Appointing Unpaid Visiting Scholars via Courtesy Express

This guide will detail the steps to appoint Unpaid Visiting Scholar candidates via Courtesy Express in OMNI HR. Collaborating and connecting with a diverse group of scholars is vital to advancing the research and education missions of the University. Visiting Scholars may come to Florida State University at the invitation of an FSU faculty or staff member working in their field.

Review the Guide provided by Research Administration to determine if your unpaid courtesy is required to go through the RAMP process. Specific departments and/or the utilization of specific courtesy job codes require completion of the RAMP process.

Each semester, the Office of Human Resources creates a non-advertised job opening for use by the entire University, known as the Courtesy Express. This process is used after the Unpaid Visiting Scholar process has been approved in RAMP. The Courtesy Express job opening will display for departments in the Recruiting > Search Job Openings list, but it is not advertised as a job for which applicants can apply. The department creates the applicant record, links the record to the current Courtesy Express pool, and prepares the job offer.

Key Information:

- Required Roles: **FSU_SS_MANAGER** and **FSU_ERS_ADD_EXPRESS**
- Courtesy Supplemental Docs
- Courtesy JobCodes
- J-1 Visas
- Unpaid Visiting Scholar Guidelines
- Unpaid Visiting Scholar Policy

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Unpaid Visiting Scholar and J-1 Visa

1. Complete the Visiting Scholar Request Process in the Export Control Portal.

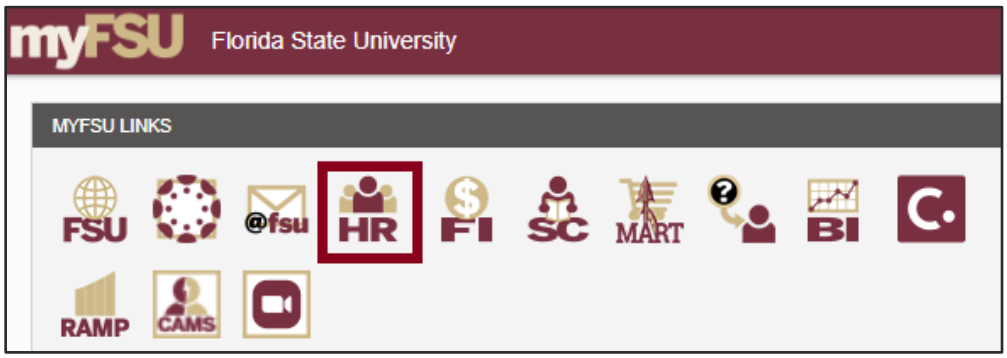
   Note: Do not submit a job offer until all requirements for the Unpaid Visiting Scholar Process and J-1 application have been completed and approved.

2. If necessary, complete all required J-1 application documents and send them to the Center for Global Engagement.

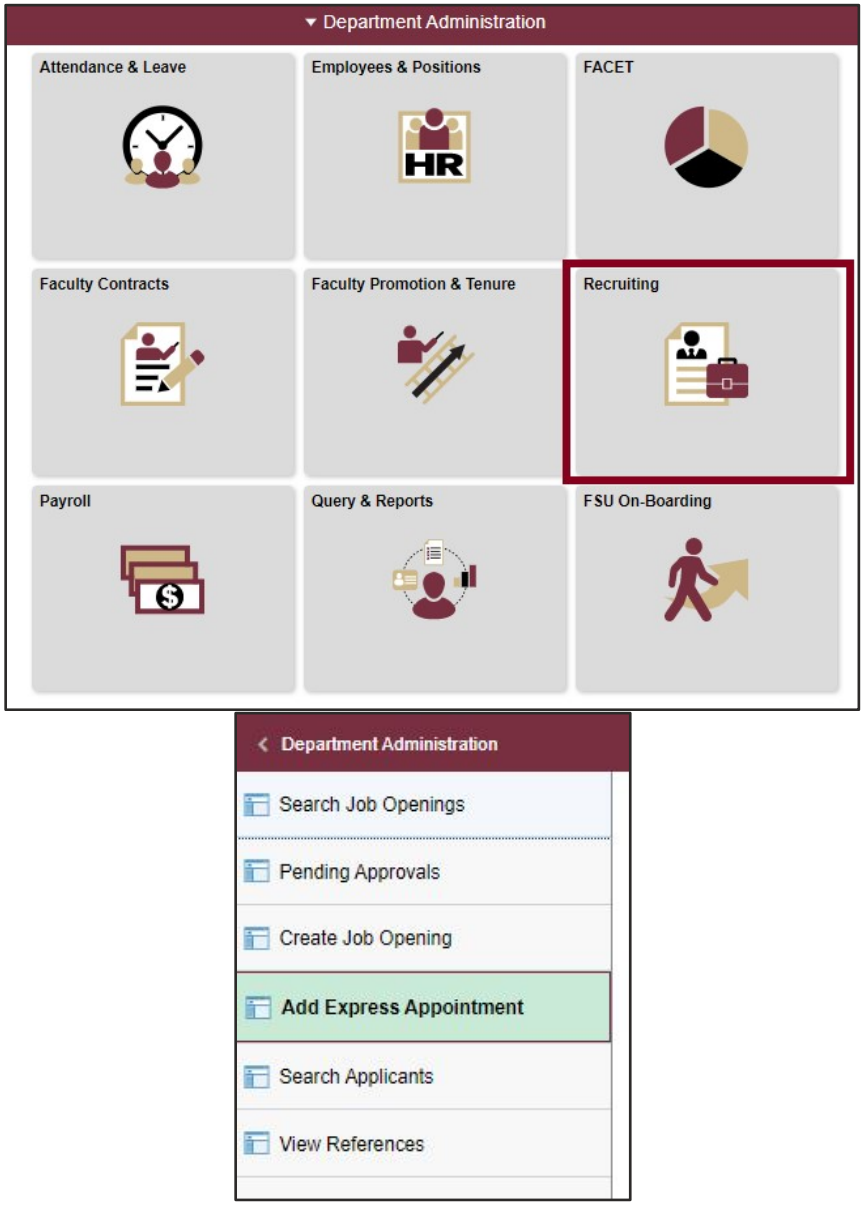
   Note: Download a copy of the approved Export Control Confirmation to upload in the courtesy job offer.

