

Auto-Generated (Re)appointment Letters Tips

- ✓ *Make sure to review the Draft Letter before submitting the ePAF (ePAF needs to be saved).* Final letter will be automatically sent when ePAF is fully approved and processed.
- ✓ Make sure to include Titles “Title = xxxxx;”
- ✓ Make sure to put semicolons (;) at the end of each comment
- ✓ Make sure to reload the entire web page in the draft generator if changes are made to the ePAF and saved again
- ✓ Supervisor TCID listed in ePAF will be the signatory of the letter
- ✓ Reappointed employee’s TCID needed to access the reappointment letter