

Graduate Assistant Mass Reappointments

Each semester, volumes of Graduate Assistant Reappointments must be completed. To aid in this procedure, the Mass Appointments process allows you to reappoint more than one employee at a time. The GA Mass Reappointments are entered only by Department Representatives in MyFSU HR and then are made available in batches to Department Managers for approval. A pre-determined timeline will be established for each processing level to allow for a timely mass load of appointments prior to the beginning of the term.

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

Department Managers and Department Representatives will need the **FSU_SS_MANAGER** role to complete the Mass process. Department Managers must be the HR Manager on the HR table.

Use the **FSU_NON_CITIZEN_BY_DEPT** query to view a listing of all active non-citizen appointments and review work authorization expiration dates. If any Non-Resident Alien employees have an outdated work authorization expiration date, please complete an I-9 Section 3 reverification in Guardian and provide a copy of the updated work authorization documents to hr-edmdocs@fsu.edu.

If an employee has an expired work authorization or is an H-1B Post Doc when Grad Mass opens, the department must submit an ePAF to reappoint the employee.

Review RAMP guidance from the [Research Integrity, Security, and Ethics](#) website.

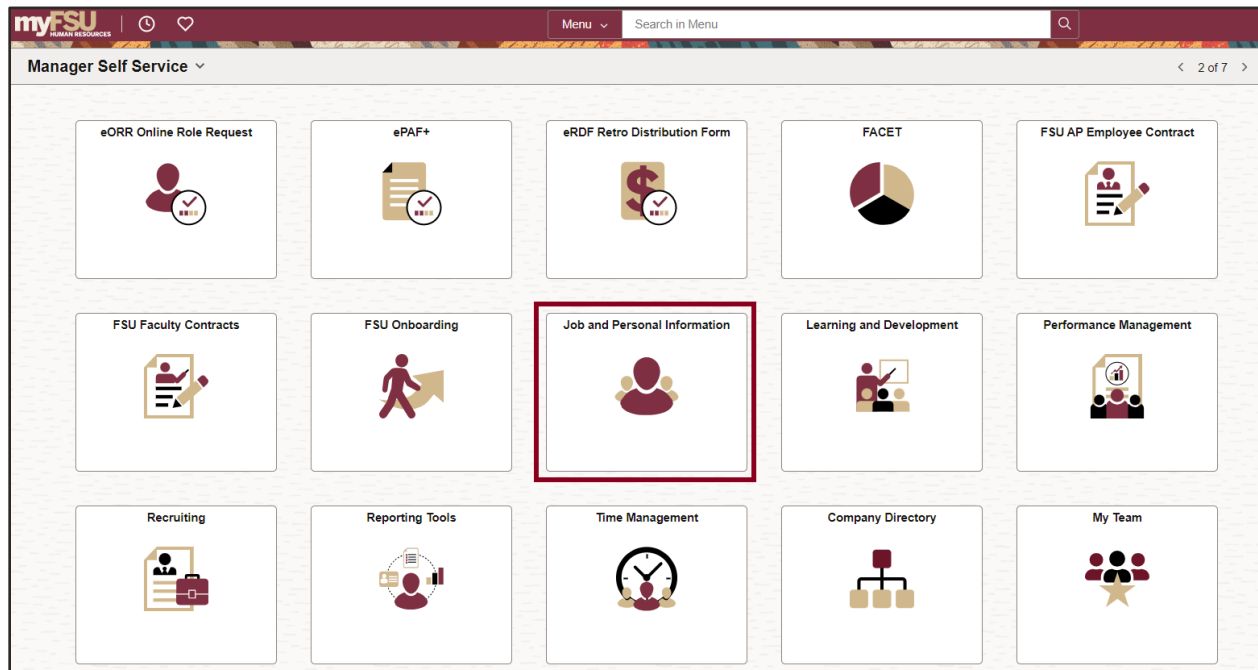
We encourage you to start gathering information early and work with [RISE](#), your Department Budget Manager, and the Academic Program Coordinator to collect correct dates, funding sources, and RAMP amendments for each reappointment. RAMP EC numbers should be entered in the Comments tab for applicable Faculty reappointments.

