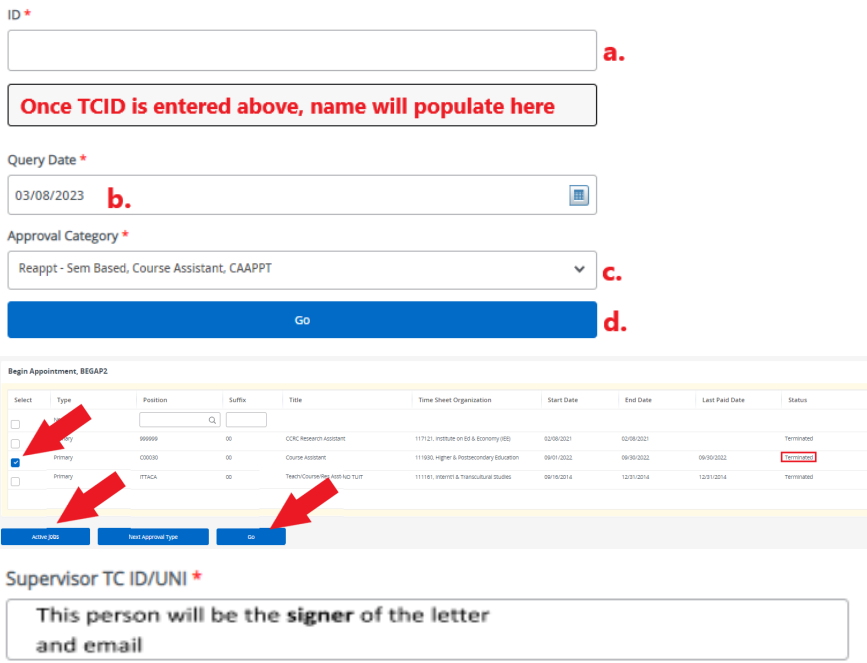


Auto - Generate Reappointment Letters for Course Assistants

The instructions below detail the steps required to generate a letter for a semester-based reappointment of a Course Assistant (employee class 84). This guide assumes familiarity with the creation of ePAFs.

What you need to do	What you will see																																								
<p>STEP 1: Reappoint a Course Assistant using the <i>Reappt – Sem. Based, CA CAAPPT</i> approval category.</p> <p>Please refer to Reappt - Sem Based Course Assistant for additional details.</p> <p>Note: The supervisor entered in the Supervisor TC ID/UNI field will be the signer of the Reappointment Letter and email, and will be copied on the email.</p>	 <p> a. ID * b. Query Date * c. Approval Category * d. Go </p> <table border="1"> <caption>Begin Appointment, BEGAP2</caption> <thead> <tr> <th>Select</th> <th>Type</th> <th>Position</th> <th>Suffix</th> <th>Title</th> <th>Time Sheet Organization</th> <th>Start Date</th> <th>End Date</th> <th>Last Paid Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Primary</td> <td>99999</td> <td>00</td> <td>CRIC Research Assistant</td> <td>117121, Institute on Ed & Economy (IEE)</td> <td>02/09/2021</td> <td>02/09/2021</td> <td></td> <td>Terminated</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Primary</td> <td>03050</td> <td>00</td> <td>Course Assistant</td> <td>111930, Higher & Postsecondary Education</td> <td>09/01/2022</td> <td>09/30/2022</td> <td>09/30/2022</td> <td>Proposed</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Primary</td> <td>07044</td> <td>00</td> <td>Teach Course (Per Ann App. Turn)</td> <td>111161, Intermed & Transcultural Studies</td> <td>09/19/2014</td> <td>12/31/2014</td> <td>12/31/2014</td> <td>Terminated</td> </tr> </tbody> </table> <p> Supervisor TC ID/UNI * This person will be the signer of the letter and email </p>	Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	<input type="checkbox"/>	Primary	99999	00	CRIC Research Assistant	117121, Institute on Ed & Economy (IEE)	02/09/2021	02/09/2021		Terminated	<input checked="" type="checkbox"/>	Primary	03050	00	Course Assistant	111930, Higher & Postsecondary Education	09/01/2022	09/30/2022	09/30/2022	Proposed	<input type="checkbox"/>	Primary	07044	00	Teach Course (Per Ann App. Turn)	111161, Intermed & Transcultural Studies	09/19/2014	12/31/2014	12/31/2014	Terminated
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<input type="checkbox"/>	Primary	07044	00	Teach Course (Per Ann App. Turn)	111161, Intermed & Transcultural Studies	09/19/2014	12/31/2014	12/31/2014	Terminated																																
<p>STEP 2: Enter the Hours, Course, and appointment Details in the comments section.</p> <p>HOURS=xxxxx; COURSE=yyyyy; DETAILS=zzzzzz;</p> <p>Information between = and ; will show on the letter.</p> <p>Note: You can put other text in the comments. Only the information between = and ; will be included on the letter. The rest will be ignored.</p> <p>If you make an error, you can enter a new comment to update either the hours, points or details.</p>	<p>Comment</p> <div style="border: 1px solid blue; padding: 5px;"> <p>HOURS=15; COURSE=ABCD1234 Introduction to Teaching and Learning; DETAILS=Course Assistant under Professor XYZ;</p> </div>																																								

