



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 in batches to Department Managers and Sponsored Research (where applicable) for approval.

<u>03/01-03/11</u> Department Representative	<u>03/12-03/16</u> Department Manager	<u>03/17-03/23</u> Department Representative	<u>03/24-03/26</u> Department Manager	<u>03/29-04/02</u> Sponsored Research	<u>04/07</u> Processed
<ul style="list-style-type: none"> Graduate Assistant Mass Appointments opens to Department Representative (Originator) for entry. 	<ul style="list-style-type: none"> Open for Department Manager <i>approval</i> for all Graduate Assistant <u>reappointments</u>. Add Comments if changes need to be made. 	<ul style="list-style-type: none"> Open for Department Representative (Originator) to <i>review and update</i> any changes per Manager. 	<ul style="list-style-type: none"> Open for Department Manager to approve Final Changes. 	<ul style="list-style-type: none"> File sent to Sponsored Research for approval. 	<ul style="list-style-type: none"> Sponsored Research releases file. File is loaded in OMNI HR on April 7th, 2021. Run queries and update any discrepancies

*Prior to 3/01/2021, use the [FSU_GRAD_ASSISTS_VISA_PASSPORT](#) 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.