

Fall Appointments for Faculty

Purpose

This job aid outlines the basic steps for entering data for fall appointments for 9 and 10-month faculty that do not require salary changes. Submit an ePAF+ if a salary change is required.

Navigation

Manager Self Service > Job and Personal Information > FSU Mass Appointments > Enter Mass Appointments

Enter Mass Appointments

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

Find an Existing Value

Department: begins with

Description: begins with

Case Sensitive

[Basic Search](#)

Procedure

Enter the department number of the faculty who will be extended a fall appointment(s).

Step 1

Click "Select" for the faculty to be appointed. Click "Select All" if all faculty in the department are to be appointed.

Enter Mass Appointments

Department: 075000 Chemistry & Biochemistry

Appointment	Visa	Comments	Empl ID	Name	Rcd	Select	Session	Begin Date	End Date
1			000008531	Alan Marshall	0	<input checked="" type="checkbox"/>	Academic Year 9 Month	03/08/2019	05/09/2020
2			000103274	Albert De Prince	1	<input type="checkbox"/>	Academic Year 9 Month	03/08/2019	05/09/2020
3			000006134	Albert Slegman	0	<input type="checkbox"/>	Academic Year 9 Month	03/08/2019	05/09/2020

Step 2

Select a session. The Begin and End Dates will be populated depending on the session chosen.

Appointment	Visa	Comments	Empl ID	Name	Rcd	Select	Session	Begin Date	End Date
1			000008581	Ronnie Renegade	0	<input checked="" type="checkbox"/>	Academic Year 9 Month	08/08/2019	05/06/2020

If necessary, change the standard hours (per week) and the combination code. Appointments may cross departmentally for funding.

Tip: Enter the first three digits of the account and click the lookup button to view a list of combination codes for the desired department.

Std Hrs	Combination Code
40.00	075011110S

Step 4

Click the "Calculate Balance" button. The Biweekly Rate and Period Amount will populate based on the standard hours entered and faculty contract amount. Click "Save".

Hourly Rate	Biweekly Rate	Period Amount
 141.762590	11341.007191	221149.640225

Step 5

To enter appointments that have split funding and/or split sessions, click the  to add a row. Enter information as in steps 1-4.

Edit only rows of the faculty for which a fall appointment is needed. Do not delete rows other than those that have been added for split funding and/or split sessions. Click "Save".

NOTE: If required to go to a different department to enter appointment information for a faculty member, and that member's row has already been edited, do not change the existing data. Add a new row and enter additional appointment information.

1 000000159	Cross,Timothy A	0	<input checked="" type="checkbox"/>	AcYr:	08/09/2005	05/08/2006
2 000000159	Cross,Timothy A	0	<input checked="" type="checkbox"/>	AcYr:	08/09/2005	05/08/2006

20.00	075011110S	
20.00	075000520S0051	

	2453.545000 47844.127500 Ryals,Sharon E	Cross		
	2453.545000 47844.127500 Ryals,Sharon E	Cross		

Step 6

Click on "Comments" to add comments up to 255 characters for each faculty member if desired.

Enter Mass Appointments

Department 075000 Chemistry & Biochemistry

Appointment	Visa	Comments	
Emp ID	Name	Comments	
1 00C008581	Alan Marshall	<input style="width: 100%;" type="text"/>	

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

Step 7

This step is done by the Office of Sponsored Research Services **ONLY**.

Navigate to [Manager Self Service > Job and Personal Information > Approve Mass Appointments](#).

Click "Search" to view a list of departments with appointments that are project related and requiring approval.

Select a department and review the appointment data entered. If no changes are needed, click "Approved" for each row. If changes are required, make necessary changes following steps 1-4.

It is required that all changes be documented in the comments section. See Step 6.

Approved

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

Click "Approved" and "Save".

* Visa Tab: Note the "Visa" tab on the Faculty Mass Appointment screen. If a faculty member's visa information is not current in OMNI HR, you will not be able to appoint the faculty via Mass Appointment. Instead, send the updated visa documents and an ePAF to Human Resources to complete the fall appointment.

* Faculty currently on a paid or unpaid leave of absence (including sabbaticals) will not be included in the Mass Appointment screens. Submit a pPAF to appoint these faculty members for the fall.