

**Appointment Papers Matrix  
Salaried Appointments**

Salaried - USPS/A&P/ Executive Service	Salary Analysis	Salary Appointment/Explanation Form*	Criminal History Background Check	Background Check Questionnaire	Applicable Offer Letter	Contract	Degree Verification	Arrest Notification Only	Licensure/ Certification	Social Security Card	Notarized Loyalty Oath	I-9
<b>New Hire - USPS</b>	yes if salary over first quartile of job code range	salary over first quartile of job code range; overlap	yes	yes	yes	n/a	if applicable	n/a	if applicable	yes	yes	yes
<b>New Hire - A&amp;P/Executive Service</b>	yes if salary over first quartile of job code range	salary over first quartile of job code range; overlap	yes	yes	yes	yes	if applicable	n/a	if applicable	yes	yes	yes
<b>USPS to USPS Promotion: different role/classification with increased level of responsibility</b>	yes	salary over first quartile of job code range; overlap	yes	yes	yes	n/a	if applicable	n/a	if applicable	n/a	n/a	n/a
<b>USPS to A&amp;P - Promotion</b>	yes if salary over first quartile of job code range	salary over first quartile of job code range; overlap	yes	yes	yes	yes	if applicable	n/a	if applicable	n/a	n/a	n/a
<b>USPS to USPS Lateral: same job classification, or different job classification with similar level of responsibility</b>	yes	increasing salary or if salary is over median of job code range; overlap	yes	yes	yes	n/a	if applicable	n/a	if applicable	n/a	n/a	n/a
<b>USPS to USPS lower payband - Demotion</b>	consult Compensation	typically no pay increase; consult Compensation; also contact Employee Labor Relations - demotion letter required; overlap	yes	yes	yes	n/a	if applicable	n/a	if applicable	n/a	n/a	n/a
<b>A&amp;P to A&amp;P Promotion: different role/classification with increased level of responsibility</b>	yes	salary over first quartile of job code range; overlap	yes	yes	yes	yes	if applicable	n/a	if applicable	n/a	n/a	n/a
<b>A&amp;P to A&amp;P Lateral: same job classification, or different job classification with similar level of responsibility</b>	yes	increasing salary or if salary is over median of job code range; overlap	yes	yes	yes	yes	if applicable	n/a	if applicable	n/a	n/a	n/a

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<b>A&amp;P to A&amp;P lower payband - Demotion</b>	consult Compensation	typically no pay increase, consult Compensation; also contact Employee Labor Relations - demotion letter required; overlap	yes	yes	yes	yes	if applicable	n/a	if applicable	n/a	n/a	n/a
<b>A&amp;P to USPS - Demotion</b>	consult Compensation	typically no pay increase, consult Compensation; also contact Employee Labor Relations - demotion letter required; overlap	yes	yes	yes	n/a	if applicable	n/a	if applicable	n/a	n/a	n/a
<b>OPS to USPS</b>	yes if salary over first quartile of job code range	salary over first quartile of job code range; overlap	yes	yes	yes	n/a	if applicable	n/a	if applicable	n/a	n/a	n/a
<b>OPS to A&amp;P</b>	yes if salary over first quartile of job code range	salary over first quartile of job code range; overlap	yes	yes	yes	yes	if applicable	n/a	if applicable	n/a	n/a	n/a
<b>Faculty to USPS</b>	yes if salary over first quartile of job code range	salary over first quartile of job code range; also contact Faculty Relations; overlap	yes	yes	yes	n/a	if applicable	yes	if applicable	n/a	n/a	n/a
<b>Faculty to A&amp;P</b>	yes if salary over first quartile of job code range	salary over first quartile of job code range; also contact Faculty Relations; overlap	yes	yes	yes	yes	if applicable	yes	if applicable	n/a	n/a	n/a
<b>OPS/Adjunct to USPS</b>	yes if salary over first quartile of job code range	salary over first quartile of job code range; overlap	yes	yes	yes	n/a	if applicable	yes	if applicable	n/a	n/a	n/a
<b>OPS/Adjunct to A&amp;P</b>	yes if salary over first quartile of job code range	salary over first quartile of job code range; overlap	yes	yes	yes	yes	if applicable	yes	if applicable	n/a	n/a	n/a

