

Appointing External Courtesy Candidates via Courtesy Express

This guide will detail the steps to appoint Courtesy Appointment candidates via Courtesy Express in OMNI HR.

Each semester, the Office of Human Resources creates a non-advertised job opening for use by the entire University, known as the Courtesy Express. This process is used when the department is requesting a courtesy appointment. The courtesy appointment permits the individual to receive access to University privileges, such as FSU email accounts, computer system access, or building access. The Courtesy Express job opening will display for departments in the Recruiting > Search Job Openings list, but it is not advertised as a job for which applicants can apply. The department creates the applicant record, links the record to the current Courtesy Express pool, and prepares the job offer.

Key Information:

- Required Roles: **FSU_ERS_ADD_EXPRESS** and **FSU_SS_MANAGER**
- [OMNI Recruiting Training Guides](#)
- [Courtesy Supplemental Documents](#)
- [Courtesy Job Codes](#)

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Confirm the Candidate's FSU Affiliation

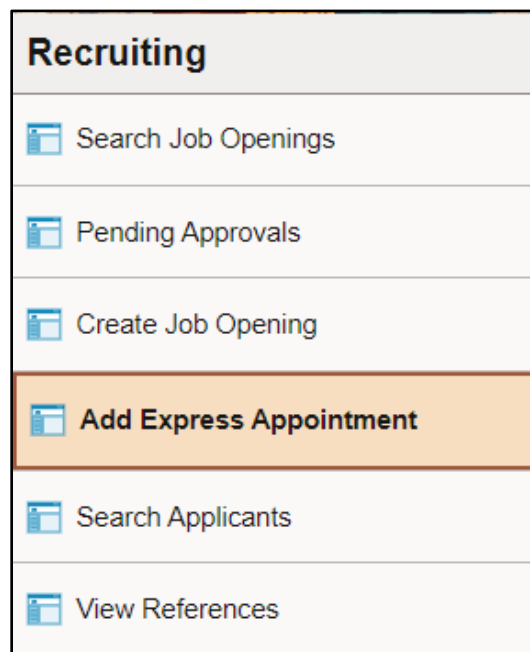
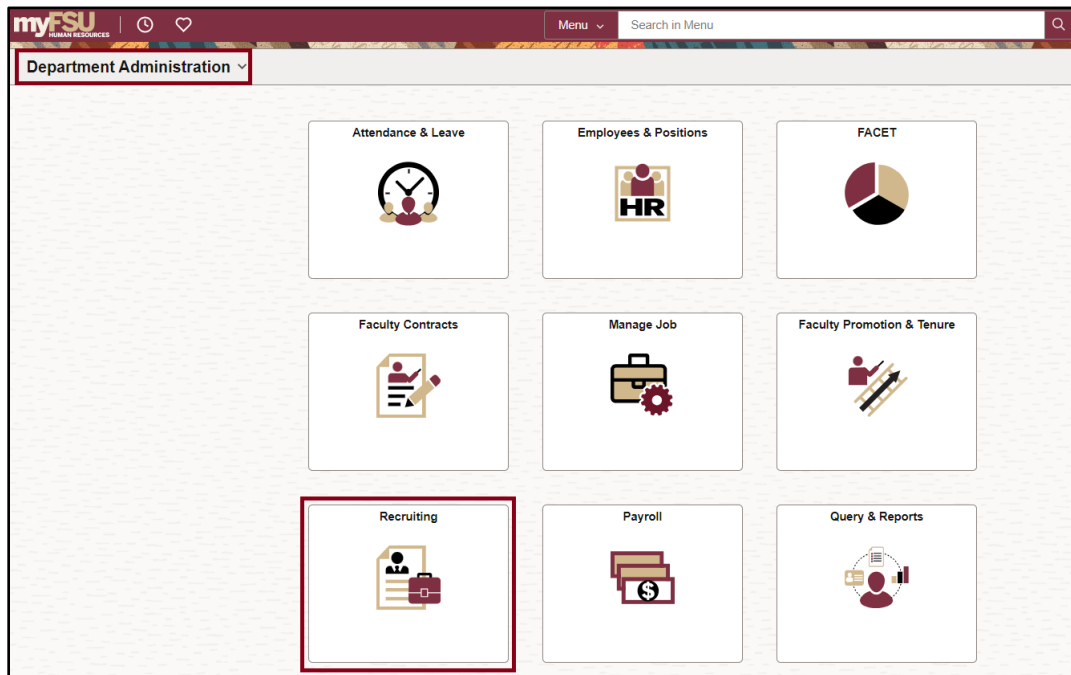
1. Prior to creating the appointment record, ask the hiring manager if the candidate is new to FSU or if they have access to their FSU email:
 - a. If the candidate does not have FSU email access or is affiliated but does not know their FSUID and Empl ID/Student ID, proceed with adding them as a candidate new to FSU.
 - i. Obtain a valid, non-FSU email address from the candidate.
2. Log into **myFSU** > click on the **HR icon**.



