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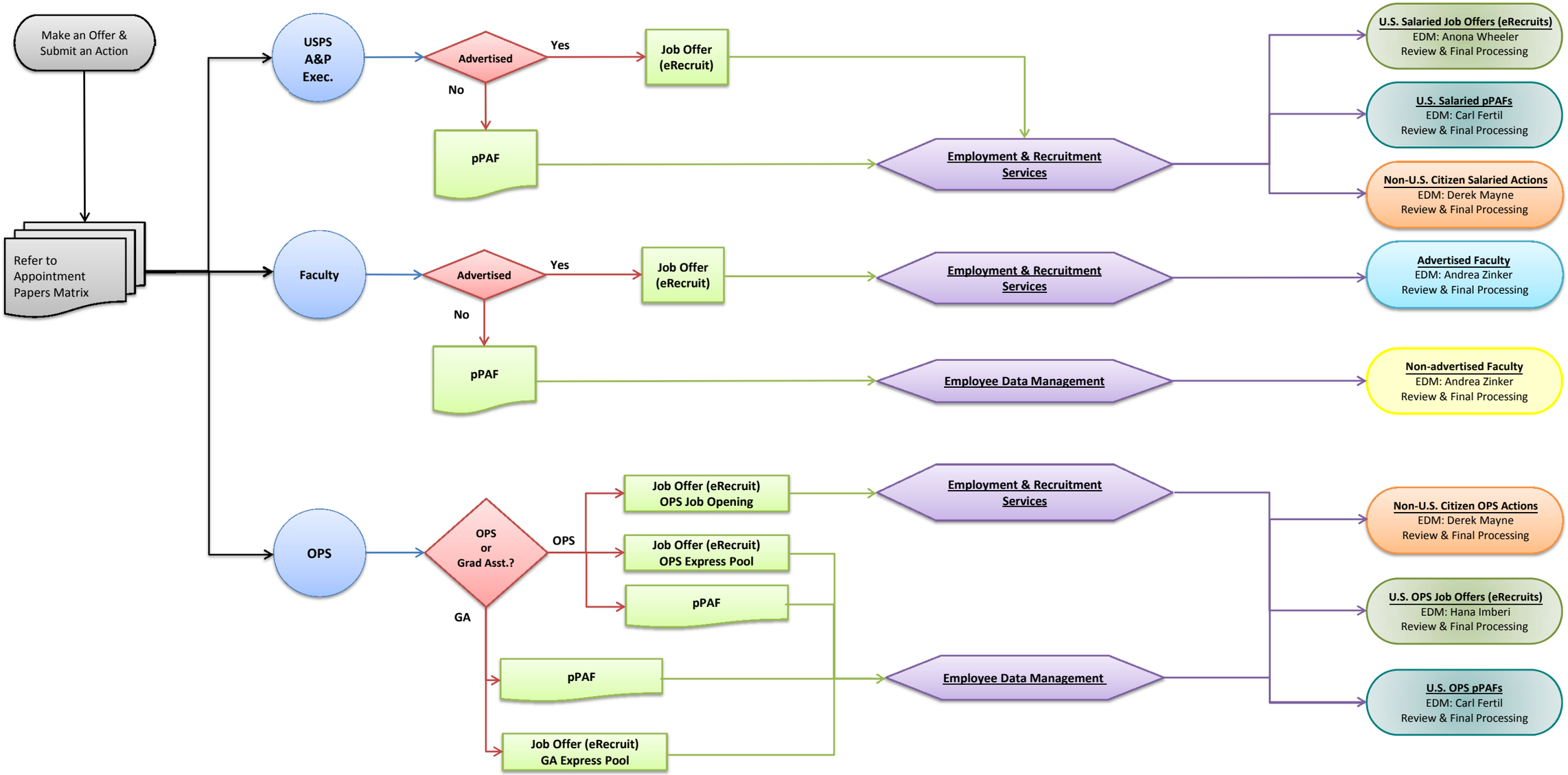
Appointment Papers Workflow



