Reappt – Sem. Based, Conversion Research Assistants, ADDJB9

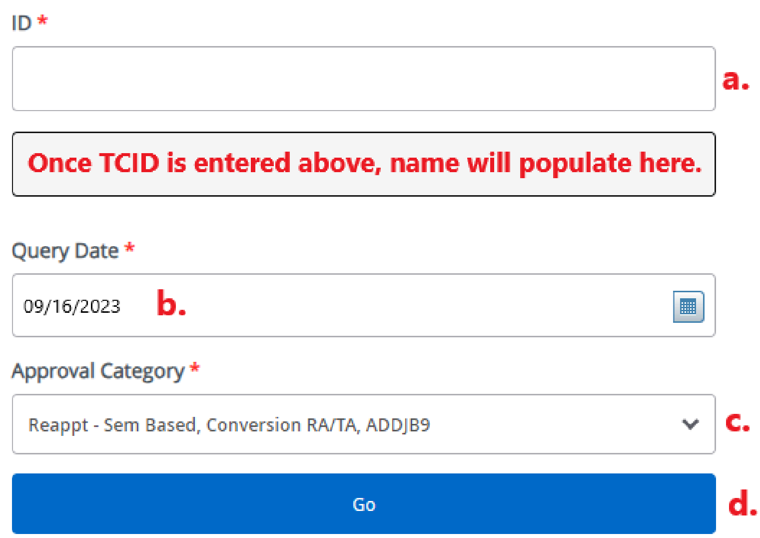
This ePAF is used to reappoint student employees (Research Assistants) paid from account 6422 or 6429 whose current, active position is not R00000. This ePAF will reappoint the employee with the consolidated RA position number, R00000.

<table>
<tr><th>What you need to do</th><th>What you will see</th></tr>
<tr><td>

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 - Sem Based, Conversion RA/TA, ADDJB9 in the approval category.
d. Click Go.

</td><td>



</td></tr>
<tr><td>

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.

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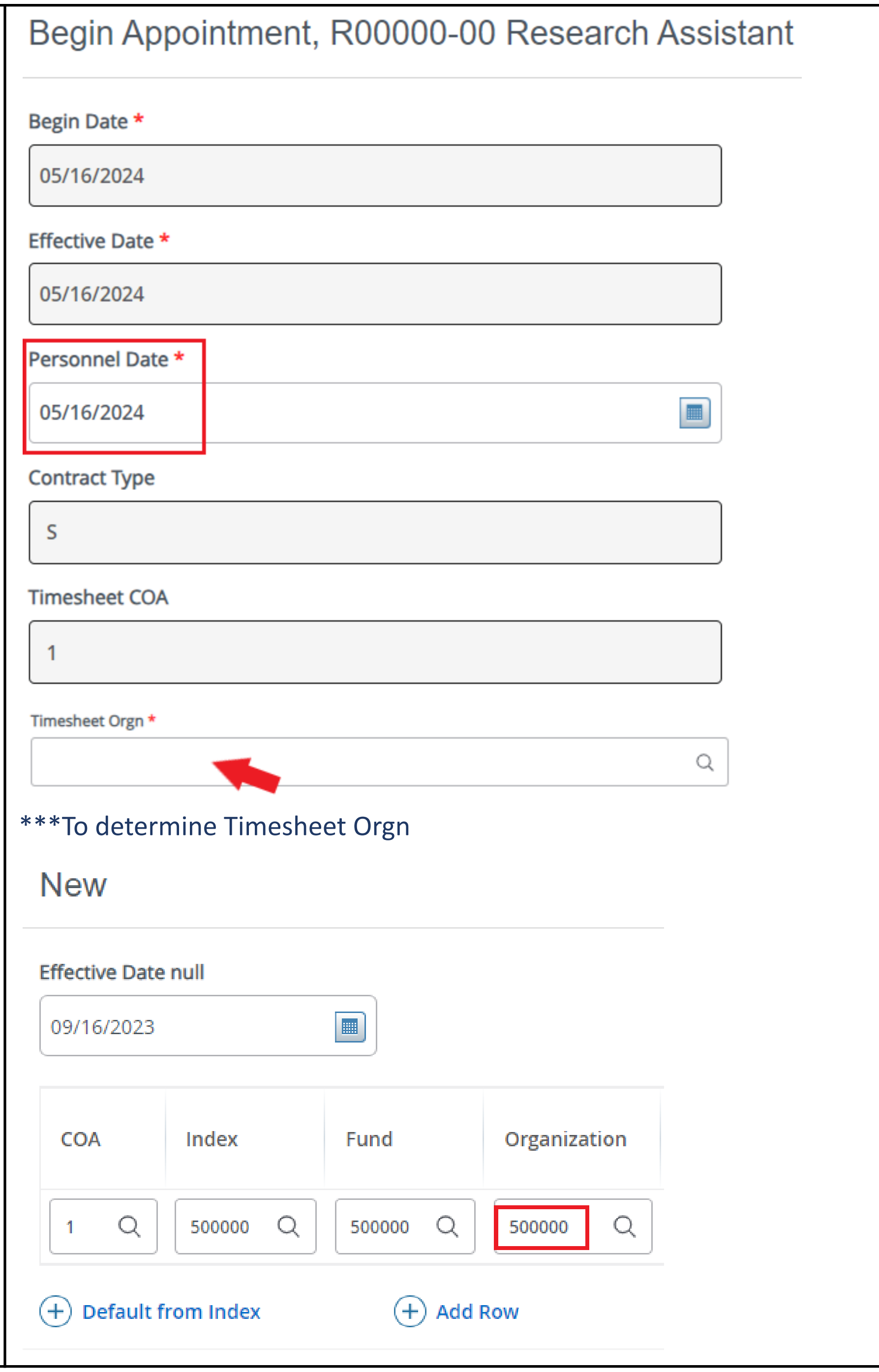
</table>

