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Courtesy Appointment(s) – FAQs

Q: Where can I find courtesy appointment information?

A. Navigate to FSU's Human Resources website, select the *Sections* drop-down menu, and choose *Employee Data Management*. On the Employee Data Management webpage, scroll down to the options at the bottom of the page and click the *Courtesy Appointments* button.

Q: What very specific information is needed for my appointment?

A. Notate details regarding the need for a Courtesy Appointment such as what specific job duties are being performed; will the candidate be participating or not in research? What department-related business is needed for the Courtesy and what access is needed during the appointment? Is the candidate on campus during the appointment? If yes, for how long? If not, state will collaborate remotely. Is the candidate currently an active employee or student with FSU? If not, where are they actively employed or a student? Are they a Grad Courtesy, Postdoc Courtesy, or Visiting? Where is their external source of funding/payment coming from? If you are in a research dept, remember to consult the Unpaid Visiting Scholar/Researchers drop-down on the Courtesy HR website.

Q: How do I hire a courtesy appointment?

A. All courtesy appointments go through the courtesy onboarding process. Courtesy appointments are submitted through the courtesy express process and then launched as an Onboarding Invitation. Job aids for both courtesy appointment paths can be found here.

Q: What Courtesy Applicant Types are there?

A. There are two types for creating an appointment. Express and Employee.

Q: When do I use the Employee type versus the Express type?

A. Employee type is used for any current FSU employees or students who have access to their FSU email. Express type is used for all candidates new to FSU or former FSU employees/students. When in doubt, use the Express.

Q: What job code should I use for my department's new courtesy appointment?

A. A comprehensive list of courtesy job codes can be found here.

Q: What is the difference between the YT00 job code and the H000 job code?

A. Job codes YT00 and H0000 are both generic courtesy appointment job codes. However, H0000 is specifically for faculty-level appointments, and YT00 job codes are for all other generic courtesy appointments.

Q: What should I put in the job offer's "weekly standard hour" field?

A. All courtesy appointments should have a 0.01 weekly standard hour *unless* they are the instructor of record for a course or need their actual weekly hours recorded for reporting reasons. Reporting reasons include student internships needing to report their hours for course credit or an individual working with grant funding that requires hourly reporting.

Q: When would I use the Joint College EMPL Class on a job offer?

A. Any current FAMU employee or actively enrolled student who needs a courtesy appointment to access facilities or systems.

Q: When does a Candidate need RAMP approval?

A. RAMP approval will be needed prior to submitting the Job Offer if the candidate classifies as an Unpaid Visiting Scholar or if the department resides in a department listed in Appendix A and has a Job Code listed in Appendix B listed here. Also any U.S. citizen or permanent resident (green card holder) who has a year or more of employment or training in a country of concern (China, Cuba, Iran, North Korea, Russia, Syria, or Venezuela).

Q: Do Unpaid Visiting Scholars have to undergo the courtesy onboarding process?

A. Yes! Anyone in need of a courtesy affiliation, including Unpaid Visiting Scholars, is required to go through the courtesy onboarding.

Q: How do I know when someone needs to go through the Unpaid Visiting Scholar process?

A. Any researcher, lecturer, and/or observer, domestic or international, who is coming to FSU's campus for more than 14 consecutive days has to go through the Unpaid Visiting Scholar Process. These individuals typically have an association with another institution, and are not local to Tallahassee.

Q: If the candidate coming to campus is a US Citizen and my department is not located in Appendix A or the Job Code is not listed in Appendix B, does the candidate qualify as a Visiting Scholar?

A: Yes. Unpaid Visiting Scholars can be either international or domestic. A candidate qualifies as a Visiting Scholar if they are physically on campus for 14 or more days consecutively and participating in research, lectures, and/or observation.

Q: When submitting the job offer for Unpaid Visiting Scholars, how do I notify HR that this appointment required Unpaid Visiting Scholar Review?

