

Graduate Assistant Mass Appointments

Each semester, volumes of Graduate Assistant Reappointments must be completed. To aid in this procedure, the Mass Appointments process allows you to reappoint more than one employee at a time. The GA Mass Appointments are entered by Department Representatives in MyFSU HR and then are made available in batches to Department Managers for approval. 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 Graduate Mass Appointments.

Department Managers and Department Representatives will need the **FSU_SS_MANAGER** role to complete the Mass process. Department Managers must be the HR Manager on the HR table.

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 updated work authorization expiration date, please reverify their I-9 and provide a copy of the updated work authorization documents to hr-edmdocs@fsu.edu. If an employee has an expired work authorization when Grad Mass opens, the department will need to complete an ePAF to reappoint the employee

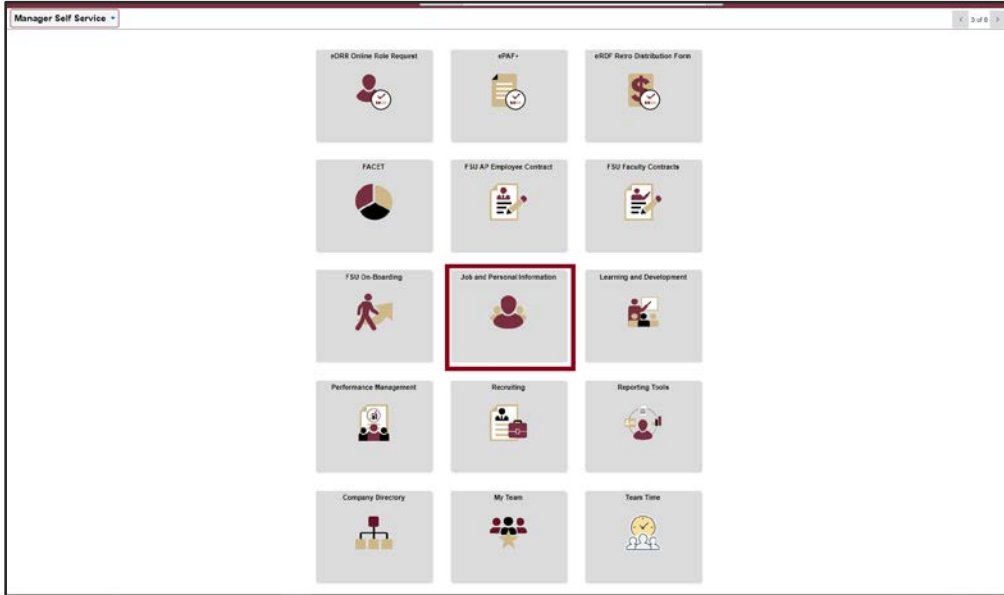
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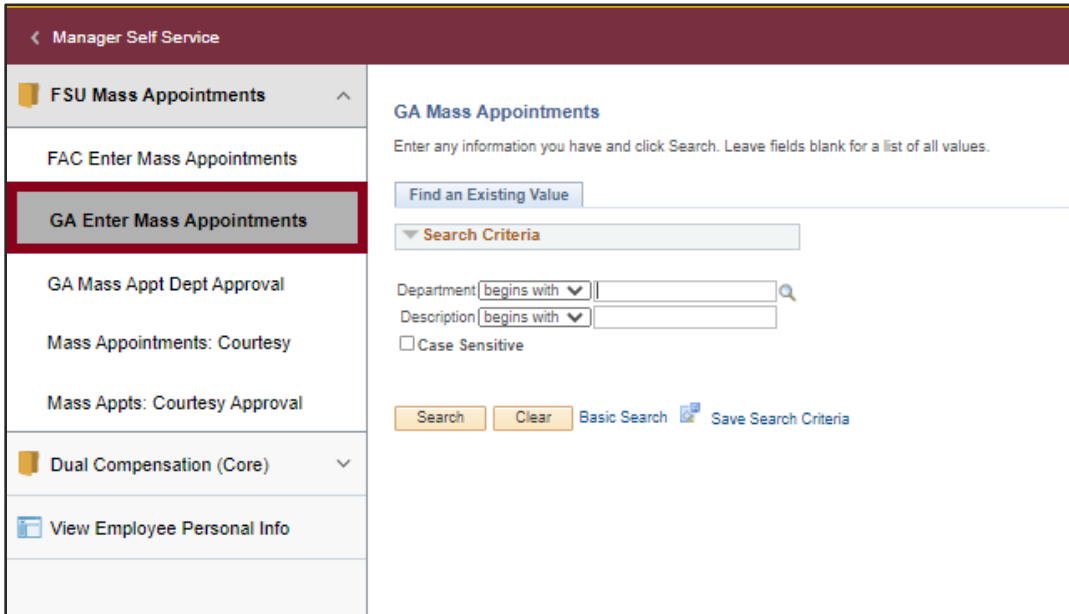


