

Courtesy Appointment(s) – FAQs

Q: Where can I find courtesy appointment information?

- A. Navigate to FSU's Human Resources [website](#), select the *Sections* drop-down menu, and choose *Employee Data Management*. On the Employee Data Management webpage, scroll down to the options at the bottom of the page and click the *Courtesy Appointments* button.

Q: What very specific information is needed for my appointment?

- A. Notate details regarding the need for a Courtesy Appointment such as what specific job duties are being performed; will the candidate be participating or not in research? What department-related business is needed for the Courtesy and what access is needed during the appointment? Is the candidate on campus during the appointment? If yes, for how long? If not, state will collaborate remotely. Is the candidate currently an active employee or student with FSU? If not, where are they actively employed or a student? Are they a Grad Courtesy, Postdoc Courtesy, or Visiting? Where is their external source of funding/payment coming from? All research or research-related support positions are subject to foreign researcher screening under FS 1010.35. The updated screening process is described more fully on the [Office of Compliance and Ethics website](#).

Q: When does a courtesy candidate need to go through RAMP?

- A. A candidate will need RAMP approval for any domestic or international courtesy appointment that includes a research assignment/research-related support. RAMP approval will also be required for any domestic or international candidate invited to campus to participate in research/observation/lectures for 14 days or more.

Q: What RAMP type should I select?

- A. Please select the Visitor option for courtesy appointments needing RAMP approval. If the candidate needs access for 14 or more days, choose the Category of visit > Visiting Scholar. For appointments needing access for fewer than 14 days, please select the Category of visit > Short-Term Visitor in RAMP.

Q: What happens after a Department has submitted RAMP for a courtesy research assignment or research-related support?

- A. After RAMP is submitted, your submission is reviewed. You will be sent a Qualtrics link from the Office of Compliance and Ethics if necessary.

Q: When must a department undergo the Office of Compliance and Ethics Foreign Research Screening?

- A. Visiting researchers and candidates for research or research-related support positions who are:
1. non-U.S. citizens or permanent residents, or
 2. U.S. citizens or permanent residents with a specified connection to a foreign country of concern*.

Q: What are the current countries of concern?

- A. *Cuba, China (including Hong Kong and Macau but excluding Taiwan), Iran, North Korea, Russia, Syria, and Venezuela.

Q: How do I appoint a courtesy candidate?

- A. All courtesy appointments go through the courtesy onboarding process. Courtesy appointments are submitted through the courtesy express process and launched as an Onboarding Invitation. Job aids for both courtesy appointment paths can be found [here](#).

Courtesy Onboarding – FAQs (continued)

Q: What Courtesy Applicant Types are there?

A. There are two types for creating an appointment. [Express](#) and [Employee](#).

Q: When do I use the Employee type versus the Express type?

A. Employee type is used for any current FSU employees or students who have access to their FSU email. Express type is used for all candidates new to FSU or former FSU employees/students. When in doubt, use the Express.

Q: What job code should I use for my department's new courtesy appointment?

A. A comprehensive list of courtesy job codes can be found [here](#).

Q: What is the difference between the YT00 job code and the H0000 job code?

A. YT00 job code is for non-FSU students/consultants/vendors/non-research related/etc. The H0000 job code is for appointments that do not fit into other courtesy job codes. Please reach out to EDM-Special Projects at HR-CourtesyDocs@fsu.edu before using the H0000 job code.

Q: What should I put in the job offer's "weekly standard hour" field?

A. All courtesy appointments should have a 0.01 weekly standard hour *unless* they are the instructor of record for a course or need their actual weekly hours recorded for reporting reasons. Reporting reasons include student internships needing to report their hours for course credit or an individual working with grant funding that requires hourly reporting.

Q: Who does a department select as a supervisor of a courtesy candidate?

A. Please select the Faculty Member or employee sponsoring the courtesy candidate to ensure the courtesy is actively involved in achieving the mission of the department and the University.

Q: When would I use the Joint College EMPL Class on a job offer?

A. Any current FAMU College of Engineering employee or actively enrolled FAMU College of Engineering student who needs a courtesy appointment to access FSU College of Engineering facilities or systems.

Q: What is an Unpaid Visiting Scholar?

A. Any researcher, lecturer, and observer, domestic or international, invited by an FSU Faculty Member or staff coming to campus for more than 14 consecutive days must go through the Unpaid Visiting Scholar Process. These individuals typically have an association with another institution and are not local to Florida State University.

Q: If a candidate coming to campus for research collaboration/observation is a US Citizen, does the candidate qualify as a Visiting Scholar?

A. Yes. Unpaid Visiting Scholars can be either international or domestic. A candidate qualifies as a visiting scholar if they are physically on campus for 14 or more consecutive days and participating in research, lectures, and observation.