Create the Courtesy Express Appointment Record

- From the **Department Administration** page or the Navigator > click **Recruiting** > **Add Express Appointment**.

NOTE: Department Representatives can also reach this page by going to the **Navigation Bar**> **Recruiting** > **Add Express Appointment**.



Adding **CANDIDATES NEW TO FSU**

4. On the **Add Express Appt** page:
 - a. Allow **Applicant Type** to default to Express Appt.
 - b. Enter the candidate's legal name in the **First Name** and **Last Name** fields.
 - c. Click **Add Email Address** > choose email type > enter a **valid** email address > click **Save** or **Save and Create Another** to create additional express appointments.

Note: The email provided is where the Onboarding invitation will be sent later in the process. For email type, please select **Home** or **Other** – inserting an FSU email domain will result in an error and not allow you to save.

The screenshot shows the 'Add Express Appt' form. At the top, there are buttons for 'Save' and 'Save and Create Another', with the latter highlighted by a red box. Below the buttons, the form is divided into several sections. The 'Applicant' section includes fields for 'Applicant Type' (set to 'Express Appt') and 'Preferred Contact' (set to 'Not Specified'). The 'Applicant Status' section includes fields for 'Status Code' (set to 'Active'), 'Status Reason', and 'Status Date' (set to '04/17/2024'). The 'Name' section includes fields for 'Name Format' (set to 'English'), 'Name Prefix', 'First Name' (set to 'George'), 'Middle Name', 'Last Name' (set to 'Edgar'), and 'Name Suffix'. The 'Email Addresses' section is highlighted by a red box and contains a table with columns for 'Primary', 'Email Type', and 'Email Address'. The first row has 'Primary' checked, 'Email Type' set to 'Home', and 'Email Address' set to 'george.edgar.1887@gmail.com'. Below the table is an 'Add Email Address' button. The 'Phone Numbers' section at the bottom indicates that no phone numbers have been added for this applicant, with an 'Add Phone Number' button.

- d. Note the **Applicant ID** that generates and proceed to step 5.

The screenshot shows the 'Manage Applicant' page. At the top, there are buttons for 'Save' and 'Save and Create Another', with the latter highlighted by a red box. Below the buttons, the page displays the applicant's name 'George Edgar' and the 'Applicant ID' '788694', which is highlighted by a red box. At the bottom, there are tabs for 'Personal Information' and 'Applications', with 'Personal Information' selected.

Linking the Record to the Courtesy Express Pool

5. Navigate to **Recruiting** > **Search Applicants** > enter the applicant ID in the **Applicant ID** field > click **Search**.

The screenshot shows the 'Recruiting' section of a web application. On the left, a sidebar contains several options: 'Search Job Openings', 'Pending Approvals', 'Create Job Opening', 'Add Express Appointment', 'Search Applicants' (highlighted with a red box), and 'View References'. The main area is titled 'Recruiting Home' and features three search tabs: 'Quick Search' (selected), 'Keyword Search', and 'Advanced Search'. Below these is a 'Search Criteria' section with various input fields: 'First Name', 'Last Name', 'Display Name', 'Alternate Character Name', 'Applicant Status' (a dropdown menu), 'Applied Within' (a dropdown menu), 'Applied Between' (two date pickers with 'And' in between), 'Job Opening ID' (with a search icon), and 'Applicant ID' (populated with '788694' and highlighted with a red box). At the bottom of the search criteria, there are two buttons: 'Search' (highlighted with a red box) and 'Clear'.