3. Obtain a valid email address.

4. Log into **myFSU** > click on the **HR icon**.



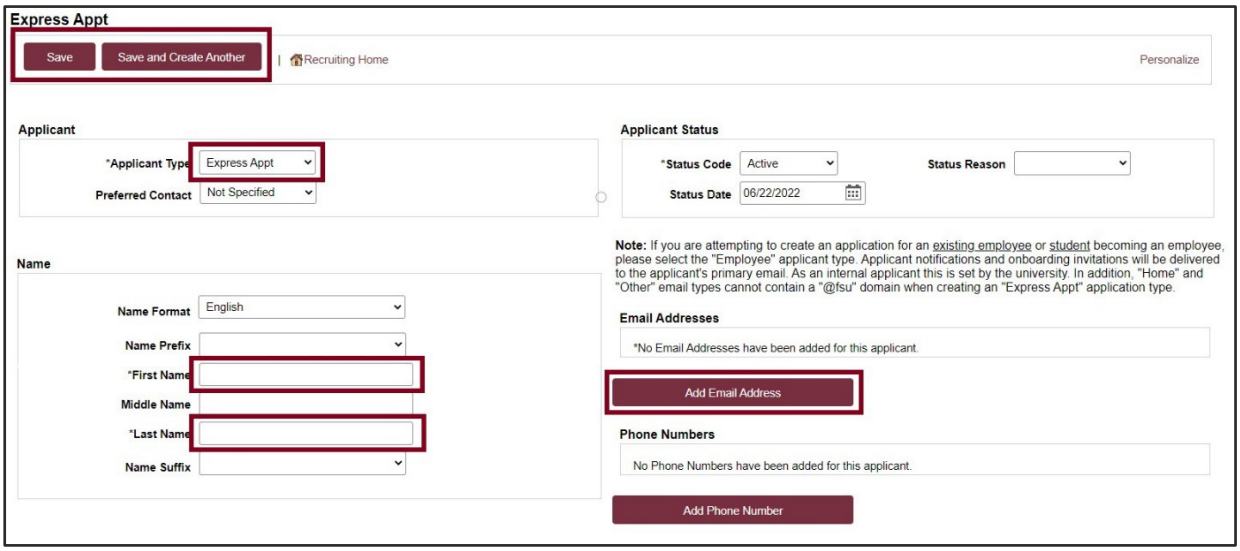
5. Click the **Recruiting** tile. Then select **Add Express Appointment**.



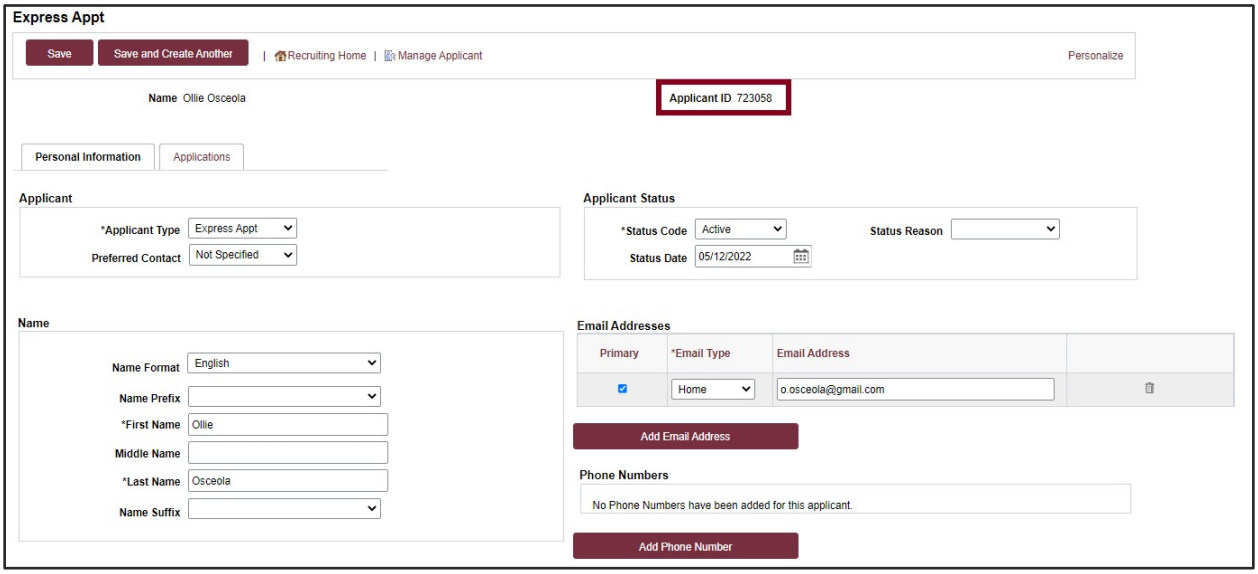
Adding Candidates New To FSU

6. On the **Express Appt** page:
   a. Allow **Applicant Type** to default to “Express Appt”.
   b. Enter the candidate's legal name in the **First Name** and **Last Name** fields.
   c. Click **Add Email Address** > choose email type > enter a **valid** email address > click **Save** *or* **Save and Create Another** to create additional express appointments.