Revised:9/9/2015

Appointment Papers Matrix
Salaried Appointments

Salaried - USPS/A&P/ Executive Service	Appointment Submitted on:	Send Hiring Documents To:	Electronic New Employee Wizard	Rehire Packet	I-9	Social Security Card	Arrest Notification Only	Offer Letter	Time Limited Offer Letter	Contract	Degree Verification	Criminal History Background Check	Background Check Questionnaire	Driver's License	Salary Analysis	Salary Explanation Form	AA186
New Hire - USPS	eRecruit Job Offer	Recruiter via electronic New Employee Wizard process	yes	n/a	yes	yes	n/a	yes	if applicable	n/a	if applicable	yes	yes	if applicable	yes if salary over first quartile of job code range	salary over first quartile of job code range; overlap	payband 04
New Hire - A&P/Executive Service	eRecruit Job Offer	Recruiter via electronic New Employee Wizard process	yes	n/a	yes	yes	n/a	yes	n/a	yes	if applicable	yes	yes	if applicable	yes if salary over first quartile of job code range	salary over first quartile of job code range; overlap	yes
USPS to USPS Promotion: different role/classification with increased level of responsibility	eRecruit Job Offer	Recruiter	n/a	n/a	n/a	n/a	n/a	yes	if applicable	n/a	if applicable	yes	yes	if applicable	yes	salary over first quartile of job code range; overlap	payband 04
USPS to A&P - Promotion	eRecruit Job Offer	Recruiter	n/a	n/a	n/a	n/a	n/a	yes	n/a	yes	if applicable	yes	yes	if applicable	yes if salary over first quartile of job code range	salary over first quartile of job code range; overlap	yes
USPS to USPS Lateral: same job classification, or different job classification with similar level of responsibility	eRecruit Job Offer	Recruiter	n/a	n/a	n/a	n/a	n/a	yes	if applicable	n/a	if applicable	yes	yes	if applicable	yes	increasing salary or if salary is over median of job code range; overlap	payband 04
USPS to USPS lower payband - Demotion	If job opening is posted - eRecruit Job Offer; if there is no job opening posted - pPAF	Recruiter	n/a	n/a	n/a	n/a	n/a	yes	if applicable	n/a	if applicable	yes	yes	if applicable	consult Compensation	typically no pay increase; consult Compensation; also contact Employee Labor Relations - demotion letter required; overlap	payband 04 if job opening posted
A&P to A&P Promotion: different role/classification with increased level of responsibility	eRecruit Job Offer	Recruiter	n/a	n/a	n/a	n/a	n/a	yes	n/a	yes	if applicable	yes	yes	if applicable	yes	salary over first quartile of job code range; overlap	yes
A&P to A&P Lateral: same job classification, or different job classification with similar level of responsibility	eRecruit Job Offer	Recruiter	n/a	n/a	n/a	n/a	n/a	yes	n/a	yes	if applicable	yes	yes	if applicable	yes	increasing salary or if salary is over median of job code range; overlap	yes
A&P to A&P lower payband - Demotion	If job opening is posted - eRecruit Job Offer; if there is no job opening posted - pPAF	Recruiter	n/a	n/a	n/a	n/a	n/a	yes	n/a	yes	if applicable	yes	yes	if applicable	consult Compensation	typically no pay increase, consult Compensation; also contact Employee Labor Relations - demotion letter required; overlap	yes, if job opening posted
A&P to USPS - Demotion	If job opening is posted - eRecruit Job Offer; if there is no job opening posted - pPAF	Recruiter	n/a	n/a	n/a	n/a	n/a	yes	if applicable	n/a	if applicable	yes	yes	if applicable	consult Compensation	typically no pay increase, consult Compensation; also contact Employee Labor Relations - demotion letter required; overlap	payband 04 if job opening posted
OPS to USPS	eRecruit Job Offer	Recruiter	n/a	n/a	n/a	n/a	n/a	yes	if applicable	n/a	if applicable	yes	yes	if applicable	yes if salary over first quartile of job code range	salary over first quartile of job code range; overlap	payband 04
OPS to A&P	eRecruit Job Offer	Recruiter	n/a	n/a	n/a	n/a	n/a	yes	n/a	yes	if applicable	yes	yes	if applicable	yes if salary over first quartile of job code range	salary over first quartile of job code range; overlap	yes
Faculty to USPS	eRecruit Job Offer	Recruiter	n/a	n/a	n/a	n/a	yes	yes	if applicable	n/a	if applicable	yes	yes	if applicable	yes if salary over first quartile of job code range	salary over first quartile of job code range; also contact Faculty Relations; overlap	payband 04

