

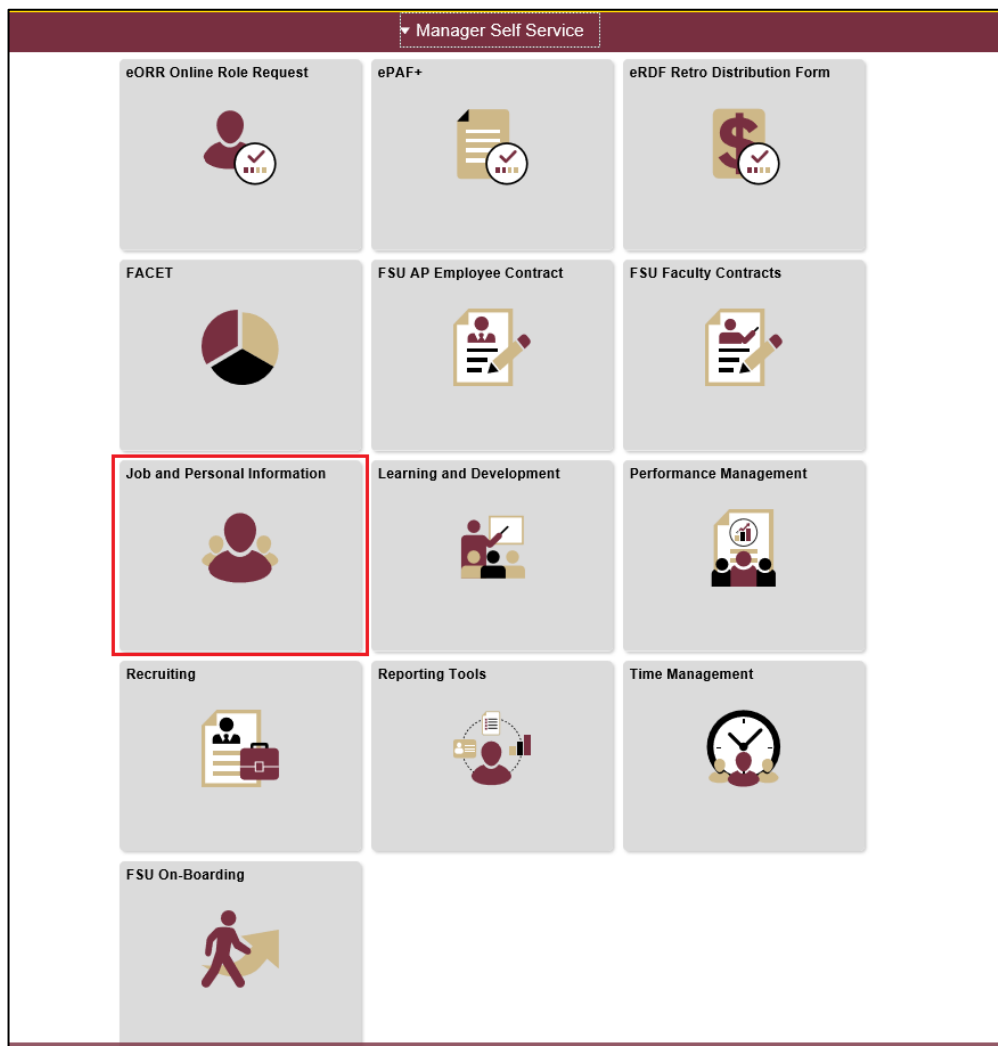
Faculty Mass Appointments

Each year, volumes of Faculty Mass Reappointments must be completed. The Faculty Mass Appointment application allows this process to be completed on one screen and made available in batches by department. 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 9- and 10-month faculty that do not require salary changes. Submit an ePAF+ if a salary change is required.

Department Managers and Department Representatives will need the **FSU_SS_MANAGER** role to complete the Mass process.

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





STEP 2: Click **FSU Mass Appointments > 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' (highlighted with a red box), 'Approve Mass Appointments', 'GA Enter Mass Appointments', '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 'Enter Mass Appointment' and contains the following elements:

- A blue button labeled 'Find an Existing Value'.
- A 'Search Criteria' section with two dropdown menus: 'Department begins with' and 'Description begins with', each followed by a text input field and a search icon.
- An unchecked checkbox labeled 'Case Sensitive'.
- Buttons for 'Search', 'Clear', 'Basic Search' (with a magnifying glass icon), and 'Save Search Criteria'.

