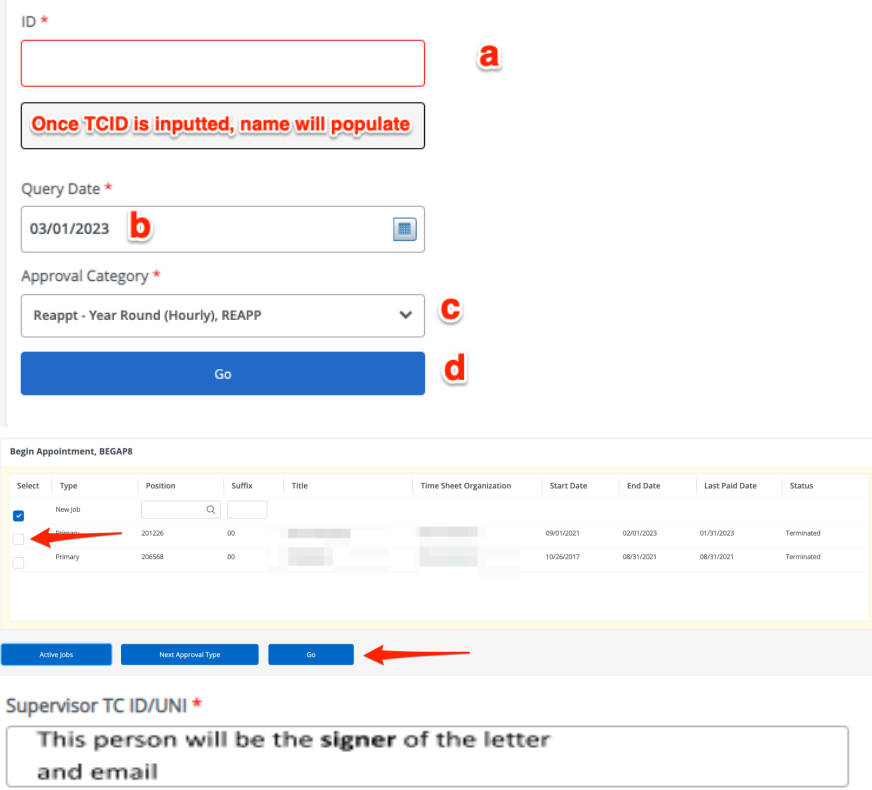
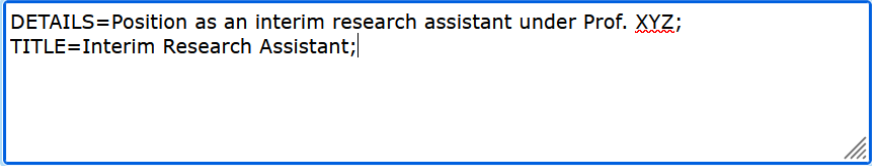


Auto - Generate (Re)appointment Letters for Interim employees

The instructions below detail the steps required to generate a letter for an Interim employee. This guide assumes familiarity with the creation of ePAFs.

What you need to do	What you will see
<p>STEP 1: Create a reappointment for an Interim Employee.</p> <p>For additional details, see:</p> <ul style="list-style-type: none"> Reappt - Year Round (Hourly) <p>Or for additional Interim Employee appointments:</p> <ul style="list-style-type: none"> Additional Job - Hourly, ADDJB2 <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>STEP 2: Enter the appointment Details and Title in the comments section.</p> <p>DETAILS=zzzzzz; TITLE=xxxxxxx;</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</p>	

either the hours, points or details.

Step 3: Save the ePAF

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

Electronic Personnel Action Form

Enter the information for the ePAF and either Save or Submit.

Details

Name and ID	Transaction 146231	Transaction Status Waiting	Approval Category
Query Date 03/07/2023			

* Indicates a required field.

