

Appointment Papers Matrix

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For new hires and rehires; Refer to applicable job class matrix page for hiring requirements.

Salaried Staff - USPS/A&P/Executive Service										
New Hires and Rehires										
	USPS					A&P				
Type of Hire	New Hire USPS	New Hire - USPS Trainee	Rehire (less than 30 day separation)	Rehire (more than 30 day separation)	Type of Hire	New Hire A&P/Executive Service	New Hire - A&P Acting or Visiting Hire (up to one year)	New Hire - A&P Provisional	Rehire (less than 30 day separation)	Rehire (more than 30 day separation)
Onboarding Invitation Type	Original	Original	Additional	Original	Onboarding Invitation Type	Original	Original	Original	Additional	Original
Salary Analysis	Yes, if salary over first quartile of job code range	Consult Compensation for salary guidelines	Yes, if salary over first quartile of job code range	Yes, if salary over first quartile of job code range	Salary Analysis	Yes, if salary over first quartile of job code range	Yes, if salary over first quartile of job code range	Consult Compensation for salary guidelines	Yes, if salary over first quartile of job code range	Yes, if salary over first quartile of job code range
Salary Appointment/Explanation Form	Salary over first quartile of job code range; Overlap	Yes, for justification of appointment; Yes, if salary over first quartile of job code range; Overlap	Salary over first quartile of job code; Overlap	Salary over first quartile of job code; Overlap	Salary Appointment/Explanation Form	Salary over first quartile of job code range; Overlap	Yes, for justification of appointment; salary over first quartile of job code range; Overlap	Yes, for justification of appointment; Yes, if salary over first quartile of job code range; Overlap	Salary over first quartile of job code; Overlap	Salary over first quartile of job code; Overlap
Applicable Offer Letter	Yes	Yes	Yes	Yes	Applicable Offer Letter	Yes	Yes	Yes	Yes	Yes
Contract	N/A	N/A	N/A	N/A	Contract	Yes	Yes	Yes	Yes	Yes
Social Security Card/Receipt	Yes	Yes	N/A	Yes	Social Security Card/Receipt	Yes	Yes	Yes	N/A	Yes
Notarized Loyalty Oath	Yes	Yes	N/A	Yes	Notarized Loyalty Oath	Yes	Yes	Yes	N/A	Yes
Foreign Talent Recruitment Form	Yes	Yes	N/A	Yes	Foreign Talent Recruitment Form	Yes	Yes	Yes	N/A	Yes
Form I-9	Yes	Yes	Section 3 or New I- 9	Section 3 or New I- 9	Form I-9	Yes	Yes	Yes	Section 3 or New I- 9	Section 3 or New I- 9

Additional Notes:

- If required, Salary Appointment/Explanation Form should be uploaded to the job offer upon submission
- [Degree Verification and Licensure/Certification](#) completed, as applicable
- Probationary statement required for all USPS Offer Letters
- Documentation must be submitted in the Onboarding portal > My Tasks > Supplemental Documents (Admin) page by the [payroll deadline](#) for timely processing
- When a current salaried employee is transferring to a new salaried position on campus, the old department does not have to submit termination paperwork or ePAF. The new appointment will take over the existing record.
- Consult with ELR if a non-advertised position change results in a Demotion