6. Across from the candidate's name, use the **Actions** drop down menu to **select Link Applicant to Job**.

The screenshot shows a 'Search Results' table with the following data:

Select	Applicant↑	Applicant ID	Type	Status	Phone	Email Address	Date Applied↓	Jobs Applied	
<input type="checkbox"/>	George Edgar	788694	Express Appt	010 Active		george.edgar.1887@gmail.com	04/17/2024	0	<div><div>Actions</div><div>Link Applicant to Job</div><div>Send Correspondence</div></div>

Below the table, there are links for 'Select All', 'Deselect All', and a 'Group Actions' dropdown. The 'Actions' dropdown for the first candidate is highlighted with a red box, showing the options 'Link Applicant to Job' and 'Send Correspondence'.

7. Enter or select the current semester's Courtesy Express job ID in the **Job Opening ID** field > click **Link**.

Link Applicant to Job Opening

Applicants to be Linked

Applicant	Name	Status	Email Address	
<input type="text" value="788694"/>	George Edgar	010 Active	george.edgar.1887@gmail.com	

Add Applicant

Job Openings

Job Opening ID	Posting Title	Job Posted	Questionnaire	
<input type="text" value="56448"/>	Courtesy Express Spring 2024	No	No	

Add Job Opening

Disposition Information

*Disposition

Linked

Reason

Date

04/17/2024

Link

Cancel

Preparing the Appointment

8. After the applicant's record has been successfully linked, click on the candidate's name to be redirected to the job opening(s) associated with the applicant's ID.

Recruiting

Recruiting Home

Quick Search

Keyword Search

Advanced Search

> Search Criteria

1 Result(s) Found

Search Results

Select

Applicant

Applicant ID

Type

Status

☐

George Edgar

788694

Express Appt

010 Active

Select All

Deselect All

9. Under the appropriate Job Opening, click on **Other Actions**.

Manage Applicant

[Save](#) | [Return](#) | [Recruiting Home](#) | [Search Applicants](#) | [Create Applicant](#) | [Add Application](#) [Personalize](#)

Name George Edgar
Applicant ID 788694
Applicant Type Express Appt
Status 010 Active

Preferred Contact Not Specified
Phone
Email george.edgar.1887@gmail.com
Address 600 W College St Tallahassee, FL 32306 Leon

Applicant Activity | Notes | Applicant Data | Interested Parties

[Current Status](#) | [Interview Evaluation](#) | [Expenses](#) | [History](#)

Applicant Activity ⓘ

Select	Job Opening	Job Opening ID	Disposition	Application	Resume	Route	Print	
<input type="checkbox"/>	Courtesy Express Spring 2024	56448	Linked					Other Actions

10. Click **Recruiting Actions** > **Prepare/View Job Offer**.

Manage Applicant

[Save](#) | [Return](#) | [Recruiting Home](#) | [Search Applicants](#) | [Create Applicant](#) | [Add Application](#) [Personalize](#) [Print](#) | [History](#)

Name George Edgar
Applicant ID 788694
Applicant Type Express Appt
Status 010 Active

Preferred Contact Not Specified
Phone
Email george.edgar.1887@gmail.com
Address 600 W College St Tallahassee, FL 32306 Leon

Applicant Activity | Notes | Applicant Data | Interested Parties

[Current Status](#) | [Interview Evaluation](#) | [Expenses](#) | [History](#)

Applicant Activity ⓘ

Select	Job Opening	Job Opening ID	Disposition	Application	Resume	Route	Print	
<input type="checkbox"/>	Courtesy Express Spring 2024	56448	Linked					<div>Recruiting Actions > Applicant Actions > Prepare / View Job Offer View / Edit Application Details</div>