Note: *The email provided is where the Onboarding invitation will be sent later in the process.* For email type, please select **Home** or **Other** – inserting an FSU email domain will result in an error and not allow you to save.

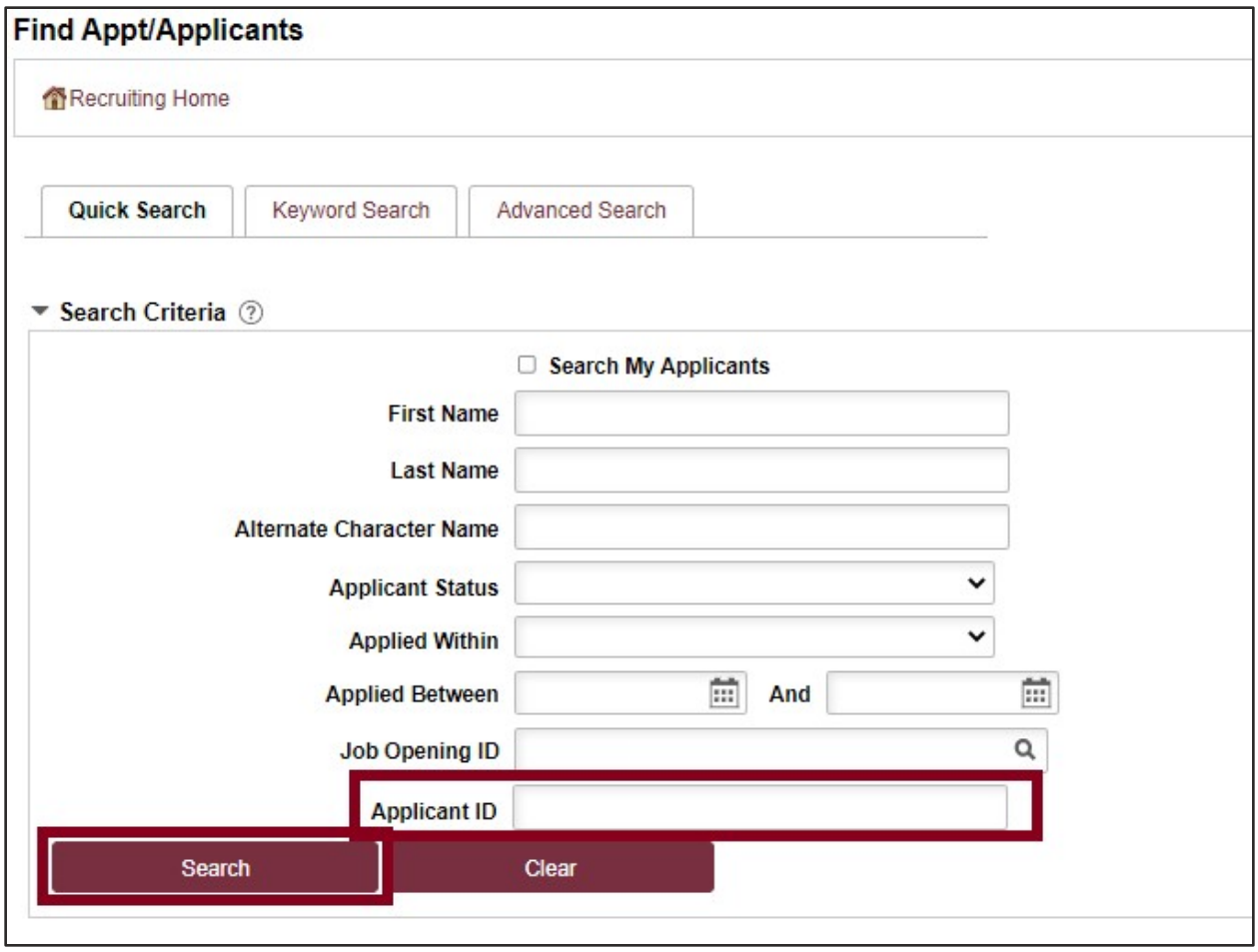


d. Note the **Applicant ID** that generates and proceed to step 7.



