Electronic Dual Compensation Guide for Department Representatives

When should the electronic Dual Compensation form be used?

The independent electronic Dual Compensation form should be used for appointment actions that are being submitted outside of the Smart Onboarding process (ex: ePAF, pPAF) or updates to existing forms.

Dual Compensation forms are required if:
1. The combination of appointments is in excess of one (1) full-time equivalent (FTE),
2. The combination of an active salaried appointment(s) and an active OPS appointment(s), OR
3. There is employment in multiple departments.

   *Note: Dual Compensation forms for faculty appointments must be submitted for each reappointment.

Accessing the electronic Dual Compensation form:

1. Sign in to my.fsu.edu using your FSU credentials and click the HR tile.


2. Navigate to Manager Self-Service using the drop menu.

3. Click the Job and Personal Information tile.

4. Click Dual Compensation (Core) and you will find links to enter, view, and approve Dual Compensation forms. To initiate a Dual Compensation form, select "Enter Dual Comp Transactions." To approve a form as a DDDH, the "Approve Dual Comp Transactions" page should be selected. "View Dual Comp Transactions" can be used to check the status of a previously submitted form.
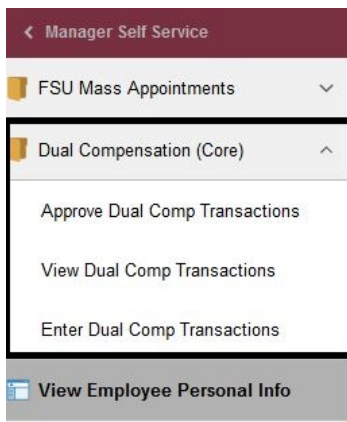
Entering an electronic dual comp transaction:

1. Click Enter Dual Comp Transactions.

2. Select the most applicable option from the Reason drop menu and search by either Empl ID or name.
   a. New One-Time Pay Appt – Use this reason to include a new one time pay record on the dual compensation form.
   b. Other-Addl Job/Updte Dual Comp – Use this reason to update existing dual compensation forms or include an additional appointment outside of the Smart Onboarding process.
   c. Update One-Time Pay Appt – Use this reason to modify existing one time pay record information on the dual compensation form.

Enter Dual Comp Transaction

Enter the Dual Comp Reason, then enter any information you have and click the Search button.
DO NOT SUBMIT A DUAL COMP TRANSACTION if one has already been submitted via the Onboarding process (new appointments), or is in process for another appointment for this employee.

Reason:	Other-AddtlJob/ UpdateDualComp ⌄
Empl ID:	🔍
Last Name:	Seminole	First Name:	Samantha

[Search]   [Clear]

3. Active appointments for the employee will populate.
   a. If DC is for a new appointment, select row that includes record number 999 and position title "XXX- New Appointment."
   b. If DC is for an existing appointment, select appropriate record.

Personalize |

Name	Empl ID	Empl Record	One Time Pay Appt?	Position Number	Position Title	Job Code	Job Title	Dept	Department Name
Seminole,Samantha	200426559	1	N			A005	Laboratory Assistant	074000	Biological Science
Seminole,Samantha	200426559	3	N			A022	Instruction_Teaching (Exempt)	074000	Biological Science
Seminole,Samantha	200426559	999			XXX- New Appointment				

4. Enter the effective date of the dual comp.

Transaction Effective Date

Enter the Effective Date of the appointment, (new one-time pay appointment), or appointment change, (update to existing appointment(s)), which will result in the need for review/approval of a Dual Compensation request.

Requested Transaction Date:	04/26/2021 📅 [Continue]

5. Select necessary action (No Change, Terminate, or Update) from drop menus for each active appointment.

6. If dual comp is for a new appointment or to update an existing appointment, select "update" as action and a new row of blank fields will appear. Enter new appointment details in these fields.
    a. Note: Empl Record will display as 999 on dual comp request for new appointments that are not yet active in OMNI. A true record number will be assigned when the new appointment is processed.

