



FLORIDA STATE UNIVERSITY  
OFFICE OF HUMAN RESOURCES  
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## 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](mailto:HR-AttendanceLeave@fsu.edu) for final review and processing.

### Employee & Department Information

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_ Rec. #: \_\_\_\_\_  
Position #: \_\_\_\_\_ Effective Date: \_\_\_\_\_ Department Name: \_\_\_\_\_  
Initiator Name: \_\_\_\_\_ Initiator Phone: \_\_\_\_\_ Initiator Email: \_\_\_\_\_

### Workgroups

Please select the applicable workgroup for the employee above.

Verified

Workgroups	Verified

### Specific Duties & Frequency of Work Performed

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### Department Approval

\_\_\_\_\_  
Initiator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean/Director/Department Head Name (Print)

\_\_\_\_\_  
Dean/Director/Department Head Signature

\_\_\_\_\_  
Date

### HR Review

\_\_\_\_\_  
Processed by

\_\_\_\_\_  
Date