Appointment Papers Matrix
Salaried Appointments

Salaried - USPS/A&P/ Executive Service	Appointment Submitted on:	Send Hiring Documents To:	Electronic New Employee Wizard	Rehire Packet	I-9	Social Security Card	Arrest Notification Only	Offer Letter	Time Limited Offer Letter	Contract	Degree Verification	Criminal History Background Check	Background Check Questionnaire	Driver's License	Salary Analysis	Salary Explanation Form	AA186
Faculty to A&P	eRecruit Job Offer	Recruiter	n/a	n/a	n/a	n/a	yes	yes	n/a	yes	if applicable	yes	yes	if applicable	yes if salary over first quartile of job code range	salary over first quartile of job code range; also contact Faculty Relations; overlap	yes
OPS/Adjunct to USPS	eRecruit Job Offer	Recruiter	n/a	n/a	n/a	n/a	yes	yes	if applicable	n/a	if applicable	yes	yes	if applicable	yes if salary over first quartile of job code range	salary over first quartile of job code range; overlap	payband 04
OPS/Adjunct to A&P	eRecruit Job Offer	Recruiter	n/a	n/a	n/a	n/a	yes	yes	n/a	yes	if applicable	yes	yes	if applicable	yes if salary over first quartile of job code range	salary over first quartile of job code range; overlap	yes
USPS to USPS Reassignment: different position in same classification, or different classification in same payband/level of responsibility	pPAF	Recruiter	n/a	n/a	n/a	n/a	n/a	yes	if applicable	n/a	if applicable	yes	yes	if applicable	no	typically no pay increase, consult Compensation; also contact Employee Labor Relations; overlap	no
A&P to A&P Reassignment: different position in same classification, or different classification in same payband/level of responsibility	pPAF	Recruiter	n/a	n/a	n/a	n/a	n/a	yes	n/a	yes	if applicable	yes	yes	if applicable	no	typically no pay increase, consult Compensation; also contact Employee Labor Relations; overlap	no
New Hire - USPS Advertisement waived	pPAF	Recruiter via electronic New Employee Wizard process	yes	n/a	yes	yes	n/a	yes	if applicable	n/a	if applicable	yes	yes	if applicable	yes if salary over first quartile of job code range	salary over first quartile of job code range; overlap	no
New Hire - A&P Advertisement waived	pPAF	Recruiter via electronic New Employee Wizard process	yes	n/a	yes	yes	n/a	yes	n/a	yes	if applicable	yes	yes	if applicable	yes if salary over first quartile of job code range	salary over first quartile of job code range; overlap	no
Current Employee - Advertisement waived USPS position	pPAF	Recruiter	n/a	n/a	n/a	n/a	n/a	yes	if applicable	n/a	if applicable	yes	yes	if applicable	consult Compensation	consult Recruiter; also contact Employee Labor Relations if demotion; overlap	no
Current Employee - Advertisement waived A&P position	pPAF	Recruiter	n/a	n/a	n/a	n/a	n/a	yes	n/a	yes	if applicable	yes	yes	if applicable	consult Compensation	consult Recruiter; also contact Employee Labor Relations if demotion; overlap	no
USPS Emergency Hire (up to 90 days)	pPAF	Recruiter via electronic New Employee Wizard process	yes	n/a	yes	yes	n/a	yes	if applicable	n/a	if applicable	yes	yes	if applicable	yes if salary over first quartile of job code range	yes for justification of appointment; consult Compensation for salary guidelines; overlap	no
USPS Temporary Hire (up to one year)	pPAF	Recruiter via electronic New Employee Wizard process	yes	n/a	yes	yes	n/a	yes	if applicable	n/a	if applicable	yes	yes	if applicable	yes if salary over first quartile of job code range	yes for justification of appointment; salary over first quartile of job code range; overlap	no
New Hire - A&P Acting (up to one year) or Visiting Hire (up to three years)	pPAF	Recruiter via electronic New Employee Wizard process	yes	n/a	yes	yes	n/a	yes	n/a	yes	if applicable	yes	yes	if applicable	yes if salary over first quartile of job code range	yes for justification of appointment; salary over first quartile of job code range; overlap	no
New Hire - USPS Trainee (up to two years)	eRecruit Job Offer	Recruiter via electronic New Employee Wizard process	yes	n/a	yes	yes	n/a	yes	if applicable	n/a	if applicable	yes	yes	if applicable	consult Compensation for salary guidelines	yes for justification of appointment; yes if salary over first quartile of job code range; overlap	payband 04