OPTIONAL Step 2a: Update the Job Title

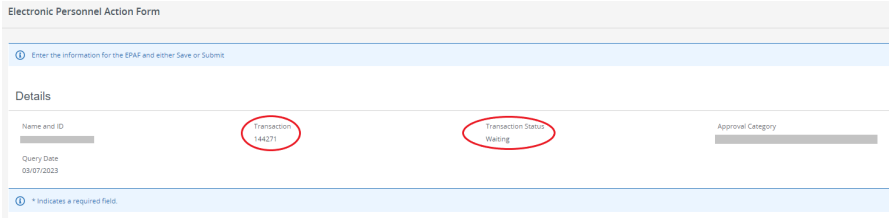
Enter **TITLE=xxxxxxx;** in the comments field. This will show on both the draft and final letters, and the title will be updated by HRIS in Banner

Comment

HOURS=15;
 COURSE=ABCD1234 Introduction to Teaching and Learning;
 DETAILS=Course Assistant under Professor XYZ;
 TITLE=Course Assistant;

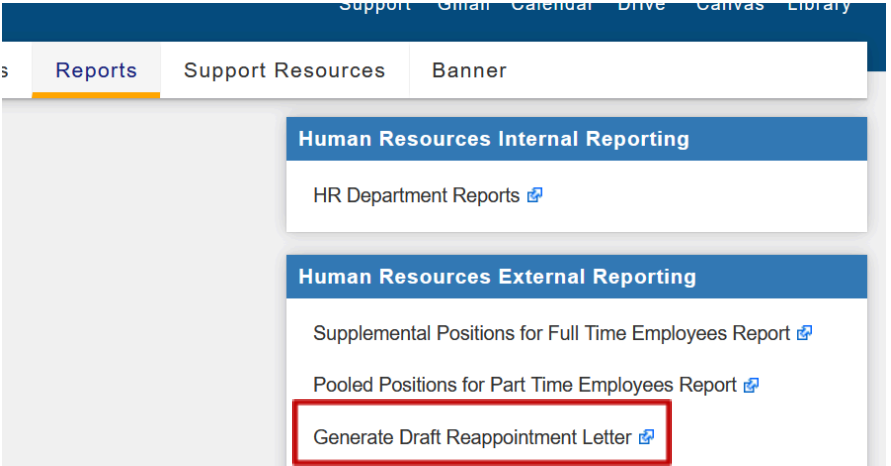
Step 3: Save the ePAF

DO NOT SUBMIT the ePAF until you have reviewed the Draft Reappointment Letter. See Step 4 below.

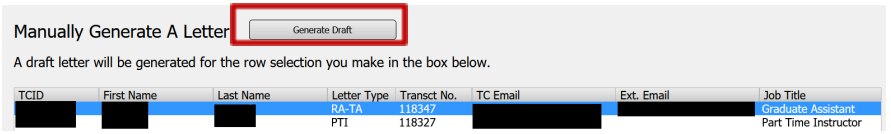


Step 4: Review the Draft letter (RELOAD the Draft Generator webpage to reflect ePAF edits)

Navigate to MyTC > Reports > Human Resources External Reporting > Generate Draft Reappointment Letter. A listing of all ePAFs that you have created that are in Waiting and Pending status will show.



