



GRADUATE ASSISTANT MASS APPOINTMENT SCHEDULE

Each year, large volumes of Graduate Assistant Reappointments must be completed. To aid in this procedure, the Fall 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 for approval.

<p><u>July 2 – July 11</u> Department Representative</p>	<p><u>July 12 – July 17</u> Department Manager</p>	<p><u>July 18 – July 23</u> Department Representative</p>	<p><u>July 24 – July 26</u> Department Manager</p>	<p><u>July 29</u> Data available in OMNI HR</p>
<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 approval 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 is available in OMNI HR on July 29, 2024. Run queries, check BI Report HR Active Employees and update any discrepancies.

*Prior to 07/02/2024, 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.