

Summer Appointments for Faculty

Purpose

This job aid outlines the basic steps for entering data for summer appointments for contract faculty that do not require salary changes. Submit an ePAF if a salary change is required.

Navigation

Manager Self Service > Job and Personal Information> FSU Mass Appointments> Enter Mass Appointments

Enter Mass Appointments

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

Find an Existing Value

Department: begins with

Description: begins with

Case Sensitive

[Basic Search](#)

Procedure

Enter the department number of the faculty who will be extended a summer appointment(s).

Step 1

Click "Edit" for the faculty to be appointed.

Enter Mass Appointments						
Department 168000						
EmpID	Name	Rcd	Edit	Session	Begin Date	End Date
1 000049559	Ahn,Toh-Kyeong	0	<input checked="" type="checkbox"/>	<input type="text"/>		
2 000000445	Atkins,Burton M	0	<input type="checkbox"/>			
3 000007983	Barrilleaux,Charles J	0	<input type="checkbox"/>			

Step 2

Select a session. The Begin and End dates will be populated depending on the session chosen.

EmpID	Name	Rcd	Edit	Session	Begin Date	End Date
1 000049559	Ahn,Toh-Kyeong	0	<input checked="" type="checkbox"/>	Summer A	05/07/2005	08/05/2005

Step 3

Enter standard hours (per week) and the account code. Appointments may cross departmentally for funding.

Tip: Enter the first three digits of the account and click the lookup button to view a list of account codes for the desired department.

Std Hrs	Account Code
20.00	1680005508000952 <input type="button" value="Search"/>

Step 4

Click the "Calculate Balance" button. The Biweekly Rate and Period Amount will populate based on the standard hours entered and faculty contract amount.

Click "Save".



Biweekly Rate	Period Amount	Name
1424.460000	9258.990000	Ryals, Sharon E

Step 5

To enter appointments that have split funding and/or split sessions, click the  to add a row. Enter information as in steps 1-4.

Edit only the rows of the faculty for which summer appointment is needed. Do not delete rows other than those that have been added for split funding and/or split sessions.

NOTE: If required to go to a different department to enter appointment information for a faculty member and that member's row has already been edited, do not change the existing data. Add a new row and enter additional appointment information.

EmpID	Name	Rcd	Edit	Session	Begin Date	End Date
1 000049559	Ahn, Toh-Kyeong	0	<input checked="" type="checkbox"/>	Summer A	05/07/2005	08/05/2005
2 000049559	Ahn, Toh-Kyeong	0	<input checked="" type="checkbox"/>	Summer C	06/22/2005	08/05/2005

Std Hrs	Account Code
20.00	168000550S000952
10.00	168000550S000952

Biweekly Rate	Period Amount	Name
1424.460000	9258.990000	Ryals, Sharon E
712.230000	2350.359000	Ryals, Sharon E

Click "Save". This page may be revisited and edited until the end of the entry period.

Step 6

Summer Faculty Report

Use the FSU_SUMMER_FACULTY query to view a listing of all 9-month faculty members in your school/college/department who have active appointments in the payroll system at the end of March. If a 9-month faculty member does not appear on the report, the department will need to complete an E-PAF or P-PAF to appoint them.

Navigate to Reporting Tools>Query >Query Viewer. Search by query name FSU_SUMMER_FACULTY.

Step 7

This step is done by the office of Sponsored Research Services **ONLY**.

Navigate to Manager Self Service> Job and Personal Information> Approve Mass Appointments.

Click "Search" to view a list of departments with appointments that are project related and requiring approval.

Select a department and review the appointment data entered. If no changes are needed, click "Approved" for each row. If changes are required, make necessary changes following steps 1-4.

Click "Approved" and "Save".