[Select All](#) [Deselect All](#) [Group Actions](#)

11. Begin on the **Offer Details** tab.

Offer Details | Background Check

Job Opening 56448 **Courtesy Express Spring 2024**

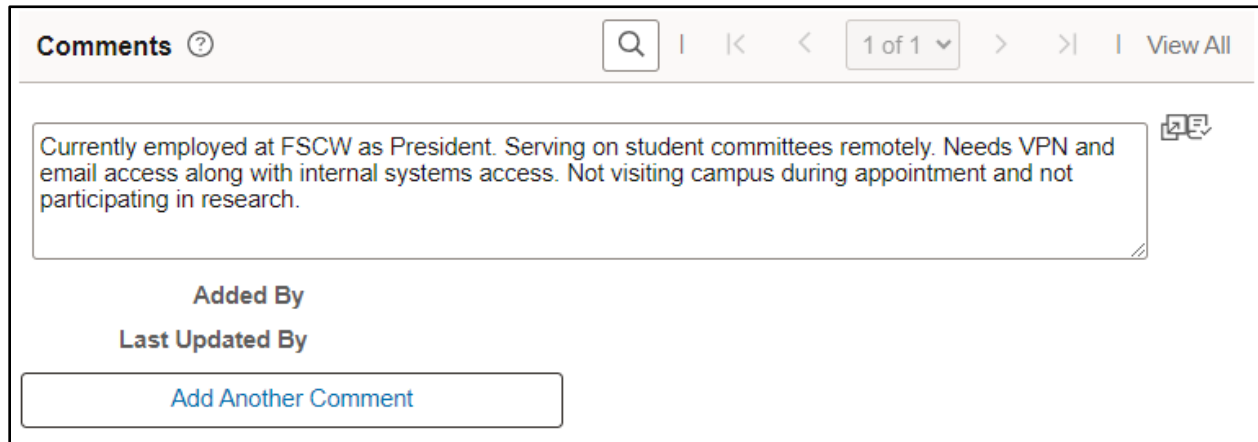
Position Number

Recruiter

Status 006 Pending Approval

Created By

12. Navigate to the **Comments** section. Enter information pertaining to the candidate and/or appointment, such as employee ID (if a current employee), type of appointment (new, rehire, additional appointment.) This includes stating that the candidate needs to receive access to University privileges, such as FSU email accounts, computer system access, or building access. If the appointment is a **Post Doc**, please include financial support information including the source and amount of funding.



The screenshot shows a web interface for adding comments. At the top, there's a header with the word "Comments" followed by a question mark icon. To the right of the header are navigation controls: a search icon, a vertical bar, left and right arrow icons, a dropdown menu showing "1 of 1", and a "View All" link. Below the header is a large text area containing the comment: "Currently employed at FSCW as President. Serving on student committees remotely. Needs VPN and email access along with internal systems access. Not visiting campus during appointment and not participating in research." To the right of the text area is a small icon of two overlapping documents. Below the text area are two labels: "Added By" and "Last Updated By". At the bottom of the form is a button labeled "Add Another Comment".

13. Navigate to the **FSU Offer – Additional Info** section.
Enter the appropriate **Job Code** or click the look up button to select the appropriate Courtesy Job Code. To determine the appropriate Courtesy job code, review the information [here](#).
- Note:** The default code COUX is not a valid job code.
14. Enter the appropriate **Department** or use the lookup button to search and select the desired Department.
15. Enter the appropriate **Location Code** or use the lookup button to search and select the desired Location Code.
16. Enter the appropriate **Supervisor ID** or use the lookup icon to search for the desired Supervisor ID.
17. Enter the appropriate **Mail Code** or use the lookup icon to search for the desired Mail Code.
18. Enter the appropriate **Weekly Std Hours**. For *teaching Faculty appointments*, please enter the exact number of weekly hours.
For *all other courtesy appointments*, please insert 0.01.
19. Click the **U.S. Citizen?** drop down menu. Select the appropriate answer from the list.
20. Click the **Empl Class** drop down menu. Select the appropriate classification - **Courtesy** should be used for standard Courtesy appointments. Please review the available Courtesy Empl Classes on the courtesy [website](#).