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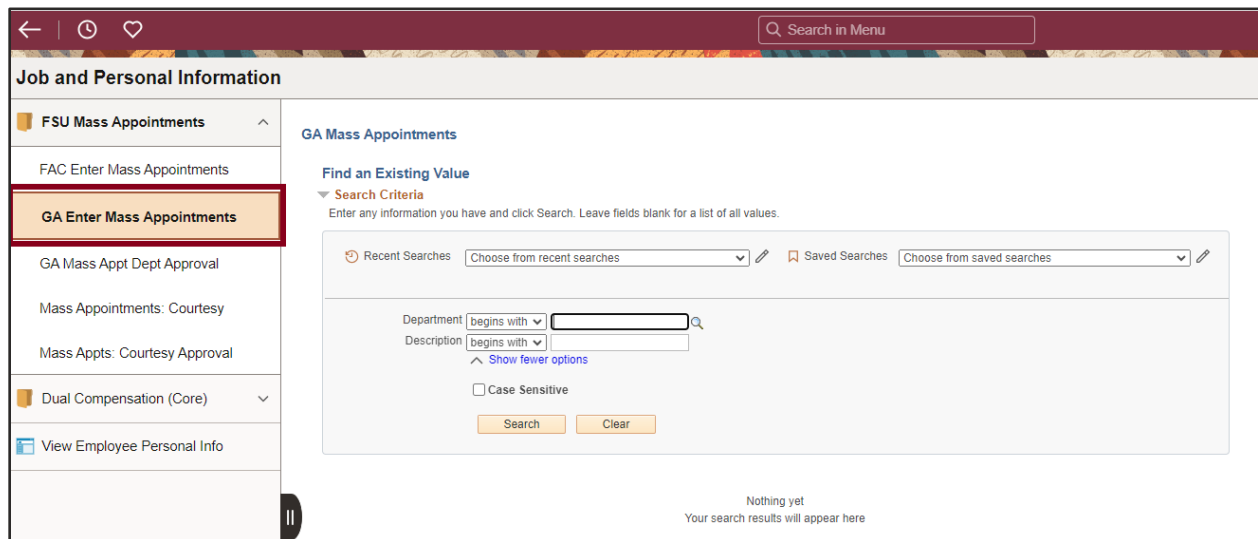
- [Department Representative Steps: Initial Entry](#)
- [Department Manager Steps: Edits/Approval](#)
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Department Representative Steps: Initial Entry

1. Go to **Manager Self Service > Job and Personal Information**.



2. Click **FSU Mass Appointments > GA Enter Mass Appointments**.



- Enter the department number for the graduate assistants who will be extended an appointment. Click **Search**.

GA Mass Appointments

Find an Existing Value

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

Recent Searches Saved Searches

Department

Description

[^ Show fewer options](#)

☐ Case Sensitive

Nothing yet
Your search results will appear here

- Click the **Select** box for only the graduate assistant to be re-appointed. Click **Select All** if all graduate assistants in the department are to be re-appointed.

Enter Mass GA Appointments

Department 089000 Psychology

Personalize | Find | View 100 | First 1-50 of 116 Last

Appointment Visa Comments

| Empl ID | Name | Empl Record | Select | Job Code | Supervisor ID | Supervisor Name |
|--------------|---------|-------------|-------------------------------------|---|---|-----------------|
| 1 0000123456 | Pe-O Ka | 1 | <input checked="" type="checkbox"/> | <input type="text" value="M9189"/> <input type="button" value="Q"/> | <input type="text" value="102030405"/> <input type="button" value="Q"/> | Swaylor Tift |
| 2 0000123456 | Pe-O Ka | 1 | <input checked="" type="checkbox"/> | <input type="text" value="M9189"/> <input type="button" value="Q"/> | <input type="text" value="102030405"/> | Swaylor Tift |

- If the job code needs to be changed, enter the new job code, or click the lookup button to view a list of job codes and select the desired option.