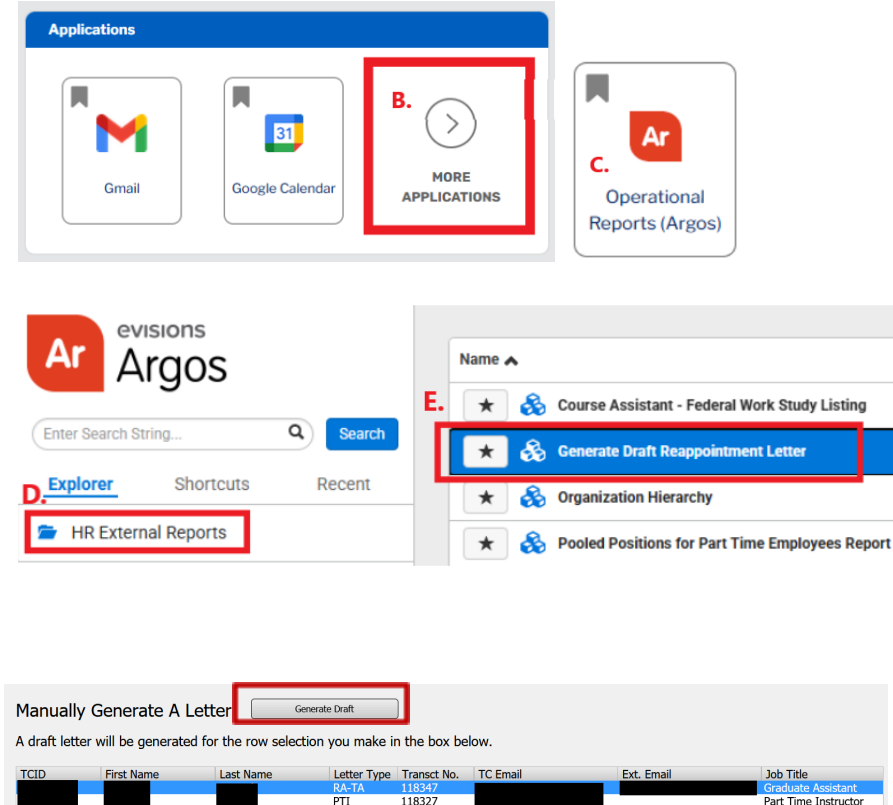
Step 4: Review the Draft

letter (RELOAD the Draft Generator webpage to reflect ePAF edits)

- Navigate to the Employee Portal
- Click **More Applications**
- Navigate to **Operational Reports (Argos)**
- Click **HR External Reports**
- Click **Generate Draft Reappointment Letter**.

A listing of all ePAFs that you have created that are in Waiting and Pending status will show.

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



The screenshot shows the 'Applications' section with a red box around the 'MORE APPLICATIONS' button. Below this, the 'Argos' search interface is shown with a red box around the 'HR External Reports' link. In the 'Argos' sidebar, the 'Generate Draft Reappointment Letter' option is highlighted with a red box. At the bottom, the 'Manually Generate A Letter' section shows a 'Generate Draft' button highlighted with a red box. Below this, a table lists ePAFs with the first row highlighted in blue.

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

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



DRAFT

To: [Redacted]
Re: Appointment as Songwriter
Hourly Rate: \$20.00
Details: Bruno Mars Only Does Collabs
Pay Cycle: Bi-Weekly
Date: 02/20/2025

Dear [Redacted],

On behalf of Teachers College, I am pleased to provide you notice of your appointment as a Songwriter in the Department of HR Administration and Operations, beginning 03/15/2025.

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. The following terms and conditions of the appointment and hiring have been agreed upon by you and Teachers College.

This position is a term appointment and will start on 03/15/2025 and end on 05/30/2025 and, if applicable, is subject to continued availability of funds specified in the grant, project, or unit under which you are employed. Except as provided in this notice, the provisions in your initial appointment letter remain in effect.

If you are an international student who is not a permanent resident, you must clear your reappointment with the Office of International Students and Scholars (OISS).

Your hours cannot exceed the maximum determined by your supervisor, and no interim position can exceed 19 hours per week, except during summer and holiday breaks, where this maximum may be increased up to 35 hours per week.

If your position is eligible for subsequent reappointments then you will receive additional notice. However, absent a reappointment, your employment with the College will end at the expiration of this appointment term. While it is anticipated that your employment will continue until the end of the appointment, your employment with the College is "at-will" and you or the College may terminate employment with or without cause at any time.

If you have any questions, please contact your supervisor or your HR representative. On behalf of the Department of HR Administration and Operations, we look forward to working with you over the course of this appointment period.

Sincerely,
[Redacted]
Manager

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.