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 only by Department Representatives in MyFSU HR and then are 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 If any Non-Resident Alien employees have an outdated work authorization expiration date, please complete an I-9 Section 3 reverification in Guardian and provide a copy of the updated work authorization documents to hr-edmdocs@fsu.edu.

If an employee has an expired work authorization or is an H-1B Post Doc when Grad Mass opens, the department must submit an ePAF to reappoint the employee.
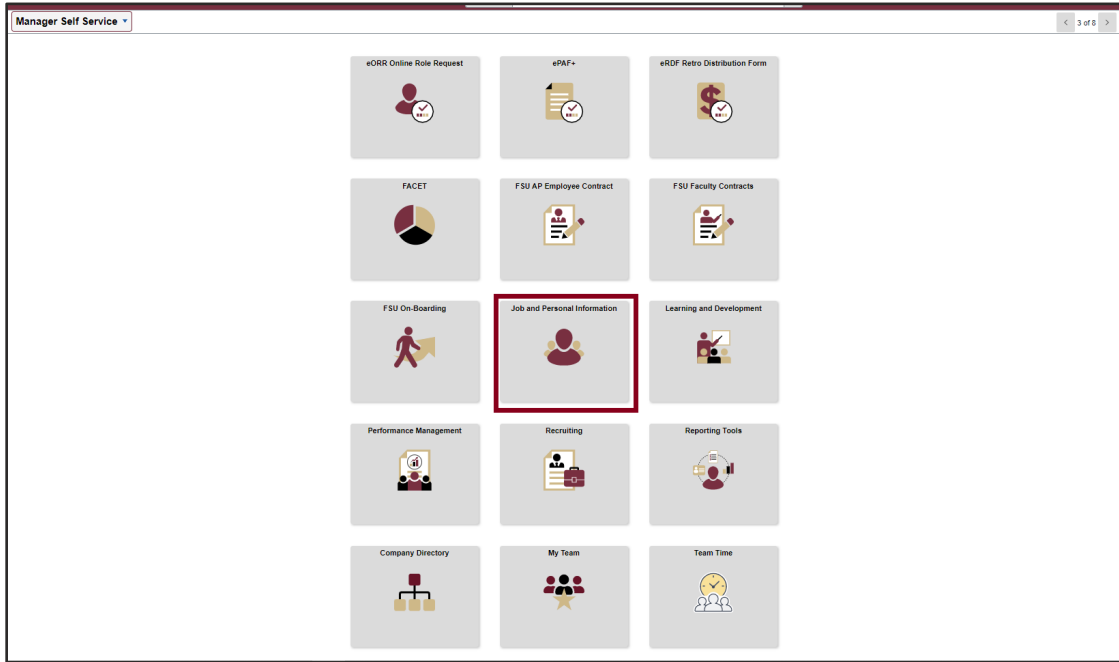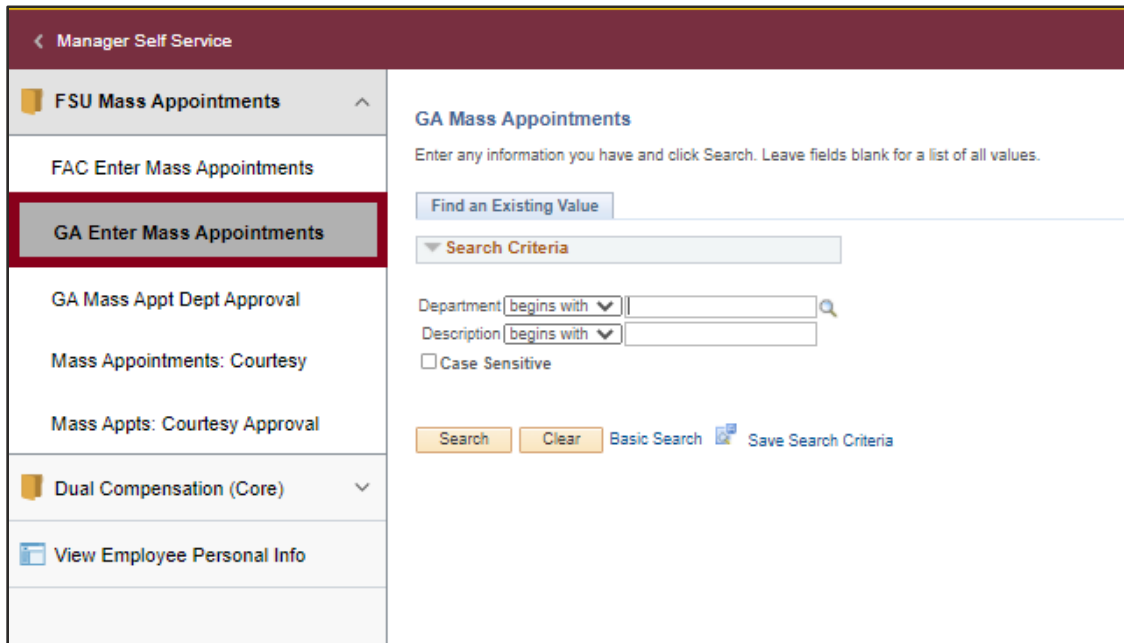
Table of Contents

