



Courtesy Mass Appointment Verification

Each year, many Courtesy appointments are created. The Courtesy Mass Appointment Verification process will ensure that all active courtesy appointments are verified annually to identify those that still have an affiliation with Florida State University. All courtesy appointments not specifically identified for retention will be terminated in OMNI at the conclusion of the verification process.

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

Department Managers and Department Representatives will need the **FSU_SS_MANAGER** role to complete the Mass process.

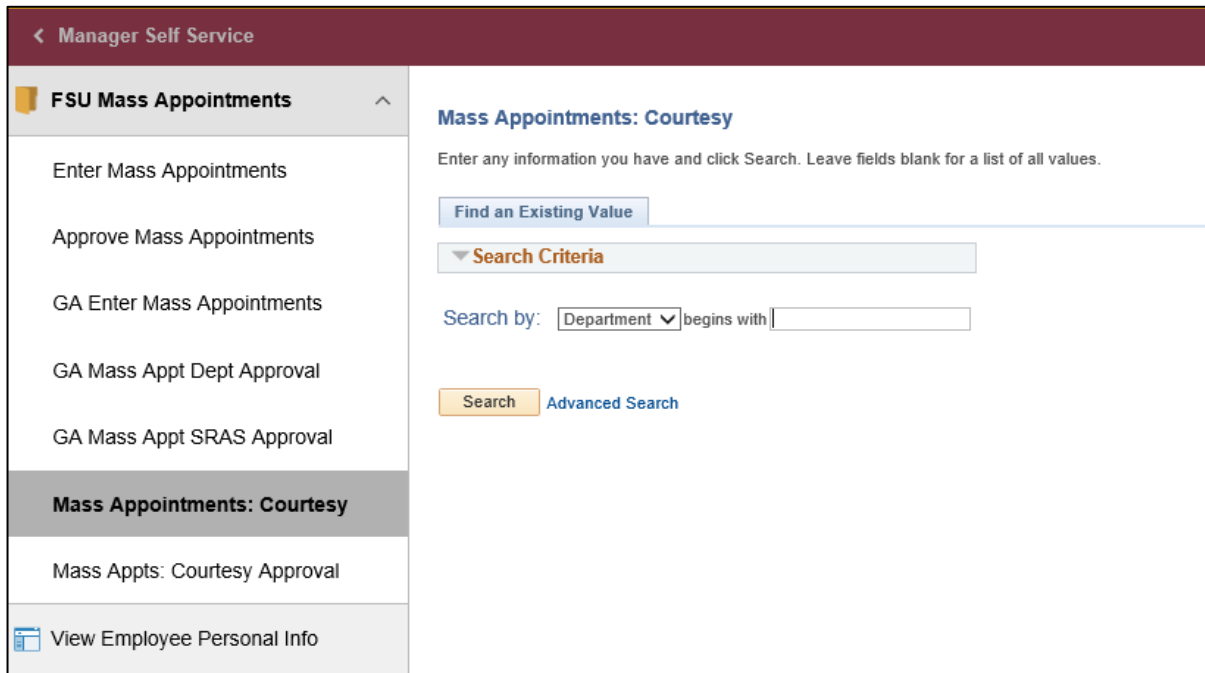


Department Representative Step 1

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



STEP 2: Click **FSU Mass Appointments > Mass Appointments: Courtesy.**



STEP 3: Enter the department number of the Courtesy Appointment requiring review and click **Search**.

STEP 4: To retain the Courtesy appointment, you **must** uncheck the “Terminate” box.

Appointment		More	Comments			
Terminate	Empl ID	Rcd	Name	Last Update	Action	Last Hire Date
1 <input checked="" type="checkbox"/>	000012345	1	Sally Seminole	07/29/2019	HIR	07/29/2019
2 <input checked="" type="checkbox"/>	000012346	0	Ronnie Renegade	01/09/2020	HIR	01/09/2020

Appointment		More	Comments			
Terminate	Empl ID	Rcd	Name	Last Update	Action	Last Hire Date
<input type="checkbox"/>	000012345	1	Sally Seminole	07/29/2019	HIR	07/29/2019
<input type="checkbox"/>	000012346	0	Ronnie Renegade	01/09/2020	HIR	01/09/2020

NOTE: All Courtesy Appointments are set to “Terminate” initially.

STEP 5: Once you have reviewed and unchecked those that needed to be retained, click “Save” – this is located at the bottom of the screen.



