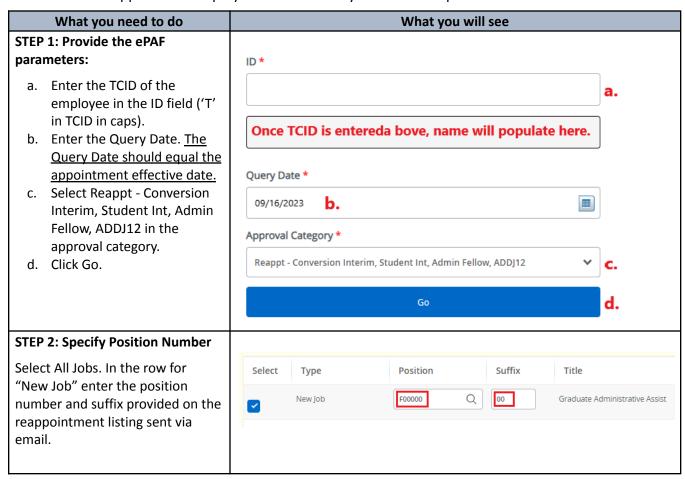# Reappt – Conversion, Admin Fellow, ADDJ12

This ePAF is used to reappoint Admin Fellow staff whose current, active position is not F00000. This ePAF will reappoint the employee with the newly consolidated position number.

What you need to do	What you will see
STEP 1: Provide the ePAF parameters: a. Enter the TCID of the employee in the ID field ('T' in TCID in caps). b. Enter the Query Date. <u>The Query Date should equal the appointment effective date.</u> c. Select Reappt - Conversion Interim, Student Int, Admin Fellow, ADDJ12 in the approval category. d. Click Go.	ID * **a.** Once TCID is entereda bove, name will populate here. Query Date * 09/16/2023 **b.** Approval Category * Reappt - Conversion Interim, Student Int, Admin Fellow, ADDJ12 **c.** Go **d.**
STEP 2: Specify Position Number Select All Jobs. In the row for "New Job" enter the position number and suffix provided on the reappointment listing sent via email.	<table><tr><th>Select</th><th>Type</th><th>Position</th><th>Suffix</th><th>Title</th></tr><tr><td>☑</td><td>New Job</td><td>F00000</td><td>00</td><td>Graduate Administrative Assist</td></tr></table>

STEP 3: Input Begin Record

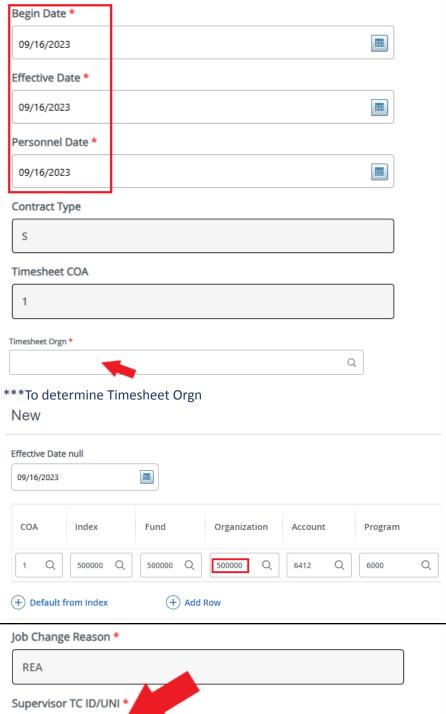**Note:** Required fields are indicated by a red asterisk *****.

The following fields will be defaulted from the query date you inputted in Step 1. This should be the actual start date.
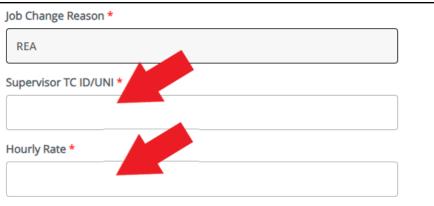
Job Begin Date

Effective Date

Personnel Date

Begin Date *

09/16/2023

Effective Date *

09/16/2023

Personnel Date *

09/16/2023

Contract Type

S

Timesheet COA

1

Enter the Timesheet Orgn. This is the same as the Organization field in the Funding Allocation section (Step 4). Input the index the transaction is being charged to and click Default from Index. Copy the value in the Organization field into the Timesheet Orgn field. If there are multiple indices, select the one with the highest %.

Timesheet Orgn *

***To determine Timesheet Orgn

New

Effective Date null

09/16/2023

COA	Index	Fund	Organization	Account	Program
1	500000	500000	500000	6412	6000

⊕ Default from Index   ⊕ Add Row

Enter new Supervisor TCID/UNI in caps.

Enter the **Hourly Amount** in the salary section. Include the total appointment/annual amount in the comments.

