



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:	Er	nd Date (if applicable):	<u> </u>
Department:	Initiator Name:			
Workgroups Please select the applicable workgroup for the employee above.				
	Specific D	uties & Freguenc	y of Work Performed	
	·	<u>'</u>	,	
Department Approval				
Initiator Signature		Date		
Dean/Director/Department Head Name (Print)			Dean/Director/Department Head Signature	 Date