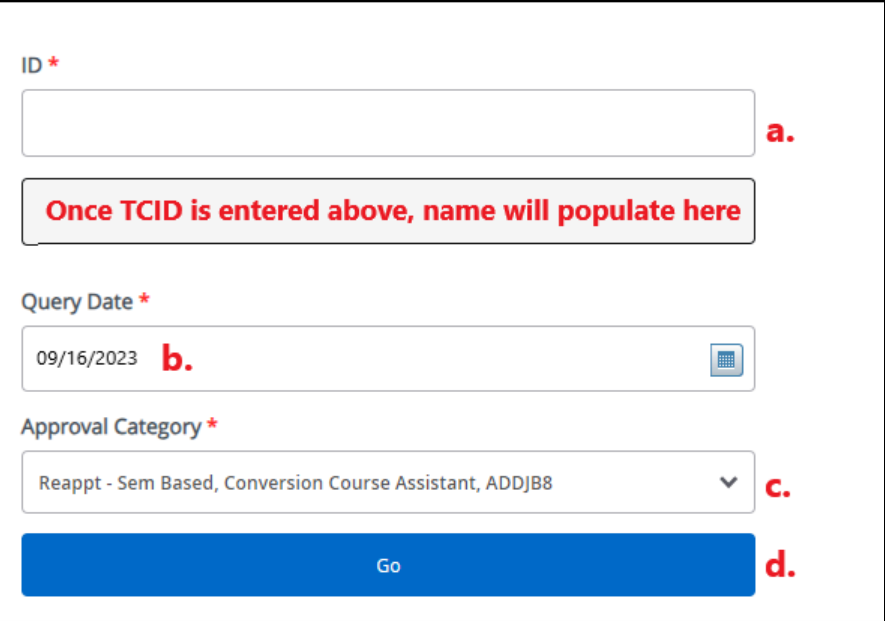
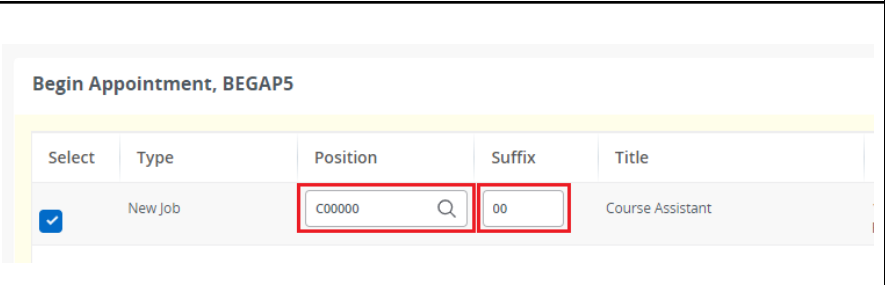


Reappt – Sem. Based, Conversion Course Assistant, ADDJB8

This ePAF is used to reappoint Student employees paid from account 6462 or 6469 whose current, active position is not C00000. This ePAF will reappoint the employee with the newly consolidated Course Assistant position number, C00000.

| What you need to do | What you will see | | | | | | | | | | |
|---|---|----------|--------|------------------|--------|-------|-------------------------------------|---------|--------|----|------------------|
| <p>STEP 1: Provide the ePAF parameters:</p> <ol style="list-style-type: none"> Enter the TCID of the employee in the ID field ('T' in TCID in caps). Enter the Query Date. <u>The Query Date should equal the appointment effective date.</u> Select Reappt - Sem Based, Conversion Course Assistant, ADDJB8 in the approval category. Click Go. |  <p> ID * <input type="text"/> a. Once TCID is entered above, name will populate here Query Date * <input type="text" value="09/16/2023"/> b. Approval Category * <input type="text" value="Reappt - Sem Based, Conversion Course Assistant, ADDJB8"/> c. <input type="button" value="Go"/> d. </p> | | | | | | | | | | |
| <p>STEP 2: Specify Position Number</p> <p>Select All Jobs. In the row for "New Job" enter the position number and suffix provided on the reappointment listing sent via email.</p> |  <p> Begin Appointment, BEGAP5 <table border="1"> <thead> <tr> <th>Select</th> <th>Type</th> <th>Position</th> <th>Suffix</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>New Job</td> <td>C00000</td> <td>00</td> <td>Course Assistant</td> </tr> </tbody> </table> </p> | Select | Type | Position | Suffix | Title | <input checked="" type="checkbox"/> | New Job | C00000 | 00 | Course Assistant |
| Select | Type | Position | Suffix | Title | | | | | | | |
| <input checked="" type="checkbox"/> | New Job | C00000 | 00 | Course Assistant | | | | | | | |

STEP 3: Input Begin Record

The Personnel Date will be defaulted from the query date you input in Step 1. You may update the Personnel Date to reflect the actual start date if it differs.

