

Courtesy Mass Appointment Verification

Each year, many Courtesy appointments are created. The Courtesy Mass Appointment Verification process will ensure that all active courtesy appointments are verified annually to identify those that still have an affiliation with Florida State University. All courtesy appointments not specifically identified for retention will be terminated in MyFSU at the conclusion of the verification process.

This job aid outlines the basic steps for verifying data in the Courtesy Mass Appointment Verification process. Each active Courtesy appointment must be confirmed. You will be required to designate whether a courtesy appointment should be retained because of their continued active affiliation with Florida State University.

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

NOTE: Throughout the year, a Department Representative can use the **FSU_COURTESY_BY_DEPT** query to identify and review current courtesy appointments with supervisors within the department. ePAFs are available to make changes and terminate Courtesy appointments as needed.

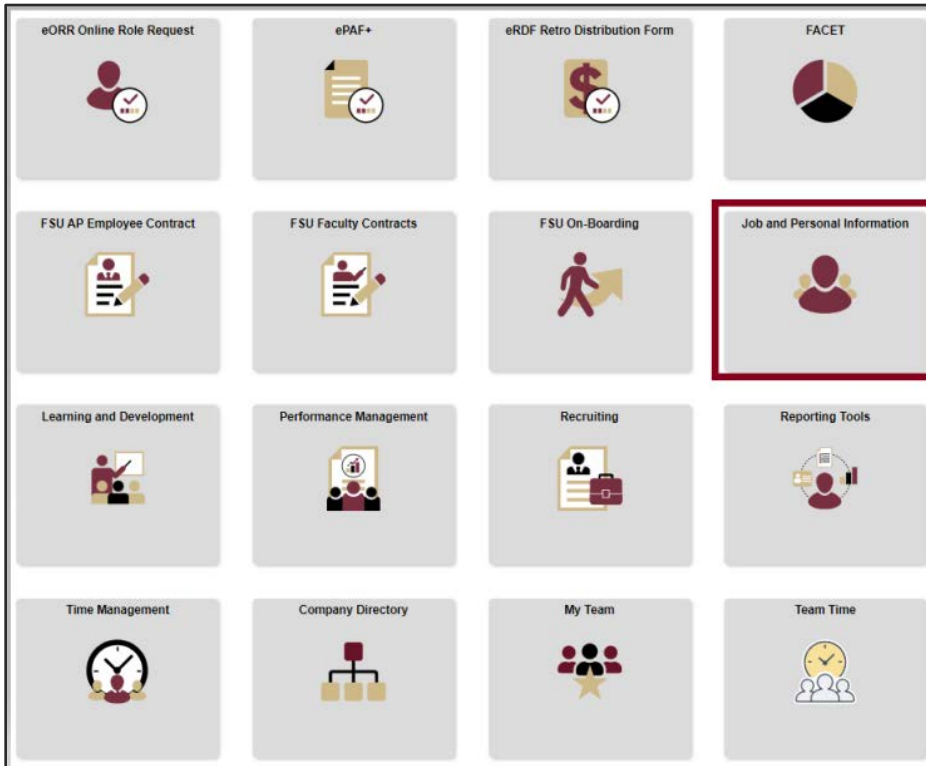
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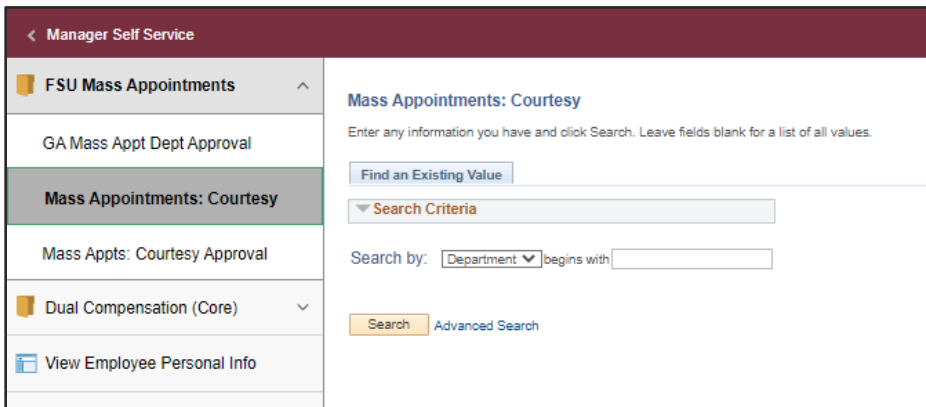


