

## Reappt – Sem Based, Community Teacher, CMMUTY

This ePAF is used to reappoint Part Time instructional staff paid from account 6142 or 6149. The employee must have an active employment record AND must be returning to the same appointment that is (or will be) terminated by the begin date of this reappointment.

What you need to do	What you will see															
<b>STEP 1: Provide the ePAF parameters:</b>  a. Enter the TCID of the employee in the ID field ('T' in TCID in caps).  b. Enter the Query Date. <u>The Query Date should equal the appointment effective date.</u>  c. Select Reappt - Sem Based, Community Teacher, CMMUTY in the approval category.  d. Click Go.	<div><div>ID *</div><div></div><div>a.</div></div> <div><div>Once TCID is entered above, name will populate here</div></div> <div><div>Query Date *</div><div>02/23/2023</div><div>b.</div></div> <div><div>Approval Category *</div><div>Reappt - Sem Based, Community Teacher, CMMUTY</div><div>c.</div></div> <div><div>Go</div><div>d.</div></div>															
<b>STEP 2: Select Job</b>  <b>Click All Jobs</b> to see a listing of all jobs that employee has held.  Select the job/position to be reappointed. Click <b>Go</b> to navigate to the Electronic Personnel Action Form page.	<div><div>Begin Appointment, BEGAP2</div><table><thead><tr><th>Select</th><th>Type</th><th>Position</th><th>Suffix</th><th>Title</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>Primary</td><td></td><td></td><td></td></tr><tr><td><input checked="" type="checkbox"/></td><td>Secondary</td><td>M00001</td><td>00</td><td>Community Teachers</td></tr></tbody></table><div><div>All jobs</div><div>Next Approval Type</div><div>Go</div></div></div>	Select	Type	Position	Suffix	Title	<input type="checkbox"/>	Primary				<input checked="" type="checkbox"/>	Secondary	M00001	00	Community Teachers
Select	Type	Position	Suffix	Title												
<input type="checkbox"/>	Primary															
<input checked="" type="checkbox"/>	Secondary	M00001	00	Community Teachers												

### STEP 3: Input Begin Record Information.

Enter the appointment salary in the Salary field. Do not use '\$' or ','.

The Effective Date is hardcoded and aligns with the start of the semester.

Enter the actual start date of the reappointment in Personnel Date.

Enter Supervisor TCID/UNI in caps

Begin Appointment, M00001-00 Community Teachers, Last Paid Date: 02/28/2023

Salary \*  
0

Job Status  
A

Hours per Pay  
4.29

Effective Date \*  
01/16/2023

Personnel Date \*  
01/16/2023

Payroll Id

SM

Salary Table

PN

Salary Group

23SAL

Supervisor TC ID/UNI \*

T45976308

### STEP 4: If necessary, 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: Input End Record Information

The Effective Date is hardcoded and aligns with the end of the semester.

In the Personnel Date, enter the actual end date of the reappointment.

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

End Appointment, M00001-00 Community Teachers, Last Paid Date: 02/28/2023

Job Status

T

Effective Date \*

Due to a known defect, do not use the datepicker tool. Type the date into the field.

04/30/2023

Personnel Date \*

Due to a known defect, do not use the datepicker tool. Type the date into the field.

04/30/2023

Job Change Reason

EAP

### STEP 6: Input Routing Queue.

Click on the drop down menu to enter the approver for each approval level.

Do not touch the "Required Action"

If this transaction needs both Budget AND Grants approval, enter the budget approver in level 24 – (CONTR) Budget/Grant then go to step 6A.

Routing Queue

Approval Level	User Name	Required Action
10 - (COMM) Office of School & Comm. Partn	Not Selected	Approve
24 - (CONTR) Budget/Grant	Not Selected	Approve
30 - (HRASSC) Human Resources Associate	Not Selected	Approve
90 - (HRIS) HRIS Apply	Not Selected	Apply

+ Add Row

### STEP 6A: Include Budget AND Grants as approvers in the routing queue.

- Click Add Row.
- Go to the empty row

90 - (HRIS) HRIS Apply

Not Selected

+ Add Row

a.

Routing Queue

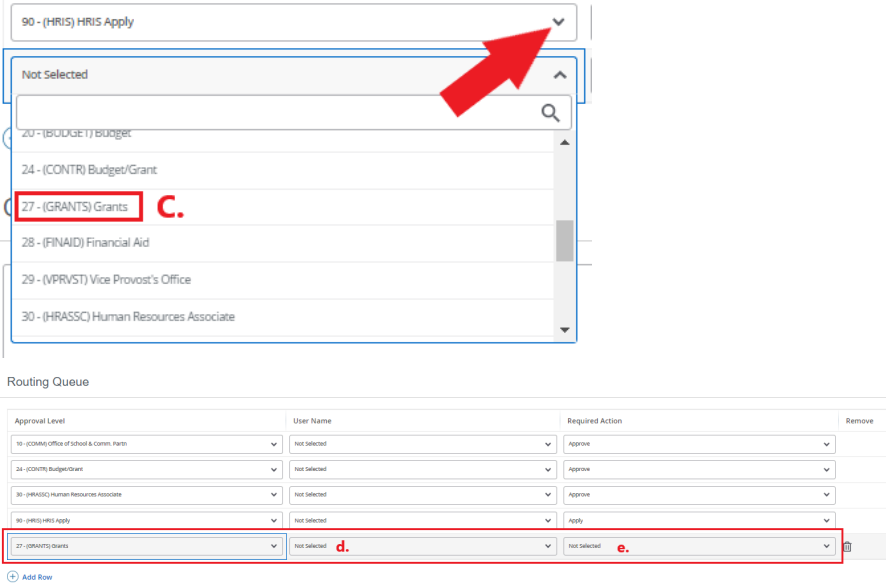
Approval Level	User Name	Required Action	Remove
10 - (COMM) Office of School & Comm. Partn	Not Selected	Approve	
24 - (CONTR) Budget/Grant	Not Selected	Approve	
30 - (HRASSC) Human Resources Associate	Not Selected	Approve	
90 - (HRIS) HRIS Apply	Not Selected	Apply	
Not Selected	Not Selected	Not Selected	

+ Add Row

b.

