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**Courtesy Appointment(s) – FAQs**

# Q: Where can I find courtesy appointment information?

A: Navigate to FSU’s Human Resources [website](https://hr.fsu.edu/), select the *Sections* drop down menu, and choose *Employee Data Management*. On the Employee Data Management webpage, scroll down to the options at the bottom of the page and click the *Courtesy Appointments* button.

# Q: How do I hire a courtesy appointment?

A: All courtesy appointments go through the courtesy onboarding process. Courtesy appointments are submitted through the courtesy express process and then launched as a Smart Onboarding Invitation. A job aid for the process can be found [here](https://hr.fsu.edu/sites/g/files/upcbnu2186/files/Sections/EDM/CourtesyExpressJobAid.pdf).

# Q: Can I use the courtesy appointment forms when hiring a new courtesy appointment?

A: No, all courtesy appointments should be routed through the onboarding process. The courtesy appointment forms should only be utilized with prior authorization from the EDM Special Projects team. All requests for paper submissions should be sent to [HR-CourtesyDocs@fsu.edu](mailto:HR-CourtesyDocs@fsu.edu).

# Q: What job code should I use for my department’s new courtesy appointment?

A: A comprehensive list of courtesy job codes can be found [here](https://hr.fsu.edu/sites/g/files/upcbnu2186/files/Sections/EDM/CourtesyJobCodes.pdf).

# Q: What is the difference between the YT00 job code and the H000 job code?

A: Job codes YT00 and H0000 are both generic courtesy appointment job codes. However, H0000 is specifically for faculty level appointments, and YT00 job codes are for all other generic courtesy appointments.

# Q: What should I put in the job offer’s “weekly standard hour” field?

A: All courtesy appointments should have a 0.01 weekly standard hour *unless* they are the instructor of record for a course or need their actual weekly hours recorded for reporting reasons. These reasons include internships in which students need to report their hours for course credit, or an individual working with grant funding that requires hourly reporting.

# Q: Do Unpaid Visiting Scholars have to go through the courtesy onboarding process?

A: Yes! Anyone in need of a courtesy affiliation, including Unpaid Visiting Scholars, is required to go through the courtesy onboarding.

# Q: How do I know when someone needs to go through the Unpaid Visiting Scholar process?

A: Any researcher, domestic or international, who is coming to FSU’s campus for more than 14 consecutive days has to go through the Unpaid Visiting Scholar Process. These individuals typically have an association with another institution, are coming from an international country, are working on research projects, and are not local to Tallahassee.

# Q: When submitting the job offer for Unpaid Visiting Scholars, how do I notify HR that this appointment required Unpaid Visiting Scholar Review?

A: When submitting the job offer, please note that the individual is an Unpaid Visiting Scholar in the comments, update the EMPL Class to “Vstg Schlr,” and attach the approved “Request to Invite” document in the job offer.

# Q: What Supplemental Documents are required for my courtesy appointment?

# A: Supplemental documents for Courtesy Appointments differ based on responsibilities. Please refer to the Courtesy Supplemental Document list on the [Courtesy website](https://hr.fsu.edu/sections/employee-data-management/courtesy-appointments) for more information.

# Q: My department’s courtesy appointment does not require supplemental documents. Is there anything I need to do in the Onboarding Supplemental Document Step?

# A: Yes! You will still need to submit the Department Supplemental Document step, even if you do not need to upload any documents. Go into the candidate’s Onboarding Invitation via the “My Tasks” menu and click the “save and submit” button to push the invitation to HR.

# Q: An employee in my department is retiring, do I need to submit a courtesy appointment for them to be able to retain their FSU email?

# A: No. The ITS [email policy](https://policies.vpfa.fsu.edu/policies-and-procedures/technology/electronic-mail-policy) allows for a retiree to retain their email as long as it is used at least once in a twelve-month period. Additionally, a retirement action must be on record in OMNI HR. If you have an individual in your department that has retired but the termination reason is not “retirement,” please contact Employee Data Management.

# Q: An individual in our department has left the university but is not a retiree. Is there a way for them to maintain their email account or gain access to it for a short period of time?

# A: If the individual still maintains a relationship with the department, the department may grant a courtesy appointment to reinstate email access. It is up to the department to decide whether or not to sponsor a courtesy appointment for email access.

# Q: A newly hired courtesy appointment cannot activate their FSUID because it says their SSN is incorrect. How can this be corrected?

# A: If the candidate provided their social security number in their onboarding invitation, they will need to contact the [ITS Service Desk](https://www.its.fsu.edu/its-service-desk). If a social security number was not provided, they can contact the EDM-Special Projects team for their Temporary ID by emailing [hr-courtesydocs@fsu.edu](mailto:hr-courtesydocs@fsu.edu).

# Q: EDM-Special Projects forwarded me a number called a Temporary ID – what is a Temporary ID?

# A: A Temporary ID is a placeholder social security number for a courtesy appointment. Social security numbers are not required for courtesy appointments, but you must have a “social security number” in the system for FSUID activation. If a courtesy appointment chooses not to disclose their social security number, a randomized placeholder is assigned to the individual. The department is expected to pass along this information to the courtesy appointee.

# Q: Do Temporary ID’s need to be updated?

# A: No, the Temporary ID does not need to be updated for courtesy appointments. The courtesy appointee may maintain that placeholder social security number for the entirety of their appointment.

# Q: How do I terminate a courtesy appointment?

# A: Courtesy appointments should be timely terminated via the ePAF system. However, courtesy appointments can be terminated in mass during the Courtesy Mass Reverification process that takes place every May.

# Q: What is the difference between a volunteer and a courtesy appointment at FSU?

# A: Courtesy appointments are allotted system access such as FSUIDs, building access, and FSU email accounts. Volunteers are not granted system access. Courtesy Appointments are routed through the onboarding process while volunteers complete the volunteer [form](https://hr.fsu.edu/sites/g/files/upcbnu2186/files/PDF/Forms/VolunteerService_F.pdf).