Select the transaction you want to review for the Draft Letter. Note the TC email and the Preferred External email of the Appointee, if it exists. The Final Letter will be sent to these addresses.



TCID	First Name	Last Name	Letter Type	Transct No.	TC Email	Ext. Email	Job Title
			R/A-TA PTI	118347 118327			Graduate Assistant Part Time Instructor

Click the **Generate Draft** button, which will create a letter in a new tab.

Review the Draft, making sure the wording and details are correct. If you need to make corrections on the program, course or job title, go back to the ePAF and enter the updates in the Comments.

You must RELOAD the webpage using the Refresh button in your browser for the ePAF updates to be reflected in your draft

TEACHERS COLLEGE COLUMBIA UNIVERSITY

A Graduate School of Education, Health & Psychology

To: Alix Liss
 From: Jace Davies, HRIS Programmer
 Re: Appointment as New Job Title
 Course: Learning 101
 Semester/Details: Spring 2022, Details here
 Date: 12/09/2021

College and Human Resources Policies

Teachers College student appointments are governed by policies that both define the appointments and establish certain requirements for them. Please review Student Positions-Administrative Guidelines in the TC Policy Library, www.tc.edu/policylibrary, and if you do not meet these eligibility requirements, please notify me immediately.

Note that a doctoral research fellow (DRF) may also be a course assistant (CA) or a Part Time (PT) instructor during the appointment as a DRF but may not be a research assistant (RA), teaching assistant (TA) or administrative fellow (AF). If you are an international student who is not a permanent resident, you must clear your employment with the Office of International Students and Scholars (OISS). International students may have limitations on the number of hours permissible per week, depending on their visas. OISS can notify students of the hours permissible per week.

Please also note that, while CAs work a maximum of 5.5 hours per week for each 3-credit course during Spring and Fall semesters, and a total of 13.75 hours per week in Summer, there are exceptional circumstances in which an employee may work multiple appointments/positions at the College at one time, as long as they maintain one employment class, either exempt or non-exempt, across the positions. **At no time may a student employee work on average more than twenty-seven hours per week (or twenty hours per week for international students), total, across all part-time positions** (part-time exempt positions include RA, TA, CA, PT Instructor and PT Professional Student; non-exempt positions include AF, Faculty Work Study, and Interim). Please refer to the personnel policy entitled Employment in Part Time Positions (403.3) for additional information. Policies are available in the TC Policy Library, www.tc.edu/policylibrary.

Your employment is subject to and governed by all applicable College policies, procedures, trainings as well as federal, state and local laws, rules and regulations. If you have worked at Teachers College in the last few months, you should not have to fill out new HR paperwork. If you are not sure about your status or if you are a non-US citizen, please contact the Office of Human Resources (hr@tc.columbia.edu or 212.678.3175) to ensure everything is in order.

If you require classroom or digital resources to assist with your role, please reach out to the Digital Futures Institute (DFI) at <https://www.tc.columbia.edu/digitalfuturesinstitute/>

Terms of Offer

Payment for the Semester: \$4,500.00
 Dates of Appointment: 01/16/2022 to 04/30/2022
 Number of Hours Per Week: 12
 Pay Cycle: Semi-Monthly

If you have an issue accepting these terms, please contact me no later than one week from the date of this letter. If we do not hear from you, this letter and its contents will be deemed acceptable to you.

Sincerely,
 Jace Davies
 HRIS Programmer

DRAFT

525 WEST 120TH STREET, NEW YORK, NY 10027 • (212) 678-3000

Step 5: Submit the ePAF

Once the review of the Draft Letter is complete, you may submit the ePAF for approval and processing.

Once the ePAF is applied by HRIS, the final letter will be sent to the employee, the ePAF originator, and the supervisor listed in the ePAF.

The Re-appointee's TCID is required to view the final reappointment letter.