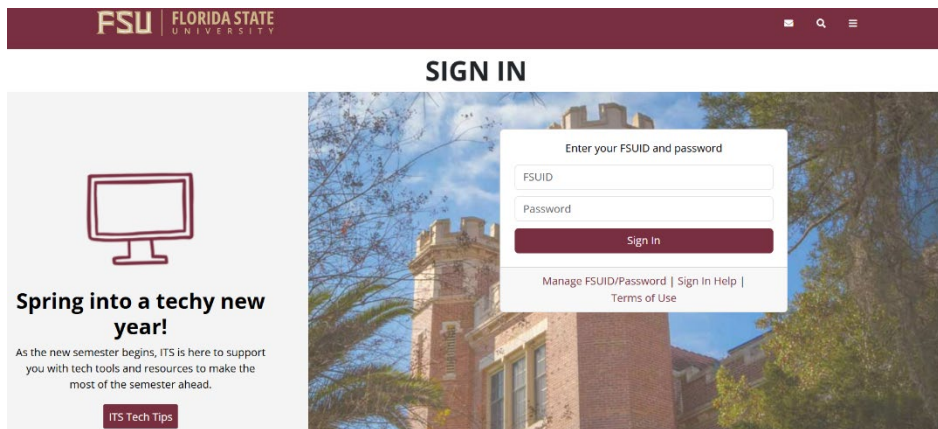


Departments must maintain an accurate record of their Deans, Directors, and Department Heads (DDHs) in the OMNI HR system. This information is housed on the FSU Department Reps Table in Omni HR. The table is used for important Human Resources functions, including routing HR communications and determining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

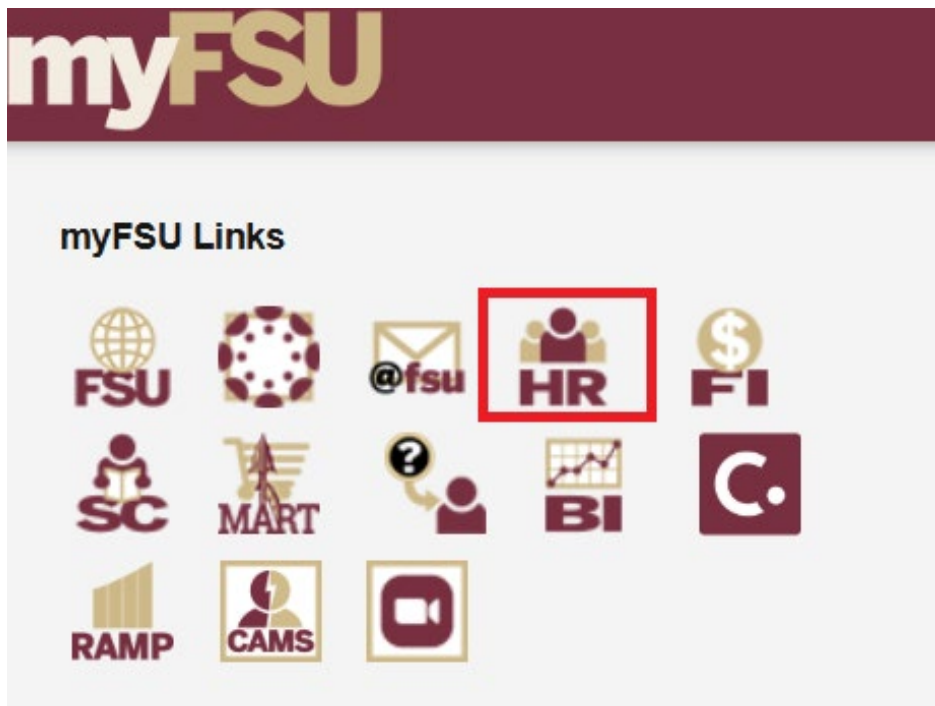
This guide shows you how to update and maintain the Department Reps Table.

Instructions for Updating the Department Rep Table:

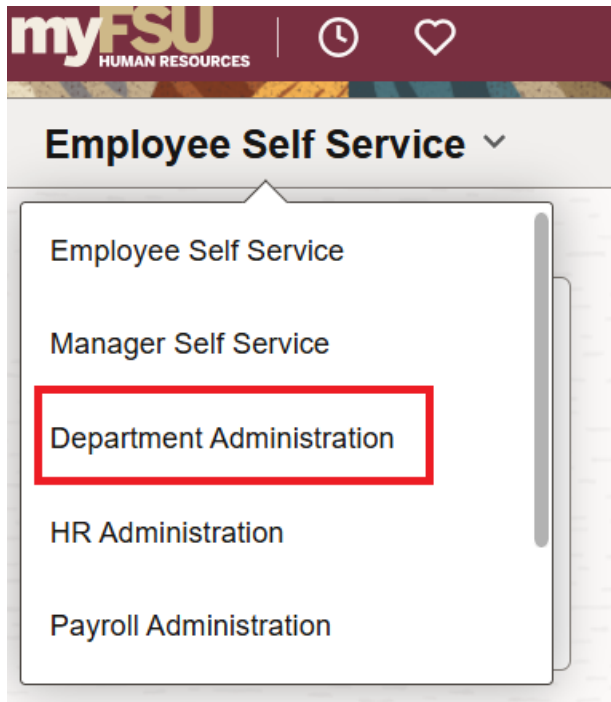
1. Sign in to the myFSU Portal with your FSUID and password.