Salaried Staff - USPS/A&P/Executive Service										
Transfers										
	Promotions				Lateral Transfers			Demotions		
Type of Transfer	USPS to USPS Promotion: different role/classification with increased level of responsibility	USPS to A&P – Promotion	A&P to A&P Promotion: different role/classification with increased level of responsibility	Type of Transfer	USPS to USPS Lateral: (With increase)	A&P to A&P Lateral: (With increase)	A&P to A&P Lateral	USPS to USPS lower pay band – Demotion	A&P to A&P lower pay band – Demotion	A&P to USPS – Demotion
Onboarding Invitation Type	Additional	Additional	Additional	Onboarding Invitation Type	Additional	Additional	Additional	Additional	Additional	Additional
Salary Analysis	Yes	Yes, if salary over first quartile of job code range	Yes	Salary Analysis	Yes	Yes	Consult Compensation	Consult Compensation	Consult Compensation	Consult Compensation
Salary Appointment/Explanation Form	Salary over first quartile of job code range; Position Overlap	Salary over first quartile of job code range; Position Overlap	Salary over first quartile of job code range; Position Overlap	Salary Appointment/Explanation Form	Increasing salary or if salary is over median of job code range; Position Overlap	Increasing salary or if salary is over median of job code range; Position Overlap	Typically no pay increase; Consult Compensation	Typically no pay increase; Consult Compensation; Position Overlap	Typically no pay increase; Consult Compensation; Position Overlap	Typically no pay increase; Consult Compensation; Position Overlap
Applicable Offer Letter	Yes	Yes	Yes	Applicable Offer Letter	Yes	Yes	Yes	Yes	Yes	Yes
Contract	N/A	Yes	Yes	Contract	N/A	Yes	Yes	N/A	Yes	N/A
Social Security Card/Receipt	N/A	N/A	N/A	Social Security Card/Receipt	N/A	N/A	N/A	N/A	N/A	N/A
Foreign Talent Recruitment Form	N/A	N/A	N/A	Foreign Talent Recruitment Form	N/A	N/A	N/A	N/A	N/A	N/A

OPS/Salaried Faculty to Salaried Staff Transfers				
Type of Transfer	OPS Faculty/Adjunct to USPS	OPS Faculty/Adjunct to A&P	Faculty to USPS	Faculty to A&P
Onboarding Invitation Type	Additional	Additional	Additional	Additional
Salary Analysis	Yes, if salary over first quartile of job code range	Yes, if salary over first quartile of job code range	Yes, if salary over first quartile of job code range	Yes, if salary over first quartile of job code range
Salary Appointment/Explanation Form	Salary over first quartile of job code range; Position Overlap	Salary over first quartile of job code range; Position Overlap	Salary over first quartile of job code range; Also contact Faculty Relations; Position Overlap	Salary over first quartile of job code range; Also contact Faculty Relations; Position Overlap
Applicable Offer Letter	Yes	Yes	Yes	Yes
Contract	N/A	Yes	N/A	Yes
Social Security Card	N/A	N/A	N/A	N/A

Additional Notes:

- If required, Salary Appointment/Explanation Form should be uploaded to the job offer upon submission
- Probationary statement required for all USPS Offer Letters
- [Degree Verification and Licensure/Certification](#) completed, as applicable
- Documentation must be submitted in the Onboarding portal > My Tasks > Supplemental Documents (Admin) page by the [payroll deadline](#) for timely processing
- When a current salaried employee is transferring to a new salaried position on campus, the old department does not have to submit termination paperwork or ePAF. The new appointment will take over the existing record.
 - For more information, review the [Employee Transfer Checklist](#)
- Consult with Faculty Relations for any Faculty to Staff Reclassifications
- Consult with ELR if a non-advertised position change results in a Demotion

Faculty										
New Hires & Rehires										
Type of Hire	New Hire - Advertised (Regular or Visiting)	New Hire - Visiting 1st year (Unadvertised)	New Hire - OPS Faculty/Adjunct	Type of Hire	Rehire - Separated faculty member longer than 1 year to Faculty Visiting (Unadvertised)	Rehire - Separated faculty member longer than 1 year to Faculty (Advertised)	Rehire - Separated faculty member less than 1 year (Visiting)	Rehire - Separated faculty member less than 1 year (Advertised)	Rehire (less than 30 day separation) OPS Faculty/Adjunct to OPS Faculty/Adjunct	Rehire (more than 30 day separation) OPS Faculty/Adjunct to OPS Faculty/Adjunct
Onboarding Invitation Type	Original	Original	Original	Onboarding Invitation Type	Original	Original	Original	Original	Additional	Original
Applicable Offer Letter	Yes	Yes	N/A	Applicable Offer Letter	Yes	Yes	Yes	Yes	N/A	N/A
Contract	Yes	Yes	N/A	Contract	Yes	Yes	Yes	Yes	N/A	N/A
Curriculum Vitae	Yes	Yes	Yes	Curriculum Vitae	Yes	Yes	Yes	Yes	Yes	Yes
Degree Verification	Official Transcript	Official Transcript	Official Transcript	Degree Verification	Only required if we do not already have the original degree verified	Only required if we do not already have the original degree verified	Only required if we do not already have the original degree verified	Only required if we do not already have the original degree verified	Only required if we do not already have the original degree verified	Only required if we do not already have the original degree verified
3 Letters of Recommendation	Yes	Yes	N/A	3 Letters of Recommendation	Yes	Yes	Yes	Yes	N/A	N/A
Social Security Card/Receipt	Yes	Yes	Yes	Social Security Card/Receipt	Yes	Yes	Yes	Yes	N/A	Yes
Notarized Loyalty Oath	Yes	Yes	Yes	Notarized Loyalty Oath	Yes	Yes	Yes	Yes	N/A	Yes
Foreign Talent Recruitment Form	Yes	Yes	Yes	Foreign Talent Recruitment Form	Yes	Yes	Yes	Yes	N/A	Yes
Form I-9	Yes	Yes	Yes	Form I-9	Section 3 or New I- 9	Section 3 or New I- 9	Section 3 or New I- 9	Section 3 or New I- 9	Section 3 or New I- 9	Section 3 or New I- 9

