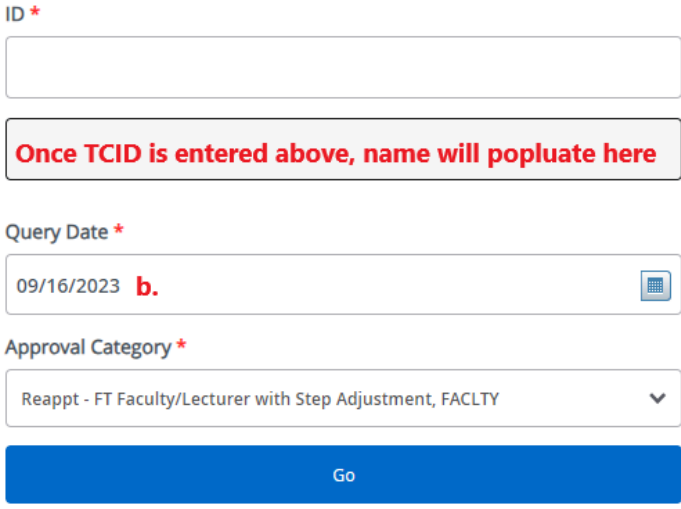
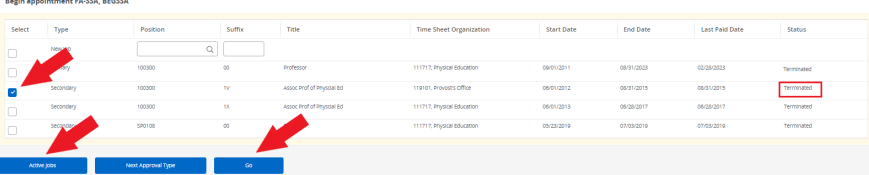


Reappt - FT Faculty/Lecturer with Step Adjustment, FACLT

This ePAF is intended to reappoint full time faculty and lecturers with the ability to adjust the step if needed. For any FT Faculty or lecturers who are on step zero, please use ePAF [Reappt - year Round \(Salaried\), REAP2](#).

What you need to do	What you will see																																																		
<p>STEP 1: Provide the ePAF parameters:</p> <ol style="list-style-type: none"> Enter the TCID of the employee in the ID field ('T' in TCID in caps). Enter the Query Date. <u>The Query Date should equal the appointment effective date.</u> Select Reappt, FT Faculty/Lecturer with Step Adjustment, FACLT in the approval category. Click Go. 	 <p>The screenshot shows a form with the following fields and elements:</p> <ul style="list-style-type: none"> ID *: An empty text input field with a red 'a.' to its right. Once TCID is entered above, name will populate here: A red text box below the ID field. Query Date *: A date input field containing '09/16/2023' with a red 'b.' to its right and a calendar icon. Approval Category *: A dropdown menu with 'Reappt - FT Faculty/Lecturer with Step Adjustment, FACLT' selected and a red 'c.' to its right. Go: A blue button with the text 'Go' and a red 'd.' to its right. 																																																		
<p>STEP 2: Select Job</p> <p>Click All Jobs to see a listing of all jobs that employee has held.</p> <p>Select the appropriate terminated job to be reappointed.</p> <p>Click Go to navigate to the Electronic Personnel Action Form.</p>	 <p>The screenshot shows a table titled 'Begin appointment FA-SSA, BEGSSA' with the following columns: Select, Type, Position, Suffix, Title, Time Sheet Organization, Start Date, End Date, Last Paid Date, and Status. The table contains four rows of job listings. The second row is selected, and its 'Status' is 'Terminated', which is highlighted with a red box. Red arrows point to the 'All Jobs' button, the selected row, and the 'Go' button.</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Type</th> <th>Position</th> <th>Suffix</th> <th>Title</th> <th>Time Sheet Organization</th> <th>Start Date</th> <th>End Date</th> <th>Last Paid Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Prof</td> <td>10000</td> <td>00</td> <td>Professor</td> <td>111113, Physical Education</td> <td>09/01/2011</td> <td>09/31/2023</td> <td>02/28/2023</td> <td>Terminated</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Secondary</td> <td>10000</td> <td>14</td> <td>Assoc Prof of Physical Ed</td> <td>119101, Physical Education</td> <td>09/01/2012</td> <td>09/31/2019</td> <td>09/31/2019</td> <td>Terminated</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Secondary</td> <td>10000</td> <td>14</td> <td>Assoc Prof of Physical Ed</td> <td>111113, Physical Education</td> <td>09/01/2013</td> <td>09/30/2017</td> <td>06/30/2017</td> <td>Terminated</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Secondary</td> <td>09100</td> <td>00</td> <td></td> <td>111113, Physical Education</td> <td>09/23/2019</td> <td>07/03/2019</td> <td>07/03/2019</td> <td>Terminated</td> </tr> </tbody> </table>	Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	<input type="checkbox"/>	Prof	10000	00	Professor	111113, Physical Education	09/01/2011	09/31/2023	02/28/2023	Terminated	<input checked="" type="checkbox"/>	Secondary	10000	14	Assoc Prof of Physical Ed	119101, Physical Education	09/01/2012	09/31/2019	09/31/2019	Terminated	<input type="checkbox"/>	Secondary	10000	14	Assoc Prof of Physical Ed	111113, Physical Education	09/01/2013	09/30/2017	06/30/2017	Terminated	<input type="checkbox"/>	Secondary	09100	00		111113, Physical Education	09/23/2019	07/03/2019	07/03/2019	Terminated
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<input type="checkbox"/>	Secondary	09100	00		111113, Physical Education	09/23/2019	07/03/2019	07/03/2019	Terminated																																										

STEP 3: Input Begin Record Information.

