



Graduate Assistant Mass Appointments

Each semester, volumes of Graduate Assistant Reappointments must be completed. To aid in this procedure, the Mass Appointments process allows you to reappoint more than one employee at a time. The GA Mass Appointments are entered by Department Representatives in OMNI HR and then made available in batches to Department Managers for approval. A pre-determined timeline will be established for each processing level to allow for a timely mass load of the appointments prior to the beginning of the term.

This job aid outlines the basic steps for entering data for Graduate Mass Appointments.

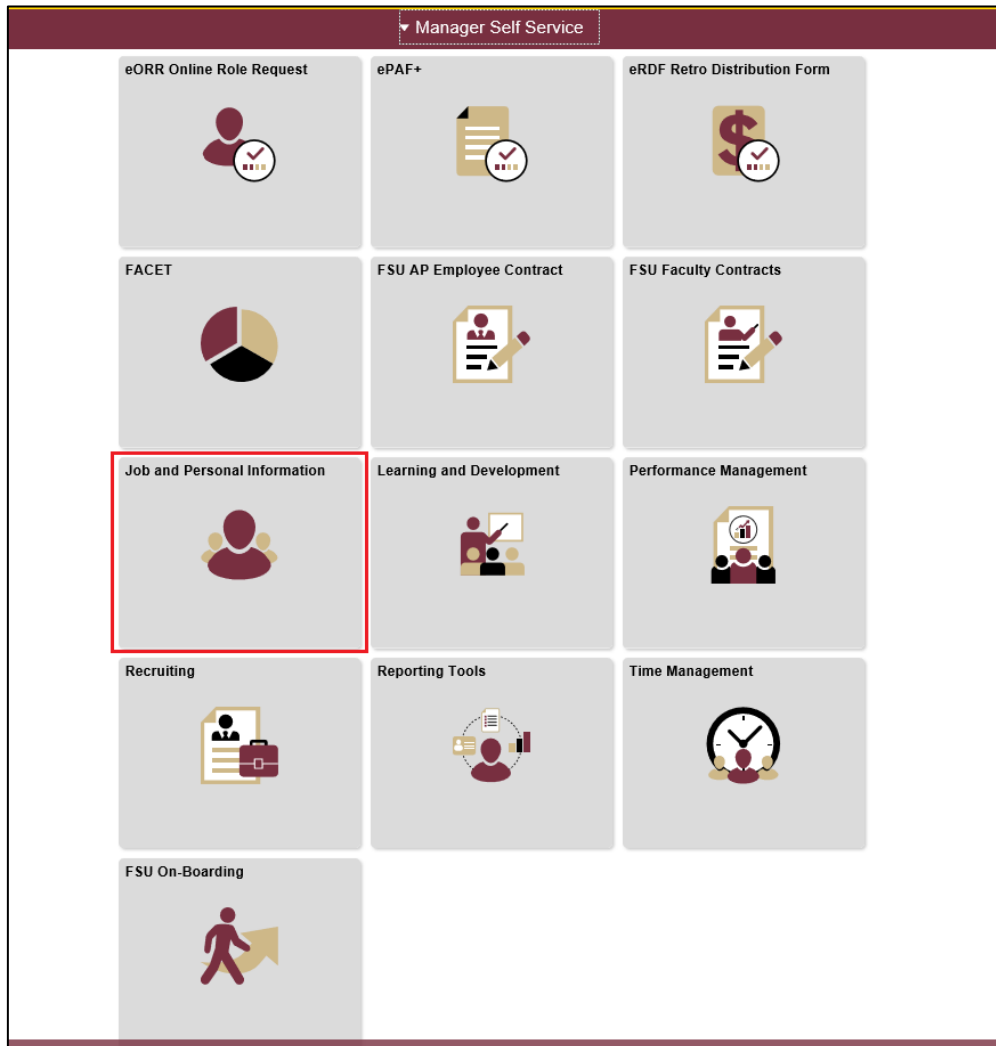
Department Managers and Department Representatives will need the **FSU_SS_MANAGER** role to complete the Mass process. Department Managers must be the HR Manager on the HR table.