Enter Mass GA Appointments

Department 089000 Psychology

Personalize | Find | View 100 | First 1-50 of 116 Last

Appointment Visa Comments

| Empl ID | Name | Empl Record | Select | Job Code | Supervisor ID | Supervisor Name |
|--------------|----------------|-------------|-------------------------------------|---|---|-----------------|
| 1 0000123456 | Pe-O Ka | 1 | <input checked="" type="checkbox"/> | <input type="text" value="M9189"/> <input type="button" value="Q"/> | <input type="text" value="102030405"/> <input type="button" value="Q"/> | Swaylor Tift |
| 2 0000123456 | Pe-O Ka | 1 | <input checked="" type="checkbox"/> | <input type="text" value="M9189"/> <input type="button" value="Q"/> | <input type="text" value="102030405"/> | Swaylor Tift |
| 3 123456000 | Tester Chester | 0 | <input type="checkbox"/> | <input type="text" value="W9185"/> | <input type="text" value="987654000"/> | Kavice Telce |

- If the supervisor ID needs to be changed, enter the new supervisor ID or click the lookup button to view a list of person IDs and select the desired supervisor.

| Personalize Find View 100 First 1-50 of 116 Last | | | | | | |
|--|---------|-------------|-------------------------------------|----------|---------------|--|
| Appointment Visa Comments | | | | | | |
| Empl ID | Name | Empl Record | Select | Job Code | Supervisor ID | |
| 1 0000123456 | Pe-O Ka | 1 | <input checked="" type="checkbox"/> | M9189 | 102030405 | |
| 2 0000123456 | Pe-O Ka | 1 | <input checked="" type="checkbox"/> | M9189 | 102030405 | |

- If the location code needs to be changed, enter the new location code, or click the lookup button to view a list of location codes and select the desired location.

| Personalize Find View 100 First 1-50 of 116 Last | | | | | | | |
|--|---------|-------------|-------------------------------------|----------|---------------|-----------------|---------------|
| Appointment Visa Comments | | | | | | | |
| Empl ID | Name | Empl Record | Select | Job Code | Supervisor ID | Supervisor Name | Location Code |
| 1 0000123456 | Pe-O Ka | 1 | <input checked="" type="checkbox"/> | M9189 | 102030405 | Swaylor Tift | 4004B0120 |
| 2 0000123456 | Pe-O Ka | 1 | <input checked="" type="checkbox"/> | M9189 | 102030405 | Swaylor Tift | 4004B0120 |

- School session: The funding **begin** and **end** dates will be populated depending on the session chosen from the drop-down list. Custom session requires dates to be entered.

| Location Code | *School Session | Begin Date | Funding End Date |
|----------------------|-----------------|----------------------|----------------------|
| <input type="text"/> | Fall Semester | 08/19/2024 | 12/13/2024 |
| <input type="text"/> | Custom | <input type="text"/> | <input type="text"/> |

- Enter the standard hours (per week) and ensure a Combination Code is entered. A new Combination Code can be entered if needed. Appointments may cross departmentally for funding.

| *School Session | Begin Date | Funding End Date | Std Hrs | Combination Code |
|-----------------|------------|------------------|----------------------|----------------------|
| Fall Semester | 08/19/2024 | 12/13/2024 | <input type="text"/> | <input type="text"/> |

TIP: Enter the first three digits of the account in the Combination Code text box and click the lookup button to view a list of account codes for the desired department.

| Combination Code |
|--------------------------|
| 089 <input type="text"/> |

Combination Code

Description

Account

Department

Project/Grant

Product

Fund Code

Program Code

Class Field

Affiliate

[Basic Lookup](#)

Search Results

Only the first 100 results can be displayed.

View 100



| Combination Code | Description | Account | Department | Project/Grant |
|----------------------------|--|---------|------------|---------------|
| 0890001100 | PSYCHOLOGY GEN_REV OPS | 720000 | 089000 | (blank) |
| 0890001400 | PSYCHOLOGY GR CFWD OPS | 720000 | 089000 | (blank) |

TIP: If using a project or grant account code, the funding end date for the graduate assistant must be **before** the project end date for the account date.



Funding End Date (23000,928)

Funding end date is greater than project end date for selected Combination Code.
Please correct the Combination Code.

10. Enter the period amount.

| Std Hrs | Funding Code | Period Amount | | Biweekly Comp Rate | Pay Periods |
|------------------------------------|---|--|---|--------------------|-------------|
| <input type="text" value="20.00"/> | <input type="text" value="0890001100"/>  | <input type="text" value="6923.600000"/> |  | 1065.169231 | 6.5 |

11. The **Calculate Button** must be clicked. The Biweekly Comp Rate will populate based on the period amount divided by the number of pay periods. Verify and Confirm that this matches your source document. Scroll to the bottom to click **Save**.

| Std Hrs | Funding Code | Period Amount | | Biweekly Comp Rate | Pay Periods |
|---------|------------------|---------------|---|--------------------|-------------|
| 20.00 | 0890001100 | 6923.600000 |  | 1065.169231 | 6.5 |
| | 0890095500000473 | |  | | 6.5 |




Note: If the hourly rate is below the minimum hourly payment required for graduate assistants, update the period amount and/or the standard hours.