Department Representative Steps: Initial Entry

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



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



3. Enter the department number of the graduate assistants who will be extended an appointment. Click **Search**.

GA Mass Appointments

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 ▼ 075000 🔍

Description begins with ▼ 🔍

Case Sensitive

Search
Clear
Basic Search 🔍
Save Search Criteria

4. Click the **Select** box for only the graduate assistant to be re-appointed. Click **Select All** if all graduate assistants in the department are to be re-appointed.

Enter Mass GA Appointments

Department 075000 Chemistry & Biochemistry Select All

Personalize | Find | View 100 | 📄 | 📅 First ⏪ 1-50 of 181 ⏩ Last

Appointment	Visa	Comments	🔍	🔍	🔍	
Empl ID	Name	Empl Record	Select	Job Code	Supervisor ID	Location Code
1 000012345	Sally Seminole	0	<input checked="" type="checkbox"/>	<input style="width: 50px;" type="text"/> 🔍	<input style="width: 50px;" type="text"/> 🔍	<input style="width: 50px;" type="text"/> 🔍

5. If the job code needs to be changed, enter the new job code, or click the lookup button to view a list of job codes and select the desired option.

Personalize | Find | View 100 | 📄 | 📅 First ⏪ 1-50 of 181 ⏩ Last

Appointment	Visa	Comments	🔍	🔍	🔍	
Empl ID	Name	Empl Record	Select	Job Code	Supervisor ID	Location Code
1 000012345	Sally Seminole	0	<input checked="" type="checkbox"/>	<input style="width: 50px;" type="text"/> 🔍	<input style="width: 50px;" type="text"/> 🔍	<input style="width: 50px;" type="text"/> 🔍

- If the supervisor ID needs to be changed, enter the new supervisor ID or click the lookup button to view a list of person IDs and select the desired supervisor.

Personalize Find View 100 First 1-50 of 181 Last						
Appointment Visa Comments						
Empl ID	Name	Empl Record	Select	Job Code	Supervisor ID	Location Code
1	000012345	Sally Seminole	0	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>

- If the location code needs to be changed, enter the new location code, or click the lookup button to view a list of location codes and select the desired location.

Personalize Find View 100 First 1-50 of 181 Last						
Appointment Visa Comments						
Empl ID	Name	Empl Record	Select	Job Code	Supervisor ID	Location Code
1	000012345	Sally Seminole	0	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>

- School session: The funding **begin** and **end** dates will be populated depending on the session chosen from the drop-down list. Custom session requires dates to be entered.

Location Code	*School Session	Begin Date	Funding End Date
00380118	Fall Semester Dates	03/15/2022	12/09/2022
00380118	Custom	<input type="text"/>	<input type="text"/>

- Enter the standard hours (per week) and a new account code if needed. Appointments may cross departmentally for funding.

*School Session	Begin Date	Funding End Date	Std Hrs	Combination Code
Continuous GA Dates	08/06/2022	05/05/2023	15.00	0750005200100029

TIP: Enter the first three digits of the account in the combination code text box and click the lookup button to view a list of account codes for the desired department.

Combination Code

Combination Code

Description

Account

Department

Project/Grant

Product

Fund Code

Program Code

Class Field

Affiliate

Basic Lookup

Search Results

View 100

Combination Code	Description	Account	Department	Project
0750001100	CHEMISTRY GEN_REV OPS	720000	075000	(blank)
0750001400	CHEMISTRY GR_CFWD OPS	720000	075000	(blank)
0750005200036739	Nuclear Energy University Prog	720000	075000	03673

TIP: If using a project or grant account code, the funding end date for the graduate assistant must be **before** the project end date for the account date.




Funding End Date (23000,928)

Funding end date is greater than project end date for selected Combination Code.
Please correct the Combination Code.

10. Enter the period amount.

Std Hrs	Combination Code	Period Amount	Biweekly Comp Rate	Pay Periods
<input type="text" value="35.00"/>	<input type="text" value="0750001100"/>	<input style="border: 2px solid red;" type="text" value="3000.000000"/>	153.846154	19.5

11. The **Calculate Button** must be clicked. The comp rate (biweekly rate) will populate based on the period amount divided by the number of pay periods. Scroll to the bottom to click **Save**.



