



The Florida State University
Tallahassee, Florida 32306-1480

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October 14, 2004

M E M O R A N D U M

To: Deans, Directors and Department Heads

From: Anne E. Rowe
Dean of the Faculties and Deputy Provost

Re: Faculty Leave Balance Conversion to OMNI

In order to prepare for conversion to the new OMNI system, it will be necessary for departments to certify that leave balances for faculty are accurate prior to conversion. Because the OMNI system will not contain payroll history (dates prior to implementation) it will not be possible to edit dates previous to the implementation of OMNI. Therefore, department representatives should pre-audit all current faculty records to ensure they are accurate. They should then provide a copy of the certifications to each respective faculty member and provide my office with documented certifications of faculty leave balances for our record keeping purposes.

In our effort to assist department representatives with this process, I have attached an instruction sheet and a checklist, which outline the steps to certify leave balances appropriately. My office is available to assist your staff with this process. If after reviewing the attached information your department's representative has questions, please direct them to either Erika Bettilyon (ebettilyon@admin.fsu.edu) or Donna Beidler (dbeidler@admin.fsu.edu) in my office (telephone number 644-6876). Corrections can be made in HRMS up until 12:00 Noon on December 9, 2004. Certifications should be completed and sent to my office no later than December 13, 2004.

This transition represents a change to the business processes we are accustomed to at the University and requires our diligence and patience. Transition to this new system, however, is a much-needed change that will ultimately result in improvements that will enhance our operations.

The Office of the Dean of the Faculties will continue to support you and work in the best interests of the faculty of the University. Thank you for your cooperation.