Use the **FSU_NON_CITIZEN_BY_DEPT** query to view a listing of all active non-citizen appointments and review work authorization expiration dates. If any Non-Resident Alien employees have an updated work authorization expiration date, please reverify their I-9 and provide a copy of the updated work authorization documents to hr-edmdocs@fsu.edu. If an employee has an expired work authorization when Grad Mass opens, the department will need to complete an ePAF to reappoint the employee.



Department Representative Steps

STEP 1: Go to **Manager Self Service > Job and Personal Information.**





STEP 2: Click FSU Mass Appointments > GA Enter Mass Appointments.

The screenshot shows the 'Manager Self Service' interface. On the left is a navigation menu with the following items: 'FSU Mass Appointments' (expanded), 'Enter Mass Appointments', 'Approve Mass Appointments', 'GA Enter Mass Appointments' (highlighted with a red box), 'GA Mass Appt Dept Approval', 'GA Mass Appt SRAS Approval', 'Mass Appointments: Courtesy', 'Mass Appts: Courtesy Approval', and 'View Employee Personal Info'. The main content area is titled 'GA Mass Appointments' and contains the following text: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button, a 'Search Criteria' dropdown, and two search fields: 'Department begins with' (with a dropdown arrow and a search icon) and 'Description begins with' (with a dropdown arrow). There is also a 'Case Sensitive' checkbox. At the bottom are buttons for 'Search', 'Clear', 'Basic Search' (with a search icon), and 'Save Search Criteria'.

STEP 3: Enter the department number of the graduate assistants who will be extended an appointment.

The screenshot shows the 'Enter Mass Appointment' search page. It contains the same text as the previous screenshot: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button, a 'Search Criteria' dropdown, and two search fields: 'Department begins with' (with a dropdown arrow and a search icon) and 'Description begins with' (with a dropdown arrow). The 'Department' field now contains the value '075000'. There is also a 'Case Sensitive' checkbox. At the bottom are buttons for 'Search', 'Clear', 'Basic Search' (with a search icon), and 'Save Search Criteria'.



STEP 4: Click the **Select** Box for the graduate assistant to be appointed. Click **Select All** if all graduate assistants in the department are to be appointed.

Select All

Empl ID	Name	Empl Record	Select	Job Code	Supervisor ID	Location Code
1 000012345	Sally Seminole	0	<input checked="" type="checkbox"/>	M9182	200215478	00380118

STEP 5: If the job code needs to be changed, enter the new job code or click the lookup button to view a list of job codes and select the desired option.

Empl ID	Name	Empl Record	Select	Job Code	Supervisor ID	Location Code
1 000012345	Sally Seminole	0	<input checked="" type="checkbox"/>	M9182	200215478	00380118

STEP 6: If the Supervisor ID needs to be changed, enter the new supervisor ID or click the lookup button to view a list of person IDs and select the desired supervisor.

Empl ID	Name	Empl Record	Select	Job Code	Supervisor ID	Location Code
1 000012345	Sally Seminole	0	<input checked="" type="checkbox"/>	M9182	200215478	00380118

STEP 7: If the location code needs to be changed, enter the new location code or click the lookup button to view a list of location codes and select the desired location.

Empl ID	Name	Empl Record	Select	Job Code	Supervisor ID	Location Code	School Session
1 000012345	Sally Seminole	0	<input checked="" type="checkbox"/>	M9182	200215478	00380118	Summer A Faculty Appt D: ▾

STEP 8: School session: The funding **begin** and **end** dates will be populated depending on the session chosen from the drop-down list. Custom session requires dates to be entered.

Select	Job Code	Supervisor ID	Location Code	School Session	Begin Date	Funding End Date
<input checked="" type="checkbox"/>	M9182	200215478	00380118	Summer A Class Dates ▾	05/11/2020	07/31/2020

STEP 9: Enter the standard hours (per week) and a new account code if needed. Appointments may cross departmentally for funding.