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<b>USPS to USPS Reassignment: different position in same classification, or different classification in same payband/level of responsibility</b>	no	typically no pay increase, consult Compensation; also contact Employee Labor Relations; overlap	yes	yes	yes	n/a	if applicable	n/a	if applicable	n/a	n/a	n/a
<b>A&amp;P to A&amp;P Reassignment: different position in same classification, or different classification in same payband/level of responsibility</b>	no	typically no pay increase, consult Compensation; also contact Employee Labor Relations; overlap	yes	yes	yes	yes	if applicable	n/a	if applicable	n/a	n/a	n/a
<b>New Hire - USPS Advertisement waived</b>	yes if salary over first quartile of job code range	salary over first quartile of job code range; overlap	yes	yes	yes	n/a	if applicable	n/a	if applicable	yes	yes	yes
<b>New Hire - A&amp;P Advertisement waived</b>	yes if salary over first quartile of job code range	salary over first quartile of job code range; overlap	yes	yes	yes	yes	if applicable	n/a	if applicable	yes	yes	yes
<b>Current Employee - Advertisement waived USPS position</b>	consult Compensation	consult Recruiter; also contact Employee Labor Relations if demotion; overlap	yes	yes	yes	n/a	if applicable	n/a	if applicable	n/a	n/a	n/a
<b>Current Employee - Advertisement waived A&amp;P position</b>	consult Compensation	consult Recruiter; also contact Employee Labor Relations if demotion; overlap	yes	yes	yes	yes	if applicable	n/a	if applicable	n/a	n/a	n/a
<b>USPS Emergency Hire (up to 90 days)</b>	yes if salary over first quartile of job code range	yes for justification of appointment; consult Compensation for salary guidelines; overlap	yes	yes	yes	n/a	if applicable	n/a	if applicable	yes	yes	yes
<b>USPS Temporary Hire (up to one year)</b>	yes if salary over first quartile of job code range	yes for justification of appointment; salary over first quartile of job code range; overlap	yes	yes	yes	n/a	if applicable	n/a	if applicable	yes	yes	yes

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Salaried - USPS/A&P/ Executive Service	Salary Analysis	Salary Appointment/Explanation Form*	Criminal History Background Check	Background Check Questionnaire	Applicable Offer Letter	Contract	Degree Verification	Arrest Notification Only	Licensure/ Certification	Social Security Card	Notarized Loyalty Oath	I-9
<b>New Hire - A&amp;P Acting (up to one year) or Visiting Hire (up to three years)</b>	yes if salary over first quartile of job code range	yes for justification of appointment; salary over first quartile of job code range; overlap	yes	yes	yes	yes	if applicable	n/a	if applicable	yes	yes	yes
<b>New Hire - USPS Trainee (up to two years)</b>	consult Compensation for salary guidelines	yes for justification of appointment; yes if salary over first quartile of job code range; overlap	yes	yes	yes	n/a	if applicable	n/a	if applicable	yes	yes	yes
<b>Current Employee - USPS Trainee (up to two years)</b>	consult Compensation for salary guidelines	yes for justification of appointment; consult Compensation for salary guidelines; overlap	yes	yes	yes	n/a	if applicable	n/a	if applicable	n/a	n/a	n/a
<b>New Hire - A&amp;P Provisional (up to two years)</b>	consult Compensation for salary guidelines	yes for justification of appointment; yes if salary over first quartile of job code range; overlap	yes	yes	yes	yes	if applicable	n/a	if applicable	yes	yes	yes
<b>Current Employee - A&amp;P Provisional (up to two years)</b>	consult Compensation for salary guidelines	yes for justification of appointment; consult Compensation for salary guidelines; overlap	yes	yes	yes	yes	if applicable	n/a	if applicable	n/a	n/a	n/a
<b>Courtesy to Salaried - USPS</b>	yes if salary over first quartile of job code range	salary over first quartile of job code; overlap	yes	yes	yes	n/a	if applicable	n/a	if applicable	yes	yes	yes
<b>Courtesy to Salaried - A&amp;P</b>	yes if salary over first quartile of job code range	salary over first quartile of job code; overlap	yes	yes	yes	yes	if applicable	n/a	if applicable	yes	yes	yes
<b>Rehire - USPS (less than 30 day break)</b>	yes if salary over first quartile of job code range	salary over first quartile of job code; overlap	Consult Employment & Recruitment Services	yes	yes	n/a	if applicable	n/a	if applicable	n/a	n/a	Section 3 or New I-9*
<b>Rehire - USPS (more than 30 day break)</b>	yes if salary over first quartile of job code range	salary over first quartile of job code; overlap	Consult Employment & Recruitment Services	yes	yes	n/a	if applicable	n/a	if applicable	n/a	yes	Section 3 or New I-9*

