



## 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.

<b><u>March 20 – March 28</u></b> <b>Department Representative</b>	<b><u>March 29 – April 4</u></b> <b>Department Manager</b>	<b><u>April 5 – April 10</u></b> <b>Department Representative</b>	<b><u>April 11 – April 15</u></b> <b>Department Manager</b>	<b><u>April 16</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>Graduate reappointments are available in OMNI HR.</li><li>Run queries and update any discrepancies.</li></ul>

\* Prior to 03/20/2024, 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.