

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](mailto:HR-AttendanceLeave@fsu.edu) for final review and processing.

Workgroups	
Please select the applicable workgroup for the employee above.	

[illegible]

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