STEP 3: Input Begin Record

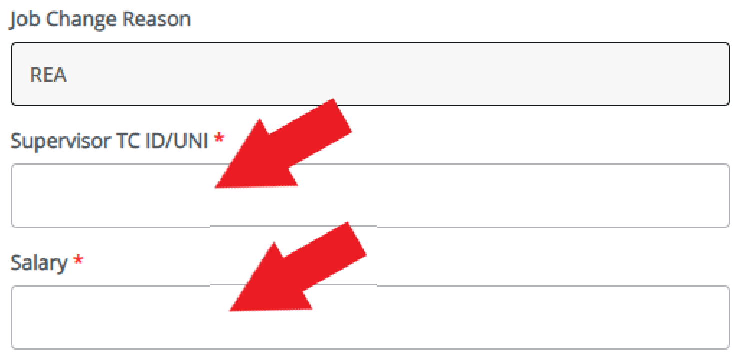
The Personnel Date will be defaulted from the query date you input in Step 1. You may update the Personnel Date to reflect the actual start date if it differs.

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 %.



Enter new Supervisor TCID/UNI in caps.

Enter the appointment salary in the Salary field. Do not use ‘$’ or ‘,’ .



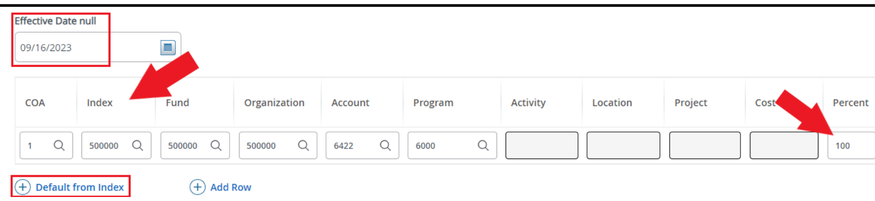
STEP 4: Input the funding allocation.

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%.

