FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES
A6200 University Center
Tallahassee, FL 32306-2410
Phone: (850) 644-1449
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:** _____ **Department Name:** _____

Initiator Name: _____ **Initiator Phone:** _____ **Initiator Email:** _____

Workgroups Please select the applicable workgroup for the employee above.	**Verified**
Please select an action	

Specific Duties & Frequency of Work Performed

Department Approval

_____ _____
Initiator Signature **Date**

_____ _____ _____
Dean/Director/Department Head Name (Print) **Dean/Director/Department Head Signature** **Date**

HR Review

_____ _____
Processed by **Date**