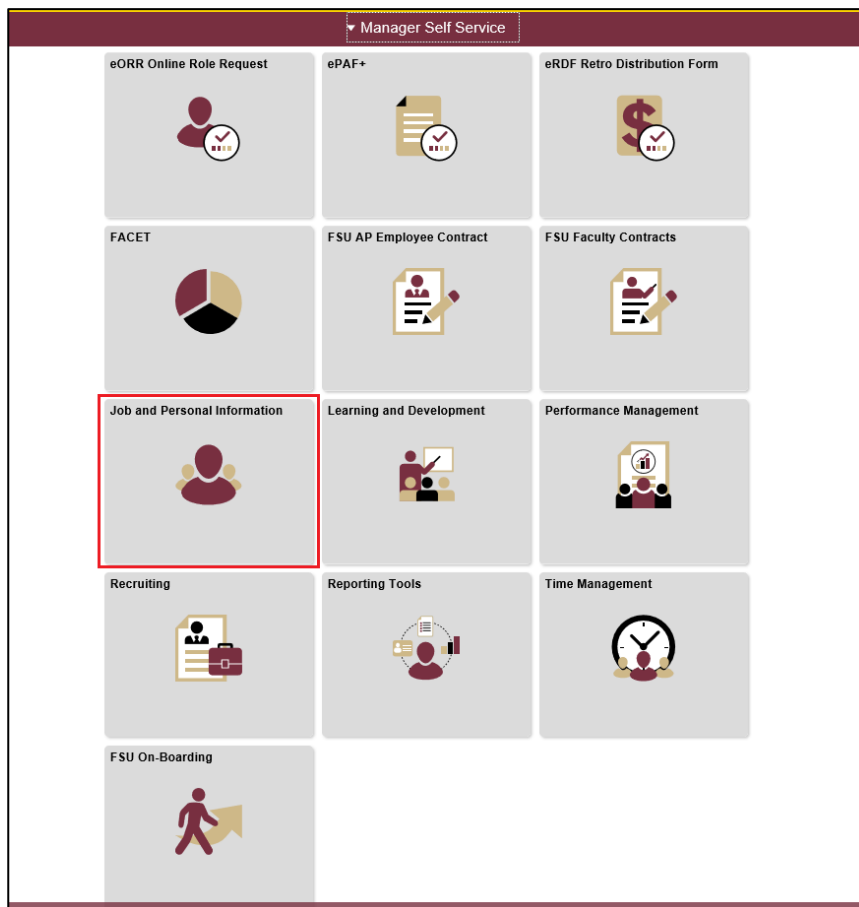
Department Manager Step 1

This step is done only by the department manager and can be completed only after the system has been released to department managers.

Approvals: All Courtesy appointments that the Department HR Representative leaves selected for termination defaults to “Approve” initially. Uncheck “Approve” if the appointment should be retained. Add a comment indicating the correction required and/or the reason for the correction – comments are required for any non-approval action. The Department Representative will have a window of opportunity to make the appropriate adjustments prior to the final approval by the Department Manager. Please see the published timeline.

When a comment is recorded and the system re-opens for Department Representative correction, after the first Manager Approval cycle, the entry will be highlighted so the Department Representative is aware that a correction is required.

STEP 6: Go to **Manager Self Service > Job and Personal Information.**





STEP 7: Click **FSU Mass Appointments > MASS Appts: Courtesy Approval**

< Manager Self Service

FSU Mass Appointments

- Enter Mass Appointments
- Approve Mass Appointments
- GA Enter Mass Appointments
- GA Mass Appt Dept Approval
- GA Mass Appt SRAS Approval
- Mass Appointments: Courtesy
- Mass Appts: Courtesy Approval**
- View Employee Personal Info

Mass Appt: Courtesy Approvals

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

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Search by: Department ▼ begins with

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

STEP 8: Enter the department number of the Courtesy appointments that require review and approval and click **Search**.

Mass Appointments: Courtesy

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

[Find an Existing Value](#)

▼ **Search Criteria**

Search by: Department ▼ begins with 013000 x

[Search](#) [Advanced Search](#)



STEP 9: Appointments set to terminate will automatically be marked as “Approve.” If the HR Department Manager wishes to retain the appointment, unselect Approve.

Appointment						
Appointment		More	Comment			
Approve	Terminate▼	Empl ID	Rcd	Name▲	Last Update	Action
1 <input type="checkbox"/>	<input checked="" type="checkbox"/>	000012345	3	Sally Seminole	07/28/2015	DTA
2 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	000012346	0	Ronnie Renegade	01/20/2016	HIR
3 <input type="checkbox"/>	<input checked="" type="checkbox"/>	000012347	1	David Diffenbaugh	08/15/2017	HIR
4 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	000012348	1	William Westcott	03/26/2019	HIR

STEP 10: Add comments on the **Comments** tab describing reason(s) for retaining the appointment that need to be made. Comments are required for any Courtesy appointment action that is not approved.

