

Courtesy Mass Appointment Verification

Purpose

This job aid outlines the basic steps for using the Courtesy Mass Appointment Verification process. Each active Courtesy appointment must be reviewed. You will be required to designate those that should NOT be terminated, because of their continued active affiliation with Florida State University.

Background Info

Each year, many Courtesy appointments are created. The Courtesy Mass Appointment Verification process will ensure that all active courtesy appointments are reviewed each year to identify those that still have an affiliation with Florida State University. ANY NOT SPECIFICALLY IDENTIFIED AND APPROVED FOR RETENTION WILL BE TERMINATED IN OMNI AT THE CONCLUSION OF THE VERIFICATION PROCESS.

Department Representative Entry

Please reference the timeline sent out via email.

Navigation

Manager Self Service > Job and Personal Information > FSU Mass Appointments > Mass Appointment: Courtesy

Procedure

Enter your department number. Click Search.

Step 1

Mass Appointments: Courtesy

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

Find an Existing Value

Search Criteria

Search by: Department begins with 025000

Search Advanced Search

Step 2

All Courtesy appointments are set to "Terminate." To continue the Courtesy appointment, you must uncheck the "Terminate" box.

Note: Those that have not been unchecked to retain will be terminated in OMNI when the process is loaded.

Once you have reviewed and unchecked those that need to be retained, click on "Submit," which is located at the top of the spreadsheet.

Mass Appointments: Courtesy

All Boxes checked will be Terminated

Submit

More	Comments	RTT	Terminate	Empl ID	Rcd	Name	Last Update	Action
			<input checked="" type="checkbox"/>	000099176		Susie Seminole	09/28/2012	DTA
			<input type="checkbox"/>	000102165		Johnny Apple	11/08/2012	HR

Must be Unchecked to Retain!

Now your spreadsheet is ready for Department Manager Approval, which will be available based on the published timeline.

Department Manager Approval

All approval checkboxes are located on the left side of the appointment page.

Manager Approval – This step is done only by the Department Manager.

Note: This step can be completed only after the system has been released to Department Managers from Department Reps.

Navigation

Manager Self Service > Job and Personal Information > FSU Mass Appointments > Mass Appts: Courtesy Approval.

Procedure

All Courtesy appointments are set to “Approve” initially. Uncheck “Approve” if the Department Rep entry regarding termination is incorrect. Add a comment indicating the correction required and/or the reason for the correction. (Comments are required for any non-approval action.) The Department Rep will have a window of opportunity to make the appropriate adjustments prior to final approval by the Department Manager. Please see published timeline.

When a comment is recorded and the system is re-opened for Department Rep correction after the 1st Manager Approval cycle, the entry will be highlighted so the Department Rep is aware that a correction is required.

Mass Appointments: Courtesy: Approval

Department: 191000

Dean Schl of Vis Arts & Dance

All Boxes will be marked "Approve"

Appointment	Approve	Terminate	Empl ID	Rcd	Name	Li
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	000077912	1	Susie Seminole	0
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	000102950	0	Ronald Renegade	0
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100332785	0	Ollie Osceola	0

Must be Unchecked if "Terminate" designation is incorrect

Once completed, click on “Save,” which is located at the bottom of the spreadsheet.



IMPORTANT: If no action is taken by the Department Rep AND the Department Manager during the appropriate period in the review process to specifically identify and approve appointments that should NOT be terminated, **the Courtesy appointment will be terminated.** Only those where “Terminate” has been *unchecked* by the Department Rep, and “Approve” *remains checked* after the Department Manager review, will be retained.