



GRADUATE ASSISTANT MASS APPOINTMENT SCHEDULE

Each year, large volumes of Graduate Assistant reappointments must be completed. To aid in this procedure, the Mass Appointment process allows you to reappoint more than one employee at a time. GA Mass Appointments are entered by Department Representatives in OMNI HR and then made available in batches to Department Managers and Sponsored Research (where applicable) for approval.

<u>June 10 – June 22</u> Department Representative	<u>June 23 – July 1</u> Department Manager	<u>July 2 – July 8</u> Department Representative	<u>July 9 – July 10</u> Department Manager	<u>July 13 – July 17</u> Sponsored Research	<u>July 20</u> Data load to OMNI HR
<ul style="list-style-type: none"> Graduate Assistant Mass Appointments open to Department Representative (Originator) for entry. 	<ul style="list-style-type: none"> Open for Department Manager approval for all Graduate Assistant <u>reappointments</u>. Add comments if changes need to be made. 	<ul style="list-style-type: none"> Open for Department Representative (Originator) to <i>review and update</i> any changes per Manager. 	<ul style="list-style-type: none"> Open for Department Manager to approve final changes. 	<ul style="list-style-type: none"> File sent to Sponsored Research for approval. 	<ul style="list-style-type: none"> Sponsored Research releases file. File is loaded in OMNI HR on July 20, 2020. Run queries and update any discrepancies.

*Prior to 06/10/2020, use the [FSU_GRAD_ASSISTS_VISA_PASSPORT](#) query to view a listing of all Graduate Assistants in your department who have active appointments in the payroll system and verify Visa expiration dates. If a Graduate Assistant employee has expired work authorization dates listed, the department will need to complete an ePAF to reappoint them and attach updated work authorization documentation.

** Use the [FSU_GA_MASS_APPT](#) report to view 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/if needed.