Appointment						
Appointment		More	Comment			
Approve	Terminate▼	Empl ID	Rcd	Name▲	Comments	
1 <input type="checkbox"/>	<input checked="" type="checkbox"/>	000012345	3	Sally Seminole	Retain - project has been extended	
2 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	000012346	0	Ronnie Renegade		
3 <input type="checkbox"/>	<input checked="" type="checkbox"/>	000012347	1	David Diffenbaugh	Retain - Dissertation Committee	
4 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	000012348	1	William Westcott		

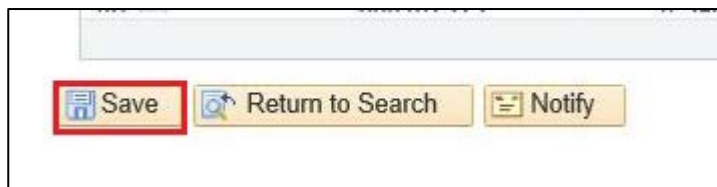
STEP 11: **Approve** the Courtesy Appointments that need to be retained. Do not check the **Approve** box where adjustments are required.

Appointment						
Appointment		More	Comment			
Approve▲	Terminate▼	Empl ID	Rcd	Name▲	Last Update	Action
1 <input type="checkbox"/>	<input type="checkbox"/>	000012349	1	Stephen Strozier	11/03/2017	HIR
2 <input type="checkbox"/>	<input type="checkbox"/>	000012348	0	Larry Longmire	10/05/2018	HIR
3 <input type="checkbox"/>	<input type="checkbox"/>	000012347	0	Bill Bellamy	12/16/2019	DTA



Appointment							
More		Comment					
Approve▲	Terminate▼	Empl ID	Rcd	Name▲	Last Update	Action	
1 <input checked="" type="checkbox"/>	<input type="checkbox"/>	000012349	1	Stephen Strozier	11/03/2017	HIR	
2 <input checked="" type="checkbox"/>	<input type="checkbox"/>	000012348	0	Larry Longmire	10/05/2018	HIR	
3 <input checked="" type="checkbox"/>	<input type="checkbox"/>	000012347	0	Bill Bellamy	12/16/2019	DTA	

STEP 12: Once all appointments have been validated and comments have been completed, click **Save** – this is located at the bottom of the screen.