Std Hrs	Combination Code		Period Amount	Biweekly Comp Rate	Pay Periods
20.00	081003520O100741		9000.000000	1058.823529	8.5
20.00	081003545O100213		10000.000000	1176.470588	8.5
10.00	081000110O		20000.000000	2352.941176	8.5

Note: If the hourly rate is below the minimum hourly payment required for graduate assistants, update the period amount and/or the standard hours.

Warning - Graduate assistant minimum hourly payment. (23000,929)

The hourly payment is less than the minimum GA hourly payment of \$20.83 for Sally Seminole

12. To enter appointments that will have split funding, click the **plus sign** to add a row. The budget distribution is based on the period amount keyed for the respective account code, divided by the sum of the period amount for the respective job record where multiple rows exist. Enter the period amount for each row. For split funding, job code, school session, and funding begin and end dates must match. Click **Save**.

Combination Code	Period Amount	Biweekly Comp Rate	Pay Periods	Approver Name	
075000110O	<input type="text"/>		19.5	David Diffenbaugh	 

NOTE: If the previous semester was split funded and is no longer needed this semester, the additional row must be deleted.

This page may be revisited and edited until the end of the entry period.

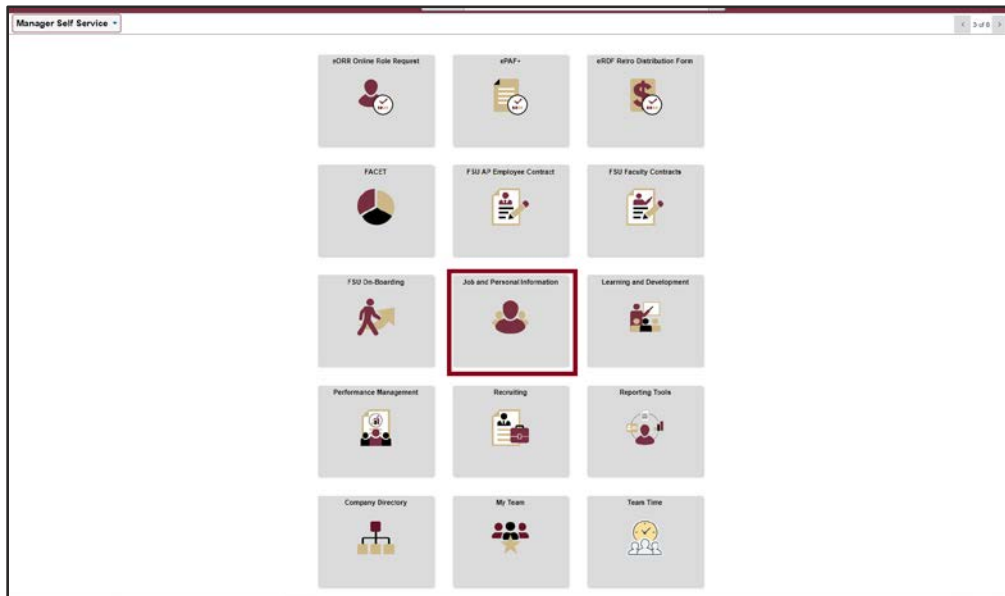
Department Manager Steps: Initial Approval

Approvals: All approval checkboxes are located on the first column of the appointment page.

Manager approval: This step is done only by the department manager.

NOTE: This step can only be completed after the system has been released to department managers.

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



2. Click **FSU Mass Appointments > GA Mass Appt Dept Approval**.

The screenshot shows the 'Manager Self Service' interface. On the left is a navigation menu with the following items: 'FSU Mass Appointments' (expanded), 'FAC Enter Mass Appointments', 'GA Enter Mass Appointments', 'GA Mass Appt Dept Approval' (highlighted with a red border), 'Mass Appointments: Courtesy', 'Mass Appts: Courtesy Approval', 'Dual Compensation (Core)', and 'View Employee Personal Info'. The main content area is titled 'FSU GA Mass Appt Dept Approval' and contains the following elements: a header 'Enter any information you have and click Search. Leave fields blank for a list of all values.', a 'Find an Existing Value' button, a 'Search Criteria' dropdown menu, two search fields: 'Department' (with a 'begins with' dropdown and a search icon) and 'Description' (with a 'begins with' dropdown), a 'Case Sensitive' checkbox, and a row of buttons: 'Search', 'Clear', 'Basic Search' (with a magnifying glass icon), and 'Save Search Criteria'.

