

Update Existing Department ID Instructions

General Information. The Update Existing Department ID form updates Chartfield Values, the official record of 6-digit Department IDs and designations in OMNI. You can navigate to Chartfield Values through OMNI Financials > Budget Management > ChartField Values > Department.

NOTE: This form does NOT update C&G project personnel or workflow approval for OMNI modules such as Travel, Accounts Payable, or Procurement. For C&G project personnel updates, please contact Sponsored Research Administration. For all other modules, please contact the respective office for workflow updates. Additional OMNI Financials roles are required for workflow approval.

NOTE 2: Home Departments are not automatically created when a new department ID is established. If you wish to create a new Home Department, please submit a [Service Center case](#) to Compensation/Classification.

Department Description. This is the official title of the 6-digit department ID. The maximum character count is 30. For example, “Dean Coll of Arts & Sciences.”

Short Description. This is an abbreviated Department Description. The maximum character count is 10. For example, “AS_DEAN.”

Division. This is the division under which the Department ID falls. The current divisions are Academic Affairs, Central Administration, Finance & Administration, Research, Student Affairs, and University Advancement.

School/College. This is the school/college under which the Department ID falls. For example, “College of Arts & Sciences.”

Area. This is the area under which the Department ID falls. For example, “Biological Sciences.”

Purpose/Mission. A specific explanation of the type of activity for which this department ID is being used. Any additional supporting documentation that can clarify the use of the department ID is helpful.

Designation Changes. To add a designation, the signature of the designee is required on each corresponding line acknowledging and accepting the designation.

Dean/Director/Department Head/Chair (DDHHC). The employee responsible for the fiscal management and soundness of a department. Each department has only one DDHHC.

NOTE: When submitting a request updating multiple department IDs, please have the highest level DDHHC sign this form. For example, if a range of departments spans multiple areas within a school/college, the Dean of the college must sign the form. Likewise, the VP of the Division must sign if the range spans multiple schools/colleges within a division. As opposed to a request to update a single department or multiple departments within a single area.

NOTE 2: When updating the DDHHC for a department, an Additional Approver is required. The additional approver is the supervisor (as listed in OMNI HR) of the new DDHHC.

Budget Manager. The employee acting as the primary contact person for financial matters. Each department has only one Budget Manager.

Authorized Signer. The employee(s) granted the authority to approve transactions that impact a department’s budget or financial position. Departments may have up to six (6) Authorized Signers.

Salary Preparer. The employee(s) responsible for reviewing or preparing salary budgets associated with the department. In addition to the designation, users must also have the following OMNI Financials role: FSU_BUD_SALARY_PREPARER.

Budget Preparer. The employee(s) responsible for reviewing or preparing non-salary budgets associated with the department. In addition to the designation, users must also have the following OMNI Financials role: FSU_BUD_BUDGET_PREPARER.

The policy related to OMNI Departments can be found at: <https://policies.vpfa.fsu.edu/policies-and-procedures/financial/omni-departments>.