Q: When submitting the job offer for Unpaid Visiting Scholars, how do I notify HR that this appointment requires an Unpaid Visiting Scholar Review?

A. All required Visas and Sponsored Research approval documents should be completed before submitting the courtesy offer. These documents include visa requests to CGE (if visa sponsorship is required) and the approved Export Control in RAMP. Please only submit courtesy job offers after receiving full approvals from these departments. When submitting the courtesy job offer, the Department Representatives should download a copy of the approved export control form and attach it to the courtesy job offer when submitting it. HR will confirm the approved Export Control during the courtesy job offer.

Courtesy Onboarding – FAQs (continued)

Q: EDM-Special Projects forwarded me a number called a Temporary ID – what is a Temporary ID?

A. A Temporary ID is a placeholder social security number for a courtesy appointment. Social security numbers are not required for courtesy appointments, but you must have a "social security number" in the system for FSUID activation. If a courtesy appointment chooses not to disclose their social security number, a randomized placeholder is assigned to the individual. The department is expected to pass along this information to the courtesy appointee during the Candidate Information stage of Onboarding.

Q: What Supplemental Documents are required for my courtesy appointment?

A. Supplemental documents for Courtesy Appointments differ based on responsibilities. However, all External courtesy appointments do require a photo ID using the Document Type "Photo ID." You will need to verify the name on the Photo ID matches the name of the Courtesy Candidate. Please refer to the Courtesy Supplemental Document list on the [Courtesy website](#) for more information.

Q: Outside of the photo ID requirement, my department's courtesy appointment does not require supplemental documents. Is there anything I need to do in the Onboarding Supplemental Document Step?

A. Yes! You will still need to submit the Department Supplemental Document step, even if you do not need to upload any additional documents. Go into the candidate's Onboarding Invitation via the "My Tasks" menu and click the "save and submit" button to push the invitation to HR.

Q: An employee in my department is retiring, do I need to submit a courtesy appointment for them to be able to retain their FSU email?

A. No. The ITS [email policy](#) allows for a retiree to retain their email as long as it is used at least once in a twelve-month period. Additionally, a retirement action must be on record in OMNI HR. If you have an individual in your department that has retired but the termination reason is not "retirement," please contact Employee Data Management.

Q: Can a retiree use a courtesy appointment to access ITS products/services such as Microsoft and Adobe?

A. No. A courtesy appointment is not appropriate to reestablish continued use of these services without a departmental business relationship.

Q: May I have a courtesy appointment if I am retired?

A. Based on the FRS reemployment provisions, you must terminate all employment relationships, paid or unpaid, with FSU and any other Florida Retirement System (FRS) employer and take a distribution or begin your pension benefits to be considered a retiree. If a retiree returns within the first six months of their retirement, they will have voided their retirement and must repay all monies paid to them, including Deferred Retirement Option Program (DROP) accrual. If you provide services to an FRS employer in any capacity, you MAY be determined to have an employment relationship. FSU may be found jointly liable for this amount. If a reemployment violation occurs, departments will be billed for any repayment amounts the FRS charges to FSU. Direct any questions to the FSU HR Benefits office to determine if a retiree is eligible for rehire without restrictions or your department if you are a volunteer.

Q: An individual in our department has left the university but is not a retiree. Is there a way for them to maintain their email account or gain access to it for a short period of time?

A. The department may grant a courtesy appointment to provide email access with an individual if they are maintaining a business relationship. It is up to the department to decide whether or not to sponsor a courtesy appointment for email access. Please include business need in job offer comments. A courtesy appointment would not be appropriate for the continued use of only email access without business relationship with the department.

Courtesy Onboarding – FAQs (continued)

Q: A newly hired courtesy appointment cannot activate their FSUID because it says their SSN is incorrect. How can this be corrected?

A. The candidate could confirm within their Onboarding or department that the appropriate social security number or Temporary ID was provided. If the SSN is incorrect, the department will need to contact the EDM-Special Projects team by emailing hr-courtesydocs@fsu.edu to correct employee data.

Q: Do Temporary ID's need to be updated?

A. No, the Temporary ID does not need to be updated for courtesy appointments. The courtesy appointee may maintain that placeholder social security number for the entirety of their appointment.

Q: How do I terminate a courtesy appointment?

A. Courtesy appointments should be timely terminated via the ePAF system. However, courtesy appointments can be terminated in mass during the annual Courtesy Mass Reverification process.

Q: What is the difference between a volunteer and a courtesy appointment at FSU?

A. Courtesy appointments are allotted system access such as FSUIDs, building access, and FSU email accounts. Volunteers are not granted system access. Courtesy Appointments are routed through the onboarding process while volunteers complete the volunteer form.