

Courtesy Mass Appointment Verification

Each year, many Courtesy appointments are created. The Courtesy Mass Appointment Verification process will ensure that all active courtesy appointments are verified annually to identify those that still have an affiliation with Florida State University. All courtesy appointments not specifically identified for retention will be terminated in MyFSU at the conclusion of the verification process.

This job aid outlines the basic steps for verifying data in the Courtesy Mass Appointment Verification process. Each active Courtesy appointment must be confirmed. You will be required to designate whether a courtesy appointment should be retained because of their continued active affiliation with Florida State University.

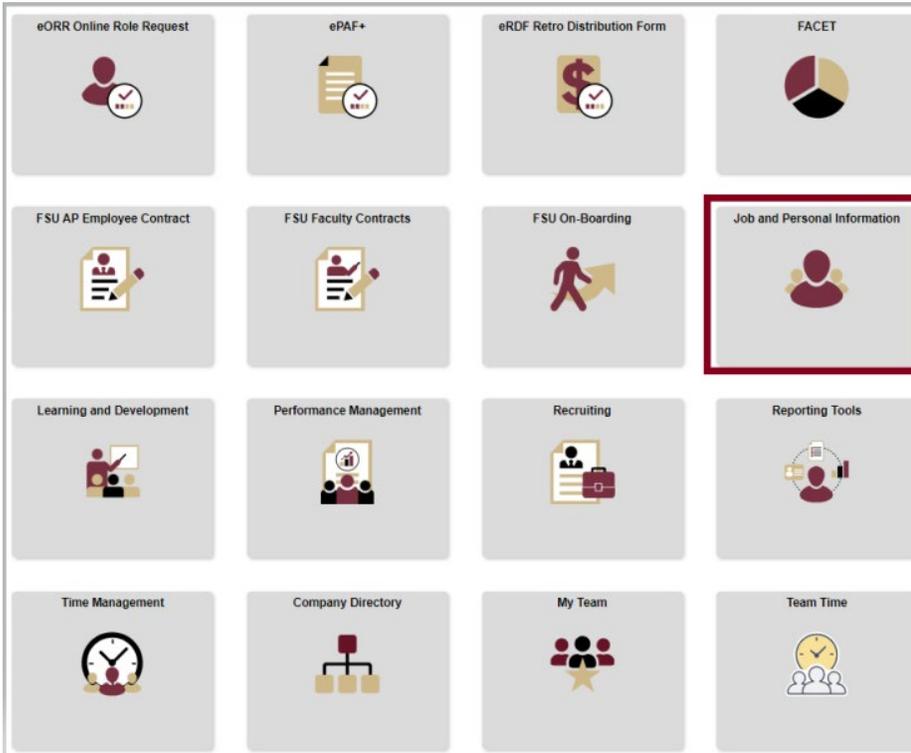
Department Managers and Department Representatives will need the **FSU_SS_MANAGER** role to complete the Mass process.

NOTE: Throughout the year, a Department Representative can use the **FSU_COURTESY_BY_DEPT** query to identify and review current courtesy appointments with supervisors within the department. ePAFs are available to make changes and terminate Courtesy appointments as needed.

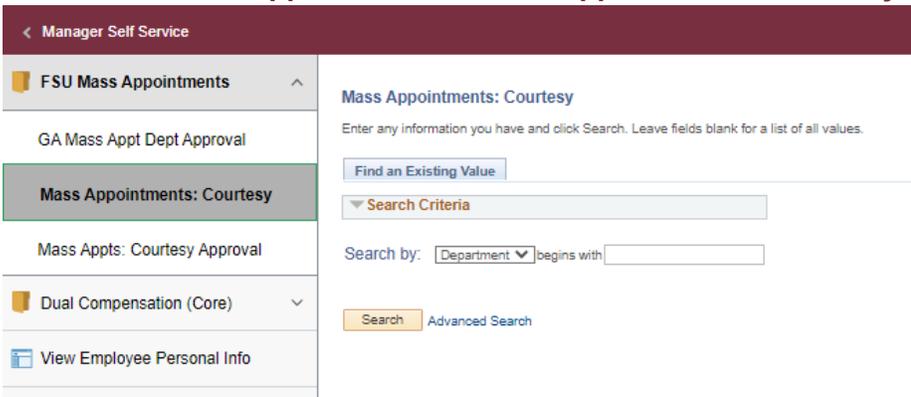


Department Representative Step

1. Go to **Manager Self Service > Job and Personal Information**



2. **CLICK FSU Mass Appointments > Mass Appointments: Courtesy**



- Enter the department number of the Courtesy Appointment requiring review and click **SEARCH**.

Mass Appointments: Courtesy

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Search by: begins with

[Advanced Search](#)

No matching values were found.

- All Courtesy Appointments are set to “Terminate” initially. To retain the Courtesy appointment, you must **CHECK** the “Retain” box. To terminate the courtesy appointment, you must **LEAVE** the check in the “Terminate” box.

Appointment		Terminate	Retain	Empl ID	Rcd	Name	Last Update	Action	Last Hire Date
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	000012345	1	Sally Seminole	11/28/2018	DTA	09/06/2018	
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	000012346	1	Ronnie Renegade	08/21/2018	DTA	05/04/2018	

- Once you have reviewed and checked either “Terminate” or “Retain” for each row, **CLICK** Save – this is located at the bottom of the screen.

