The 2022 Courtesy Mass Appointment Verification process begins May 9, 2022. During this process, Department Representatives and Department Managers must review and update each courtesy appointment in their department to keep those appointments active.

<table>
<thead>
<tr>
<th>May 09–May 13</th>
<th>May 16–May 20</th>
<th>May 23</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department Representative</strong></td>
<td><strong>Department Manager</strong></td>
<td><strong>Data load in OMNI-HR</strong></td>
</tr>
</tbody>
</table>

- Process opens to **Department Representative** (originator) in OMNI HR to mark courtesy appointments for retention (requires the **FSU_SS_MANAGER** role).

- To retain an appointment, check the “Retain” box.

- To end an appointment, check the “Terminate” box.

**Department Manager** verifies and approves all courtesy appointment designations.

- **Appointments marked for termination** by the Department Representative: the checkbox does NOT default to “Approve” for terminations. If the Department Manager wishes to **retain** an appointment marked for termination, uncheck the “Terminate” box and check the “Retain” box. The Department Manager MUST mark the “Approve” checkbox to confirm the termination.

- **Appointments marked for retention** by the Department Representative: the checkbox does NOT default to “Approve” for retentions. If the Department Manager wishes to **terminate** an appointment marked for retention, uncheck the “Retain” box and check the “Terminate” box. The Department Manager MUST mark the “Approve” checkbox to confirm the retention.

- **Courtesy Records are updated in OMNI HR.**

- Run **FSU_COURTESY_BY DEPT** and update discrepancies.