Department Representative Step

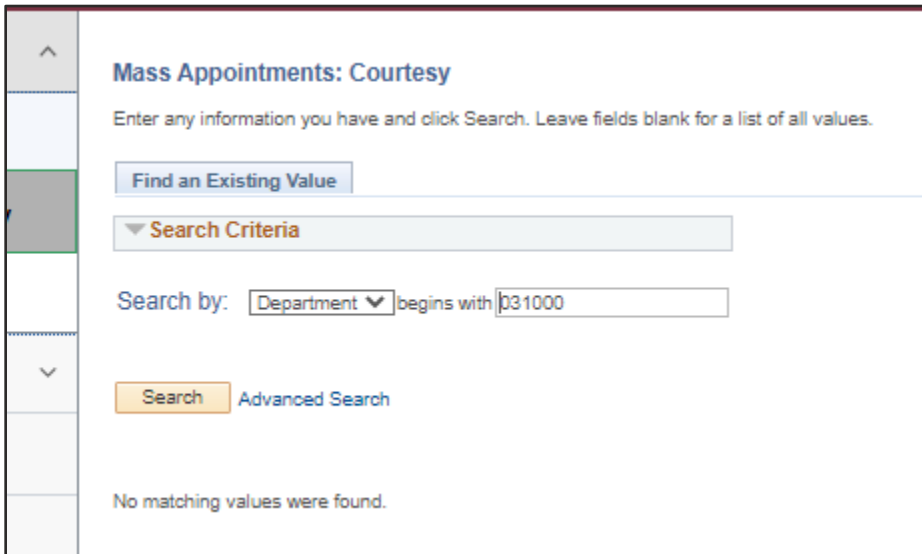
1. Go to **Manager Self Service > Job and Personal Information**



2. Click **FSU Mass Appointments > Mass Appointments: Courtesy**



3. Enter the department number of the Courtesy Appointment requiring review and click **Search**.



Mass Appointments: Courtesy

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

Find an Existing Value

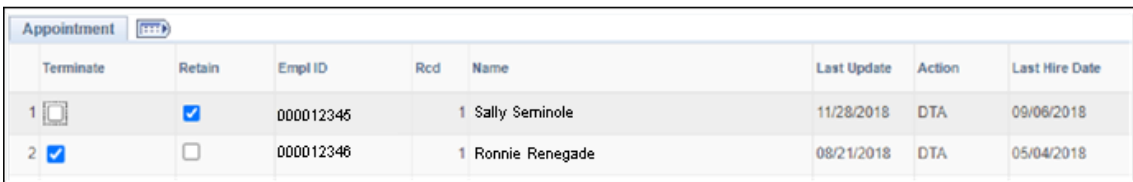
Search Criteria

Search by: Department begins with 031000

Search Advanced Search

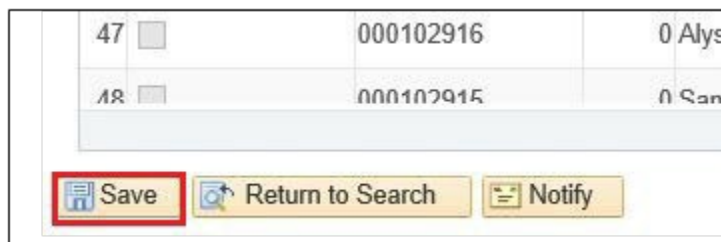
No matching values were found.

4. All Courtesy Appointments are set to “Terminate” initially. To retain the Courtesy appointment, you must **Check** the “Retain” box. To terminate the courtesy appointment, you must **Leave** the check in the “Terminate” box.



Appointment	Terminate	Retain	Empl ID	Rcd	Name	Last Update	Action	Last Hire Date
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	000012345	1	Sally Seminole	11/28/2018	DTA	09/06/2018
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	000012346	1	Ronnie Renegade	08/21/2018	DTA	05/04/2018

5. Once you have reviewed and checked either “Terminate” or “Retain” for each row, click **Save** – this is located at the bottom of the screen.



47	<input type="checkbox"/>		000102916		0 Alys
48	<input type="checkbox"/>		000102915		0 Sam