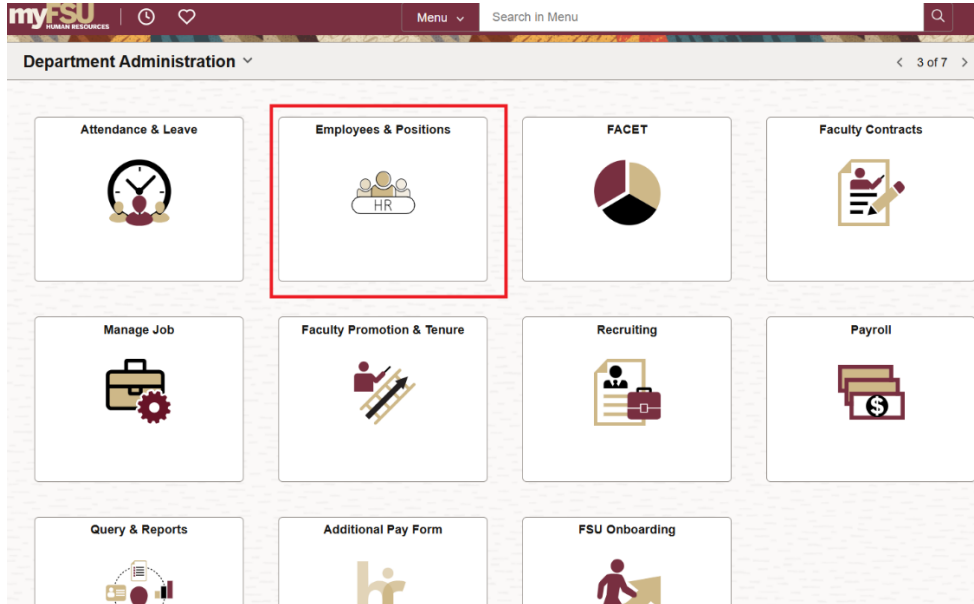
2. Select the **HR** icon button.



3. Select the drop-down from the top and select **Department Administration**.



4. Select **Employees & Positions**.



5. Select **Department Reps**, enter your department number and then select **Search**. A list of the current reps for your department will appear. Any employees who are inactive will not appear on the listing.

Employees and Positions

Enter ePAF+ Transactions

View/Rework ePAF+

Approve ePAF+

Manage Job

Team Talent Profile

Department Budget Table

Maintain Job Profiles

Position Summary

Position History

Dual Compensation (Core)

FSU Mass Appointments

Department Reps

FSU Department Reps (FSDR)

Find an Existing Value

[Add a New Value](#)

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Saved Searches

Search by: begins with

[Show more options](#)

☐ Correct History

[Search](#)

[Clear](#)

[Save Search](#)

Search Results

6 results Department "025000"

Department	Rep type	Description	Effective Date	Name	
025000	DDDH	Human Resources	09/01/2013	Renisha Gibbs	>
025000	FACET	Human Resources	03/21/2022	Mary Verzaal	>
025000	FACET	Human Resources	05/16/2022	Carson McLeod	>

- To correct the DDDH listing, you will need to select the DDDH listed. If no DDDH is listed, select **Add a New Value** button at the top of your screen. You will need to enter your department number and the rep type (DDDH) and select **Add**.

Employees and Positions

Enter ePAF+ Transactions

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Position History

Dual Compensation (Core)

FSU Mass Appointments

Department Reps

FSU Department Reps (FSDR)

Add a New Value

[Find an Existing Value](#)

*Department

*Rep type

[Add](#)

- The search results will populate with the DDDH if one is listed for the department. To add a DDDH, select the **plus sign (+)** on the top row. Enter the DDDH's employee ID and select 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 select **Save**.

Employees and Positions

- Enter ePAF+ Transactions
- View/Rework ePAF+
- Approve ePAF+
- Manage Job
- Team Talent Profile
- Department Budget Table
- Maintain Job Profiles
- Position Summary
- Position History
- Dual Compensation (Core)
- FSU Mass Appointments
- Department Reps**

Fsu Department Rep

Departmental Representatives

Department 025000

Human Resources

Rep type DDDH

Dean, Director, Dept Head

*Effective Date	*EmpID	Name	Primary	Status as of Effective Date
1 12/04/2023	000034419	Phaedra Harris	<input type="checkbox"/>	Inactive
2 01/30/2015	000028101	Susannah Miller	<input type="checkbox"/>	Inactive
3 01/22/2014	000005572	Louis Palazes	<input type="checkbox"/>	Inactive
4 09/01/2013	000007753	Renisha Gibbs	<input checked="" type="checkbox"/>	Active
5 09/01/2013	000048608	Joyce Ingram	<input type="checkbox"/>	Inactive
6 11/05/2007	000028101	Susannah Miller	<input type="checkbox"/>	Inactive

Save

Return to Search

Notify

Add

Include History

Correct History