



COURTESY MASS REVERIFICATION SCHEDULE

The 2024 Courtesy Mass Appointment Verification process begins April 23, 2024. During this process, Department Representatives and Department Managers must review and update each courtesy appointment in their department to keep those appointments active.

| <u>April 23 – April 29</u> Department Representative | <u>April 30 – May 7</u> Department Manager | <u>May 8</u> Data load in OMNI-HR |
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| <ul style="list-style-type: none"> • Process opens to Department Representative (originator) in OMNI HR to mark courtesy appointments for retention (requires the FSU_SS_MANAGER role). • <u>To retain an appointment</u>, check the “Retain” box. • <u>To end an appointment</u>, check the “Terminate” box. | <ul style="list-style-type: none"> • Department Manager verifies and approves all courtesy appointment designations. • Appointments marked for termination by the Department Representative: the checkbox does NOT default to “Approve” for terminations. If the Department Manager <u>wishes to retain an appointment marked for termination</u>, uncheck the “Terminate” box and check the “Retain” box. The Department Manager MUST mark the “Approve” checkbox to <u>confirm the termination</u>. • Appointments marked for retention by the Department Representative: the checkbox does NOT default to “Approve” for retentions. If the Department Manager <u>wishes to terminate an appointment marked for retention</u>, uncheck the “Retain” box and check the “Terminate” box. The Department Manager MUST mark the “Approve” checkbox to <u>confirm the retention</u>. | <ul style="list-style-type: none"> • Courtesy Records are updated in OMNI HR. • Run FSU_COURTESY_BY_DEPT and update discrepancies. |