



## 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 for approval.

<b><u>March 01 – March 08</u></b> <b>Department Representative</b>	<b><u>March 09 – March 15</u></b> <b>Department Manager</b>	<b><u>March 16 – March 22</u></b> <b>Department Representative</b>	<b><u>March 23 – March 29</u></b> <b>Department Manager</b>	<b><u>March 30</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 approval</b> 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 March 30, 2023.</li> <li>Run queries and update any discrepancies.</li> </ul>

\* 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.