Appointment Papers Matrix
Salaried Appointments

Salaried - USPS/A&P/ Executive Service	Appointment Submitted on:	Send Hiring Documents To:	Electronic New Employee Wizard	Rehire Packet	I-9	Social Security Card	Arrest Notification Only	Offer Letter	Time Limited Offer Letter	Contract	Degree Verification	Criminal History Background Check	Background Check Questionnaire	Driver's License	Salary Analysis	Salary Explanation Form	AA186
Current Employee - USPS Trainee (up to two years)	eRecruit Job Offer	Recruiter	n/a	n/a	n/a	n/a	n/a	yes	if applicable	n/a	if applicable	yes	yes	if applicable	consult Compensation for salary guidelines	yes for justification of appointment; consult Compensation for salary guidelines; overlap	payband 04
New Hire - A&P Provisional (up to two years)	eRecruit Job Offer	Recruiter via electronic New Employee Wizard process	yes	n/a	yes	yes	n/a	yes	n/a	yes	if applicable	yes	yes	if applicable	consult Compensation for salary guidelines	yes for justification of appointment; yes if salary over first quartile of job code range; overlap	payband 04
Current Employee - A&P Provisional (up to two years)	eRecruit Job Offer	Recruiter	n/a	n/a	n/a	n/a	n/a	yes	n/a	yes	if applicable	yes	yes	if applicable	consult Compensation for salary guidelines	yes for justification of appointment; consult Compensation for salary guidelines; overlap	no
Courtesy to Salaried - USPS	eRecruit Job Offer	Recruiter via electronic New Employee Wizard process	yes	n/a	yes	yes	n/a	yes	if applicable	n/a	if applicable	yes	yes	if applicable	yes if salary over first quartile of job code range	salary over first quartile of job code; overlap	payband 04
Courtesy to Salaried - A&P	eRecruit Job Offer	Recruiter via electronic New Employee Wizard process	yes	n/a	yes	yes	n/a	yes	n/a	yes	if applicable	yes	yes	if applicable	yes if salary over first quartile of job code range	salary over first quartile of job code; overlap	yes
Rehire - USPS (less than 30 day break)	eRecruit Job Offer	Recruiter	n/a	n/a	Section 3 or New I-9*	n/a	n/a	yes	if applicable	n/a	if applicable	Consult Employment & Recruitment Services	yes	if applicable	yes if salary over first quartile of job code range	salary over first quartile of job code; overlap	payband 04
Rehire - USPS (more than 30 days; less than 1 year break)	eRecruit Job Offer	Recruiter	n/a	yes	Section 3 or New I-9*	n/a	n/a	yes	if applicable	n/a	if applicable	Consult Employment & Recruitment Services	yes	if applicable	yes if salary over first quartile of job code range	salary over first quartile of job code; overlap	payband 04
Rehire - USPS (more than 1 year break)	eRecruit Job Offer	Recruiter via electronic New Employee Wizard process	yes	n/a	yes	yes	n/a	yes	if applicable	n/a	if applicable	yes	yes	if applicable	yes if salary over first quartile of job code range	salary over first quartile of job code; overlap	payband 04
Rehire - A&P (less than 30 day break)	eRecruit Job Offer	Recruiter	n/a	n/a	Section 3 or New I-9*	n/a	n/a	yes	n/a	yes	if applicable	Consult Employment & Recruitment Services	yes	if applicable	yes if salary over first quartile of job code range	salary over first quartile of job code; overlap	yes
Rehire - A&P (more than 30 days; less than 1 year break)	eRecruit Job Offer	Recruiter	n/a	yes	Section 3 or New I-9*	n/a	n/a	yes	n/a	yes	if applicable	Consult Employment & Recruitment Services	yes	if applicable	yes if salary over first quartile of job code range	salary over first quartile of job code; overlap	yes
Rehire - A&P (more than 1 year break)	eRecruit Job Offer	Recruiter via electronic New Employee Wizard process	yes	n/a	yes	yes	n/a	yes	n/a	yes	if applicable	yes	yes	if applicable	yes if salary over first quartile of job code range	salary over first quartile of job code; overlap	yes

