



## FACULTY MASS APPOINTMENT SCHEDULE

The OMNI HR Mass Appointments process will produce summer salaried appointments for 9-month and 10-month faculty needing E&G, Auxiliary, and Contract and Grant appointments. Most salaried summer appointments, including existing appointments, should be entered into the OMNI HR “**Enter Mass Appointments**” screen by staff in each Dean’s, Director’s or Vice President’s office.

<b><u>March 01 – March 31</u></b> <b>Department Managers</b>	<b><u>April 03</u></b> <b>Data load to OMNI HR</b>
<ul style="list-style-type: none"><li>• Faculty Mass Appointments open to <b>Department Managers</b> (originator) for entry.</li></ul>	<ul style="list-style-type: none"><li>• File loaded in OMNI HR by close of business.</li><li>• Review and update any discrepancies.</li></ul>

\* **Visa Tab:** Note the “**Visa**” tab on the Faculty Mass Appointment screen. If a faculty member’s work authorization information is not current in OMNI HR, you will not be able to appoint the faculty via Mass Appointment. Instead, send the updated work authorization documents and an ePAF to Human Resources to complete the summer appointment.

\* **Faculty currently on a paid or unpaid leave of absence (including sabbaticals):** will not be included in the Mass Appointment screens. Submit an ePAF to end the leave of absence and reappoint these faculty members for the summer.