3. Enter the department number of the graduate assistants who need approval. Click **Search**.

This is a close-up of the search criteria section from the previous screenshot. It shows the 'Search Criteria' dropdown menu expanded. The 'Department' field is filled with '075000' and has a search icon. The 'Description' field is empty. The 'Case Sensitive' checkbox is unchecked. At the bottom are the 'Search', 'Clear', 'Basic Search' (with a magnifying glass icon), and 'Save Search Criteria' buttons.

- All rows selected by the department representative for reappointment will appear first with a checkbox open for approval. Click **Approval** for the graduate assistant to be appointed. Click **Select All** if all selected graduate assistants are to be approved. **Do not** check the Approval box where adjustments are required for an appointment prior to final approval.

	Approval	Empl ID	Name	Empl Record	Select
1	<input checked="" type="checkbox"/>	000012345	Susie Seminole	0	<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/>	000012346	William Westcott	0	<input checked="" type="checkbox"/>

- Add comments on the **Comments** page describing changes that need to be made. Comments are required for appointments that are not approved.

Personalize Find View 100 First 1-50 of 120 Last			
Appointment		Visa	Comments
Empl ID	Name	Comments	
1 000012345	Susie Seminole	Change Job Code to M1984	

NOTE: Department representatives will have a window of opportunity to make the appropriate adjustments to the appointments prior to final approval by the department manager.

- Click **Save**.

Department Representative Steps: Recommended Changes

1. Go to **Manager Self Service > Job and Personal Information**.
2. Click **FSU Mass Appointments > GA Enter Mass Appointments**.
NOTE: Appointments requiring change as recommended by the department manager will be at the top of the appointment page. Any appointment that has been approved will not be editable by department representatives.

Department 075000 Chemistry & Biochemistry

Personalize | Find | View 100 | First 1-50 of 179 Last

Appointment | Visa | Comments

Empl ID	Name	Empl Record	Select	Job Code	Supervisor ID	Location Code
1 000012345	Susie Seminole	1	<input checked="" type="checkbox"/>	W9185	000063336	00380106
2 000012346	William Westcott	2	<input checked="" type="checkbox"/>	W9185	000063336	00380118
3 000012347	Ronnie Renegade	0	<input checked="" type="checkbox"/>	M9182	200215478	00380118
4 000012348	Bill Bellamy	1	<input checked="" type="checkbox"/>	M9182	000006812	40072065

3. Click the **Comments Tab** to view the recommended changes. Enter the changes on the appointment tab.

Department 075000 Chemistry & Biochemistry

Personalize | Find | View 100 | First 1-50 of 179 Last

Appointment | Visa | Comments

Empl ID	Name	Comments
1 000012345	Sally Seminole	Change Job Code to M9182
2 000012346	William Westcott	Change Job Code to M9182
3 000012347	Ronnie Renegade	Update School Session to Summer B Class Dates

Department 075000 Chemistry & Biochemistry

Personalize | Find | View 100 | First 1-50 of 179 Last

Appointment | Visa | Comments

Empl ID	Name	Empl Record	Select	Job Code	Supervisor ID	Location Code	* School Session
1 000012345	Sally Seminole	1	<input checked="" type="checkbox"/>	M9182	000063336	00380106	Summer A Faculty Appt D
2 000012346	William Westcott	2	<input checked="" type="checkbox"/>	M9182	000063336	00380118	Summer C Faculty Appt D
3 000012347	Ronnie Renegade	0	<input checked="" type="checkbox"/>	M9182	200215478	00380118	Summer B Class Dates

4. Click **Save**.

Department Manager Steps: Final Approval

Manager Final Approval: The updated appointments will appear at the top of the appointment page.

1. Go to **Manager Self Service > Job and Personal Information**.
2. Click **FSU Mass Appointments > GA Mass Appt Dept Approval**.
3. Click **Approval** for the graduate assistant to be appointed.

	Approval	Empl ID	Name	Empl Record	Select
1	<input checked="" type="checkbox"/>	000012345	Susie Seminole	0	<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/>	000012346	William Westcott	0	<input checked="" type="checkbox"/>

4. Click **Save**.

Graduate Assistance Reports

Use the **FSU_GA_MASS_APPT** query and the Active Employees report in BI to confirm 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 needed.

If corrections are needed, submit an ePAF to correct the graduate assistant appointment.

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