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.

Table of Contents

- [Department Representative Step](#)
- [Department Manager Step](#)
Department Representative Step

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

2. Click FSU Mass Appointments > Mass Appointments: Courtesy
3. Enter the department number of the Courtesy Appointment requiring review and click **Search**.

4. 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.

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

![Image of FSU Mass Appointments interface]

3. Enter the department number of the Courtesy appointments that require review and approval and click **Search**.

![Image of Mass Appts: Courtesy Approvals interface]

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

![Image of a table showing courtesy appointments]

<table>
<thead>
<tr>
<th>Appointment</th>
<th>Approve</th>
<th>Retain</th>
<th>Terminate</th>
<th>Empl ID</th>
<th>Rod</th>
<th>Name</th>
<th>Last Update</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>00012346</td>
<td>02</td>
<td>Sally Seminole</td>
<td>02/21/2012</td>
<td>DTA</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>00012348</td>
<td>02</td>
<td>Ronnie Ranagoo</td>
<td>02/12/2016</td>
<td>DTA</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>00012347</td>
<td>02</td>
<td>David Differen</td>
<td>02/12/2016</td>
<td>DTA</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>00012348</td>
<td>02</td>
<td>William Westco</td>
<td>02/12/2016</td>
<td>DTA</td>
</tr>
</tbody>
</table>
5. **Approve** the Courtesy Appointments for each row. Be sure to scroll all the way down in both windows.

![Appointment Table]

6. Once all appointments are validated and approved, click **Save** at the bottom of the screen.

![Save Button]

**NOTE**: You may wish to download the results of the file and save for future reference as needed using the Download to Excel button in Mass.

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