 The top right corner of the interface shows the word 'Job'.

STEP 3: Enter the department number of the Faculty members who will be extended an appointment.

This is a close-up view of the 'Enter Mass Appointment' search form. It includes:

- The title 'Enter Mass Appointment' and the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.'
- The 'Find an Existing Value' button.
- The 'Search Criteria' section with the 'Department begins with' dropdown set to '121000' and the 'Description begins with' dropdown set to a blank field.
- The 'Case Sensitive' checkbox, which is unchecked.
- The 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons.



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

Enter Mass Appointments

Department 121000 Finance Select All

Appointment	Visa	Comments				
Empl ID	Name	Rcd	Select	*Session	Begin Date	End Date
1 000012345	Sally Seminole	0	<input checked="" type="checkbox"/>	Summer C - 6 Weeks	06/22/2020	08/05/2020

STEP 5: Select a session. The Begin and End Dates will be populated depending on the session chosen.

Enter Mass Appointments

Department 121000 Finance Select All

Appointment	Visa	Comments				
Empl ID	Name	Rcd	Select	*Session	Begin Date	End Date
1 000012345	Sally Seminole	0	<input checked="" type="checkbox"/>	Summer C - 6 Weeks	06/22/2020	08/05/2020

Note: If necessary, change the standard hours (per week) and the combination code. Appointments may cross departmentally for funding.

Std Hrs	Combination Code
40.00	121000110S

Tip: Enter the first three digits of the account and click the lookup button to view a list of combination codes for the desired department.

STEP 6: Click the **Calculate Balance** button. The Biweekly Rate and Period Amount will populate based on the standard hours entered and faculty contract amount. Click **Save**.

Std Hrs	Combination Code	Hourly Rate	Biweekly Rate	Period Amount
40.00	121000110S	114.532631	9162.610472	59556.968068



STEP 7: To enter appointments that have split funding and/or split sessions, click the **+** to add a row. Enter information as in steps 5 and 6.

Hourly Rate	Biweekly Rate	Period Amount	Approver Name	Last Name		
137.820513	11025.641026	36384.615386	Diffenbaugh	Seminole	+	-

Edit only rows of the faculty for which an appointment is needed. Do not delete rows other than those that have been added for split funding and/or split sessions. Click **Save**.

Note: If required to go to a different department to enter appointment information for a faculty member, and that member’s row has already been edited, do not change the existing data. Add a new row and enter additional appointment information.

Appointment	Visa	Comments	Empl ID	Name	Rcd	Select	* Session	Begin Date	End Date
			1 000012345	Sally Seminole	0	<input checked="" type="checkbox"/>	Summer C - 6 Weeks	06/22/2020	08/05/2020
			2 000012345	Sally Seminole	0	<input checked="" type="checkbox"/>	Summer C - 6 Weeks	06/22/2020	08/05/2020

20.00	121000110S		
20.00	121000110S		

Hourly Rate	Biweekly Rate	Period Amount
137.820513	11025.641026	36384.615386
137.820513	11025.641026	36384.615386

STEP 8: Click on **Comments** to add comments up to 255 characters for each faculty member if desired.

STEP 9: Click **Save**.

Appointment	Visa	Comments	Empl ID	Name	Comments
			1 000012345	Sally Seminole	<input type="text"/>
			2 000012345	Sally Seminole	<input type="text"/>
			3 000012346	William Westcott	<input type="text"/>
			4 000012347	Ronnie Renegade	<input type="text"/>

Note: The Faculty Mass entry page may be revisited and edited until the end of the entry period.

Use the Active Employees report in BI to confirm the results of the mass reappointment process. If corrections are needed, submit an ePAF to correct the faculty appointment.

Questions? For general questions about this procedure, email hr-courtesydocs@fsu.edu. For questions regarding Faculty Appointment Dates, visit the Office of Faculty Advancement and Development [Website](#).