. There can only be one primary. HR recommends that departments have one required primary and at least two other active DDDHs on this table. If no additional modifications are needed for your department, click "**Save."**

5. If an active employee listed, has never functioned in your department as a DDDH, please delete them by clicking the **minus sign (–)** and "**Save."** If the employee has transferred out of your department or is no longer functioning as the DDDH, change their **"Status as of Effective Date"** to *inactive,* and click "**Save."**

C. **Maintenance**

Once you've updated the information for your department, it is important that information is maintained. When DDDHs are hired, terminated, or transfer in/out of your department, please review the table and make necessary updates.