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.

Accessing the electronic Dual Compensation form:

1. Sign in to my.fsu.edu using your FSU credentials and click the HR tile.
2. Navigate to Manager Self-Service using the drop 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 row that includes record number 999 and position title “XXX- New Appointment.”
   b. If DC is for an existing appointment, select appropriate record.

4. Enter the effective date of the dual comp.
5. Select necessary action (No Change, Terminate, or Update) from drop menus for each active appointment.

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

7. Enter brief description of the dual compensation request in “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. Appointments that are primarily staff and OPS will route to
the Office of Human Resources for final approval. 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.

**Option 1:** 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.

![Image of system-generated email](image)

*The employee listed below has multiple existing employment/appointment(s) at FSU that will continue in conjunction with an appointment that is being changed. Access the link below to review details of each appointment and take action on this request.*

Name: Sam Seminole

Link: [hrpqna.omni.fsu.edu/psp/sqnahs/Employees/HRMS/c/PSU_BP_DUAL_COMP/PSU_BP_DUALCOMP_APDR.GRL?Page=PSU_BP_DUAL_COMP&Action=UI&PSU_BP_DOC_ID=27&EMPL_ID=000097791]

**Option 2:** Click on the Action flag link after logging into the OMNI HR portal and then “Search.”

![Image of OMNI HR portal with Action flag](image)

*You will be routed to a search window with the Doc ID already populated. Click Search to view dual comp form.*
Option 3: Access using the Worklist page in OMNI HR. Click on the link and then “search.”

<table>
<thead>
<tr>
<th>Worklist Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
</tr>
<tr>
<td>Sam Seminole</td>
</tr>
</tbody>
</table>

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

Option 4: 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.