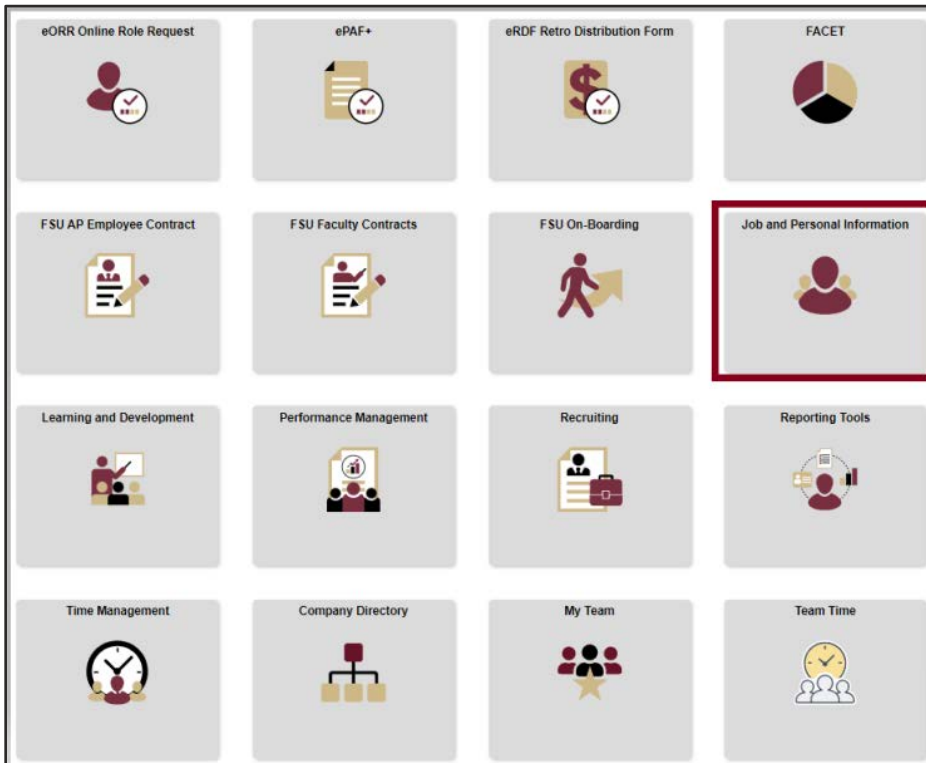
Save Return to Search Notify

Department Manager Step

This step is done only by the department manager and can be completed only after the system has been released to department managers.

Approvals: The Department Representative will have selected all courtesy appointments as “Terminate” or “Retain.” Department Managers have the ability to change the “Terminate” or “Retain” checkboxes. Once the courtesy appointments have been reviewed or revised, confirm by checking **Approve** for **each row**.

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



- Click **FSU Mass Appointments > Mass Appts: Courtesy Approval**

The screenshot shows the 'Manager Self Service' interface. On the left is a navigation menu with 'FSU Mass Appointments' expanded to show 'Mass Appts: Courtesy Approval' selected. The main content area is titled 'Mass Appt: Courtesy Approvals' and includes a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are buttons for 'Find an Existing Value' and 'Add a New Value'. A 'Search Criteria' dropdown is visible, and the search criteria is set to 'Department' begins with a text input field. At the bottom are 'Search' and 'Advanced Search' buttons.

- Enter the department number of the Courtesy appointments that require review and approval and click **Search**.

This screenshot shows the search results page for 'Mass Appt: Courtesy Approvals'. The search criteria field is now populated with '013000'. The 'Search' button is highlighted in orange, indicating it has been clicked.

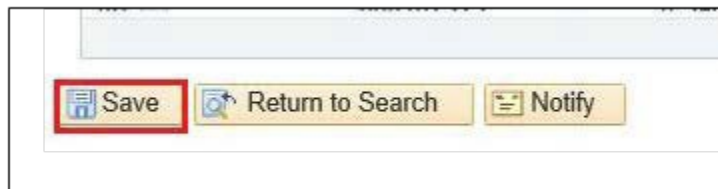
- Review the courtesy appointments. The department manager has the ability to edit the “Terminate” and “Retain” check boxes.


Appointment		Approve	Retain	Terminate	Empl ID	Rcd	Name	Last Update	Action
1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	00012345	0	Sally Seminole	08/21/2012	DTA	
2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	00012346	1	Ronnie Renegade	02/12/2016	DTA	
3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	00012347	0	David Dikkenbaugh	02/12/2016	DTA	
4	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	00012348	1	William Westcott	02/12/2016	DTA	

5. **Approve** the Courtesy Appointments for **each row**. Be sure to scroll all the way down in **both** windows.

Approve	Retain	Terminate	Empl ID	Rcd	Name	Last Update	Action
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	00012345	0	Sally Seminole	08/21/2012	DTA
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	00012346	1	Ronnie Renegade	02/12/2016	DTA
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	00012347	0	David Diffenbaugh	02/12/2016	DTA
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	00012348	1	William Westcott	02/12/2016	DTA

6. Once all appointments are validated and approved, click **Save** at the bottom of the screen.



NOTE: You may wish to download the results of the file and save for future reference as needed using the Download to Excel button in Mass. 

Questions? For general questions about this procedure, email Amelia Colorado at acolorado@fsu.edu or hr-courtesydocs@fsu.edu.