All documents must be sent together, and all sections (job offer/pPaf and backups) of the appointment paperwork must make deadline in order for the appointment to be processed.
For the procedure on how to complete Courtesy Appointments, please reference: http://hr.fsu.edu/PDF/Publications/compensation/Courtesy_Appointments.pdf
Documents for new hires should be submitted through the Electronic Employee Wizards and the Department Representative Portal. Documents submitted through campus mail, email, and fax require a cover sheet (Employee Data Management or Employment and Recruitment Services).
When a current salaried employee is transferring to a new salaried position on campus, the old department does not have to submit termination paperwork or ePAF. The new appointment will take over the old one, and all information will be transferred to the new department.
For more information, please visit our website at www.hr.fsu.edu. Contact Employee Data Management (EDM) at (850) 644-9641 or Employment at (850) 644-6035.

Appointment Papers Matrix
Faculty Appointments

Salaried - Faculty	Appointment Submitted on:	Send Hiring Documents To:	Electronic New Employee Wizard	Rehire Packet	I-9	Social Security Card	Offer Letter	Contract	Curriculum Vitae	Degree Verification	3 Letters of Recommendation	Criminal History Background Check	Background Check Questionnaire	Driver's License	Salary Explanation	AA186
New Hire- Advertised (Regular or Visiting)	eRecruit Job Offer	Recruiter via electronic New Employee Wizard process	yes	n/a	yes	yes	yes	yes	yes	yes- original transcript	yes	yes	yes	if applicable	n/a	yes
New Hire - Visiting 1st year (unadvertised)	pPAF	EDM via electronic New Employee Wizard process	yes	n/a	yes	yes	yes	yes	yes	yes- original transcript	yes	yes	yes	if applicable	n/a	no
Transfer- Faculty Advertised to Faculty Advertised	eRecruit Job Offer	Recruiter	n/a	n/a	n/a	n/a	yes	yes	n/a	Only required if we do not already have the original degree verified.	yes	if applicable - reference Policy 4-OP-C-7-B11	yes	if applicable	n/a	yes
Transfer- Faculty Visiting (Unadvertised) going to Faculty Advertised w/ no salary or position number changes	eRecruit Job Offer	Recruiter	n/a	n/a	n/a	n/a	n/a	yes	n/a	Only required if we do not already have the original degree verified.	n/a	if applicable - reference Policy 4-OP-C-7-B12	yes	if applicable	n/a	yes
Transfer- Faculty Visiting (Unadvertised) going to Faculty Regular (Advertised) w/ salary changes and/or position number changes	eRecruit Job Offer	Recruiter	n/a	n/a	n/a	n/a	yes	yes	n/a	Only required if we do not already have the original degree verified.	yes	if applicable - reference Policy 4-OP-C-7-B13	yes	if applicable	n/a	yes
Transfer- Faculty Regular to Faculty Visiting (Unadvertised)	pPAF	EDM	n/a	n/a	n/a	n/a	yes	yes	n/a	Only required if we do not already have the original degree verified.	yes	if applicable - reference Policy 4-OP-C-7-B14	yes	if applicable	n/a	no
Rehire - Separated faculty member longer than 1 year to Faculty Visiting (unadvertised)	pPAF	EDM via electronic New Employee Wizard process	yes	n/a	Section 3 or New I-9*	yes	yes	yes	yes	Only required if we do not already have the original degree verified.	yes	yes	yes	if applicable	n/a	n/a
Rehire - Separated faculty member longer than 1 year to Faculty Advertised	eRecruit Job Offer	Recruiter via electronic New Employee Wizard process	yes	n/a	Section 3 or New I-9*	yes	yes	yes	yes	Only required if we do not already have the original degree verified.	yes	yes	yes	if applicable	n/a	yes
Rehire - Separated faculty member less than 1 year- Faculty Visiting	pPAF	EDM	n/a	yes	Section 3 or New I-9*	n/a	yes	yes	n/a	Only required if we do not already have the original degree verified.	yes	Consult Employment & Recruitment Services	yes	if applicable	n/a	n/a
Rehire - Separated faculty member less than 1 year- Faculty Advertised	eRecruit Job Offer	Recruiter	n/a	yes	Section 3 or New I-9*	n/a	yes	yes	n/a	Only required if we do not already have the original degree verified.	yes	Consult Employment & Recruitment Services	yes	if applicable	n/a	yes
Transfer - USPS or A&P to Faculty (Advertised)	eRecruit Job Offer	Recruiter	n/a	n/a	n/a	n/a	yes	yes	yes	yes- original transcript	yes	yes	yes	if applicable	Consult with HR	yes
Transfer - USPS or A&P to Visiting Faculty (Unadvertised)	pPAF	EDM	n/a	n/a	n/a	n/a	yes	yes	yes	yes- original transcript	yes	yes	yes	if applicable	Consult with HR	no