A. All required documents for Visas and Sponsored Research approval should be completed prior to submitting the courtesy offer. These documents include visa requests to CGE (if visa sponsorship is required) as well as the Export Control in RAMP. Please do not submit courtesy job offers prior to receiving full approvals from these departments. Department Representatives should download a copy of the approved export control form and attach it to the courtesy job offer when submitting it. HR will confirm the approved Export Control during the courtesy job offer.

Q: What Supplemental Documents are required for my courtesy appointment?

A. Supplemental documents for Courtesy Appointments differ based on responsibilities. However, all External courtesy appointments do require a photo ID using the Document Type "Photo ID." You will need to verify the name on the Photo ID matches the name of the Courtesy Candidate. Please refer to the Courtesy Supplemental Document list on the Courtesy website for more information.

Q: Outside of the photo ID requirement my department's courtesy appointment does not require supplemental documents. Is there anything I need to do in the Onboarding Supplemental Document Step?

A. Yes! You will still need to submit the Department Supplemental Document step, even if you do not need to upload any additional documents. Go into the candidate's Onboarding Invitation via the "My Tasks" menu and click the "save and submit" button to push the invitation to HR.

Q: An employee in my department is retiring, do I need to submit a courtesy appointment for them to be able to retain their FSU email?

A. No. The ITS email policy allows for a retiree to retain their email as long as it is used at least once in a twelve-month period. Additionally, a retirement action must be on record in OMNI HR. If you have an individual in your department that has retired but the termination reason is not "retirement," please contact Employee Data Management.

Q: **Can a retiree use a courtesy appointment to access ITS products/services such as Microsoft and Adobe?**

A: No. A courtesy appointment is not appropriate to reestablish continued use of these services without a departmental business relationship.

Q: **May I have a courtesy appointment if I am retired?**

A. Based on the FRS TAR, you need to terminate all employment relationships, paid or unpaid, with FSU and any other Florida Retirement System (FRS) covered employer for three full calendar months to be eligible to take a distribution (cash distribution or a rollover) of your Optional Retirement Program (ORP) account. Once you have taken a distribution, the FRS considers you to be a retiree. To fully meet the definition of termination, you must cease all employment relationships with all FRS-covered employers, paid or unpaid, for six calendar months from the month of distribution.

Q: **An individual in our department has left the university but is not a retiree. Is there a way for them to maintain their email account or gain access to it for a short period of time?**

A. The department may grant a courtesy appointment to provide email access with an individual if they are maintaining a business relationship. It is up to the department to decide whether or not to sponsor a courtesy appointment for email access. Please include business need in job offer comments. A courtesy appointment would not be appropriate for the continued use of only email access without business relationship with the department.

Q: **A newly hired courtesy appointment cannot activate their FSUID because it says their SSN is incorrect. How can this be corrected?**

A. The candidate should confirm with their department that the appropriate social security number or Temporary ID was provided in their onboarding process. If the SSN is incorrect, the department will need to contact the EDM-Special Projects team by emailing hr-courtesydocs@fsu.edu for correction of the employee data.

Q: **EDM-Special Projects forwarded me a number called a Temporary ID – what is a Temporary ID?**

A. A Temporary ID is a placeholder social security number for a courtesy appointment. Social security numbers are not required for courtesy appointments, but you must have a "social security number" in the system for FSUID activation. If a courtesy appointment chooses not to disclose their social security number, a randomized placeholder is assigned to the individual. The department is expected to pass along this information to the courtesy appointee during the Candidate Information stage of Onboarding.

Q: **Do Temporary ID's need to be updated?**

A. No, the Temporary ID does not need to be updated for courtesy appointments. The courtesy appointee may maintain that placeholder social security number for the entirety of their appointment.

Q: **How do I terminate a courtesy appointment?**

A. Courtesy appointments should be timely terminated via the ePAF system. However, courtesy appointments can be terminated in mass during the annual Courtesy Mass Reverification process.

Q: **What is the difference between a volunteer and a courtesy appointment at FSU?**

A. Courtesy appointments are allotted system access such as FSUIDs, building access, and FSU email accounts. Volunteers are not granted system access. Courtesy Appointments are routed through the onboarding process while volunteers complete the volunteer form.