Job Change Reason *

REA

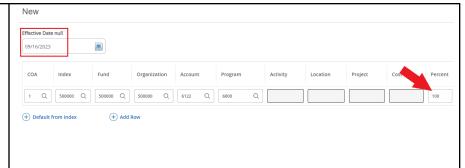Supervisor TC ID/UNI *

Hourly Rate *

STEP 4: Input the funding allocation.

The funding effective date will default from the query date that was inputted in Step 1.

The funding information **MUST** be updated from the defaulted values. Enter your index number and click the button for "Default from Index."

Please Note: When you click "Default from Index," the system removes the defaulted account, which must then be added back. If you forget your account, you can always refer to the e-class & account chart.

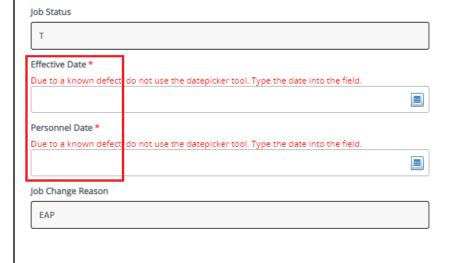Finally, ensure the total of each row in the Percent column is 100%.

New

Effective Date null

09/16/2023

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
1	500000	500000	500000	6122	6000					100

(+) Default from Index   (+) Add Row

STEP 5: Input End Record Information

Enter the end date of the appointment in both Effective Date and Personnel Date.

If the Job has no end date, enter 12/31/2027 and indicate no end date in the Comments section.

**Manually type in date in this field. Do NOT use the calendar picker tool

Job Status

T

Effective Date *

Due to a known defect, do not use the datepicker tool. Type the date into the field.

Personnel Date *

Due to a known defect, do not use the datepicker tool. Type the date into the field.
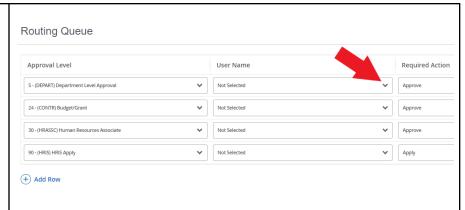
Job Change Reason

EAP

STEP 6: Input Routing Queue

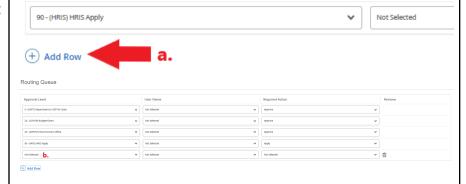Click on the drop down menu to enter the approver for each approval level.

Do not touch the "Required Action"

If this transaction needs both Budget AND Grants approval, enter the budget approver in level 24 – (CONTR) Budget/Grant then go to step 6A.
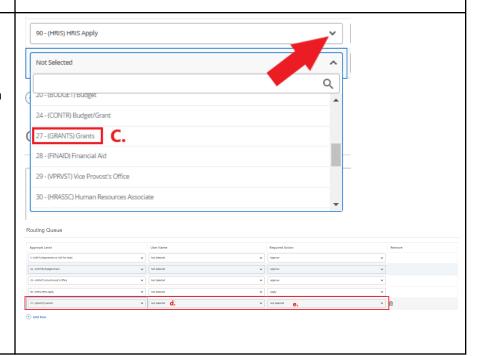
STEP 6A: Include Budget AND Grants as approvers in the routing queue.

a. Click Add Row.
b. Go to the empty row

STEP 6A (continued)

c. From the drop down, select **27- Grants.**
d. In User Name, select John Hernandez as the approver.
e. In Required Action, select Approve.

STEP 7: If needed, add a comment (max 4000 chars). Enter additional information in the Comment field if needed.	**Comments** This is to convert their position number. Remaining Characters : 3959 Save
STEP 8: Save the ePAF. Click the Save button located at the bottom of the screen *Note: Saving the ePAF is not the last step. Once Saved, the EPAF Transaction Number and Status will appear at the top of the screen	Save Electronic Personnel Action Form ⓘ Enter the information for the EPAF and either Save or Submit Details Name and ID ⬛⬛⬛ Transaction 144271 Transaction Status Waiting Approval Category Query Date 03/07/2023 ⓘ * Indicates a required field.
STEP 9: Submit the ePAF. After saving, additional action buttons will appear at the bottom of the ePAF. Click Submit. Once submitted, you will receive a notification at the top right hand corner of the page. The ePAF Transaction status will also move to **Pending**.	Remaining Characters : 4000 Delete Save Submit New EPAF · EPAF Originator Summary Home · Personnel Actions · EPAF Originator Summary · Update Personnel Action ✓ The transaction has been successfully submitted. Electronic Personnel Action Form ⓘ Enter the information for the EPAF and either Save or Submit Details Name and ID ⬛⬛⬛ Transaction 144252 Transaction Status Pending Approval Category Query Date 03/03/2023