### STEP 6A (continued)

- From the drop down, select **27- Grants**.
- In User Name, select John Hernandez as the approver.
- In Required Action, select Approve.



Approval Level	User Name	Required Action	Remove
10 - (COMAD) Office of School & Campus Plans	Not Selected	Approve	
24 - (CONTR) Budget/Grant	Not Selected	Approve	
30 - (HRASSC) Human Resources Associate	Not Selected	Approve	
90 - (HRIS) HRIS Apply	Not Selected	Apply	
27 - (GRANTS) Grants	Not Selected <b>d.</b>	Not Selected <b>e.</b>	

### STEP 7: Create auto-generated letter by adding comments (max 4000 chars).

To create an auto-generated reappointment letter, enter the relevant information in the comment section as outlined in the [Auto - Generate Reappointment Letters for Community Teachers](#) user guide.

You may also include any relevant comments or information pertaining to the transaction after the final semicolon (see screenshot right).

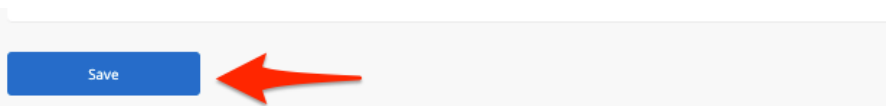
### Comment

PROGRAM=Adult Learning and Leadership Program, in the Department of Organization and Leadership;  
 COURSE=ORLD 4025: Facilitating Adult Learning;  
 TITLE=Adjunct Assistant Professor;

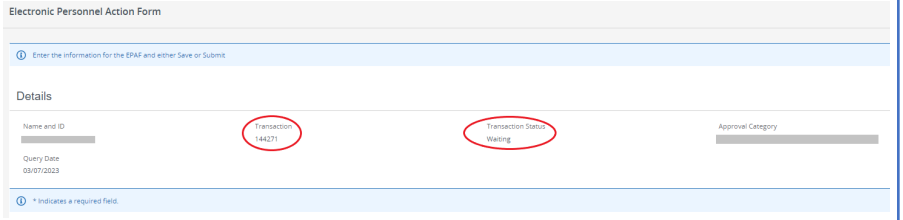
### STEP 8: Save the ePAF.

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



Electronic Personnel Action Form

Enter the information for the EPAF and either Save or Submit

Details

Name and ID	Transaction 144271	Transaction Status Pending	Approval Category
Query Date 09/07/2023			

\* Indicates a required field.

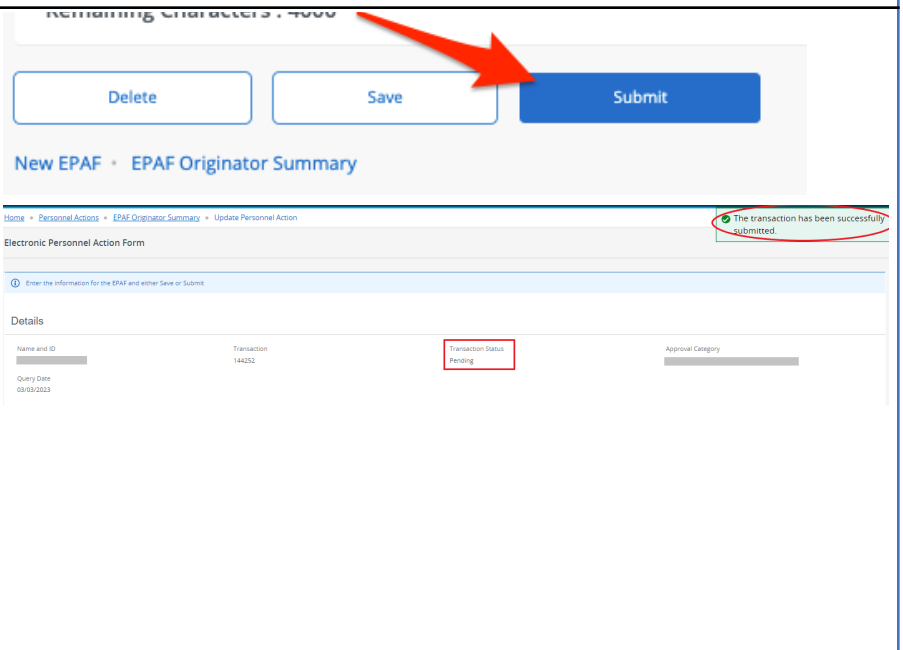
### STEP 9: Submit the ePAF.

**Do not submit** until you have created the reappointment letter in STEP 7

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**.



Deleting Records - 0000

Delete Save Submit

New EPAF • EPAF Originator Summary

Home • Personnel Actions • EPAF Originator Summary • Update Personnel Action

Electronic Personnel Action Form

Enter the information for the EPAF and either Save or Submit

Details

Name and ID	Transaction 144252	Transaction Status Pending	Approval Category
Query Date 09/03/2023			

The transaction has been successfully submitted.