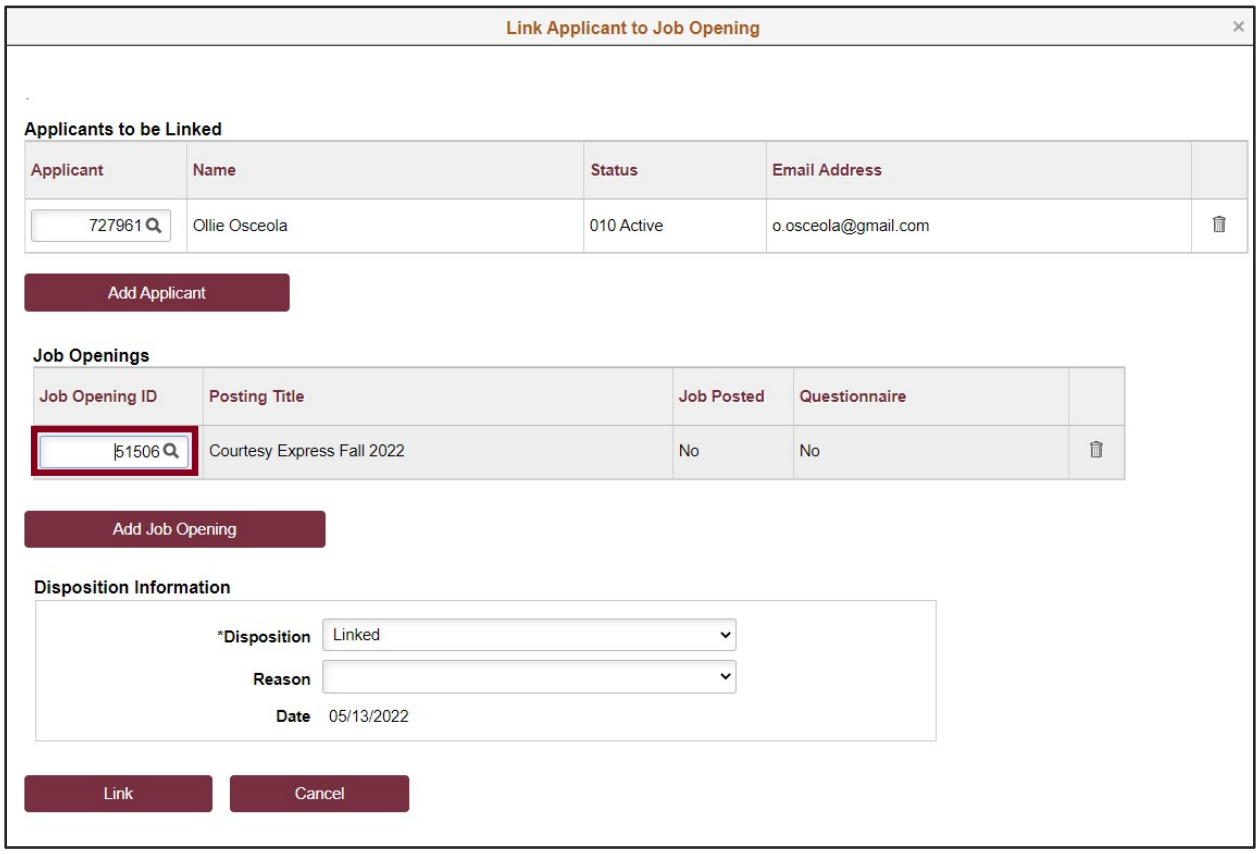
Linking the Record to the Courtesy Express Pool

7. Navigate to **Recruiting** > **Search Applicants** > enter the applicant ID in the **Applicant ID** field > click **Search**.



8. Across from the candidate's name, use the **Actions** drop-down menu to select **Link Applicant to Job**.

9. Enter or select the correct semester's Courtesy Express job ID in the **Job Opening ID** field > click **Link**.

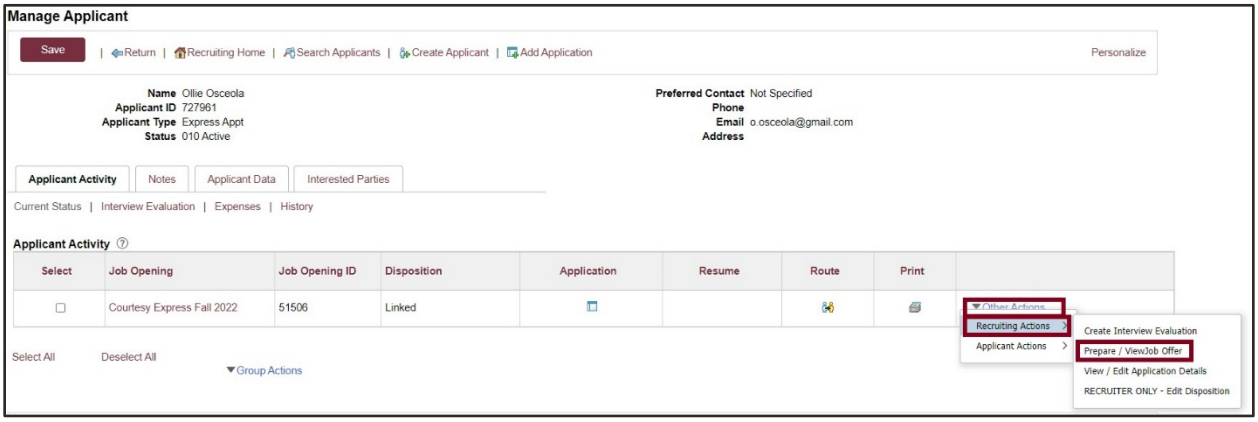


Preparing the Appointment

10. After the applicant's record has been successfully linked, click on the candidate's name to be redirected to the job opening(s) associated with the applicant's ID.

11. Under the appropriate Job Opening, click on **Other Actions**.

12. Click **Recruiting Actions** > **Prepare/View Job Offer**



13. Begin on the **Offer Details** tab.

14. Navigate to the **Comments** section. Enter information pertaining to the Unpaid Visiting Scholar's description of duties and justification for the appointment.

