

Faculty Mass Appointments

Each year, volumes of Faculty Mass Reappointments must be completed. The Faculty Mass Appointment application allows this process to be completed on one screen and made available in batches by department. A pre-determined timeline will be established for each processing level to allow for a timely mass load of the appointments prior to the beginning of the term.

This job aid outlines the basic steps for entering data for 9- and 10-month faculty that do not require salary changes. Submit an ePAF+ if a salary change is required.

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

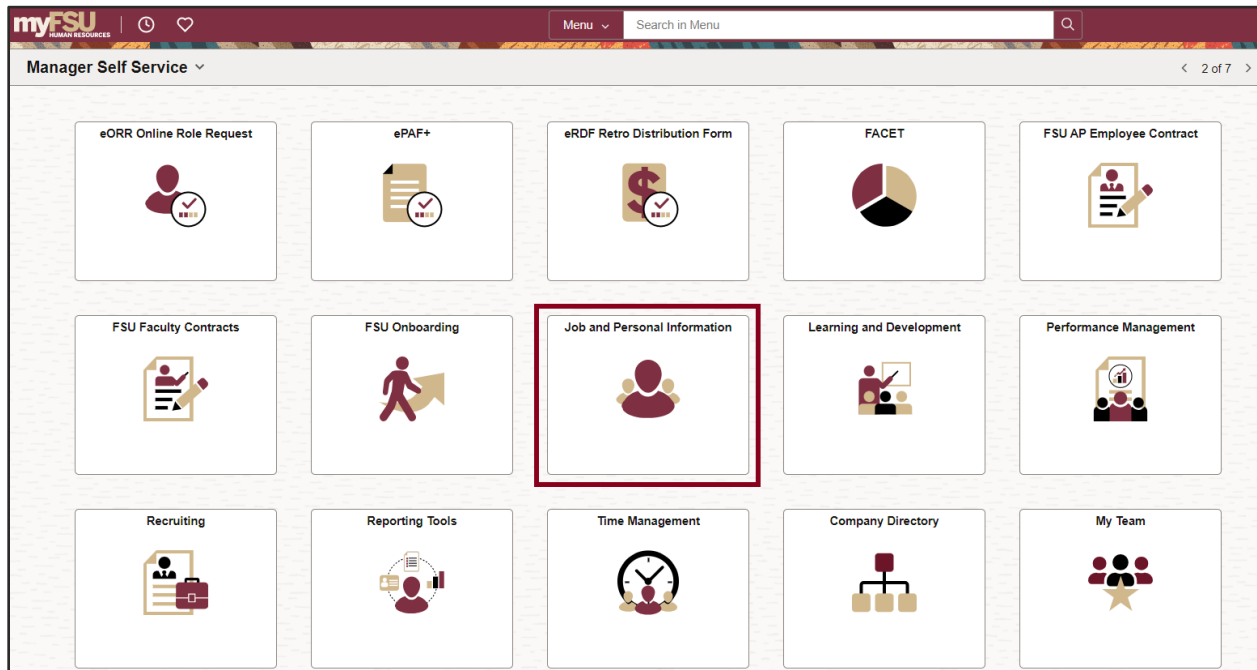
Use the **FSU_NON_CITIZEN_BY_DEPT** query to view a listing of all active non-citizen appointments and review work authorization expiration dates. If any Non-Resident Alien employees have an outdated work authorization expiration date, please complete an I-9 Section 3 re-verification in Guardian and provide a copy of the updated work authorization documents to hr-edmdocs@fsu.edu.

If an employee has an expired work authorization, the department must submit an ePAF to reappoint the employee.

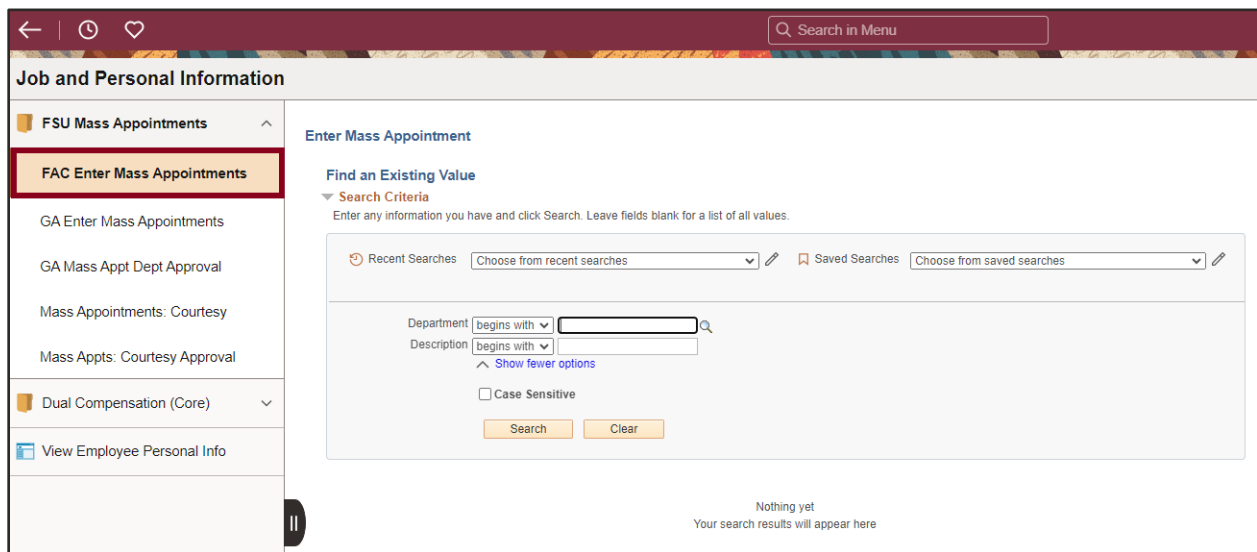
Review RAMP guidance from the [Research Integrity, Security, and Ethics](#) website.

