



FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES
A6200 University Center
Tallahassee, FL 32306-2410
Email: HR-AttendanceLeave@fsu.edu

WORKGROUP CHANGE

Workgroups are values associated to an employee's time reporter status and produce the available time reporting codes on the timesheet. This form should be submitted to ensure the appropriate additives are available for timesheet entry. The employee's appointment must be processed in OMNI before workgroup changes can be made. All sections of this form are required. Please complete and submit this form to HR-AttendanceLeave@fsu.edu for final review and processing.

Employee & Department Information

Employee Name: _____ Employee ID: _____ Rec. #: _____
Position #: _____ Effective Date: _____ End Date (if applicable): _____
Department: _____ Initiator Name: _____

Workgroups

Please select the applicable workgroup for the employee above.

Specific Duties & Frequency of Work Performed

Department Approval

Initiator Signature

Date

Dean/Director/Department Head Name (Print)

Dean/Director/Department Head Signature

Date