HR Forum
Mass Appointments
February 19, 2015
Agenda

• Welcome
• HR Updates
• Mass Appointments
• Feedback Exchange
• Up Next
• One-on-One Questions
HR Updates

• Retirement Planning Seminar
  ➢ March 25 at the College of Medicine
  ➢ Registration advised

• Bencor
  ➢ Contact Michael Horgan
  ➢ http://hr.fsu.edu/bencor

• USPS ePerformance Pilot Program
February 19, 1913 – 1st prize inserted into a Cracker Jack box
February 19, 1985 – Canned & bottled Cherry Coke introduced by Coca-Cola
February 19, 2007 – Testing done to enhance the Graduate Appointments process. Introduced in March 2007 for the first Graduate Summer Mass
Today, February 19, 2015 – Review the 3 different mass appointment processes that are available.
GA Mass Appointments

• GA mass allows you to reappoint more than one graduate assistant employee at a time
• Appointments are entered on one spreadsheet
• Timeline for entry and approval
  – Originator – Department Rep
  – Department Manager
  – Sponsored Research
GA Mass Timeline

Monday, March 9th – Monday, March 16th
*Graduate Mass Appointments open to Department Representatives (Originator) for entry*

Tuesday, March 17th – Wednesday, March 18th
*Open for Manager approval for all Graduate changes*

Thursday, March 19th – Friday, March 20th
*Open for Department Representatives (Originator) to review and update any changes per Manager*

Monday, March 23rd – Tuesday, March 24th
*Open for Manager to approve final changes*

Wednesday, March 25th – Tuesday, March 31st
*File sent to Sponsored Research for approval*

Wednesday, April 1st
*File loaded in OMNI close of business*
Originator/Department Rep Entry

- Navigation – Main Menu > Manager Self Service > Job and Personal Information > FSU Mass Appointments > GA Enter Mass Appointments
Entering GA Mass

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>Name</th>
<th>Empl Record</th>
<th>Select Job Code</th>
<th>Supervisor ID</th>
<th>Location Code</th>
<th>School Session</th>
<th>Begin Date</th>
<th>Funding End Date</th>
<th>Std Hrs</th>
<th>Combination Code</th>
<th>Period Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>000089854</td>
<td>Adrian Schrell</td>
<td>0</td>
<td>M9182</td>
<td>000068305</td>
<td>00380106</td>
<td>Acad Yr Fac Apptmt Dates</td>
<td>08/08/2015</td>
<td>05/07/2016</td>
<td></td>
<td>0750005200032068</td>
<td></td>
</tr>
<tr>
<td>000100236</td>
<td>Alan Shomo</td>
<td>0</td>
<td>M9184</td>
<td>000043681</td>
<td>00380106</td>
<td>Acad Yr Fac Apptmt Dates</td>
<td>08/08/2015</td>
<td>05/07/2016</td>
<td></td>
<td>0750001100</td>
<td></td>
</tr>
<tr>
<td>000100741</td>
<td>Alec Morrison</td>
<td>0</td>
<td>M9184</td>
<td>000043681</td>
<td>00380106</td>
<td>Acad Yr Fac Apptmt Dates</td>
<td>08/08/2015</td>
<td>05/07/2016</td>
<td></td>
<td>0750001100</td>
<td></td>
</tr>
<tr>
<td>200143475</td>
<td>Alexander Blanchard</td>
<td>0</td>
<td>M9185</td>
<td>000043821</td>
<td>00380106</td>
<td>Acad Yr Fac Apptmt Dates</td>
<td>08/08/2015</td>
<td>05/07/2016</td>
<td></td>
<td>0750001100</td>
<td></td>
</tr>
</tbody>
</table>
Manager Approval

• Does not automatically route to the Manager
• Navigation – Main Menu > Manager Self Service > Job and Personal Information > FSU Mass Appointments > GA Mass Appt Dept Approval
• If originally selected and not approved by Manager, you can make changes at this stage
• You cannot add any new ones
• I left one of my GAs off the Mass Appointments list. What can I do?
Final Manager Approval