Other Active Appointments

Job Details

Action	Empl Record	Job Indicator	One Time Pay Appt?	Department	Dept. Description	Job Title	Position Number	Job Code	FTE	FLSA Code	Annual Rate	Period Amount Per Fund	Account	Funding Source	Funding Begin Date	Funding End Date
No Change	1	Primary	N	074000	Biological Science	Laboratory Assistant		A005	0.250000	Non-Exempt	$6,240.000	$2,352.000000	0740125200035667	C&G	12/22/2020	05/06/2021
No Change	3	Secondary	N	074000	Biological Science	Instruction_Teaching (Exempt)		A022	0.250000	Exempt	$5,220.000	$1,460.000000	07400011OO	E&G	01/06/2021	04/16/2021

Selected Appointment Information

Job Details

Action	Empl Record	Job Indicator	One Time Pay Appt?	Department	Dept. Description	Job Title	Position Number	Job Code	FTE	FLSA Code	Annual Rate	Period Amount Per Fund	Account	Funding Source	Funding Begin Date	Funding End Date
Update	999		N												04/26/2021	
Agreed Upon Changes			N												04/26/2021	

7. Enter brief description of the dual compensation request in "comments" field and click submit.
8. Upon submission, the dual compensation form will route to the primary DDDH for the applicable appointments. Departments should ensure the DDDH listing on the Department Rep table in OMNI is up to date. Instructions for updating can be found here: Maintaining Department Reps Table Aid. After the form is approved at the DDDH level, it will route to either HR or FDA for final approval. Appointments that are primarily staff and OPS will route to
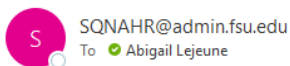
the Office of Human Resources for final approval. Appointments that are primarily faculty route to the Office of Faculty Development and Advancement for final approval.

Approving an electronic dual comp transaction:

Approvers have several options to access electronic Dual Compensation forms pending their approval.

Option 1: Approvers will receive a system generated email when a form is pending their approval. Users can click on the link, log in with their FSU credentials, and approve the pending form.

Option 2: Click on the Action flag link after logging into the OMNI HR portal and then "Search."
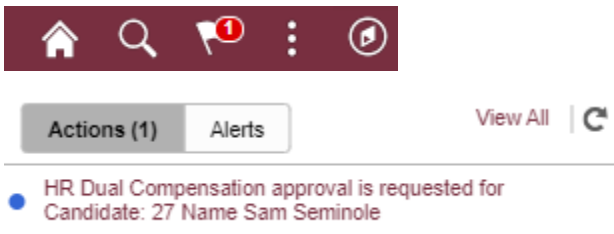
You will be routed to a search window with the Doc ID already populated. Click Search to view dual comp form.
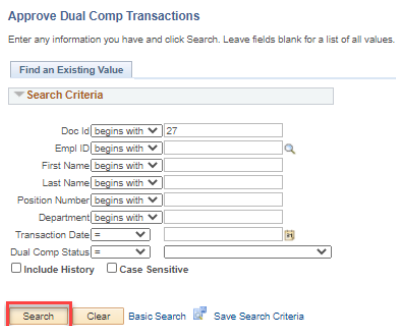
<u>Option 3:</u> Access using the Worklist page in OMNI HR. Click on the link and then "search."

Worklist Items

From	Date From	Work Item	Worked By Activity	Approval Type	Priority	Link
Sam Seminole	04/28/2021	Approval Routing	Approval Workflow		⌄	FSU_EPAF_DUALCOMP, 57, SHARE, 2020-11-03, N, 0, FSU_EF_DOC_ID:27 RDC:RA,1,A,

You will be routed to a search window with the Doc ID already populated. Click Search to view dual comp form.

Approve Dual Comp Transactions

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

Find an Existing Value

▼ Search Criteria

Doc Id [begins with ⌄] [27]
Empl ID [begins with ⌄] [   ]
First Name [begins with ⌄] [   ]
Last Name [begins with ⌄] [   ]
Position Number [begins with ⌄] [   ]
Department [begins with ⌄] [   ]
Transaction Date [= ⌄] [   ]
Dual Comp Status [= ⌄] [   ]
☐ Include History ☐ Case Sensitive

[Search] [Clear] Basic Search Save Search Criteria

<u>Option 4</u>: Navigate manually via OMNI HR → Manager Self Service → Job and Personal Information → Approve Dual Comp Transactions → Search.

Need help? Contact a member of the Employee Data Management team in Human Resources.