Referring to the **Step Schedule** provided by the Provost office, enter the new Step & Salary grade (rank). The possible ranks are listed below:

FT Faculty

- ASSC
- ASST
- FULL

FT Lecturer

- LECT

The Effective Date will default from the query date entered in step 1. It should match the begin date of the appointment.

Leave the Job Change Reason at the default: REA, Reappointment.

Step *

Salary Grade *

Effective Date *

09/16/2023

Job Change Reason *

REA, Reappointment

STEP 4: If applicable, update Labor Distribution information.

The Effective Date should match the begin date, which can only occur after the last paid date.

If the funding information needs to be updated, 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, which must then be added back. If you forget your account, you can always refer to the [e-class & account chart](#).

Confirm that the percentage equals 100%

New

Effective Date null

09/16/2023

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
1	500000	500000	500000	6462	6000					100

+ Default from Index + Add Row

STEP 5: End Record Information

Enter the end date of the appointment in both Effective Date and Personnel Date.

If the job has no end date, enter **8/31/2049** and indicate “no end date” in the Comments section (step 7).

****Manually type in date in this field.** Do NOT use the calendar picker tool

Job Status
T

Effective Date *
Due to a known defect, do not use the datepicker tool. Type the date into the field.
01/01/1900

Personnel Date *
Due to a known defect, do not use the datepicker tool. Type the date into the field.
01/01/1900

Job Change Reason
EAP

This is defaulted. Please manually type in with the end date of the appointment in both fields.

STEP 6: Input Routing Queue.

Click the User Name dropdown to enter the approver for each approval level.

Routing Queue

Approval Level	User Name	Required Action
23 - (VPROV2) Vice Provost Version 2	Not Selected	Approve
24 - (CONTR) Budget/Grant	Not Selected	Approve
90 - (HRIS) HRIS Apply	Not Selected	Apply

+ Add Row

STEP 7: If needed, add a comment (max 4000 chars).

Enter any applicable comments regarding the job in this section.

Comments

Add anything you wish to convey to the approvers here|

Remaining Characters : 3946

Save

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

Save

Electronic Personnel Action Form

Enter the information for the EPAF and either Save or Submit

Details

Name and ID	Transaction 144271	Transaction Status Waiting	Approval Category
-------------	-----------------------	-------------------------------	-------------------

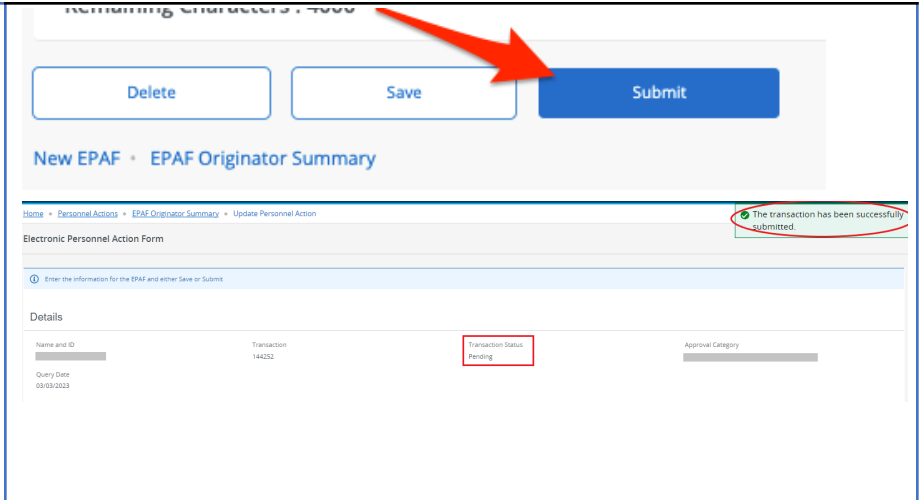
* Indicates a required field.

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**.



The screenshot shows the 'New EPAF - EPAF Originator Summary' page. At the top, there are three buttons: 'Delete', 'Save', and 'Submit'. A red arrow points to the 'Submit' button. Below the buttons, there is a breadcrumb trail: 'Home > Personnel Actions > EPAF Originator Summary > Update Personnel Action'. A notification message in the top right corner states 'The transaction has been successfully submitted'. Below this, there is a section titled 'Electronic Personnel Action Form' with a sub-header 'Enter the information for the EPAF and either Save or Submit'. Underneath, there is a 'Details' section with a table:

Name and ID	Transaction	Transaction Status	Approval Category
	144252	Pending	

The 'Transaction Status' cell in the table is highlighted with a red box.