Appointment Papers Matrix

Table of Contents

- Salaried Staff New Hires and Rehires..... **1**
- Salaried Staff Transfers..... **2**
- Faculty New Hires and Rehires..... **3**
- Faculty Transfers..... **4**
- OPS and Graduate Assistant New Hires and Rehires..... **5**
- OPS and Graduate Assistant Transfers..... **6**
- International Hires - Additional Requirements..... **7**

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
Onboarding Invitation Type	Original	Original	Original
Applicable Offer Letter	Yes	Yes	N/A
Contract	Yes	Yes	N/A
Curriculum Vitae	Yes	Yes	Yes
Degree Verification	Official Transcript	Official Transcript	Official Transcript
3 Letters of Recommendation	Yes	Yes	N/A
Social Security Card/Receipt	Yes	Yes	Yes
Notarized Loyalty Oath	Yes	Yes	Yes
Foreign Talent Recruitment Form	Yes	Yes	Yes
Form I-9	Yes	Yes	Yes

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	Original	Additional	Original
Applicable Offer Letter	Yes	Yes	Yes	Yes	N/A	N/A
Contract	Yes	Yes	Yes	Yes	N/A	N/A
Curriculum Vitae	Yes	Yes	Yes	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	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	Yes	Yes	N/A	N/A
Social Security Card/Receipt	Yes	Yes	Yes	Yes	N/A	Yes
Notarized Loyalty Oath	Yes	Yes	Yes	Yes	N/A	Yes
Foreign Talent Recruitment Form	Yes	Yes	Yes	Yes	N/A	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

Transfers

	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 Exempt (020 - 030) OPS Nonexempt (001 - 019) Post Doctoral Scholar (M9189)	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	OPS Exempt Request Form required for OPS Exempt appointments	Graduate Assistant Offer Letter	Graduate Assistant Offer Letter, or OPS Exempt Request Form, as applicable	Graduate Assistant Offer Letter, or OPS Exempt Request Form, as applicable
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, 024, M9182, 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

Transfers & Additional Appointments

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

OPS, Salaried, Faculty, & Courtesy

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

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	Courtesy
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	May be required for RAMP
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**	May be required for RAMP
I-94	Yes	Yes	Yes	Yes	Yes	**I-94**	Yes	Yes	Yes	Yes	N/A	May be required for RAMP
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	.01
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**
- **For all Courtesy hires, Photo Identification and Foreign Talent Recruitment Program (FTRP) form are 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**