

Faculty Mass Appointments

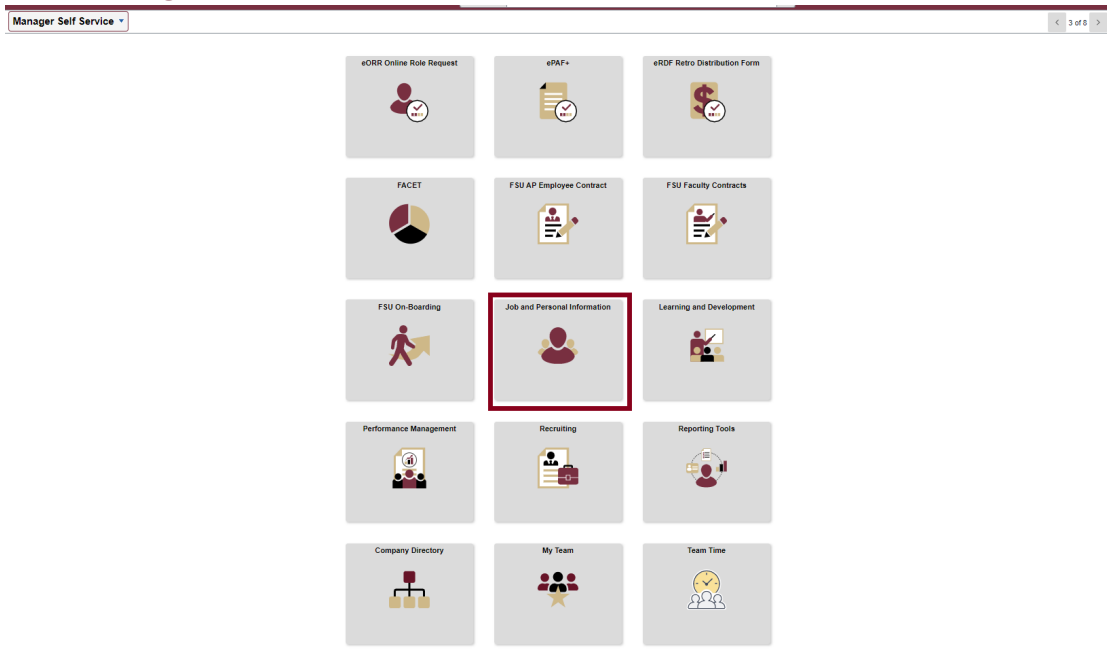
Each year, volumes of Faculty Mass Reappointments must be completed. The Faculty Mass Appointment application allows this process to be completed on one screen and made available in batches by department. A pre-determined timeline will be established for each processing level to allow for a timely mass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

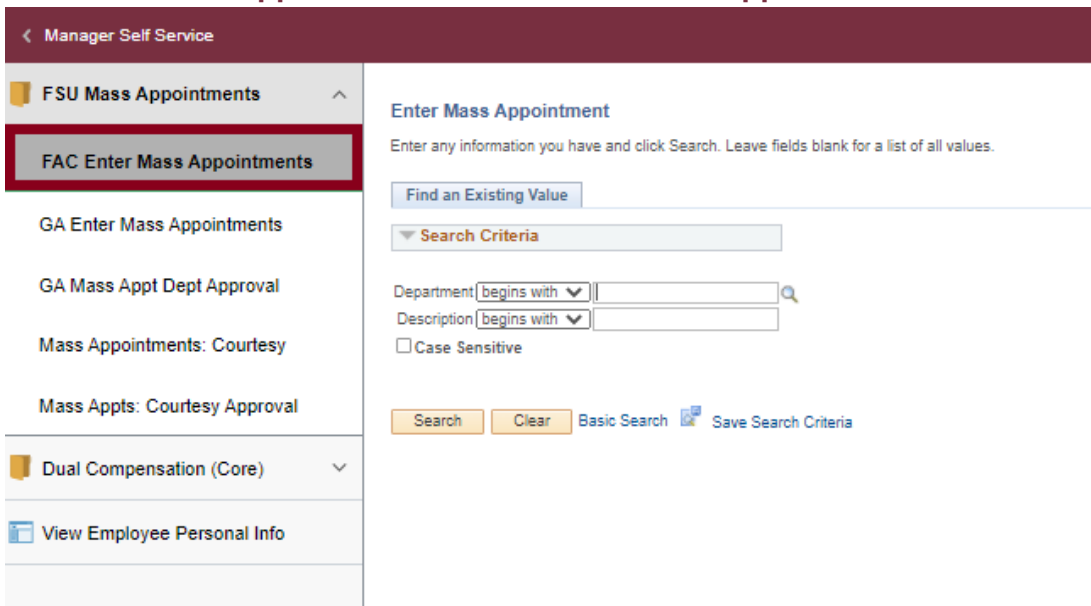
Department Managers and Department Representatives will need the **FSU_SS_MANAGER** role to complete the Mass process.



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

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

Find an Existing Value

▼ Search Criteria

Department: begins with ▼ 121000 🔍

Description: begins with ▼

Case Sensitive

Search Clear Basic Search Save Search Criteria

- 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 Select All

Appointment	Visa	Comments	Rcd	Select	Session	Begin Date	End Date
1	000012345	Sally Seminole	2	<input type="checkbox"/>	Academic Year 9 Month	08/08/2022	05/05/2023

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

Enter Mass Appointments

Department 121000 Finance Select All

Appointment	Visa	Comments	Rcd	Select	Session	Begin Date	End Date
1	000012345	Sally Seminole	2	<input type="checkbox"/>	Academic Year 9 Month	08/08/2022	05/05/2023

Note: If necessary, change the standard hours (per week) and the combination code. Appointments may cross departmentally for funding.

Std Hrs	Combination Code
40.00	121000110S 🔍

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
121000110S	70.512821	5641.025641

- 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	Approver Name	Last Name
70.512821	5641.025641	110000.000000	Renegade	Seminole

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	Begin Date	End Date
1			000012345	Sally Seminole	2	<input checked="" type="checkbox"/>	Academic Year 9 Month	08/08/2022	05/05/2023
2			000012345	Sally Seminole	2	<input checked="" type="checkbox"/>	Academic Year 9 Month	08/08/2022	05/05/2023

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.

Appointment	Visa	Comments	
Empl ID	Name	Comments	
1 000012345	Sally Seminole		
2 000012345	Sally Seminole		
3 000012346	William Westcott		
4 000012347	Ronnie Renegade		

- Click **Save**.

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

Use the Active Employees report in BI to confirm the results of the mass reappointment process. 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](#).