    If the appointment is a Post Doc, please include financial support information including the source and amount of funding. Courtesy Post Docs *must be paid* through an external grant or their home university. The **Post Doc** job code is only appropriate if it meets the minimum requirement for salary per the Office of Postdoctoral Affairs.

15. Navigate to the FSU Offer – Additional Info section. Enter the appropriate **Job Code** or click the lookup button to select the appropriate Courtesy Job Code. To determine the appropriate Courtesy job code, review the information here.

    NOTE: The default code COUX is not a valid job code.

16. Enter the appropriate **Department** or use the lookup button to search and select the desired Department.

17. Enter the appropriate **Location Code** or use the lookup button to search and select the desired Location Code.

18. Enter the appropriate **Supervisor ID** or use the lookup icon to search for the desired Supervisor ID.

19. Enter the appropriate **Mail Code** or use the lookup icon to search for the desired Mail Code.

20. Click the **U.S. Citizen?** drop-down menu. Select the appropriate answer from the list.

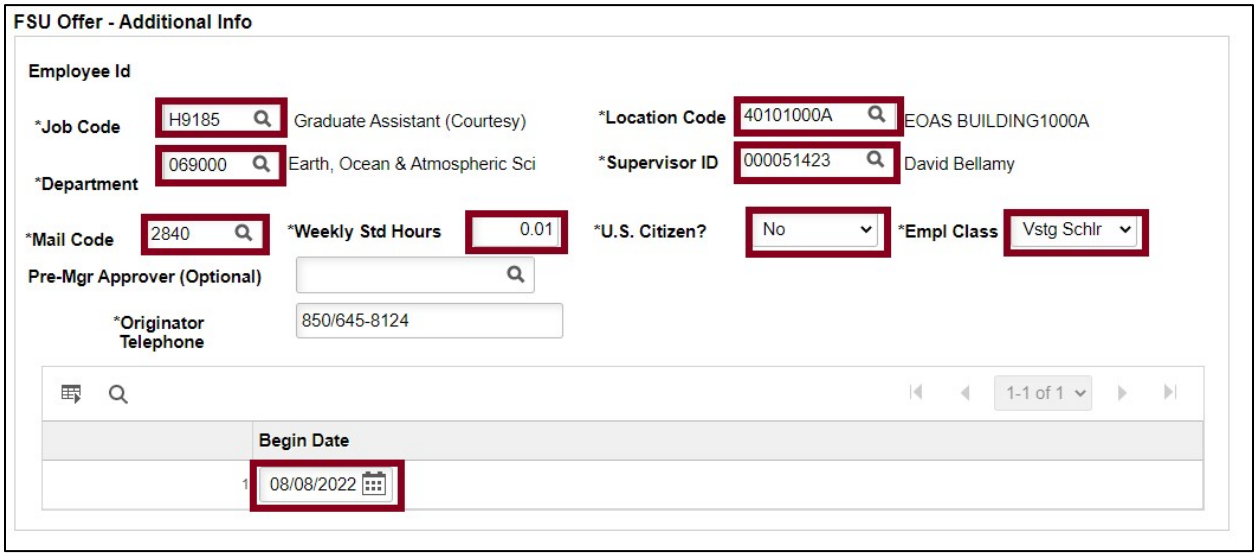
21. Click the **Empl Class** drop-down menu. Select the appropriate classification. "Vstg Schlr" should be used for Unpaid Visiting Scholars.

22. Enter the appropriate weekly standard hours of 0.01

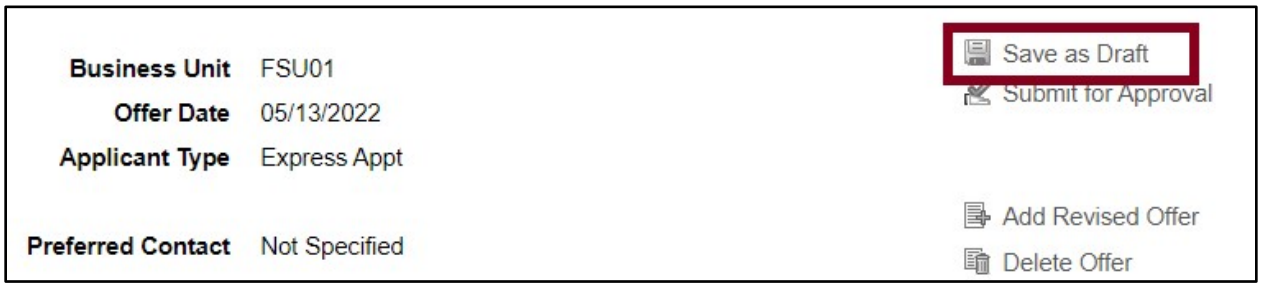
23. The Pre-Mgr Approver field is optional. If desired, use the lookup button to search and select a Pre- Mgr Approver. The Originator Telephone will automatically populate.