NOTE: Appointments for Visiting Scholars should select the **Vstg Schlr** Empl Class. Please see the [Appointing Unpaid Visiting Scholars via Courtesy Express](#).

21. The Pre-Mgr Approver field is optional. Use the lookup button to search and select a Pre-Mgr Approver, if desired. The Originator Telephone will automatically populate.

22. Enter the **Begin Date**.

NOTE: Start dates should be 2-3 weeks out to allow times for approvals, onboarding completion, and background check completion (if applicable).

FSU Offer - Additional Info

Employee Id	
*Job Code	H9009 Eminent Scholar
*Location Code	4004A0321 PSYCHOLOGY DEPARTMENT BUA0321
*Department	089000 Psychology
*Supervisor ID	000000179 Karen Berkley
*Mail Code	1270
*Weekly Std Hours	0.01
*U.S. Citizen?	Yes
*Empl Class	<div>Courtesy Emeritus Joint Coll MCF MSC PCF Phone Post Doc RCF Vstg Schlr</div>
Pre-Mgr Approver (Optional)	
*Originator Telephone	850/644-9894
Begin Date	
05/06/2024	

23. Attach any documents necessary for the Courtesy Appointment under Offer Attachments

Offer Attachments ?

No attachments have been added to this offer.

Approval Attachments

NOTE: Offers needing RAMP approval are attached here. Please be sure to show the Visitor Information tab of the RAMP approval screenshot.

Export Control > George Edgar Visiting Scholar

Approved

Submitted by: R Renegade
Date Submitted: 3/18/2025
Date Approved: 6/9/2025

Next Steps

View Export Control

Printer Version

View Differences

Add Comment

(Export Control - In review)

EC00001234: George Edgar Visiting Scholar

Responsible Party:
Submission type: Visitor

Assigned Reviewer: Jordan Huston
Screening Result: Suspected Hit

Pre-Submission

Pre-Review

Export Control Review

Review Complete

Clarification Requested

Clarification Requested

History

Documents

Visitor Information

Screening Results

Reviews

Deliverables

Related Submissions

Visitor: George Edgar
Countries of Citizenship: China
Affiliated Companies: No institution
Type of Visit: Non-Students Visit

Dates of Visit: 5/23/2025 to 5/31/2026
Legal Permanent Resident: No
Campus Locations: Westcott
Category of Visit: Visiting Scholar (> 14 days)

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24. Click the **Background Check** tab.

Offer Details ⓘ

Offer Details

Background Check

Budget Manager

Budget Manager Email

Background Check Funding (Required)

Purchase Order #

Line #

OR

Foundation Fund #

Approval Submission

Description of Duties/Comments

Currently employed at FSCW as President. Serving on student committees remotely. Needs VPN and email access along with internal systems access. Not visiting campus during appointment and not participating in research.

Enter a **Description of Duties** for the appointment.
Confirm the Budget Manager and Budget Manager Email is correct.

Enter or look up a valid **Purchase Order #** or enter a valid **Foundation Fund #** to pay for the background check. The **Line #** will generate based on purchase order selected.

NOTE: The department will only be charged if a background check is required.

25. Answer each question on the **Background Check Questionnaire**; No or Yes as applicable. Confirm these answers with the hiring supervisor.

Once the questions are answered, the background level will generate at the bottom of the questionnaire.

The background check level will be reviewed by Human Resources Background Check staff.