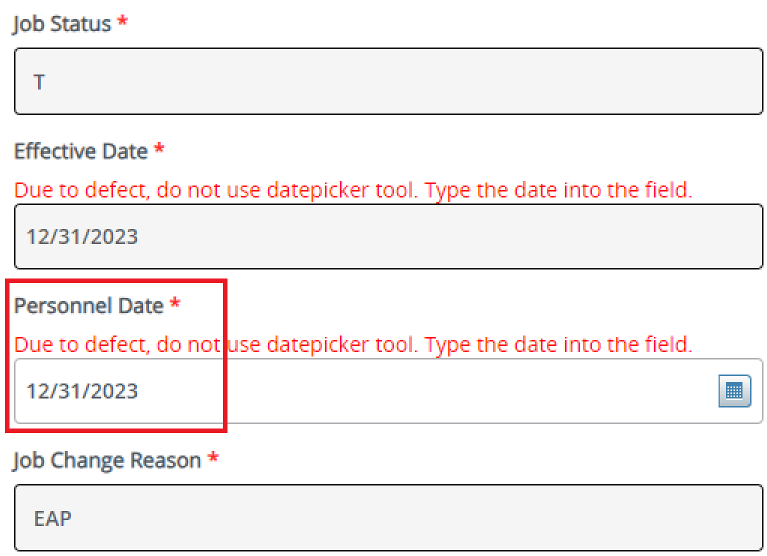


STEP 5: Input End Record Information

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

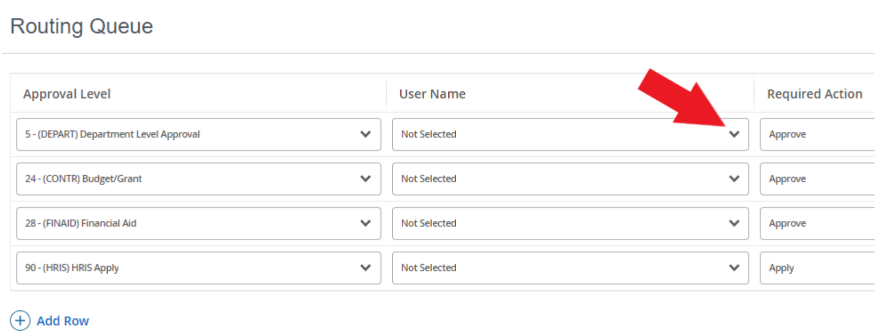


STEP 6: Input Routing Queue

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

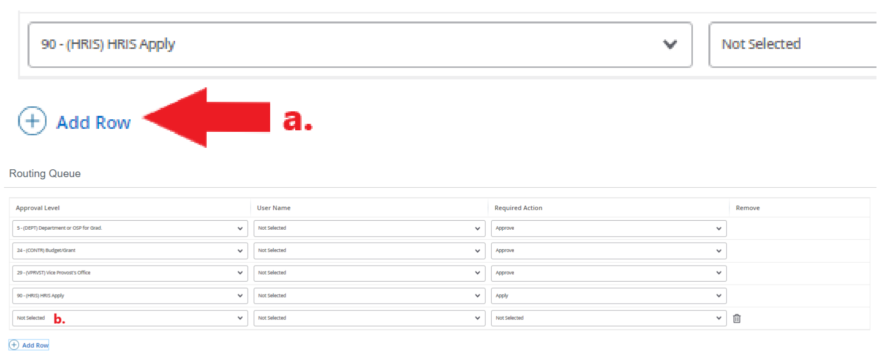
Do not touch the "Required Action"