Warning - Graduate assistant minimum hourly payment. (23000,929)

The hourly payment is less than the minimum GA hourly payment of \$23.08 for Pe-O-Ka.

OK

12. To enter appointments that will have split funding, click the **plus sign** to add a row. The budget distribution is based on the period amount keyed for the respective account code, divided by the sum of the period amount for the respective job record where multiple rows exist. Enter the period amount for each row. For split funding, job code, school session, and funding begin and end dates must match. Click **Save**.

| Funding Code | Period Amount | | Biweekly Comp Rate | Pay Periods | Last Edited By | Last Accepted by | |
|--------------|---------------|---|--------------------|-------------|----------------|------------------|---|
| 0890001100 | 6923.600000 |  | 1065.169231 | 6.5 | | |   |

NOTE: If the previous semester was split funded and the GA will continue this semester with split funding, always select the top row first. Selecting the top row in the previous split fund will also select row two. If the previous semester was split-funded and is no longer needed this semester, the additional row must be deleted. This page may be revisited and edited until the end of the entry period.

13. Under the **Comments** tab, type any additional information needed for additional vetting (if applicable)

| Personalize Find View 100 First 1-50 of 116 Last | | |
|--|---------|-------------------|
| Appointment Visa Comments | | |
| Empl ID | Name | Comments |
| 1 000123456 | Pe-O Ka | RAMP EC 000001234 |

NOTE: For applicable Graduate Assistant reappointments with RAMP approvals/amendments, enter the approved RAMP EC number in the **Comments** tab.

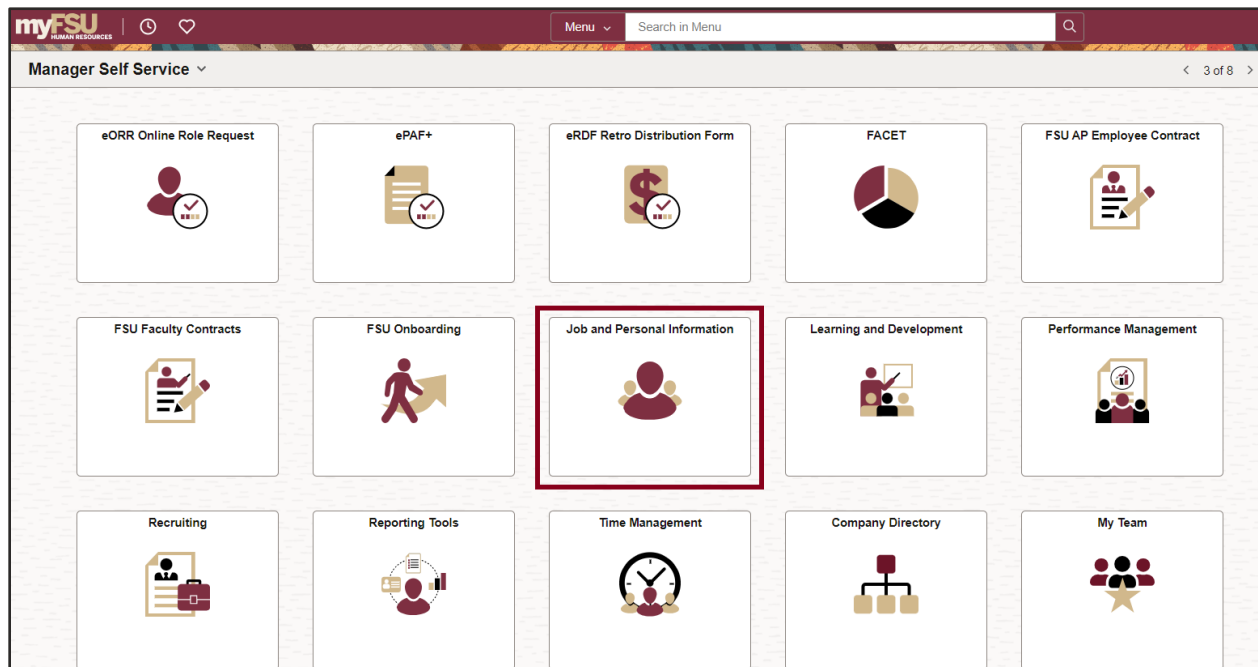
Department Manager Steps: Edits/Approval

Approvals: All approval checkboxes are located on the first column of the appointment page.