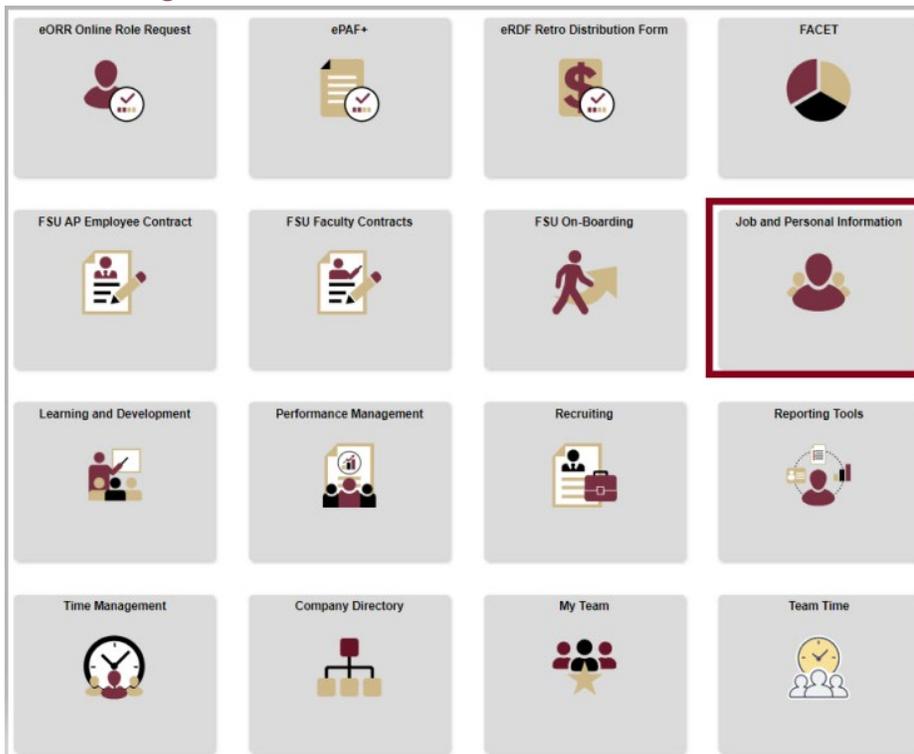
47	<input type="checkbox"/>		000102916		0 Alys
18	<input type="checkbox"/>		000102915		0 Sam

Department Manager Step

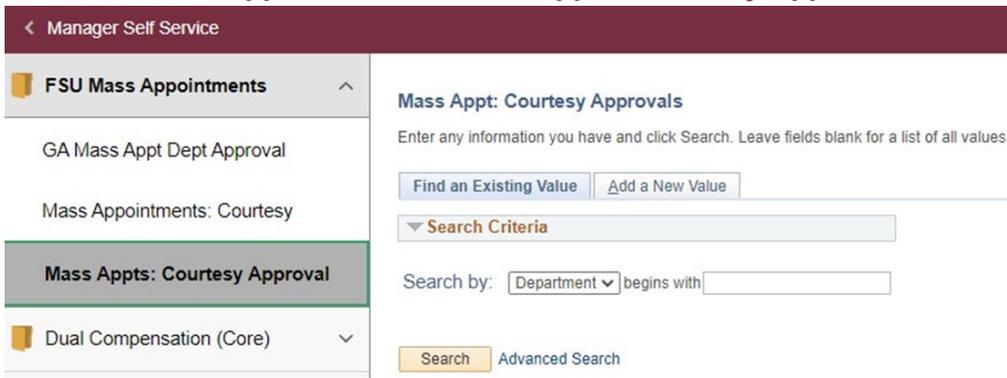
This step is done only by the department manager and can be completed only after the system has been released to department managers.

Approvals: The Department Representative will have selected all courtesy appointments as “Terminate” or “Retain.” Department Managers have the ability to change the “Terminate” or “Retain” checkboxes. Once the courtesy appointments have been reviewed or revised, confirm by checking “Approve” for **each row**.

1. Go to **Manager Self Service > Job and Personal Information**.



2. Click **FSU Mass Appointments > Mass Appts: Courtesy Approval**



- Enter the department number of the Courtesy appointments that require review and approval and **CLICK** Search.



Mass Appt: Courtesy Approvals

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search by: begins with

[Advanced Search](#)

- Review the courtesy appointments. The department manager has the ability to edit the “Terminate” and “Retain” check boxes.

Appointment	Approve	Retain	Terminate	Empl ID	Rcd	Name	Last Update	Action
1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	00012346	0	Sally Seminole	08/21/2012	DTA
2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	00012346	1	Ronnie Renegade	02/12/2016	DTA
3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	00012347	0	David Diffenbaugh	02/12/2016	DTA
4	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	00012348	1	William Westcott	02/12/2016	DTA

- Approve** the Courtesy Appointments for **each row**. Be sure to scroll all the way down in **both** windows.

Appointment	Approve	Retain	Terminate	Empl ID	Rcd	Name	Last Update	Action
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	00012346	0	Sally Seminole	08/21/2012	DTA
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	00012346	1	Ronnie Renegade	02/12/2016	DTA
3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	00012347	0	David Diffenbaugh	02/12/2016	DTA
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	00012348	1	William Westcott	02/12/2016	DTA

Job and Personal Information

Mass Appointments: Courtesy: Approval
 Department: 203002 Medicina Pansacora

Appointment	Approve	Retain	Terminate	Empl ID	Rcd	Name	Last Update	Action	Last Hire Date	JOB Code	Title	Supervisor Name
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	000043847	4	Donna Prulet	10/09/2017	DTA	06/05/2015	HVCC2	ASST PROFESSOR	PAUL McLeod
>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	000043854	1	Jeffrey Chivora	04/09/2021	HR	04/09/2021	H002	ASST PROFESSOR	PAUL McLeod



6. Once all appointments have been validated and approved, **CLICK Save** – this is located at the bottom of the screen.



Questions? For general questions about this procedure, email Amelia Colorado at acolorado@fsu.edu or hr-courtesydocs@fsu.edu.