

FACULTY MASS APPOINTMENT SCHEDULE

The OMNI HR Mass Appointments process will produce **Summer** salaried appointments for 9-month and 10-month faculty needing E&G, Auxiliary, and Contract and Grant appointments. Most salaried **Summer** appointments, including existing appointments, should be entered into the OMNI HR “[Enter Mass Appointments](#)” screen by College/Division Representatives.

<u>Feb 25 – March 12</u> College/Division Representatives	<u>March 13 – March 18</u> RISE Approvers	<u>March 20</u> Data available in OMNI HR
<ul style="list-style-type: none">Faculty Mass Appointments are open to College/Division Representatives (originator) for entry.	<ul style="list-style-type: none">Faculty Mass Appointments sent to RISE for review and vetting.	<ul style="list-style-type: none">Check BI Reports under HR Active Employees to confirm appointment details.Review and update any discrepancies.

* **Visa Tab:** Note the “[Visa](#)” tab on the Faculty Mass Appointment screen. If a faculty member’s work authorization information is not current in OMNI HR, you will not be able to appoint the faculty via Mass Appointment. Instead, send the updated work authorization documents attached to an ePAF to Human Resources to complete the summer appointment.

* **Faculty currently on a paid or unpaid leave of absence (including sabbaticals):** will not be included in the Mass Appointment screens. [Submit a pPAF](#) to end the leave of absence and reappoint these faculty members for the summer.