



## GRADUATE ASSISTANT MASS APPOINTMENT SCHEDULE

Each year, large volumes of reappointments for Graduate Assistants must be completed. To aid in this process, the GA 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.

<b><u>June 21 – June 29</u></b> <b>Department Representative</b>	<b><u>June 30 – July 11</u></b> <b>Department Manager</b>	<b><u>July 12 – July 13</u></b> <b>Department Representative</b>	<b><u>July 14 – July 15</u></b> <b>Department Manager</b>	<b><u>July 18</u></b> <b>Data load to OMNI HR</b>
<ul style="list-style-type: none"> <li>Graduate Assistant Mass Appointments opens to <b>Department Representative</b> (Originator) for entry.</li> </ul>	<ul style="list-style-type: none"> <li>Open for <b>Department Manager</b> <i>approval</i> for all Graduate Assistant <u>reappointments</u>.</li> <li>Add Comments if changes need to be made.</li> </ul>	<ul style="list-style-type: none"> <li>Open for <b>Department Representative</b> (Originator) to <i>review and update</i> any changes per Manager.</li> </ul>	<ul style="list-style-type: none"> <li>Open for <b>Department Manager</b> to approve Final Changes.</li> </ul>	<ul style="list-style-type: none"> <li>File is loaded in OMNI HR on July 18, 2022.</li> <li>Run queries and update any discrepancies.</li> </ul>

Use the FSU\_GA\_MASS\_APPT query and the Active Employees report in BI to confirm 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 needed. If corrections are needed, submit an ePAF to correct the graduate assistant appointment.