School Session	Begin Date	Funding End Date	Std Hrs	Combination Code
Summer A Class Dates ▾	05/11/2020	07/31/2020	15.00	0750215500044229



TIP: Enter the first three digits of the account in the combination code text box and click the lookup button to view a list of account codes for the desired department.

Combination Code begins with ▾ 075 x

Description begins with ▾

Account begins with ▾

Department begins with ▾

Project/Grant begins with ▾

Product begins with ▾

Fund Code begins with ▾

Program Code begins with ▾

Class Field begins with ▾

Affiliate begins with ▾

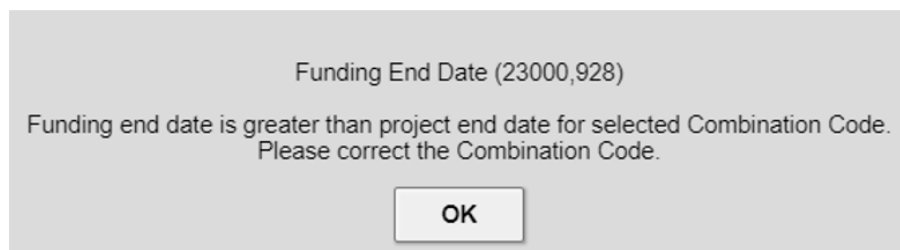
Basic Lookup

Search Results

View 100

Combination Code	Description	Account	Department	Project/Grant	Product	Fund Code	Program Code	Class Field	Affiliate
0750001100	CHEMISTRY GEN_REV OPS	720000	075000	(blank)	(blank)	110	(blank)	(blank)	(blank)
0750001400	CHEMISTRY GR_CFWD OPS	720000	075000	(blank)	(blank)	140	(blank)	(blank)	(blank)
0750005200032610	Differentiating between Lantha	720000	075000	032610	(blank)	520	(blank)	(blank)	(blank)
0750005200033980	Mechanisms of Photochemical Re	720000	075000	033980	(blank)	520	(blank)	(blank)	(blank)
0750005200035545	GRFP - Greer	720000	075000	035545	(blank)	520	(blank)	(blank)	(blank)

TIP: If using a project or grant account code, the funding end date for the graduate assistant must be **before** the project end date for the account date.





STEP 10: Enter the period amount. Click the **Calculate Balance** button. The comp rate (biweekly rate) will populate based on the period amount divided by the number of pay periods. Click **Save**.

Std Hrs	Combination Code	Period Amount	Biweekly Comp Rate	Pay Periods
15.00	0750215500044229	3000.000000	500.000000	6.0

Note: If the hourly rate is below the minimum hourly payment required for graduate assistants, update the period amount and/or the standard hours.

Warning - Graduate assistant minimum hourly payment. (23000,929)
The hourly payment is less than the minimum GA hourly payment of \$20.00 for Sally Seminole.

STEP 11: To enter appointments that have split funding, click the plus sign to add a row. The budget distribution is based on the period amount keyed for the respective account code, divided by the sum of the period amount for the respective job record where multiple rows exist. Enter the period amount for each row. Edit only the rows of the graduate assistant for which a reappointment is needed.

075900599OF08646		6.5	Seminole	David Diffenbaugh	<input type="button" value="+"/>	<input type="button" value="-"/>	
	075900599OF08646		6.5	Seminole	David Diffenbaugh	<input type="button" value="+"/>	<input type="button" value="-"/>
	075900599OF08646		6.5	Seminole	David Diffenbaugh	<input type="button" value="+"/>	<input type="button" value="-"/>

NOTE: For split funding, job code, school session, and funding begin and end dates must match.

Click **Save**.

This page may be revisited and edited until the end of the entry period.