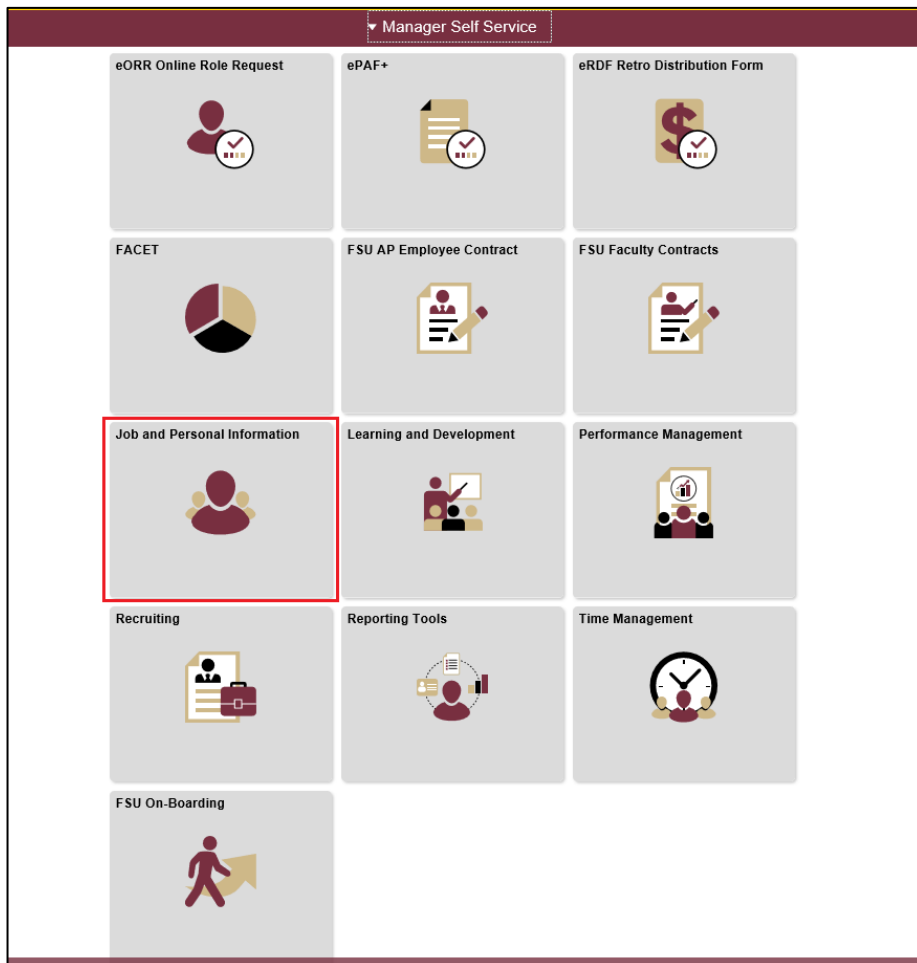


NOTE: Department representative will have a window of opportunity to review and update any changes prior to final approval by the department manager. Department Managers will need to approve any changes made by the Department Representatives in the final step. Check schedule for entry windows.



Department Representative Step 2

STEP 13: Go to **Manager Self Service > Job and Personal Information.**





STEP 14: Click **FSU Mass Appointments > Mass Appointments: Courtesy.**

The screenshot shows the 'Manager Self Service' interface. On the left is a navigation menu with the following items: 'FSU Mass Appointments' (expanded), 'Enter Mass Appointments', 'Approve Mass Appointments', 'GA Enter Mass Appointments', 'GA Mass Appt Dept Approval', 'GA Mass Appt SRAS Approval', 'Mass Appointments: Courtesy' (selected), 'Mass Appts: Courtesy Approval', and 'View Employee Personal Info'. The main content area is titled 'Mass Appointments: Courtesy' and contains the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are a 'Find an Existing Value' button, a 'Search Criteria' dropdown menu, and a search field with a dropdown set to 'Department' and the text 'begins with'. At the bottom are 'Search' and 'Advanced Search' buttons.

STEP 15: Enter the department number of the Courtesy Appointment requiring review and click **Search.**

This screenshot shows the same search interface as in Step 14, but with the department number '013000' entered in the search field. The 'Search' button is highlighted in orange, indicating it is the next step to click.

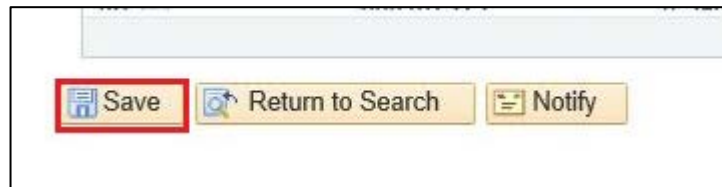


STEP 16: Review Required Changes requested by the department manager and make the appropriate updates. Any action that has not been approved will be highlighted in red for correction.

Appointment		More	Comments			
Terminate	Empl ID	Rcd	Name	Comments		
1 <input checked="" type="checkbox"/>	000012346	2	Ronnie Renegade			
2 <input checked="" type="checkbox"/>	200032752	1	Sally Seminole	Retain - project has been extended		
3 <input checked="" type="checkbox"/>	000112602	0	David Diffenbaugh	Retain - Dissertation Committee		

Appointment		More	Comments			
Terminate	Empl ID	Rcd	Name	Comments		
1 <input checked="" type="checkbox"/>	000012346	2	Ronnie Renegade			
2 <input type="checkbox"/>	200032752	1	Sally Seminole	Retain - project has been extended		
3 <input type="checkbox"/>	000112602	0	David Diffenbaugh	Retain - Dissertation Committee		