24. Enter the **Begin Date**.

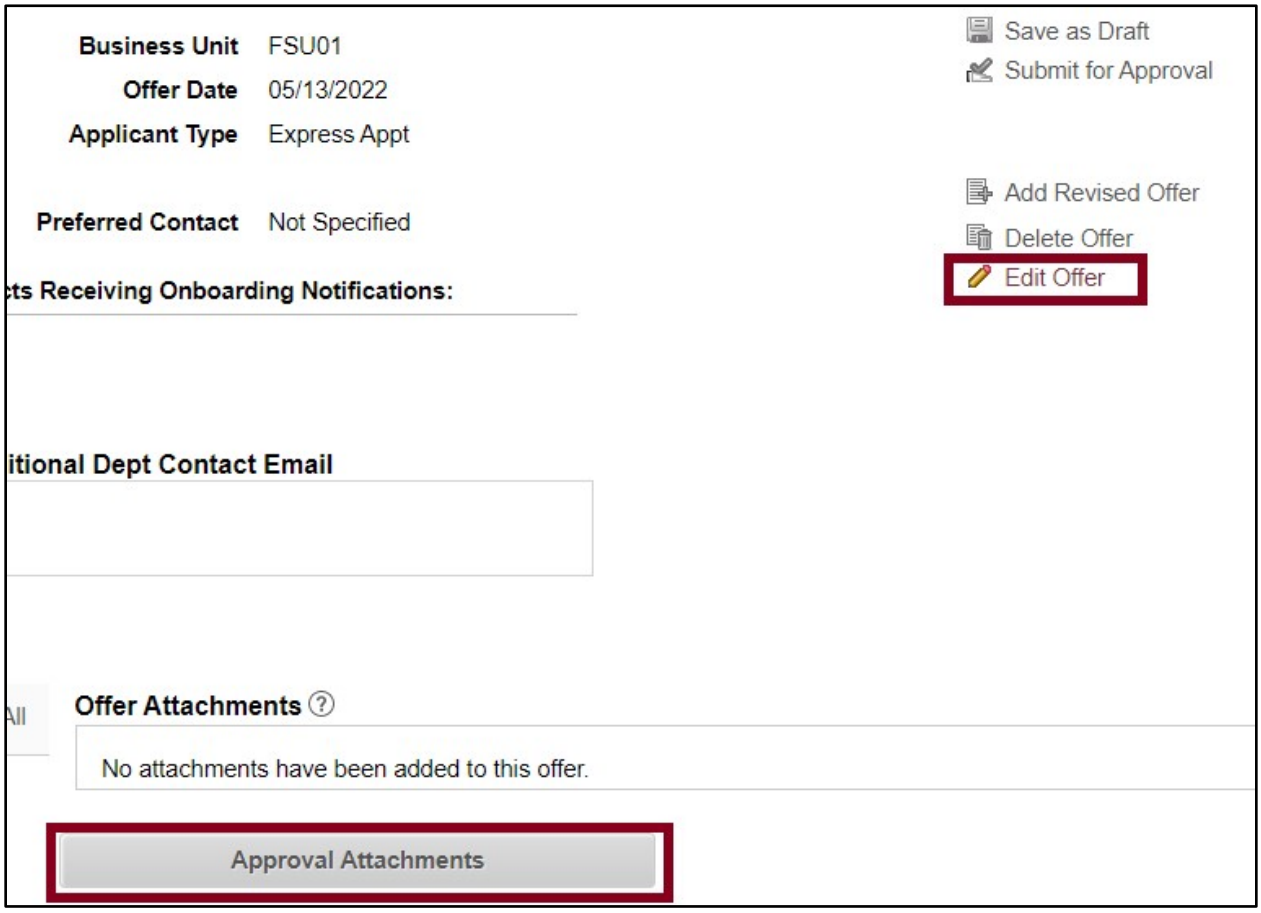
    NOTE: The Begin Date typically matches the start date on the DS2019; however, Visiting Scholars are permitted to start 30 days before the J-1 start date.



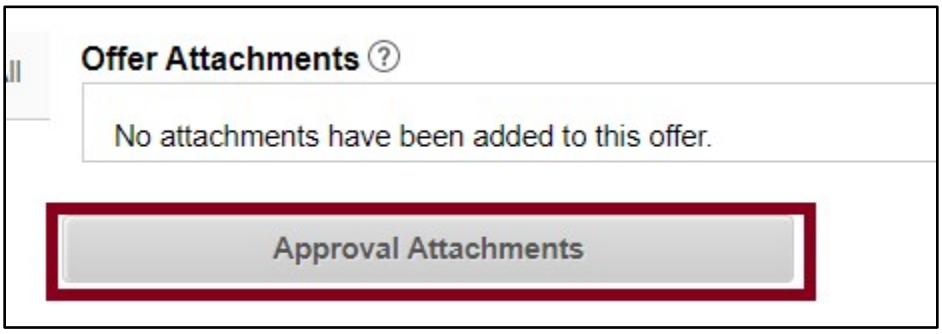
25. Save the Job Offer by clicking the **Save as a Draft** button. This will allow you to attach approval documents.

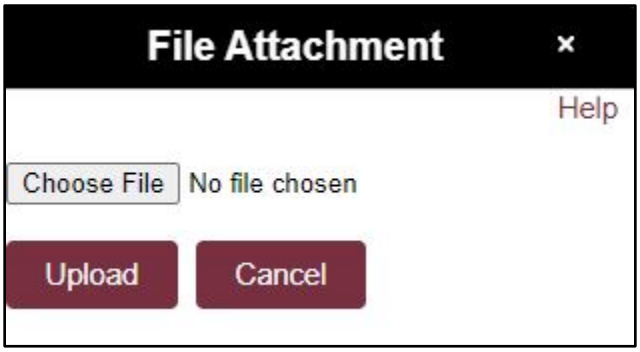


26. Click the **Edit Offer** button. Attach the approved *Visiting Scholar Export Control (RAMP approval)* to the job offer.