Part 1. Outside Documents to replace/satisfy FSU Background Check:	
1	Is this job/role located in the FSU Childcare Center?
2	Does this job/role require a specific background check to be performed for which approved external agencies complete screenings? (e.g., DRS positions, positions in the K-12 school system, etc.)
3	If the hiring department for this job/role has been granted approval by the Office of Human Resources to perform a specific background check for all employees, select the appropriate level. If not applicable, select "NO."
4	Will this person be working or volunteering with a University Sponsored Summer Camp held between May and September?
Part 2. Level 2 Background Check Required Duties:	
1	Will this person be providing care, treatment, education, training, instruction, supervision, or recreation to vulnerable populations such as minors, the elderly, or those with disabilities?
2	Is the position classified as Vice President level or above by job code/administrative code?
3	Is the position with the FSU Public Safety or Panama City Campus Public Safety? If yes, submit a copy of the fingerprint report obtained by FSUPD; HR will conduct the Standard portion of the Criminal History Background Check
4	Is fingerprinting a requirement by granting agencies for grants and contracts?
5	Will this person be working or volunteering with regulated materials regardless of quantity [DHS Chemicals of Interest, DEA controlled substances, NRC Radioactive Material], or is the position located in a facility covered by a DOT Security Plan, or has unescorted access to said materials?
Part 3. Standard Background Check Required Duties:	
1	Will this person perform fiscal duties to include budgeting, accounting, or having direct access to cash (except petty cash), checks, and/or credit/debit cards to include making and/or receiving payments?
2	Will this person possess system access that provides the ability to process payments, print or distribute checks, process corrections, or generate, update, or approve financial transactions that will result in the disbursement of University funds?
3	Will this person have control over University-wide operational processes through functional roles or system security access?
4	Will this person have access to sensitive, secure, and/or confidential personal information on individuals, such as students, faculty, staff, or alumni (e.g., social security numbers, dates of birth, etc.)?
5	Will this person possess access to surplus property inventory; or possess a grand master or building master key and/or cards for building access?
Part 4:	
1	Will this candidate/position be required to drive a University-owned motor vehicle (including golf carts and other utility vehicles) as part of their regular duties? See University Policy OP-C-7-G8 for driver's license check requirements.
2	By selecting "Yes," I confirm that the above duties have been reviewed by the position supervisor and are accurate.

Submitting Appointment or Saving Draft

26. **Submit for Approval** or **Save as Draft**

After you have submitted the appointment, a confirmation message pops up. Click the **OK** button.

Offer Details

Background Check

Budget Manager

Budget Manager Email

Background Check Funding (Required)

Purchase Order #

Q

Line #

OR

Foundation Fund #

Approval Submission

Save as Draft

Submit for Approval

Add Revised Offer

Delete Offer

Edit Offer

Description of Duties/Comments

Currently employed at FSCW as President. Serving on student committees remotely. Needs VPN and email access along with internal systems access. Not visiting campus during appointment and not participating in research.

You have successfully submitted George Edgar's job offer. (0,0)

OK

27. Navigate to the **Approvals** tab to review the status of the job offer in the workflow.

The screenshot shows the 'Offer Details' page with the 'Approvals' tab selected. The 'FSU Job Offer Workflow' section displays a 'Job Offer: Pending' status. The workflow steps are: 'Pending' (Reginald Renegade, FSU Job Opening Dept. Mgr.), 'Not Routed' (Multiple Approvers, HR Background Check Approver), and 'Not Routed' (Multiple Approvers, HR Final Approver-Courtesy). A 'Submit' button is visible below the workflow. A 'Comments' section with a text area is at the bottom.

To insert an additional approver, click the plus sign at the desired point, ensuring that the HR Final Approver is listed last.

Once the appointment is Final Approved, Human Resources will launch the Onboarding invitation to the candidate and the department will receive an email.

NOTE: To check the appointment status in workflow, navigate to the job opening through **Recruiting > Search Job Openings >** across from the candidate's name, click **Other Actions > Recruiting Actions > Prepare/View Job Offer > Approvals** tab.

Editing an Offer: The **edit offer** button is only live during the draft job offer stage. If you need to change a submitted appointment, it must be denied by the approver so the originator may **add revised offer**. At the add revised offer step, the offer details data will be retained and editable. However any attachments will not. Click **Save as Draft** to reattach any attachments. Once edits have been made and necessary documents are attached, click **Submit for Approval**.

Questions? For general questions about this procedure, email hr-courtesydocs@fsu.edu.