Additional Notes:

- Documentation must be submitted in the Onboarding portal > My Tasks > Supplemental Documents (Admin) page by the [payroll deadline](#) for timely processing
- When a current salaried employee is transferring to a new salaried position on campus, the old department does not have to submit termination paperwork or ePAF. The new appointment will take over the existing record.
 - For more information, review the [Employee Transfer Checklist](#)

Faculty							
<u>Transfers</u>							
	Faculty to Faculty Transfers				OPS, Adjunct/OPS Faculty, Staff to Faculty Transfers		
Type of Transfer	Faculty (Advertised) to Faculty (Advertised)	Visiting Faculty to Regular Faculty (Advertised)	Regular Faculty to Visiting Faculty (Unadvertised)	Type of Transfer	OPS (Non-Faculty) to Visiting or Regular Faculty	USPS or A&P to Visiting or Regular Faculty	OPS Faculty/Adjunct to Visiting or Regular Faculty
Onboarding Invitation Type	Additional	Additional	Additional	Onboarding Invitation Type	Additional	Additional	Additional
Salary Appointment/Explanation Form	N/A	N/A	N/A	Salary Appointment/Explanation Form	N/A	Consult with HR	N/A
Applicable Offer Letter	Yes	Yes	Yes	Applicable Offer Letter	Yes	Yes	Yes
Contract	Yes	Yes	Yes	Contract	Yes	Yes	Yes
Curriculum Vitae	N/A	N/A	N/A	Curriculum Vitae	Yes	Yes	Yes
Degree Verification	Only required if we do not already have the original degree verified	Only required if we do not already have the original degree verified	Only required if we do not already have the original degree verified	Degree Verification	Official Transcript	Official Transcript	Only required if we do not already have the original degree verified
3 Letters of Recommendation	Yes	N/A	Yes	3 Letters of Recommendation	Yes	Yes	Yes

Additional Notes:

- Documentation must be submitted in the Onboarding portal > My Tasks > Supplemental Documents (Admin) page by the [payroll deadline](#) for timely processing
- When a current salaried employee is transferring to a new salaried position on campus, the old department does not have to submit termination paperwork or ePAF. The new appointment will take over the existing record
- Consult with Faculty Relations for any Faculty to Staff Reclassifications

OPS & Graduate Assistant Appointments				
New Hires & Rehires				
Type of Hire	New Hire - OPS Nonexempt (001 - 019) & OPS Exempt (020 - 030)	New Hire - Graduate Assistant	Rehire (less than 30 day separation) OPS & Graduate Assistant	Rehire (more than 30 day separation) OPS & Graduate Assistant
Onboarding Invitation Type	Original	Original	Additional	Original
Applicable Offer Letter	N/A	Graduate Assistant Offer Letter	Graduate Assistant Offer Letter	Graduate Assistant Offer Letter
Social Security Card/Receipt	Yes	Yes	N/A	Yes
Notarized Loyalty Oath	Yes	Yes	N/A	Yes
Foreign Talent Recruitment Form	Yes, for Job Codes 004, 005, 020, A024, M9182, Z9185, M9189	Yes	N/A	Yes
Form I-9	Yes	Yes	Section 3 or New I- 9	Section 3 or New I- 9

Additional Notes:

- OPS Exempt Request Form required for all OPS Exempt appointments
- All required documentation must be submitted in the Onboarding portal > My Tasks > Supplemental Documents (Admin) page by the [payroll deadline](#) for timely processing

OPS & Graduate Assistant Appointments		
<u>Transfers & Additional Appointments</u>		
Type of Hire	Additional Appointment - OPS & Graduate Assistant	OPS, Graduate Assistant, Staff, & Faculty to OPS Transfer
Onboarding Invitation Type	Additional	Additional
Applicable Offer Letter	Graduate Assistant Offer Letter	Graduate Assistant Offer Letter
Dual Compensation Approval	Yes, if Dual Compensation criteria is met	N/A
Social Security Card/Receipt	N/A	N/A
Notarized Loyalty Oath	N/A	N/A
Foreign Talent Recruitment Form	N/A	N/A
Form I-9	N/A	N/A

- Additional Notes:**
- OPS Exempt Request Form required for all OPS Exempt appointments
 - Documentation must be submitted in the Onboarding portal > My Tasks > Supplemental Documents (Admin) page by the payroll deadline for timely processing
 - The payroll deadlines calendar can be found at <https://hr.fsu.edu/communications/calendars>
 - If the additional appointment triggers one or more of the following scenarios, Dual Compensation should be completed and submitted for approvals:
 1. Combination of appointments is in excess of one (1) full-time equivalent (FTE),
 2. Combination of an active salaried appointment(s) and an active OPS appointment(s), or
 3. Employment in multiple departments

International Appointments – Additional Requirements												
<div>OPS, Salaried, & Faculty</div> <div>For new hires and rehires; Refer to applicable job class matrix page for hiring requirements in addition to this section.</div>												
Type of Hire	F-1 Student	J-1 Student	J-1 Researcher/Scholar/Specialist	J-2	H-1B	Type of Hire	F-1 OPT (Optional Practical Training)	F-1 CPT (Curricular Practical Training)	O-1	TN	Resident Alien	Courtesy Appointment (all visa types)
Onboarding Invitation Type	Original	Original	Original	Original	Original	Onboarding Invitation Type	Original	Original	Original	Original	Original	Original
Social Security Card/Receipt	Yes	Yes	Yes	Yes	Yes	Social Security Card/Receipt	Yes	Yes	Yes	Yes	Yes	Temporary ID
Foreign Passport	Yes	Yes	Yes	Yes	Yes	Foreign Passport	Yes	Yes	Yes	Yes	N/A	Yes
US Visa (N/A for Canadian Citizens)	Yes	Yes	Yes	Yes	Yes	US Visa (N/A for Canadian Citizens)	Yes	Yes	Yes	If Applicable	N/A	Yes
Immigration Documents	I-20	DS-2019	DS-2019	N/A	I-797	Immigration Documents	I-20	I-20	I-797	Stamp in Passport, or I-94	If Restricted Social Security Card is submitted, Permanent Resident Alien Card is required	Based on Visa Type
I-94	Yes	Yes	Yes	Yes	Yes	I-94	Yes	Yes	Yes	Yes	N/A	Yes
Employment Authorization Document (EAD)	N/A	N/A	N/A	Yes	N/A	Employment Authorization Document (EAD)	Yes	If Applicable	N/A	N/A	N/A	N/A
Hour Restrictions	Yes*	Yes*	N/A	N/A	N/A	Hour Restrictions	N/A	N/A	N/A	N/A	N/A	N/A
Work Authorization from CGE or Sponsor	N/A	Yes	N/A	N/A	I-129	Work Authorization from CGE or Sponsor	N/A	N/A	I-129	N/A	N/A	N/A

Additional Notes:

- *F-1 and J-1 Students can work up to 40 hours during summer and winter breaks
- For all NRA hires, the departments should review the [RAMP requirements](#) to see if their department needs to submit RAMP for that specific NRA hire prior to submitting the supplemental documents
- If a Restricted Social Security Card is submitted, a Permanent Resident Alien Card is required
- Applicable Offer Letter, or OPS Exempt Request Form required for all Salaried, Graduate Assistant and OPS Exempt appointments
- If required, Salary Appointment/Explanation Form should be uploaded to the job offer upon submission
- Documentation must be submitted in the Onboarding portal > My Tasks > Supplemental Documents (Admin) page by the [payroll deadline](#) for timely processing