

Graduate Assistant Mass Appointments

Purpose

This job aid outlines the basic steps for entering data for reappointments for Graduate Assistant Mass Appointments.

Background Info

Each semester, volumes of graduate assistant reappointments need to be completed. The GA Mass Appointment application will allow this process to be completed on one screen and routed in batches from the department reps to department managers and SRAS where applicable. 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.

Navigation

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

GA Mass Appointments

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

Find an Existing Value

Department:

Description:

Case Sensitive

[Basic Search](#)

Procedure

Enter the department number of the graduate assistants who will be extended a reappointment.

Step 1

Click "Select" for the graduate assistant to be appointed.

Enter Mass GA Appointments

Department 072000 Anthropology

Customize | Find | View All | First 1-19 of 19 Last

Appointment	Visa	Comments	EEET		
EmplID	Name	Empl Rcd#	Select	Job Code	Supervisor ID
1 000064187	Alexandra Parsons	0	<input checked="" type="checkbox"/>	M9182	000038556
2 000050610	Angela Schauber	1	<input type="checkbox"/>	M9184	000038556

Step 2

If the job code needs changing, enter the new job code or click the lookup button to view a list of Job Codes and select the desired job code.

EmplID	Name	Empl Rcd#	Select	Job Code
1 000064187	Alexandra Parsons	0	<input checked="" type="checkbox"/>	M9182 <input type="button" value="Search"/>

Step 3

If the Supervisor ID needs changing, enter the new Supervisor ID or click the lookup button to view a list of Person IDs and select the desired supervisor.



EmplID	Name	Empl Rcd#	Select	Job Code	Supervisor ID
1 000064187	Alexandra Parsons	0	<input checked="" type="checkbox"/>	M9182	000038556

Step 4

If the Location Code needs changing, enter the new Location Code or click the lookup button to view a list of location codes and select the desired location.

EmplID	Name	Empl Rcd#	Select	Job Code	Supervisor ID	Location Code
1 000064187	Alexandra Parsons	0	<input checked="" type="checkbox"/>	M9182	000038556	00720110

Step 5

School Session. The Begin and Funding End dates will be populated depending on the session chosen from the drop down list. Custom session requires dates to be entered.

Name	Empl Rcd#	Select	Job Code	Supervisor ID	Location Code	School Session	Begin Date	Funding End Date
Alexandra Parsons	0	<input checked="" type="checkbox"/>	M9182	000038556	00720110	Summer A Fac Appt Dates	05/08/2008	08/08/2008

Step 6

Enter the standard hours (per week) and a new account code, if needed. 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.

New Standard Hours	Combination Code
13.00	0720001100

Step 7

Enter the Period Amount. Click the "Calculate Balance" button. The Comp Rate (Biweekly Rate) will populate based on the Period Amount divided by the number of pay periods. Click "Save."

*New Standard Hours	Combination Code	Period Amount	Comp Rate	Pay Periods
13.00	0720001100	3000.000000	461.538462	6.5

Step 8

To enter appointments that have split funding and/or split sessions, click the plus sign to add a row. The budget distribution is based on the period amount assigned for the respective account code, divided by the sum total of the period amount for the respective job record where multiple rows exist. Enter information as in steps 2-7. Edit only the rows of the graduate assistant for which a reappointment is needed.

Note: Job Code, School Session, and Funding Begin and End dates must match

EmplID	Name	Empl Rcd#	Select	Job Code	Supervisor ID	Location Code
1 000064187	Alexandra Parsons	0	<input checked="" type="checkbox"/>	M9182	000038556	00720110
2 000064187	Alexandra Parsons	0	<input checked="" type="checkbox"/>	M9182	000038556	00720110

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



Step 9

Approvals. All approval checkboxes are located on the far right side of the Appointment page.

Manager Approval. This step is done only by the department manager.

Note: This step can be completed only after the system has been released to department managers from department reps.

Navigation

Manager Self Service>Job and Personal Information>FSU Mass Appointments>GA Mass Appt Dept Approval

All rows selected by the department for reappointment will appear first with a checkbox open for approval. Click "Approval" for the graduate assistant to be appointed.

Compensation Rate	Budget Amt	Last Name	Approval	Edited by:
717.623998	4664.555987	Hoekman	<input checked="" type="checkbox"/>	Dereida Bowlin
717.623998	4664.555987	Berbesque	<input type="checkbox"/>	Dereida Bowlin

Do not check the "Approval" box where adjustments are required for an appointment prior to final approval. Add comments on the "Comments" page describing changes that need to be made.

EmpID	Name	Comments 256
1 000055234	Hanneke Hoekman	
2 000055243	Julie Berbesque	Change Job Code to M9184

Click "Save."

Step 10

Departments will have a window of opportunity to make the appropriate adjustments to the appointments prior to final approval by the department manager.

Navigation

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

Appointments requiring change as recommended by the Department Manager will be at the top of the Appointment page. Click on the Comments tab to view the recommended changes. Enter the changes on the Appointment page.

EmpID	Name	Empl Rcd#	Select	Job Code
1 000055243	Julie Berbesque	3	<input checked="" type="checkbox"/>	W9185

EmpID	Name	Comments 256
1 000055243	Julie Berbesque	Change Job Code to M9184

EmpID	Name	Empl Rcd#	Select	Job Code
1 000055243	Julie Berbesque	3	<input checked="" type="checkbox"/>	M9184

Click "Save."

Step 11

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



Navigation

Manager Self Service>Job and Personal Information>FSU
Mass Appointments>GA Mass Appt Dept Approval

Click "Approval" for the graduate assistant to be appointed.

EmplID	Name	Empl Rcd#	Select	Job Code - old	Job Code - new
1 000055243	Julie Berbesque	3	<input checked="" type="checkbox"/>	W9185	M9184

Last Name	Approval	Edited by:
Berbesque	<input type="checkbox"/>	Dereida Bowlin

Last Name	Approval	Edited by:
Berbesque	<input checked="" type="checkbox"/>	Dereida Bowlin

Click "Save."

Step 12

File submitted to Sponsored Research for approval.

Navigation

Manager Self Service>Job and Personal Information>FSU
Mass Appointments>GA Mass Appt SRAS Approval

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 5-7.

Click "Approval 2" and "Save."



Graduate Assistant Report

Use the FSU_ACTIVE_GRADUATE_ASSISTANTS query to view a
listing of all graduate assistants in your department who have active
appointments in the payroll system. If a graduate assistant
employee does not appear on the report, the department will need to
complete an ePAF to appoint them.

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

Use the FSU_GA_MASS_APPT report to view 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/if
needed.

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