- Will not automatically route to Manager
- If Manager already approved, no additional action is needed at this stage
- If changes were made, final Manager approval is needed
Sponsored Research and Final Steps

- Sponsored Research reviews all C&G-funded appointments
- List is available during their timeline period
- Once approved, Human Resources is notified
- Appointments are then loaded into OMNI HR
- Queries are available for review
  - FSU_GA_MASS_APPT – Grad Asst Mass by DEPTID
Faculty Mass Appointments

• OMNI online Mass Appointments process is for salaried appointments for 9-month faculty needing E&G, Auxiliary, and C&G appointments

• Appointments should be entered into the OMNI “Enter Mass Appointments” screen by staff in each Dean's, Director’s, or Vice President’s office

• Faculty members who are currently on paid leaves of absence (including sabbaticals) or unpaid leaves of absence will not be included in the Mass Appointments screens
  – A pPAF must be submitted to return faculty members from leave and appoint them for the Fall
Faculty Mass Timeline

Monday, March 9th – Tuesday, March 24th
*Faculty Mass Appointments open to Department Managers (Originator) for entry*

Wednesday, March 25th – Tuesday, March 31st
*File sent to Sponsored Research for approval*

Wednesday, April 1st
*File loaded in OMNI close of business*
### Enter Mass Appointments

<table>
<thead>
<tr>
<th>Emp ID</th>
<th>Name</th>
<th>Rcd</th>
<th>Select</th>
<th>Session</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Std Hrs</th>
<th>Combination Code</th>
<th>Hourly Rate</th>
<th>Biweekly Rate</th>
<th>Period Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Susie Nole</td>
<td>1</td>
<td>Y</td>
<td>Custom</td>
<td>05/28/2015</td>
<td>07/30/2015</td>
<td>20.00</td>
<td>16800110S</td>
<td>49.579258</td>
<td>1983.170334</td>
<td>9122.583534</td>
</tr>
<tr>
<td>2</td>
<td>Johnny Apple</td>
<td>0</td>
<td>Y</td>
<td>Custom</td>
<td>05/11/2015</td>
<td>08/03/2015</td>
<td>10.00</td>
<td>16800110S</td>
<td>57.816403</td>
<td>1156.329088</td>
<td>7053.691216</td>
</tr>
</tbody>
</table>

- Queries are available for review
  - FSU_FUNDING_FAC_MASS_APPT_2 – Faculty Mass Appts by DEPTID
Summer Appointments

- FTE changes in Mass Appointments process only affect Job Data, not Position
- Must be changed back in Fall, if different
- ePAF+ pulls from Position
- Check Job Data and Actives
There are currently over 4,400 courtesy/phone appointments

Query – FSU_COURTESY_BY_DEPT

Must be reviewed on an annual basis to determine affiliation

See Courtesy Appointments process on the HR website

Department Rep Resources > Employee Data Management > Courtesy Appointments
There is a new process forCourtesy Mass Appointment Verification – Action Is Now Required to Retain

- Departments must now actively select which Courtesy appointments to retain during the Courtesy Mass Appointment Verification process
- Any Courtesy appointments not selected for retention will be automatically terminated
Monday, May 11th – Friday, May 22nd

Courtesy Mass Appointment Verification opens to Department Representatives (Originator) for identifying to “Retain” (Uncheck the box to retain, leave the box checked to terminate)

Monday, May 25th – Wednesday, May 27th

Open for Manager verification and approval of all Courtesy appointments marked “Terminate” or “Retain”

Thursday, May 28th – Wednesday, June 3rd

Open for Department Representatives (Originator) to review and update any changes per Manager

Thursday, June 4th – Tuesday, June 9th

Open for Manager to approve final changes

Wednesday, June 10th

File loaded in in OMNI
Courtesy Appointments Automatic Termination

• If no action is taken, the courtesy appointment will be terminated
• Must also be approved by the department manager
• Will be loaded with a box that is checked for termination
• To retain the appointment, uncheck the “Terminate” box
• Managers should approve by checking the approval box
**Courtesy Mass Appointments**

**Courtesy Mass Appointment Verification**

**Purpose**
This job aid outlines the basic steps for using the Courtesy Mass Appointment Verification process. Each active Courtesy appointment must be reviewed. You will be required to designate those that should NOT be terminated, because of their continued active affiliation with Florida State University.

