

GRADUATE ASSISTANT MASS APPOINTMENT SCHEDULE

Each year, large volumes of Graduate Assistant Reappointments must be completed. To aid in this procedure, the Mass Appointment process allows you to reappoint more than one employee at a time. GA Mass Appointments are entered by Department Representatives in OMNI HR and then made available to Department Managers for approvals and edits.

| <u>March 25 – April 8</u> Department Representative | <u>April 9 – April 15</u> Department Manager | <u>April 16 – April 22</u> RISE Approver | <u>April 24</u> Data available in OMNI HR |
|---|---|--|---|
| <ul style="list-style-type: none"> Graduate Assistant Mass Appointments open to Department Representative (Originator) for entry. | <ul style="list-style-type: none"> Open for Department Manager approval/edits for all Graduate Assistant <u>reappointments</u>. Managers can edit entries made by Representatives. Add Comments if the appointment is not approved. | <ul style="list-style-type: none"> Open to RISE for review and vetting. If RISE does not approve reappointments, RISE will email departments. | <ul style="list-style-type: none"> File is available in OMNI HR on April 24, 2026. Run queries, check BI Report HR Active Employees and update any discrepancies. |

*Prior to 03/25/2026, use the **FSU_NON_CITIZEN_BY_DEPT** query to view a listing of all graduate assistants in your department who have active appointments in the payroll system and verify Visa expiration dates. If a graduate assistant employee has an expired visa, the department will need to complete an ePAF to reappoint them and attach an updated Visa.

** Use the **FSU_GA_MASS_APPT** report to view 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/if needed.