SPRING 2021 GRADUATE ASSISTANT MASS APPOINTMENT SCHEDULE

Each year, large volumes of Graduate Assistant (GA) and Faculty 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.

October 26 – November 2 **Department Representative**	November 3 – November 9 **Department Manager**	November 10 – November 16 **Department Representative**	November 17 – November 23 **Department Manager**	November 24 – December 3 **Sponsored Research**	December 4 **Data load in OMNI HR**
• Graduate Assistant Mass Appointments opens to **Department Representative** (Originator) for entry.	• Open for **Department Manager** *approval* for all Graduate Assistant reappointments. • Add comments if changes need to be made.	• Open for **Department Representative** (Originator) to *review and update* any changes per Manager. • Only for changes - no additional appointments can be added at this time.	• Open for **Department Manager** to approve Final Changes.	• File sent to **Sponsored Research** for approval.	• File is loaded in OMNI HR. • Departments should run queries and update any discrepancies on Monday, December 7.

*Prior to 10/26/2020, 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 work authorization expiration dates. If a Graduate Assistant employee has expired work authorization dates listed, the department will need to complete an ePAF to reappoint them and attach updated work authorization documentation.

** 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.