Summer Appointments for Faculty

Purpose

This job aid outlines the basic steps for entering data for summer appointments for contract Faculty that do not require salary changes. Submit an ePAF+ transaction if a salary change is required.

Navigation

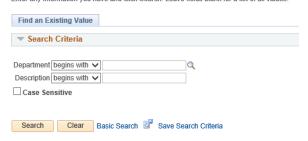
Manger Self Service> Job and Personal Information> FSU Mass Appointments> Enter Mass Appointments

Procedure

Enter the department number of the faculty who will be extended a summer appointment.

Enter Mass Appointment

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



Step 1

Click "Edit" for the faculty to be appointed.



Step 2

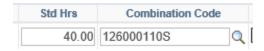
Select a session. The Begin and End dates will be populated depending on the session chosen.



Step 3

Enter the standard hours (per week) and the Combination Code (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.



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.

Once you have entered your appointments Click "Save" which is located at the bottom of the spreadsheet.



Step 5

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

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



Once you have completed your entries click "Save". This page may be revised and edited until the end of the entry period.

Step 6

The query FSU_Summer_Faculty is available to view a listing of all 9-month faculty members who have active appointment 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 an ePaf+ or pPaf to appointment them.

Navigation

Main Menu> Reporting Tools> Query> Query Viewer

Step 7

All project related appointments will require approval from the office of Sponsored Research Services. So, once the entry period has ended, they will review the list of appointments and approve the ones that can be loaded into OMNI HR.

