Dual Compensation Request/Approval

The Dual Compensation form is now produced in OMNI-HR for current employees.

https://my.fsu.edu/

Navigation:

HR Main Menu > Reporting Tools > BI Publisher > Query Report Viewer

- Report Name: FSU_DUALCOMP
- Click "View Report"
- Enter Empl ID and click "OK"

The Dual Compensation Request/Approval form generates with all appointments that are currently active in OMNI.

- For **changes** to a current appointment, cross out the information (FTE, annual rate, etc.) that will be changing and write in the updated information.
- For a **new** appointment that is not in OMNI, add the details of the appointment to the blank section of the Dual Compensation Request/Approval form.