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Salaried Appointments**

Salaried - USPS/A&P/ Executive Service	Salary Analysis	Salary Appointment/Explanation Form*	Criminal History Background Check	Background Check Questionnaire	Applicable Offer Letter	Contract	Degree Verification	Arrest Notification Only	Licensure/ Certification	Social Security Card	Notarized Loyalty Oath	I-9
<b>Rehire - A&amp;P (less than 30 day break)</b>	yes if salary over first quartile of job code range	salary over first quartile of job code; overlap	Consult Employment & Recruitment Services	yes	yes	yes	if applicable	n/a	if applicable	n/a	n/a	Section 3 or New I-9*
<b>Rehire - A&amp;P (more than 30 day break)</b>	yes if salary over first quartile of job code range	salary over first quartile of job code; overlap	Consult Employment & Recruitment Services	yes	yes	yes	if applicable	n/a	if applicable	n/a	yes	Section 3 or New I-9*

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**For the procedure on how to complete Courtesy Appointments, please reference: [https://hr.fsu.edu/?page=edm/edm\\_courtesy\\_appointments](https://hr.fsu.edu/?page=edm/edm_courtesy_appointments)**

**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 existing record.**

**For more information, please visit our website at [www.hr.fsu.edu](http://www.hr.fsu.edu).**

**Appointment Papers Matrix  
Faculty Appointments**

Salaried - Faculty	Criminal History Background Check	Background Check Questionnaire	Salary Appointment/Explanation Form	Applicable Offer Letter	Contract	Curriculum Vitae	Degree Verification	Licensure/Certification	3 Letters of Recommendation	Notarized Loyalty Oath	Social Security Card	I-9
New Hire- Advertised (Regular or Visiting)	yes	yes	n/a	yes	yes	yes	yes- original transcript	if applicable	yes	yes	yes	yes
New Hire - Visiting 1st year (unadvertised)	yes	yes	n/a	yes	yes	yes	yes- original transcript	if applicable	yes	yes	yes	yes
Transfer- Faculty Advertised to Faculty Advertised	if applicable - reference Policy 4-OP-C-7-B11	yes	n/a	yes	yes	n/a	Only required if we do not already have the original degree verified.	if applicable	yes	n/a	n/a	n/a
Transfer- Faculty Visiting (Unadvertised) going to Faculty Advertised w/ no salary or position number changes	if applicable - reference Policy 4-OP-C-7-B12	yes	n/a	yes	yes	n/a	Only required if we do not already have the original degree verified.	if applicable	n/a	n/a	n/a	n/a
Transfer- Faculty Visiting (Unadvertised) going to Faculty Regular (Advertised) w/ salary changes and/or position number changes	if applicable - reference Policy 4-OP-C-7-B13	yes	n/a	yes	yes	n/a	Only required if we do not already have the original degree verified.	if applicable	yes	n/a	n/a	n/a
Transfer- Faculty Regular to Faculty Visiting (Unadvertised)	if applicable - reference Policy 4-OP-C-7-B14	yes	n/a	yes	yes	n/a	Only required if we do not already have the original degree verified.	if applicable	yes	n/a	n/a	n/a
Rehire - Separated faculty member longer than 1 year to Faculty Visiting (unadvertised)	yes	yes	n/a	yes	yes	yes	Only required if we do not already have the original degree verified.	if applicable	yes	yes	yes	Section 3 or New I-9*
