Auto - Generate Reappointment Letters for PT Instructors - SSB9

The instructions below detail the steps required to generate a letter for a semester-based reappointment of a Part Time Instructor (employee class 31). 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>**STEP 1: Reappoint a Part Time Instructor using the **Reappt – Sem. Based, PT Instructional ePAF approval category. **</td>
<td></td>
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<tr>
<td>Please refer to Reappt - Sem Based PT Instructional 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>
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</tbody>
</table>

This person will be the **signer** of the letter and email.
STEP 2: Enter the Program and Course in the comments section.

PROGRAM=xxx xx;
COURSE=yyyy y;

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 program, the course, or both.

Comment

PROGRAM=Adult Learning and Leadership Program, in the Department of Organization and Leadership;
COURSE=ORLD 4025: Facilitating Adult Learning;
### OPTIONAL Step 2a: Activate alternate enrollment text for the department of Organization & Leadership

Enter ORLSPECIAL; in the comments field

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<td>PROGRAM=Adult Learning and Leadership Program, in the Department of Organization and Leadership; COURSE=O RLD 4025: Facilitating Adult Learning; ORLSPECIAL;</td>
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### OPTIONAL Step 2b: Update the Job Title

Enter TITLE=xxxxxxx; in the comments field. This will show on both the draft and final letters, and the title will be updated by HRIS in Banner

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<td>PROGRAM=Adult Learning and Leadership Program, in the Department of Organization and Leadership; COURSE=OR LD 4025: Facilitating Adult Learning; TITLE=Part Time Instructor;</td>
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### 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.