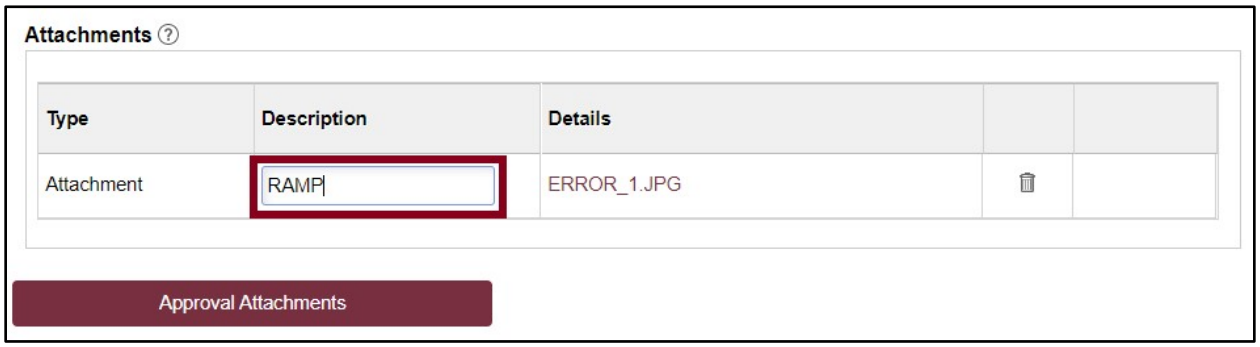


27. Attach the approved Export Control Document by clicking the **Approval Attachments** button and uploading the document.

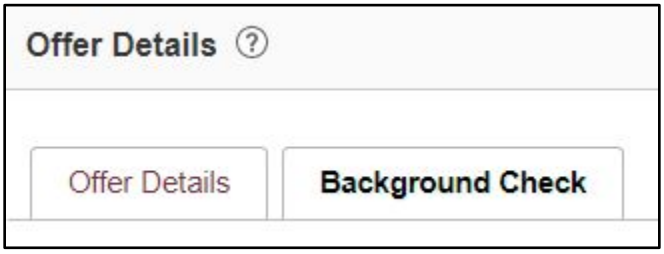




28. Insert a **description** of the Document.



29. Click the **Background Check** tab.



Enter a **Description of Duties** for the appointment.
Confirm the **Budget Manager** and **Budget Manager Email** is correct.

Enter or look up a valid **Purchase Order #** or enter a valid **Foundation Fund #** to pay for the background check. The **Line #** will generate based on the purchase order selected.

NOTE: The department will only be charged if a background check is required.

30. Answer each question on the **Background Check Questionnaire**; No or Yes as applicable. Confirm these answers with the hiring supervisor.

    Once the questions are answered, the background level will generate at the bottom of the questionnaire.

    The background check level will be reviewed by Human Resources Background Check staff.

Part 1. Outside Documents to replace/satisfy FSU Background Check:

1	Is this job/role located in the FSU Childcare Center?	
2	Does this job/role require a specific background check to be performed for which approved external agencies complete screenings? (e.g., DRS positions, positions in the K-12 school system, etc.)	
3	If the hiring department for this job/role has been granted approval by the Office of Human Resources to perform a specific background check for all employees, select the appropriate level. If not applicable, select "NO."	
4	Will this person be working or volunteering with a University Sponsored Summer Camp held between May and September?	

Part 2. Level 2 Background Check Required Duties:

1	Will this person be providing care, treatment, education, training, instruction, supervision, or recreation to vulnerable populations such as minors, the elderly, or those with disabilities?	
2	Is the position classified as Vice President level or above by job code/administrative code?	
3	Is the position with the FSU Public Safety or Panama City Campus Public Safety? If yes, submit a copy of the fingerprint report obtained by FSUPD; HR will conduct the Standard portion of the Criminal History Background Check	
4	Is fingerprinting a requirement by granting agencies for grants and contracts?	
5	Will this person be working or volunteering with regulated materials regardless of quantity [DHS Chemicals of Interest, DEA controlled substances, NRC Radioactive Material], or is the position located in a facility covered by a DOT Security Plan, or has unescorted access to said materials?	

Part 3. Standard Background Check Required Duties:

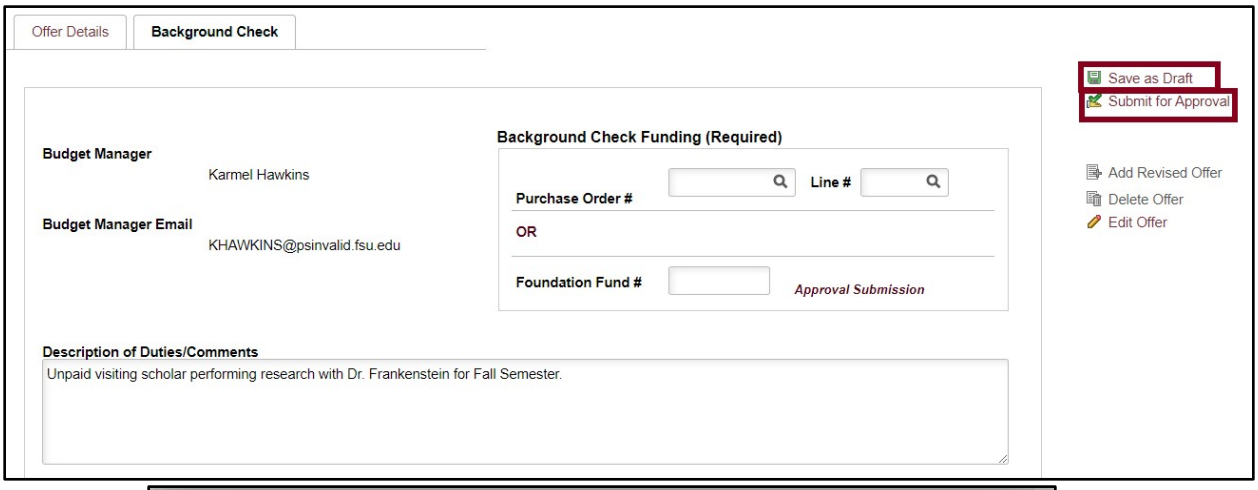
1	Will this person perform fiscal duties to include budgeting, accounting, or having direct access to cash (except petty cash), checks, and/or credit/debit cards to include making and/or receiving payments?	
2	Will this person possess system access that provides the ability to process payments, print or distribute checks, process corrections, or generate, update, or approve financial transactions that will result in the disbursement of University funds?	
3	Will this person have control over University-wide operational processes through functional roles or system security access?	
4	Will this person have access to sensitive, secure, and/or confidential personal information on individuals, such as students, faculty, staff, or alumni (e.g., social security numbers, dates of birth, etc.)?	
5	Will this person possess access to surplus property inventory; or possess a grand master or building master key and/or cards for building access?	

Part 4:

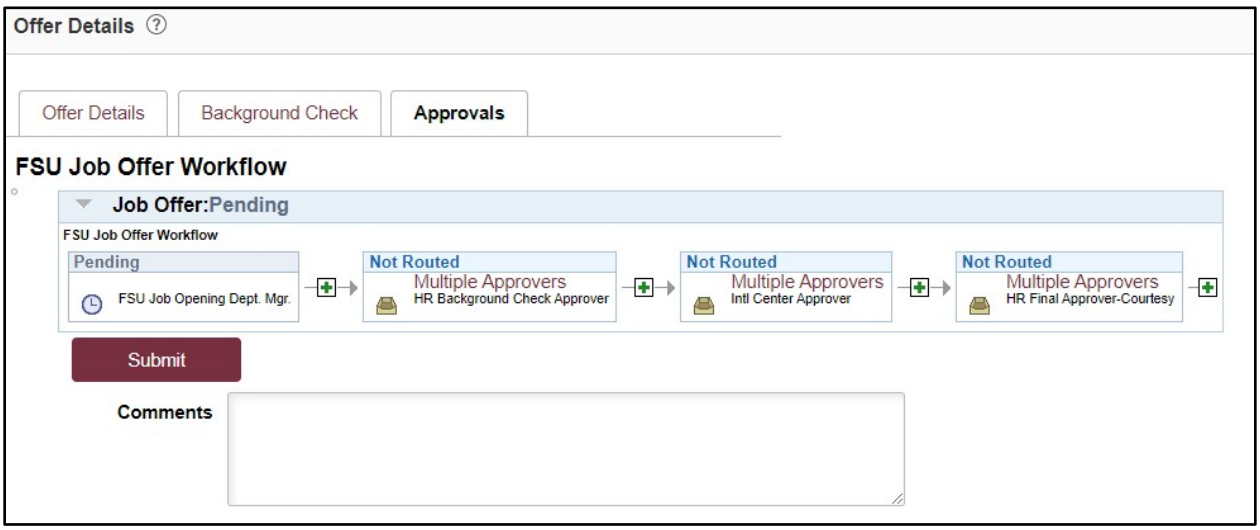
1	Will this candidate/position be required to drive a University-owned motor vehicle (including golf carts and other utility vehicles) as part of their regular duties? See University Policy OP-C-7-G8 for driver's license check requirements.	
2	By selecting "Yes," I confirm that the above duties have been reviewed by the position supervisor and are accurate.	

Submitting for Approval

31. Click **Submit for Approval**. After you have submitted the job offer, a confirmation message pops up. Click the **OK** button.



32. Navigate to the **Approvals** tab to review the status of the job offer in the workflow.



NOTE: Once the job offer is fully approved, Human Resources will launch the Onboarding invitation to the candidate, and the department will receive an email.

Any visiting scholar that is not a citizen will route automatically through the Center for Global Engagement.

To check the job offer status in workflow, navigate to the job opening through **Recruiting** > **Search Job Openings** > across from the candidate's name, click **Other Actions** > **Recruiting Actions** > **Prepare/View Job Offer** > **Approvals** tab.

NOTE: The completed and signed Foreign Government Talent Recruitment Program Form (FGTRP) and the Export Control Approval (RAMP) snapshot will be required to upload in Onboarding Supplemental Documents.

Editing an Offer: The **edit offer** button is only live during the Save as Draft stage. If you need to change a submitted job offer, it must be denied by the approver so the originator may **add revised offer**. At the add revised offer step, the data will be retained and editable. Once edits have been made, click **Submit for Approval**.

Questions

- For general questions about this procedure, email hr-courtesydocs@fsu.edu.
- For Visiting Scholar questions, contact Diana Key at dkey@fsu.edu.
- For questions regarding the J-1 process or Non-Resident Alien visas, email cge@fsu.edu.