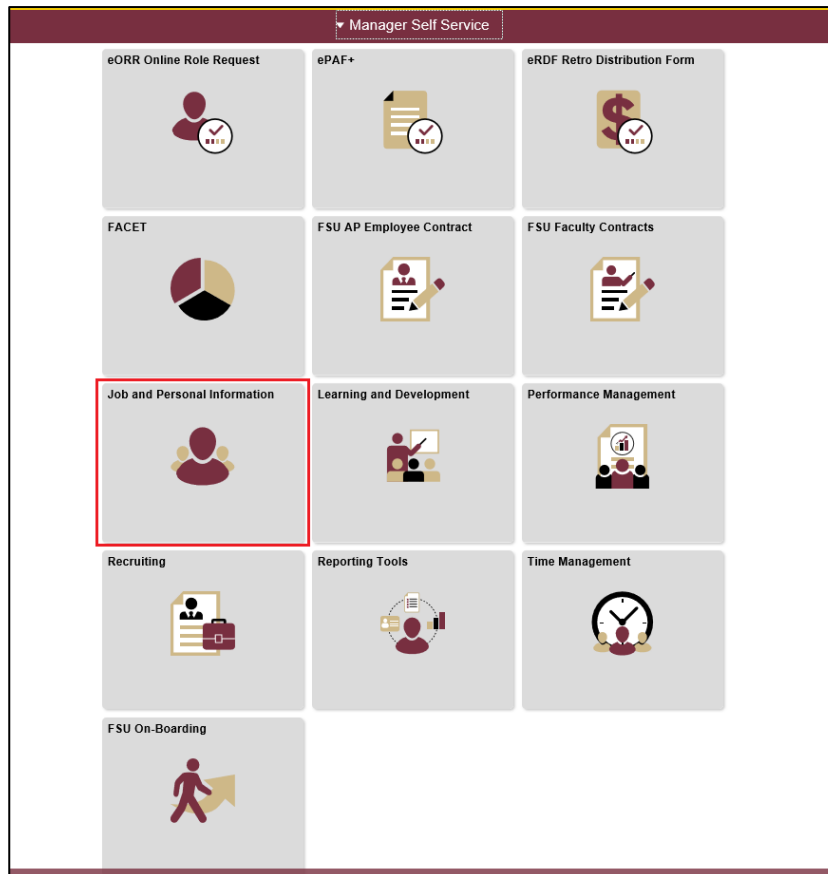
Department Manager Steps

Approvals: All approval checkboxes are located on the first column of the appointment page.

Manager approval: This step is done only by the department manager.

NOTE: This step can be completed only after the system has been released to department managers.

STEP 12: Go to **Manager Self Service > Job and Personal Information.**



STEP 13: Click **FSU Mass Appointments > GA Mass Appointment Department Approval.**



Manager Self Service Job

FSU Mass Appointments ^

Enter Mass Appointments

Approve Mass Appointments

GA Enter Mass Appointments

GA Mass Appt Dept Approval

GA Mass Appt SRAS Approval

Mass Appointments: Courtesy

Mass Appts: Courtesy Approval

View Employee Personal Info

FSU GA Mass Appt Dept Approval

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

[Find an Existing Value](#)

Search Criteria

Department

Description

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

STEP 14: Enter the department number of the graduate assistants who need approval.

Manager Self Service

FSU Mass Appointments ^

Enter Mass Appointments

Approve Mass Appointments

GA Enter Mass Appointments

GA Mass Appt Dept Approval

GA Mass Appt SRAS Approval

Mass Appointments: Courtesy

Mass Appts: Courtesy Approval

View Employee Personal Info

FSU GA Mass Appt Dept Approval

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

[Find an Existing Value](#)

Search Criteria

Department

Description

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)



STEP 15: All rows selected by the department representative for reappointment will appear first with a checkbox open for approval. Click **Approval** for the graduate assistant to be appointed.

Click **Select All** if all selected graduate assistants are to be approved. Select All

Do not check the **Approval** box where adjustments are required for an appointment prior to final approval.