Department Representative Steps: Initial Entry

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

2. Click **FSU Mass Appointments** > **GA Enter Mass Appointments**.

3. Enter the department number of the graduate assistants who will be extended an appointment. Click **Search**.

GA Mass Appointments

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

Find an Existing Value

▼ **Search Criteria**

Department [begins with ▾] [075000] 🔍
Description [begins with ▾] [   ]
☐ Case Sensitive

[Search] [Clear] Basic Search 🔍 Save Search Criteria

4. Click the **Select** box for only the graduate assistant to be re-appointed. Click **Select All** if all graduate assistants in the department are to be re-appointed.

Enter Mass GA Appointments

Department 075000   Chemistry & Biochemistry   [Select All]

Personalize | Find | View 100 | 🔼 | 🔢   First ◀ 1-50 of 181 ▶ Last

	Appointment	Visa	Comments					
	Empl ID	Name		Empl Record	Select	Job Code	Supervisor ID	Location Code
1	000012345	Sally Seminole		0	☑	[ ] 🔍	[ ] 🔍	[ ] 🔍

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.

Personalize | Find | View 100 | 🔼 | 🔢   First ◀ 1-50 of 181 ▶ Last

	Appointment	Visa	Comments					
	Empl ID	Name		Empl Record	Select	Job Code	Supervisor ID	Location Code
1	000012345	Sally Seminole		0	☑	[ ] 🔍	[ ] 🔍	[ ] 🔍

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.

Personalize | Find | View 100 |		First ⏴ 1-50 of 181 ⏵ Last					
Appointment	Visa	Comments					
Empl ID	Name		Empl Record	Select	Job Code	Supervisor ID	Location Code
1 000012345	Sally Seminole		0	☑			

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.

Personalize | Find | View 100 |		First ⏴ 1-50 of 181 ⏵ Last					
Appointment	Visa	Comments					
Empl ID	Name		Empl Record	Select	Job Code	Supervisor ID	Location Code
1 000012345	Sally Seminole		0	☑			

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.

Location Code	*School Session	Begin Date	Funding End Date	S
40102000B	Spring Clas ⌄	01/01/2024	05/03/2024	
40106083	Custom ⌄	🗓	🗓	

9. Enter the standard hours (per week) and ensure a Combination Code is entered. A new Combination Code can be entered if needed. Appointments may cross departmentally for funding.

*School Session	Begin Date	Funding End Date	Std Hrs	Combination Code
Spring Clas ⌄	01/01/2024	05/03/2024	10.00	069000530O102211

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
075

Combination Code	Description	Account	Department	Projec
0750001100	CHEMISTRY GEN_REV OPS	720000	075000	(blank
0750001400	CHEMISTRY GR_CFWD OPS	720000	075000	(blank
0750005200036739	Nuclear Energy University Prog	720000	075000	03673

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.

Funding End Date (23000,928)

Funding end date is greater than project end date for selected Combination Code. Please correct the Combination Code.

OK

10. Enter the period amount.

Std Hrs	Combination Code	Period Amount		Biweekly Comp Rate	Pay Periods
10.00	0690005300102211	5000.000000		1111.111111	4.5

11. *The **Calculate Button** must be clicked*. The Biweekly Comp Rate will populate based on the period amount divided by the number of pay periods. Scroll to the bottom to click **Save**.

Std Hrs	Combination Code	Period Amount		Biweekly Comp Rate	Pay Periods
10.00	0690005300102211	5000.000000		1111.111111	4.5
20.00	0690005200100071	7000.000000		1076.923077	6.5
	0010001400	1000.000000		153.846154	6.5
20.00	0699005990F00220	5000.000000		1162.790698	4.3

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 $23.08 for Sally Seminole.
>
> OK

12. To enter appointments that will 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. For split funding, job code, school session, and funding begin and end dates must match. Click **Save.**

Combination Code	Period Amount		Biweekly Comp Rate	Pay Periods		
0690005300102211				4.5	+	−

NOTE: If the previous semester was split funded and the GA will continue this semester with split funding, always select the top row first. Selecting the top row in the previous split fund will also select row two. If the previous semester was split-funded and is no longer needed this semester, the additional row <u>must</u> be deleted.