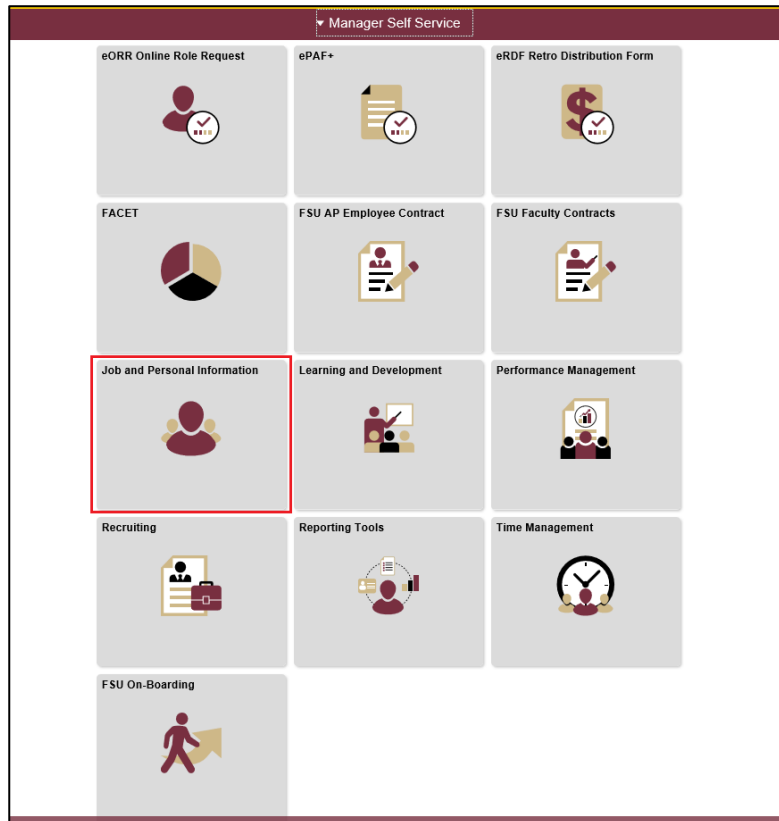
STEP 17: Once all requested changes have been reviewed and updated, click save.



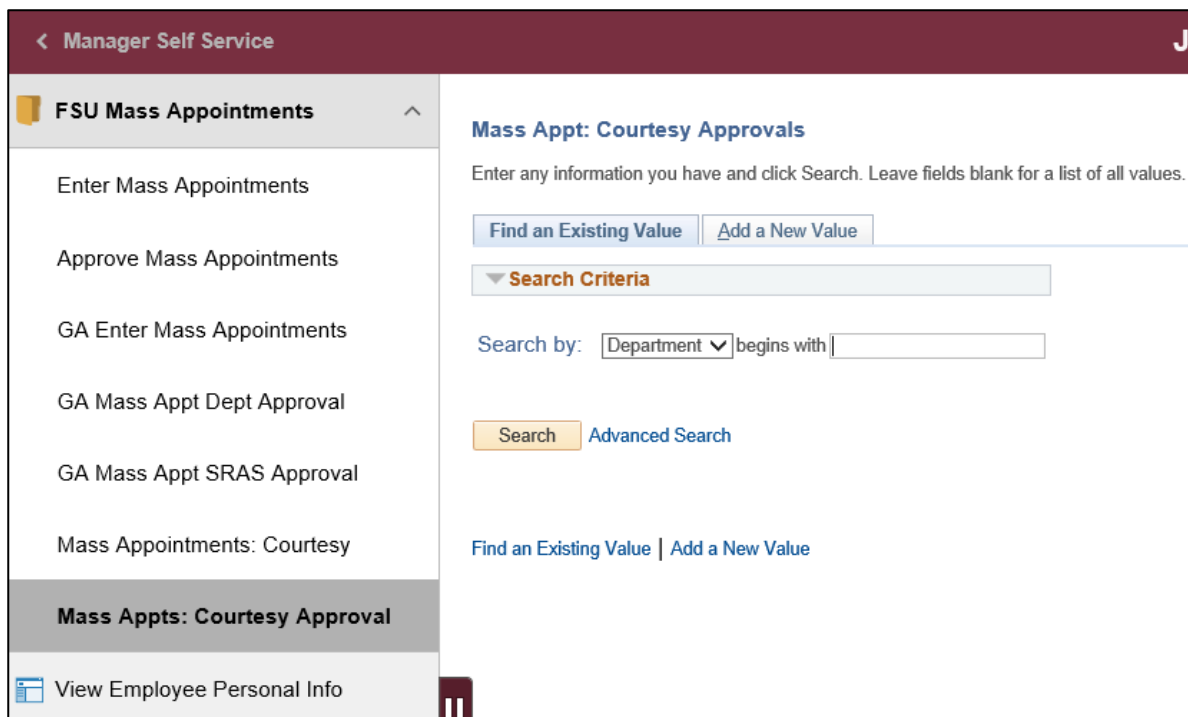


Department Manager Step 2

STEP 18: Go to **Manager Self Service > Job and Personal Information.**



STEP 19: Click **FSU Mass Appointments > MASS Appts: Courtesy Approval**





STEP 20: Enter the department number of the Courtesy appointments that require review and click **Search**.

Mass Appointments: Courtesy

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

Find an Existing Value

▼ Search Criteria

Search by: Department begins with 013000

Search Advanced Search

STEP 21: Department Managers will need to approve any additional courtesy appointment changes. Once final approvals have been made, click **Save**.

Save Return to Search Notify

Questions? For general questions about this procedure, email hr-courtesydocs@fsu.edu.