

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 a P-PAF 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 or if all faculty in the department are to be appointed, click "Select All".

Enter Mass Appointments

Department 075000 Chemistry & Biochemistry

Appointment Comments

EmpID	Name	Rcd	Select	Session	Begin Date	End Date
1 000000159	Cross, Timothy A	0	<input checked="" type="checkbox"/>	AcYr	08/09/2005	05/08/2006
2 000000205	Fulton, Robert L	0	<input type="checkbox"/>	AcYr9M	08/09/2005	05/08/2006
3 000001146	Gilmer, Penny J	0	<input type="checkbox"/>	AcYr9M	08/09/2005	05/08/2006

Step 2

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

EmpID	Name	Rcd	Select	Session	Begin Date	End Date
1 000000159	Cross, Timothy A	0	<input checked="" type="checkbox"/>	AcYr	08/09/2005	05/08/2006

Step 3

Enter standard hours (per week) and the account 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 account codes for the desired department.

Std Hrs	Account Code
40.00	075011110S <input type="button" value="Q"/>



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".

Biweekly Rate	Period Amount	Approver Name	Last Name	
4907.090000	95688.255000	Ryals, Sharon E	Cross	+ -

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 the 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.

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	<input type="text"/>
20.00	075000520S0051	<input type="text"/>

	2453.545000	47844.127500	Ryals, Sharon E	Cross	+ -
	2453.545000	47844.127500	Ryals, Sharon E	Cross	+ -

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

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 / Comments

EmpID	Name	Comments
1 000000159	Cross, Timothy A	<input type="text"/>

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".

Fall Faculty Report

Use the FSU_FALL_FACULTY query to view a listing of all 9-month faculty members in your school/college/department who have active appointments in the payroll system at the end of March. If a 9-month faculty member does not appear on the report, the department will need to complete a P-PAF to appoint them.

Navigate to Reporting Tools>Query >Query Viewer. Search by query name FSU_FALL_FACULTY.