	Approval	Empl ID	Name	Empl Record	Select
1	<input checked="" type="checkbox"/>	000012345	Susie Seminole	0	<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/>	000012346	William Westcott	0	<input checked="" type="checkbox"/>

STEP 16: Add comments on the **Comments** page describing changes that need to be made. Comments are required for appointments that are not approved.

Personalize Find View 100 [?] [grid]			First [left arrow] 1-50 of 120 [right arrow] Last
Appointment		Visa	Comments [list icon]
Empl ID	Name	Comments	
1 000012345	Susie Seminole	Change Job Code to M1984	

NOTE: Department representative will have a window of opportunity to make the appropriate adjustments to the appointments prior to final approval by the department manager.

STEP 17: Click **Save**.



Department Representative Steps

STEP 18: Go to **Manager Self Service > Job and Personal Information.**

STEP 19: Click **FSU Mass Appointments > GA Enter Mass Appointments.**

NOTE: Appointments requiring change as recommended by the department manager will be at the top of the appointment page. Any appointment that has been approved will not be editable for department representatives.

Department 075000 Chemistry & Biochemistry

Personalize | Find | View 100 | First 1-50 of 179 Last

Appointment | Visa | Comments

Empl ID	Name	Empl Record	Select	Job Code	Supervisor ID	Location Code	*School Session
1 000012345	Susie Seminole	1	<input type="checkbox"/>	W9185	000063336	00380106	Summer A Faculty Appt D: ▼
2 000012346	William Westcott	2	<input checked="" type="checkbox"/>	W9185	000063336	00380118	Summer C Faculty Appt D: ▼
3 000012347	Ronnie Renegade	0	<input checked="" type="checkbox"/>	M9182	200215478	00380118	Summer A Class Dates ▼
4 000012348	Bill Bellamy	1	<input checked="" type="checkbox"/>	M9182	000006812	40072065	Summer A Class Dates

STEP 20: Click the **Comments Tab** to view the recommended changes. Enter the changes on the appointment tab.

Department 075000 Chemistry & Biochemistry

Personalize | Find | View 100 | First 1-50 of 179 Last

Appointment | Visa | Comments

Empl ID	Name	Comments
1 000012345	Sally Seminole	Change Job Code to M9182
2 000012346	William Westcott	Change Job Code to M9182
3 000012347	Ronnie Renegade	Update School Session to Summer B Class Dates

Department 075000 Chemistry & Biochemistry

Personalize | Find | View 100 | First 1-50 of 179 Last

Appointment | Visa | Comments

Empl ID	Name	Empl Record	Select	Job Code	Supervisor ID	Location Code	*School Session
1 000012345	Sally Seminole	1	<input checked="" type="checkbox"/>	M9182	000063336	00380106	Summer A Faculty Appt D: ▼
2 000012346	William Westcott	2	<input checked="" type="checkbox"/>	M9182	000063336	00380118	Summer C Faculty Appt D: ▼
3 000012347	Ronnie Renegade	0	<input checked="" type="checkbox"/>	M9182	200215478	00380118	Summer B Class Dates ▼

STEP 21: Click **Save.**



Department Manager Steps

Manager Final Approval: The updated appointments will appear at the top of the appointment page.

STEP 22: Go to **Manager Self Service > Job and Personal Information.**

STEP 23: Click **FSU Mass Appointments > GA Mass Appointment Department Approval.**

STEP 24: Click **Approval** for the graduate assistant to be appointed.

	Approval	Empl ID	Name	Empl Record	Select
1	<input checked="" type="checkbox"/>	000012345	Susie Seminole	0	<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/>	000012346	William Westcott	0	<input checked="" type="checkbox"/>

STEP 25: Click **Save.**

Graduate Assistant Reports

Use the **FSU_GA_MASS_APPT** query and the Active Employees report in BI to confirm the results of the mass reappointment process for your department. You may wish to download the results of the file and save for future reference as needed.

If corrections are needed, submit an ePAF to correct the graduate assistant appointment.

Questions? For general questions about this procedure, email Amy Walker at azwalker@fsu.edu or hr-courtesydocs@fsu.edu.