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



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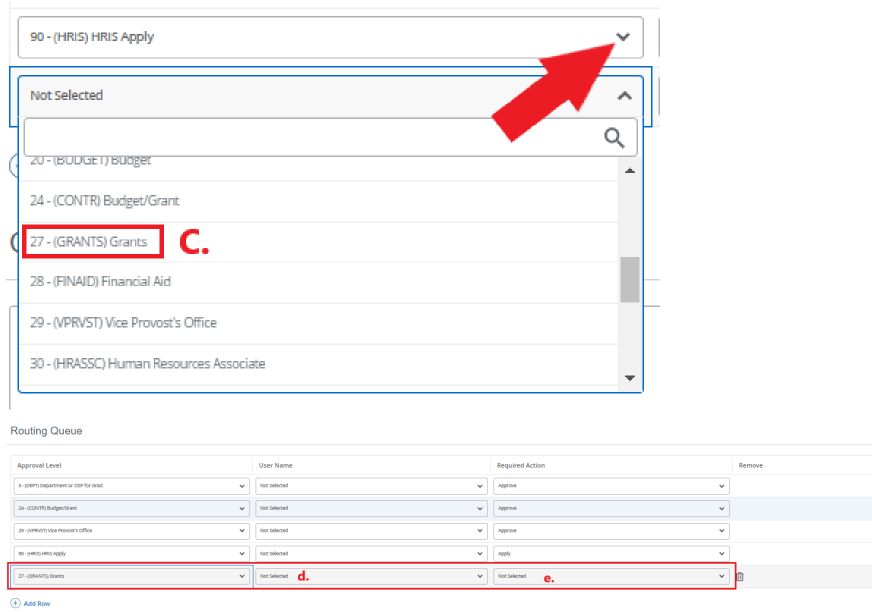
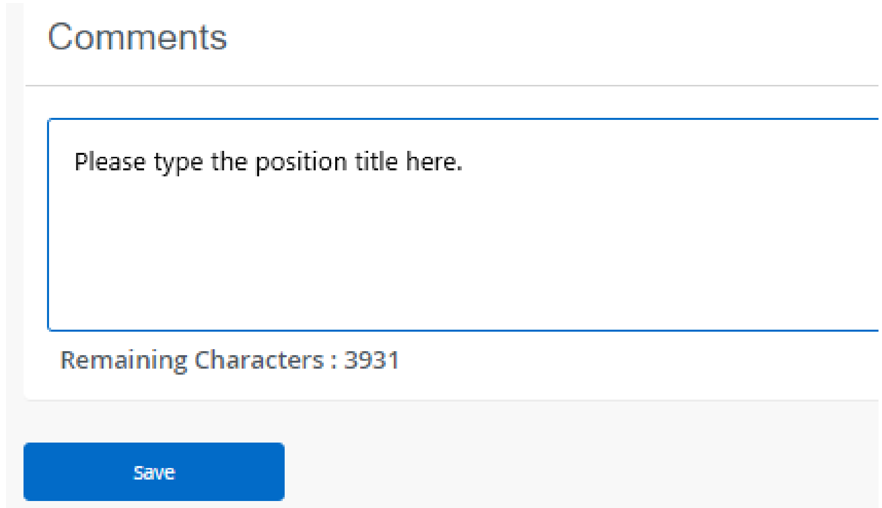
STEP 6A (continued)

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: 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.

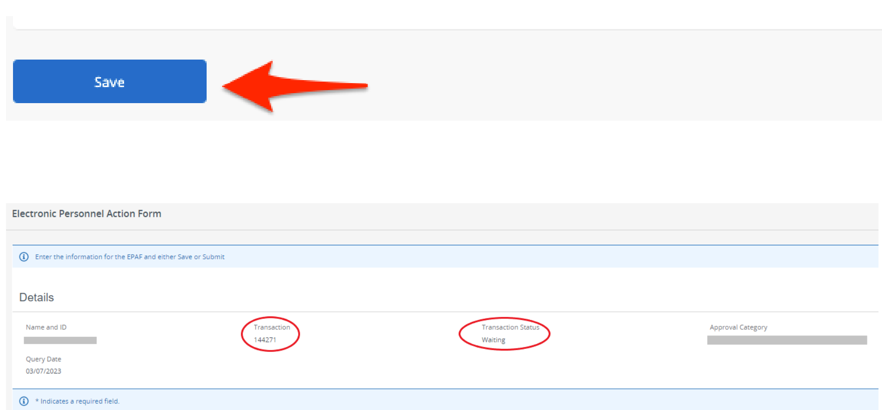


STEP 8: Save the ePAF.

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



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**.