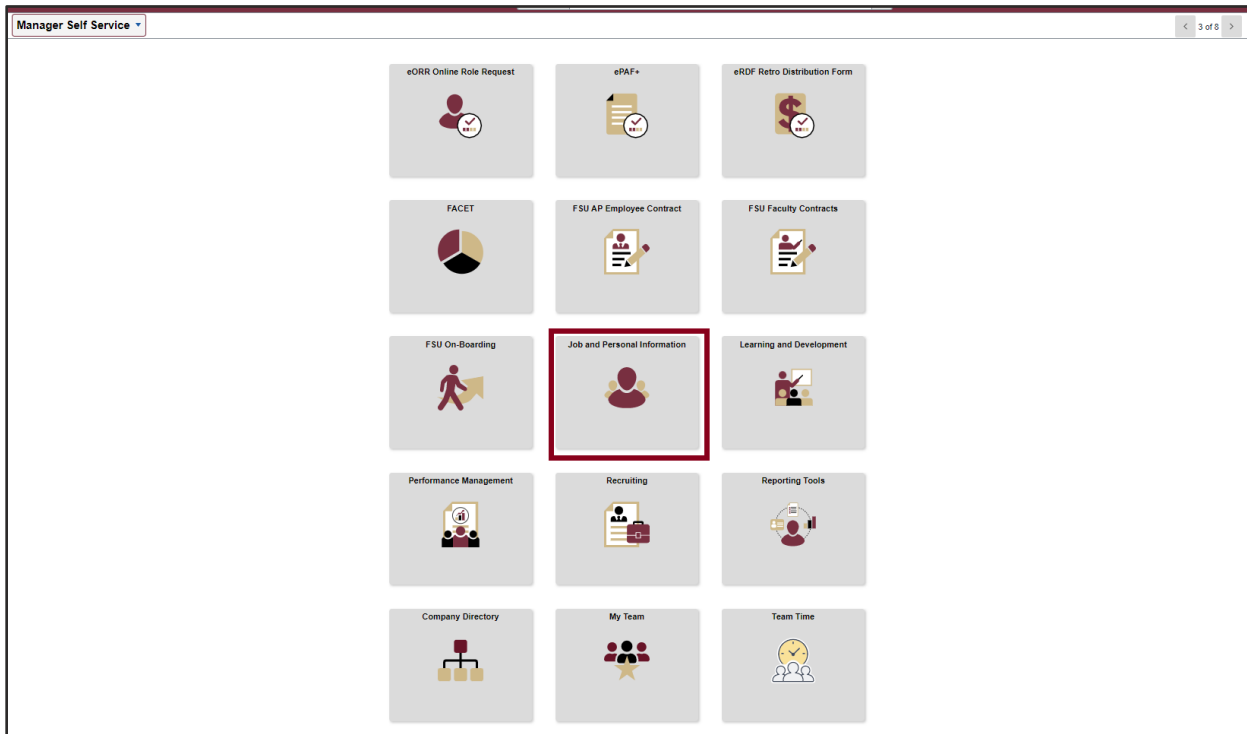This page may be revisited and edited until the end of the entry period.

Department Manager Steps: Initial Approval

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 only be completed after the system has been released to department managers.

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

2. Click **FSU Mass Appointments** > **GA Mass Appt Dept Approval**.

3. Enter the department number of the graduate assistants who need approval. Click **Search**.

4. 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. **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	☑	000012345	Susie Seminole	0	☑
2	☑	000012346	William Westcott	0	☑

5. 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 | 🗗 | 🖩 First ◀ 1-50 of 120 ▶ Last		
Appointment | Visa | **Comments** | ▦▶		
Empl ID	Name	Comments
1 000012345	Susie Seminole	Change Job Code to M1984

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

6. Click **Save**.

Department Representative Steps: Recommended Changes

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

2. 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 by department representatives.

	Empl ID	Name	Empl Record	Select	Job Code	Supervisor ID	Location Code
1	000012345	Susie Seminole	1	☑	W9185	000063336	00380106
2	000012346	William Westcott	2	☑	W9185	000063336	00380118
3	000012347	Ronnie Renegade	0	☑	M9182	200215478	00380118
4	000012348	Bill Bellamy	1	☑	M9182	000006812	40072065

Department 075000   Chemistry & Biochemistry
Personalize | Find | View 100 | First 1-50 of 179 Last
Appointment | Visa | Comments

3. 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	☑	M9182	000063336	00380106	Summer A Faculty Appt Da ⌄
2	000012346	William Westcott	2	☑	M9182	000063336	00380118	Summer C Faculty Appt D ⌄
3	000012347	Ronnie Renegade	0	☑	M9182	200215478	00380118	Summer B Class Dates ⌄

4. Click **Save**.
    NOTE: *Any Graduate Assistants unselected during this stage will no longer be editable once you leave the page. An ePAF will need to be manually completed for any unselected.*

Department Manager Steps: Final Approval

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

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

2. Click **FSU Mass Appointments** > **GA Mass Appt Dept Approval**.

3. Click **Approval** for the graduate assistant to be appointed.

	Approval	Empl ID	Name	Empl Record	Select
1	☑	000012345	Susie Seminole	0	☑
2	☑	000012346	William Westcott	0	☑

4. Click **Save**.

Graduate Assistance 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, please submit an ePAF to correct the graduate assistant appointment.

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