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 %.

Begin Appointment, C00000-00 Course Assistant

Begin Date *

Effective Date *

Personnel Date *

Contract Type

Timesheet COA

Timesheet Orgn *



***To determine Timesheet Orgn

New

Effective Date null

| COA | Index | Fund | Organization |
|-----|--------|--------|--------------|
| 1 | 500000 | 500000 | 500000 |

+ Default from Index + Add Row

Enter new Supervisor TCID/UNI in caps.

Enter the appointment salary in the Salary field. Do not use '\$' or ' .

Job Change Reason

Supervisor TC ID/UNI *



Salary *



STEP 4: Input the funding allocation.

The funding effective date will default from the query date that was input 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. 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 | 6462 | 6000 | | | | | 100 |

STEP 5: Input End Record Information

The Effective Date is hardcoded and aligns with the end of the semester.

In the Personnel Date, enter the actual end date of the reappointment.

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

Job Status *

T

Effective Date *

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

12/31/2023

Personnel Date *

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

12/31/2023

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.

Routing Queue

| Approval Level | User Name | Required Action |
|--|--------------|-----------------|
| 5 - (DEPART) Department Level Approval | Not Selected | Approve |
| 24 - (CONTR) Budget/Grant | Not Selected | Approve |
| 90 - (HRIS) HRIS Apply | Not Selected | Apply |

+ Add Row

STEP 6A: Include Budget AND Grants as approvers in the routing queue.

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

90 - (HRIS) HRIS Apply Not Selected

+ Add Row **a.**

Routing Queue

| Approval Level | User Name | Required Action | Remove |
|---------------------------------------|--------------|-----------------|--------|
| 5 - (DEPT) Department or OIG for Good | Not Selected | Approve | |
| 24 - (CONTR) Budget/Grant | Not Selected | Approve | |
| 28 - (PRVST) Vice Provost's Office | Not Selected | Approve | |
| 90 - (HRIS) HRIS Apply | Not Selected | Apply | |
| Not Selected b. | Not Selected | Not Selected | |

+ Add 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.

90 - (HRIS) HRIS Apply

Not Selected

20 - (BUDGET) Budget

24 - (CONTR) Budget/Grant

27 - (GRANTS) Grants **c.**

28 - (FINAID) Financial Aid

29 - (PRVST) Vice Provost's Office

30 - (HRASSC) Human Resources Associate

Routing Queue

| Approval Level | User Name | Required Action | Remove |
|---------------------------------------|------------------------|------------------------|--------|
| 5 - (DEPT) Department or OIG for Good | Not Selected | Approve | |
| 24 - (CONTR) Budget/Grant | Not Selected | Approve | |
| 28 - (PRVST) Vice Provost's Office | Not Selected | Approve | |
| 90 - (HRIS) HRIS Apply | Not Selected | Apply | |
| 27 - (GRANTS) Grants | Not Selected d. | Not Selected e. | |

+ Add Row

STEP 7: Add a comment (max 4000 chars).

Please include the job title in the comments in the format of "Title = xxxxxxxx;"

You may also enter anything else you wish to convey to the ePAF approvers.

Comments

Please type the position title here.

Remaining Characters : 3931

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 enter 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**.

Delete

Save

Submit

New ePAF · ePAF Originator Summary

Home · Personnel Action · ePAF Originator Summary · Update Personnel Action

Electronic Personnel Action Form

Enter the information for the ePAF and enter Save or Submit

Details

| | | | |
|--------------------------|-----------------------|-------------------------------|-------------------|
| Name and ID | Transaction 144252 | Transaction Status Pending | Approval Category |
| Query Date 03/09/2023 | | | |

The transaction has been successfully submitted.