Appointment Papers Matrix
Faculty Appointments

Salaried - Faculty	Appointment Submitted on:	Send Hiring Documents To:	Electronic New Employee Wizard	Rehire Packet	I-9	Social Security Card	Offer Letter	Contract	Curriculum Vitae	Degree Verification	3 Letters of Recommendation	Criminal History Background Check	Background Check Questionnaire	Driver's License	Salary Explanation	AA186
Transfer - OPS (non-faculty) to Faculty (Advertised)	eRecruit Job Offer	Recruiter	n/a	n/a	n/a	n/a	yes	yes	yes	yes- original transcript	yes	yes	yes	if applicable	n/a	yes
Transfer - OPS (non-faculty) to Visiting Faculty (Unadvertised)	pPAF	EDM	n/a	n/a	n/a	n/a	yes	yes	yes	yes- original transcript	yes	yes	yes	if applicable	n/a	n/a
Transfer - Faculty OPS /Adjunct to Visiting Faculty (Unadvertised)	pPAF	EDM	n/a	n/a	n/a	n/a	yes	yes	yes	Only required if we do not already have the original degree verified.	yes	if applicable - reference Policy 4-OP-C-7-B13	yes	if applicable	n/a	n/a
Transfer - Faculty OPS/Adjunct to Faculty (Advertised)	eRecruit Job Offer	Recruiter	n/a	n/a	n/a	n/a	yes	yes	yes	Only required if we do not already have the original degree verified.	yes	if applicable - reference Policy 4-OP-C-7-B13	yes	if applicable	n/a	yes
New Hire-OPS/Adjunct	pPAF/ eRecruit	EDM via electronic New Employee Wizard process	yes	n/a	yes	yes	n/a	yes	yes	yes- original transcript	n/a	if applicable - reference Policy 4-OP-C-7-B13	yes	if applicable	n/a	n/a
Rehire - OPS/Adjunct to OPS/Adjunct (Less than 30 day break)	pPAF/ eRecruit	EDM	n/a	n/a	n/a	n/a	n/a	yes	n/a	Only required if we do not already have the original degree verified.	n/a	Consult Employment & Recruitment Services	yes	if applicable	n/a	n/a
Rehire - OPS/Adjunct to OPS/Adjunct (more than 30 day break but less than a year)	pPAF/ eRecruit	EDM	n/a	yes	Section 3 or New I-9*	n/a	n/a	yes	n/a	Only required if we do not already have the original degree verified.	n/a	Consult Employment & Recruitment Services	yes	if applicable	n/a	n/a
Rehire - OPS/Adjunct to OPS/Adjunct (more than a year break)	pPAF/ eRecruit	EDM via electronic New Employee Wizard process	yes	n/a	Section 3 or New I-9*	yes	n/a	yes	yes	Only required if we do not already have the original degree verified.	n/a	if applicable - reference Policy 4-OP-C-7-B13	yes	if applicable	n/a	n/a
Courtesy to OPS/Adjunct	pPAF/ eRecruit	EDM	yes	n/a	yes	yes	n/a	yes	yes	yes- original transcript	n/a	if applicable - reference Policy 4-OP-C-7-B13	yes	if applicable	n/a	n/a
Courtesy to Visiting Faculty (Unadvertised)	pPAF	EDM	yes	n/a	yes	yes	yes	yes	yes	yes- original transcript	yes	yes	yes	if applicable	n/a	no
Courtesy to Faculty Advertised	eRecruit Job Offer	Recruiter	yes	n/a	yes	yes	yes	yes	yes	yes- original transcript	yes	yes	yes	if applicable	n/a	yes