Manager approval/edits: This step is done only by the department manager.

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

1. Go to **Manager Self Service > Job and Personal Information**.



2. Click **FSU Mass Appointments > GA Mass Appt Dept Approval**.

Job and Personal Information

- FSU Mass Appointments
 - FAC Enter Mass Appointments
 - GA Enter Mass Appointments
 - GA Mass Appt Dept Approval**
 - Mass Appointments: Courtesy
 - Mass Appts: Courtesy Approval
- Dual Compensation (Core)
- View Employee Personal Info

FSU GA Mass Appt Dept Approval

Find an Existing Value

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

Recent Searches: Choose from recent searches

Department: begins with []
Description: begins with []
[Show fewer options](#)

☐ Case Sensitive

Search **Clear**

3. Enter the department number of the graduate assistants who need approval. Click **Search**.

FSU GA Mass Appt Dept Approval

Find an Existing Value

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

Recent Searches: Choose from recent searches
Saved Searches: Choose from saved searches

Department: begins with [] 121000
Description: begins with []
[Show fewer options](#)

☐ Case Sensitive

Search **Clear**

- All rows selected by the department representative for reappointment will appear first with a checkbox open for approval. Click **Approval** for the graduate assistant to be appointed. Click **Approve All** if all selected graduate assistants are to be approved. **Do not** check the Approval box for Graduate assistants not needing reappointments.

| | | | | | |
|--|-------------------------------------|-----------|------------------|-------------|-------------------------------------|
| Personalize Find First 1-20 of 20 Last | | | | | |
| Appointment | | Visa | Comments | | |
| | Approval | Empl ID | Name | Empl Record | Select |
| 1 | <input checked="" type="checkbox"/> | 000123456 | Sally Seminole | 0 | <input checked="" type="checkbox"/> |
| 2 | <input checked="" type="checkbox"/> | 654321000 | William Westcott | 1 | <input checked="" type="checkbox"/> |

NOTE: For Graduate Assistant Reappointments needing edits, the Department Manager will have the option to edit all available, open fields

| | | | | | | | | | | | |
|----------------|---------|-----------------|-----------|-------------------|------------|------------------|---------|--------------|--------------------|-------------|--|
| Job Code - new | Supr ID | Supervisor Name | Location | School Session | Begin Date | Funding End Date | Std Hrs | Funding Code | Biweekly Comp Rate | Budget Amt | |
| M0182 | | | 4004B0120 | 6 Week (Summer B) | 05/05/2025 | 06/20/2025 | 20.00 | 0890001100 | 657.142857 | 2300.000000 | |

- Comments are required for appointments that are not approved on the **Comments** tab. A best practice would be to also add comments for any edits made during this stage.

| | | | | |
|--|-------------------------------------|-----------|----------------|--|
| Personalize Find First 1-20 of 20 Last | | | | |
| Appointment | | Visa | Comments | |
| | Approval | Empl ID | Name | Comments |
| 1 | <input type="checkbox"/> | 123456000 | Oliver Osceola | Period amount too low. Change to what's reflected on dept spreadsheet. |
| 2 | <input checked="" type="checkbox"/> | 123456000 | Sally Seminole | |

NOTE: Any appointments not approved will not load at the end of Graduate Assistant Mass. ePAFs will be needed to reappoint those Graduate Assistants.

- Click **Save**.

Graduate Assistance Reports

Use the **FSU_GA_MASS_APPT** query and the Active Employees report in BI to confirm 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 needed using the Download to Excel button in Mass.

Use the Active Employees report in BI to confirm the bi-weekly salary and the appointment dates of the mass reappointment process match the information on the **Graduate Appointment Letter**. If corrections are needed, please submit an ePAF to correct the graduate assistant appointment.

Questions? For general questions about this procedure, email Amelia Colorado at acolorado@fsu.edu or hr-courtesydocs@fsu.edu.