

# 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.

Find an Existing Value

Search Criteria

Department begins with

Description begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

## Step 1

Click "Edit" for the faculty to be appointed.

6 000038460 Susie Seminole Summer A

## Step 2

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

Sally Seminole 0  Summer C 06/22/2016 08/05/2016

## 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.

Std Hrs	Combination Code
40.00	126000110S

## 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.

10.00 124000520S032364 83.135818 1662.716355 5486.963970 Renegade Seminole Seminole

Save Return to Search Notify

## 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.

UNIVERSITY	UNIVERSITY	UNIVERSITY	UNIVERSITY	UNIVERSITY	UNIVERSITY
000054952	Sally Seminole	0	<input checked="" type="checkbox"/>	Summer C	06/22/2016 08/05/2016
000054952	Sally Seminole	0	<input checked="" type="checkbox"/>	Summer C	06/22/2016 08/05/2016

10.00 124000520S032364

1.20 124000530S037471

83.135818	1662.716355	5486.963970	Renegade Seminole	Seminole	+ -
83.135818	199.525963	658.435676	Renegade Seminole	Seminole	+ -

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.