**Background Info**
Each year, manyCourtesy appointments are created. The Courtesy Mass Appointment Verification process will ensure that all active courtesy appointments are reviewed each year to identify those that still have an affiliation with Florida State University. ANY NOT SPECIFICALLY IDENTIFIED AND APPROVED FOR RETENTION WILL BE TERMINATED IN OMNI AT THE CONCLUSION OF THE VERIFICATION PROCESS.

**Department Representative Entry**
Please reference the timeline sent out via email.

**Navigation**
Manager Self Service > Job and Personal Information > FSU Mass Appointments > Mass Appointment: Courtesy

**Procedure**
Enter your department number. Click Search.

**Step 1**
Mass Appointments: Courtesy

**Step 2**
All Courtesy appointments are set to “Terminate.” To continue the Courtesy appointment, you must uncheck the “Terminate” box.

Note: Those that have not been unchecked to retain will be terminated in OMNI when the process is loaded.

Once you have reviewed and unchecked those that need to be retained, click on “Submit,” which is located at the top of the spreadsheet.

**Submit**

Now your spreadsheet is ready for Department Manager Approval, which will be available based on the published timeline.

01/13/2015
**Department Manager Approval**

All approval checkboxes are located on the left 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 > Mass Appts: Courtesy Approval.

**Procedure**

All Courtesy appointments are set to “Approve” initially. Uncheck “Approve” if the Department Rep entry regarding termination is incorrect. Add a comment indicating the correction required and/or the reason for the correction. (Comments are required for any non-approval action.) The Department Rep will have a window of opportunity to make the appropriate adjustments prior to final approval by the Department Manager. Please see published timeline.

When a comment is recorded and the system is re-opened for Department Rep correction after the 1st Manager Approval cycle, the entry will be highlighted so the Department Rep is aware that a correction is required.

Once completed, click on “Save,” which is located at the bottom of the spreadsheet.

**IMPORTANT:** If no action is taken by the Department Rep and the Department Manager during the appropriate period in the review process to specifically identify and approve appointments that should NOT be terminated, the Courtesy appointment will be terminated. Only those where “Terminate” has been unchecked by the Department Rep, and “Approve” remains checked after the Department Manager review, will be retained.

01/13/2015
Mass Appointments

Questions?
Spring 2015 Department Representative Meeting
April 1, 2015

HR Forum: Sexual Misconduct
April 16, 2015
Thank You!
### One-on-One Questions

<table>
<thead>
<tr>
<th>Section</th>
<th>Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefits/Retirement</td>
<td>Michael Horgan</td>
</tr>
<tr>
<td></td>
<td>Kathy Gartley</td>
</tr>
<tr>
<td>Compensation/Classification</td>
<td>Rachel Slingsby</td>
</tr>
<tr>
<td>Diversity &amp; Inclusion</td>
<td>Sandi Anderson</td>
</tr>
<tr>
<td>Employee &amp; Labor Relations</td>
<td>Julie Ritter</td>
</tr>
<tr>
<td>Employee Data Management</td>
<td>Katie Filomio</td>
</tr>
<tr>
<td>Employment</td>
<td>Ivette Claudio</td>
</tr>
<tr>
<td>Equal Opportunity &amp; Compliance</td>
<td>Amber Wagner</td>
</tr>
<tr>
<td>Facilities HR</td>
<td>Michelle Douglas</td>
</tr>
<tr>
<td>Faculty Relations</td>
<td>Rebecca Peterson</td>
</tr>
<tr>
<td>Time &amp; Labor</td>
<td>Christine Conley</td>
</tr>
<tr>
<td>Training &amp; Organizational Development</td>
<td>Sarah Hubbard</td>
</tr>
</tbody>
</table>