

Create an OPS One Time Pay Appointment for Existing Employee

Learn how to create an OPS One Time Pay appointment for a current FSU employee with an active record in another department. OPS One Time Pay appointments are appropriate for occasional or sporadic work. Consistent or hourly appointments for OPS employees should be processed through an OPS appointment using an OPS express job offer.

Step 1

Submit [Background Check Questionnaire](#) through Portal.

Step 2

Submit Electronic Dual Compensation (Dual Comp) Form in OMNI. See the Department Representative Instructions for the [Electronic Dual Comp form](#) for more information. On the Dual Comp form, document the proposed one time pay appointment by including the following information:

- Department
- Job Code
- FTE= .01
- Annual Rate= Proposed payment amount for the One Time Pay
- Period Amount= Proposed payment amount for the One Time Pay
- Funding Source
- Period of Employment= Dates of work
- Purpose of Request= Detailed description of work performed and time frame

Step 3

Submit the following to HR-edmdocs@fsu.edu:

[pPAF](#), the form must include the following appointment information:

- Name
- EMPL ID (If applicable)
- Dates of work
- Department
- Supervisor
- Job Code
- Funding Code



- In the comments field, include a detailed description of work performed, timeframe, and requested payment amount
- Originator and Contact information

Step 4

Once Dual Comp form has been approved and the pPAF submitted to HR, an OPS One Time Pay appointment record will be created in OMNI HR. The department representative will receive an email confirming that the appointment record is processed.

Step 5

Once received, follow the [**Create/View Additional One Time Pay – Additional Pay Tile job aid**](#) to submit a payment request on the new OPS One Time Pay appointment.