We encourage you to start gathering information early and work with [RISE](#), your Department Budget Manager, and the Academic Program Coordinator to collect correct dates, funding sources, and RAMP amendments for each reappointment. RAMP EC numbers should be entered in the Comments tab for applicable Faculty reappointments.

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



2. Click **FSU Mass Appointments > FAC Enter Mass Appointments**.



- Enter the department number of the Faculty members who will be extended an appointment. Click **Search**.

Enter Mass Appointment

Find an Existing Value

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

Recent Searches Saved Searches

Department 121000

Description

☐ Case Sensitive

- Click the **Select** box for the faculty to be appointed. Click **Select All** if all faculty in the department are to be appointed.

Enter Mass Appointments

Department 121000 Finance

Appointment	Visa	Comments				
Empl ID	Name	Rcd	Select	Session	Begin Date	End Date
1 000123456	Sally Seminole	2	<input type="checkbox"/>	Academic Year 9 Month	08/06/2024	05/05/2025

- Select a session. The Begin and End Dates will be populated depending on the session chosen.

Enter Mass Appointments

Department 121000 Finance

Appointment	Visa	Comments				
Empl ID	Name	Rcd	Select	Session	Begin Date	End Date
1 000123456	Sally Seminole	2	<input type="checkbox"/>	Academic Year 9 Month	08/06/2024	05/05/2025

Note: If necessary, change the standard hours (per week) and the combination code. Standard hours drives period amount and affect the distribution funding percentage. Appointments may cross departmentally for funding.

Std Hrs	Combination Code
30.00	114000110S

Tip: Enter the first three digits of the account and click the lookup button to view a list of combination codes for the desired department.

- Click the **Calculate Balance** button. The Biweekly Rate and Period Amount will populate based on the standard hours entered and faculty contract amount. Click **Save**.

Combination Code	Hourly Rate	Biweekly Rate
114000110S	99.422365	5965.341923

- To enter appointments that have split funding and/or split sessions, click the **+** to add a row. Enter information as in steps 5 and 6.

Hourly Rate	Biweekly Rate	Period Amount	Last Entered By	Last Accepted By	Last Name	
89.229766	7138.381316	47827.154817	Pe O'Ka		Seminole	<div><div>+</div><div>-</div></div>

Edit only rows of the faculty for which an appointment is needed. Do not delete rows other than those that have been added for split funding and/or split sessions. Click **Save**.

Note: If required to go to a different department to enter appointment information for a faculty member, and that member's row has already been edited, do not change the existing data. Add a new row and enter additional appointment information.

Appointment	Visa	Comments	
Empl ID	Name	Rcd	Select *Session
1 000012345	Sally Seminole	2	<input checked="" type="checkbox"/> Academic Year 9 Month
2 000012345	Sally Seminole	2	<input checked="" type="checkbox"/> Academic Year 9 Month

Std Hrs	Combination Code
40.00	121000110S
40.00	121000110S

Hourly Rate	Biweekly Rate	Period Amount
70.512821	5641.025641	110000.000000
70.512821	5641.025641	110000.000000

- Click on **Comments** to add comments up to 255 characters for each faculty member if desired.


Enter Mass Appointments

Department 121000 Finance Select All

Appointment	Visa	Comments	
Empl ID	Name	Comments	
1 000123456	Sally Seminole		
2 000123456	Sally Seminole		
3 123456000	William Bellamy	RAMP EC 0000012345	
4 000654321	Reginald Renegade		

NOTE: Under the **Comments** tab, enter the RAMP Export Control number for Research Integrity, Security, and Ethics (RISE) vetting, if applicable.

- Click **Save**.

Note: The Faculty Mass entry page may be revisited and edited until the end of the entry period. 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. 

Use the Active Employees report in BI to confirm the appointment dates of the mass reappointment process are correct. If corrections are needed, submit an ePAF to correct the faculty appointment.

Questions? For general questions about this procedure, email Amelia Colorado at acolorado@fsu.edu or hr-courtesydocs@fsu.edu. For questions regarding Faculty Appointment Dates, visit the Office of Faculty Advancement and Development [Website](#).