All documents must be sent together, and all sections (job offer/pPaf and backups) of the appointment paperwork must make deadline in order for the appointment to be processed. For more information on payroll deadlines, visit the Human Resources website at http://www.hr.fsu.edu to review the Payroll Deadlines Calendar and Pay Period Calendar.

For the procedure on how to complete Courtesy Appointments, please reference: http://hr.fsu.edu/PDF/Publications/compensation/Courtesy_Appointments.pdf

Documents for new hires should be submitted through the Electronic Employee Wizards and the Department Representative Portal. Documents submitted through campus mail, email, and fax require a cover sheet (Employee Data Management or Employment and Recruitment Services).

When a current salaried employee is transferring to a new salaried position on campus, the old department does not have to submit termination paperwork or ePAF. The new appointment will take over the old one, and all information will be transferred to the new department.

To access the Criminal History Background Check Policy, please reference: http://policies.vpfa.fsu.edu/personnel/3b.html#12

For more information, please visit our website at www.hr.fsu.edu. Contact Employee Data Management (EDM) at (850) 644-9641 or Employment at (850) 644-6035.

Appointment Papers Matrix
Graduate Assistant/OPS Appointments

OPS & Graduate Appointments	Appointment Submitted on:	Send Hiring Documents To:	Electronic New Employee Wizard	Rehire Packet	I-9	Social Security Card	Graduate Assistant Offer Letter	Degree Verification	Criminal History Background Check	Background Check Questionnaire	Driver's License
New OPS	pPAF/eRecruit Job Offer	EDM via electronic New Employee Wizard process	yes	n/a	yes	yes	n/a	if applicable	if applicable - reference Policy 4-OP-C-7-B11	yes	if applicable
Additional OPS appointment	pPAF/eRecruit Job Offer	EDM	n/a	n/a	n/a	n/a	n/a	if applicable	if applicable - reference Policy 4-OP-C-7-B12	yes	if applicable
OPS to OPS transfer	ePAF	EDM	n/a	n/a	n/a	n/a	n/a	if applicable	if applicable - reference Policy 4-OP-C-7-B13	yes	if applicable
Federal Work Study to OPS	pPAF/eRecruit Job Offer	EDM	n/a	n/a	n/a	n/a	n/a	if applicable	if applicable - reference Policy 4-OP-C-7-B14	yes	if applicable
Salaried to OPS	pPAF/eRecruit Job Offer	EDM	n/a	n/a	n/a	n/a	n/a	if applicable	if applicable - reference Policy 4-OP-C-7-B15	yes	if applicable
New Graduate Assistant	pPAF/eRecruit Job Offer	EDM via electronic New Employee Wizard process	yes	n/a	yes	yes	yes	if applicable	if applicable - reference Policy 4-OP-C-7-B16	yes	if applicable
Additional Graduate Assistant	pPAF/eRecruit Job Offer	EDM	n/a	n/a	n/a	n/a	yes	if applicable	if applicable - reference Policy 4-OP-C-7-B17	yes	if applicable
Graduate Assistant to OPS	pPAF/eRecruit Job Offer	EDM	n/a	n/a	n/a	n/a	n/a	if applicable	if applicable - reference Policy 4-OP-C-7-B18	yes	if applicable
Rehire - OPS (Less than 30 day break)	pPAF/eRecruit Job Offer	EDM	n/a	n/a	yes	n/a	n/a	if applicable	if applicable - reference Policy 4-OP-C-7-B19	yes	if applicable
Rehire - OPS (more than 30 day break but less than a year)	pPAF/eRecruit Job Offer	EDM	n/a	yes	Section 3 or New I-9*	n/a	n/a	if applicable	if applicable - reference Policy 4-OP-C-7-B20	yes	if applicable
Rehire - OPS (more than a year break)	pPAF/eRecruit Job Offer	EDM via electronic New Employee Wizard process	yes	n/a	Section 3 or New I-9*	yes	n/a	if applicable	if applicable - reference Policy 4-OP-C-7-B21	yes	if applicable
Faculty to OPS	pPAF/eRecruit Job Offer	EDM	n/a	n/a	n/a	n/a	n/a	if applicable	if applicable - reference Policy 4-OP-C-7-B22	yes	if applicable
Visiting Faculty (unadvertised) to OPS	pPAF/eRecruit Job Offer	EDM	n/a	n/a	n/a	n/a	n/a	if applicable	if applicable - reference Policy 4-OP-C-7-B23	yes	if applicable

