

Managing the Department Rep List

This job aid will show managers how to update the Department Representative List which allows departments to assign employees to a responsibility type or Rep Type. The Department Representative List is used to document who has what responsibility in each department. These lists will be used for communication purposes and does not grant security access to any of the listed rep types functions.

Overview

- 1) Department Representative list
- 2) Adding or updating department representatives

Navigation

Workforce Administration > FSU Department Reps > Department Reps

Step 1

Before entering a department for the first time, check to see that there is not already a list created for your department for a particular responsibility. Enter your department ID.

Check the *Correct History*.

Click *Search*.

A list of the department representatives will appear if previously added. If the desired Rep Type is present, click on the DeptID for the Rep Type you wish to update.

Find an Existing Value | Add a New Value

Search by: Department begins with 011000

Correct History

Search | Advanced Search

Search Results

View All First 1-21 of 21 Last

Department	Rep type	Description	Effective Date	Name
011000	CASH	Enterprise Resource Planning	09/30/2005	Grant, Kimberly D
011000	CASH	Enterprise Resource Planning	09/30/2005	Hamilton, Jennifer D
011000	DDDH	Enterprise Resource Planning	03/04/2005	Barrett, Michael G
011000	DDDH	Enterprise Resource Planning	12/17/2004	Fennell, Leslie A
011000	DDDH	Enterprise Resource Planning	06/10/2005	Handschy, Patricia
011000	DDDH	Enterprise Resource Planning	04/05/2005	McCausland, Angela
011000	FISCL	Enterprise Resource Planning	10/27/2005	Barrett, Michael G
011000	FISCL	Enterprise Resource Planning	10/27/2005	Martin, Jane M
011000	HRES	Enterprise Resource Planning	07/01/2005	Fennell, Leslie A
011000	HRES	Enterprise Resource Planning	07/01/2005	Martin, Jane M
011000	PAYRL	Enterprise Resource Planning	07/01/2005	Hamilton, Jennifer D
011000	PAYRL	Enterprise Resource Planning	07/01/2005	Martin, Jane M
011000	PROP	Enterprise Resource Planning	07/01/2005	Martin, Jane M
011000	PROP	Enterprise Resource Planning	07/01/2005	Rappa, Lawrence J
011000	RECRT	Enterprise Resource Planning	07/01/2005	Callaway, Jamie E
011000	RECRT	Enterprise Resource Planning	07/01/2005	Martin, Jane M
011000	SPACE	Enterprise Resource Planning	07/01/2005	Martin, Jane M
011000	TLABR	Enterprise Resource Planning	07/01/2005	Handschy, Patricia
011000	TLABR	Enterprise Resource Planning	07/01/2005	Martin, Jane M
011000	TRAVL	Enterprise Resource Planning	07/01/2005	Agner, JR, William S
011000	TRAVL	Enterprise Resource Planning	07/01/2005	Martin, Jane M

Departmental Representatives

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search by: Department begins with 011000

Correct History

Search | Advanced Search

Find an Existing Value | Add a New Value

If the desired Rep Type is not present, click *Add a New Value*.

Enter DeptID and click to select a Rep Type. Click *Add*.

Rep type	Description
CASH	Cash Handler
DDDH	Dean, Director, Dept Head
DSCCA	Dept Security Cood/Comp Applic
FACUL	Dean of Faculties Rep
FISCL	Fiscal Representative
HRES	Human Resources Dept Rep
PARS	Personnel Activity Reprtnng Sys
PAYRL	Payroll Representative
PROP	Property Manager
RECR	Recruitment Representative
SPACE	Departmental Space Coordinator
TLABR	Time and Labor Rep
TRAVL	Travel Representative

Step 2

Enter the effective date and EmplID. Select the appropriate status and select one employee as the primary.

NOTE: There must be at least one Primary representative for each department rep type.

Effective Date	EmplID	Name	Primary	Status as of Effective Date
07/01/2005	000002606	Fennell,Leslie A	<input type="checkbox"/>	Active
07/01/2005	000003737	Martin,Jane M	<input checked="" type="checkbox"/>	Active

To add another employee to a Rep Type, click to add a new row. Enter the effective date and EmplID. Select the appropriate status and select one employee as the primary.

NOTE: There must be at least one primary representative for each department rep type.

To delete an employee, click to delete their row. In order to delete or update current information, you must be in Correct History mode.

Click *Save*.

You should do this for all rep types which exist within your department.

To review an electronic copy of this and other OMNI job aids, go to www.omni.fsu.edu.