Rehire - Separated faculty member longer than 1 year to Faculty Advertised	yes	yes	n/a	yes	yes	yes	Only required if we do not already have the original degree verified.	if applicable	yes	yes	yes	Section 3 or New I-9*
Rehire - Separated faculty member less than 1 year- Faculty Visiting	Consult Employment & Recruitment Services	yes	n/a	yes	yes	yes	Only required if we do not already have the original degree verified.	if applicable	yes	yes	n/a	Section 3 or New I-9*
Rehire - Separated faculty member less than 1 year- Faculty Advertised	Consult Employment & Recruitment Services	yes	n/a	yes	yes	yes	Only required if we do not already have the original degree verified.	if applicable	yes	yes	n/a	Section 3 or New I-9*
Transfer - USPS or A&P to Faculty (Advertised)	yes	yes	Consult with HR	yes	yes	yes	yes- original transcript	if applicable	yes	n/a	n/a	n/a
Transfer - USPS or A&P to Visiting Faculty (Unadvertised)	yes	yes	Consult with HR	yes	yes	yes	yes- original transcript	if applicable	yes	n/a	n/a	n/a
Transfer - OPS (non- faculty) to Faculty (Advertised)	yes	yes	n/a	yes	yes	yes	yes- original transcript	if applicable	yes	n/a	n/a	n/a
Transfer - OPS (non- faculty) to Visiting Faculty (Unadvertised)	yes	yes	n/a	yes	yes	yes	yes- original transcript	if applicable	yes	n/a	n/a	n/a
Transfer - Faculty OPS /Adjunct to Visiting Faculty (Unadvertised)	if applicable - reference Policy 4-OP-C-7-B13	yes	n/a	yes	yes	yes	Only required if we do not already have the original degree verified.	if applicable	yes	n/a	n/a	n/a

**Appointment Papers Matrix  
Faculty Appointments**

Salaried - Faculty	Criminal History Background Check	Background Check Questionnaire	Salary Appointment/Explanation Form	Applicable Offer Letter	Contract	Curriculum Vitae	Degree Verification	Licensure/Certification	3 Letters of Recommendation	Notarized Loyalty Oath	Social Security Card	I-9
Transfer - Faculty OPS/Adjunct to Faculty (Advertised)	if applicable - reference Policy 4-OP-C-7-B13	yes	n/a	yes	yes	yes	Only required if we do not already have the original degree verified.	if applicable	yes	n/a	n/a	n/a
New Hire-OPS/Adjunct	if applicable - reference Policy 4-OP-C-7-B13	yes	n/a	n/a	yes	yes	yes- original transcript	if applicable	n/a	yes	yes	yes
Rehire - OPS/Adjunct to OPS/Adjunct (Less than 30 day break)	Consult Employment & Recruitment Services	yes	n/a	n/a	yes	yes	Only required if we do not already have the original degree verified.	if applicable	n/a	n/a	n/a	n/a
Rehire - OPS/Adjunct to OPS/Adjunct (more than 30 day break)	Consult Employment & Recruitment Services	yes	n/a	n/a	yes	yes	Only required if we do not already have the original degree verified.	if applicable	n/a	yes	n/a	Section 3 or New I-9*
Courtesy to OPS/Adjunct	if applicable - reference Policy 4-OP-C-7-B13	yes	n/a	n/a	yes	yes	yes- original transcript	if applicable	n/a	yes	yes	yes
Courtesy to Visiting Faculty (Unadvertised)	yes	yes	n/a	yes	yes	yes	yes- original transcript	if applicable	yes	yes	yes	yes
Courtesy to Faculty Advertised	yes	yes	n/a	yes	yes	yes	yes- original transcript	if applicable	yes	yes	yes	yes