All documents must be sent together, and all sections (job offer/pPaf and backups) of the appointment paperwork must make deadline in order for the appointment to be processed. For more information on payroll deadlines, visit the Human Resources website at http://www.hr.fsu.edu to review the Payroll Deadlines Calendar and Pay Period Calendar.

For the procedure on how to complete Courtesy Appointments, please reference: http://hr.fsu.edu/PDF/Publications/compensation/Courtesy_Appointments.pdf

Documents for new hires should be submitted through the Electronic Employee Wizards and the Department Representative Portal. Documents submitted through campus mail, email, and fax require a cover sheet (Employee Data Management or Employment and Recruitment Services).

When a current salaried employee is transferring to a new salaried position on campus, the old department does not have to submit termination paperwork or ePAF. The new appointment will take over the old one, and all information will be transferred to the new department.

To access the Criminal History Background Check Policy, please reference: http://policies.vpfa.fsu.edu/personnel/3b.html#12

Appointment Papers Matrix
Non-U.S. Citizen Appointments

OPS/Salaried/Faculty Appointments	Social Security Card/ Receipt	Passport	US Visa [2]	Immigration documents	I-94	Employment Authorization Document	Hour Restrictions	Work Authorization from CGE or Sponsor
F-1 Student	yes	yes	yes	I-20	yes	yes	yes	no
J-1 Student	yes	yes	yes	DS-2019	yes	no	yes	yes
J-1 Researcher/Scholar/Specialist	yes	yes	yes	DS-2019	yes	no	no	no
J-2	yes	yes	yes	n/a	yes	yes	no	no
H-1B	yes	yes	yes	I-797	yes	no	no	I-129
F-1 OPT (Optional Practical Training)	yes	yes	yes	I-20	yes	yes	no	no
F-1 CPT (Curricular Practical Training)	yes	yes	yes	I-20	yes	if applicable	no	no
O-1	yes	yes	yes	I-797	yes	no	no	I-129
TN	yes	yes	yes if applicable	Stamp in passport or I-94	yes	no	no	no
Resident Alien	yes[1]	no	no	Permanent Resident card if applicable[1]	no	no	no	no
Courtesy Appointment (all visa types)	Temporary ID	yes	yes	based on Visa Type	yes	no	n/a	n/a

Note: [1] If Restricted Social Seurity Card is submitted, Permanent Resident Alien Card is required. [2] Not applicable for Canadian citizens

All documents must be sent together, and all sections (job offer/pPaf and backups) of the appointment paperwork must make deadline in order for the appointment to be processed. For more information on payroll deadlines, visit the Human Resources website at http://www.hr.fsu.edu to review the Payroll Deadlines Calendar and Pay Period Calendar.

For the procedure on how to complete Courtesy Appointments, please reference: http://hr.fsu.edu/PDF/Publications/compensation/Courtesy_Appointments.pdf

Documents for new hires should be submitted through the Electronic Employee Wizards and the Department Representative Portal. Documents submitted through campus mail, email, and fax require a cover sheet (Employee Data Management or Employment and Recruitment Services).

When a current salaried employee is transferring to a new salaried position on campus, the old department does not have to submit termination paperwork or ePAF. The new

For more information, please visit our website at www.hr.fsu.edu. Contact Employee Data Management (EDM) at (850) 644-9641 or Employment at (850) 644-6035.