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.

<table>
<thead>
<tr>
<th>What you need to do</th>
<th>What you will see</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STEP 1: Reappoint a Course Assistant using the Reappt – Sem. Based, CA CAAPPT approval category.</strong></td>
<td>![Image showing the Reappt – Sem. Based, CA CAAPPT approval category screen]</td>
</tr>
<tr>
<td>Please refer to Reappt - Sem Based Course Assistant for additional details.</td>
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<tr>
<td><strong>Note:</strong> 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.</td>
<td></td>
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</table>

**STEP 2: Enter the Hours, Course, and appointment Details in the comments section.**

**HOURS=xxxxx;**  
**COURSE=yyyyy;**  
**DETAILS=zzzzzz;**

Information between = and ; will show on the letter.

**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.

If you make an error, you can enter a new comment to update either the hours, points or details.
OPTIONAL Step 2a: Update the Job Title

Enter TITLE=xxxxxxxx; 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.

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.

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.