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**Appointment Papers Matrix  
Graduate Assistant/OPS Appointments**

<b>OPS &amp; Graduate Appointments</b>	<b>Criminal History Background Check</b>	<b>Background Check Questionnaire</b>	<b>Licensure/ Certification</b>	<b>Social Security Card</b>	<b>Graduate Assistant Offer Letter</b>	<b>Degree Verification</b>	<b>I-9</b>	<b>Notarized Loyalty Oath</b>
<b>New OPS</b>	if applicable - reference Policy 4-OP-C-7-B11	yes	if applicable	yes	n/a	if applicable	yes	yes
<b>Additional OPS appointment</b>	if applicable - reference Policy 4-OP-C-7-B12	yes	if applicable	n/a	n/a	if applicable	n/a	n/a
<b>OPS to OPS transfer</b>	if applicable - reference Policy 4-OP-C-7-B13	yes	if applicable	n/a	n/a	if applicable	n/a	n/a
<b>Federal Work Study to OPS</b>	if applicable - reference Policy 4-OP-C-7-B14	yes	if applicable	n/a	n/a	if applicable	n/a	n/a
<b>Salaried to OPS</b>	if applicable - reference Policy 4-OP-C-7-B15	yes	if applicable	n/a	n/a	if applicable	n/a	n/a
<b>New Graduate Assistant</b>	if applicable - reference Policy 4-OP-C-7-B16	yes	if applicable	yes	yes	if applicable	yes	yes
<b>Additional Graduate Assistant</b>	if applicable - reference Policy 4-OP-C-7-B17	yes	if applicable	n/a	yes	if applicable	n/a	n/a



**Appointment Papers Matrix  
Graduate Assistant/OPS Appointments**

OPS & Graduate Appointments	Criminal History Background Check	Background Check Questionnaire	Licensure/ Certification	Social Security Card	Graduate Assistant Offer Letter	Degree Verification	I-9	Notarized Loyalty Oath
Graduate Assistant to OPS	if applicable - reference Policy 4-OP-C-7-B18	yes	if applicable	n/a	n/a	if applicable	n/a	n/a
Rehire - OPS (Less than 30 day break)	if applicable - reference Policy 4-OP-C-7-B19	yes	if applicable	n/a	n/a	if applicable	yes	n/a
Rehire - OPS (more than 30 day break)	if applicable - reference Policy 4-OP-C-7-B20	yes	if applicable	yes	n/a	if applicable	Section 3 or New I-9*	yes
Faculty to OPS	if applicable - reference Policy 4-OP-C-7-B22	yes	if applicable	n/a	n/a	if applicable	n/a	n/a
Visiting Faculty (unadvertised) to OPS	if applicable - reference Policy 4-OP-C-7-B23	yes	if applicable	n/a	n/a	if applicable	n/a	n/a
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<b>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 existing record.</b>								
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**Appointment Papers Matrix  
Non-U.S. Citizen Appointments**

OPS/Salaried/Faculty Appointments	Social Security Card/ Receipt	Passport	US Visa <sup>2</sup>	Immigration documents	I-94	Employment Authorization Document	Hour Restrictions	Work Authorization from CGE or Sponsor
F-1 Student	yes	yes	yes	I-20	yes	no	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 <sup>1</sup>	no	no	Permanent Resident card if applicable <sup>1</sup>	no	no	no	no
Courtesy Appointment (all visa types)	Temporary ID	yes	yes	based on Visa Type	yes	no	n/a	n/a
<b>Note:</b> <sup>1</sup> If Restricted Social Security Card is submitted, Permanent Resident Alien Card is required. <sup>2</sup> Not applicable for Canadian citizens								
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