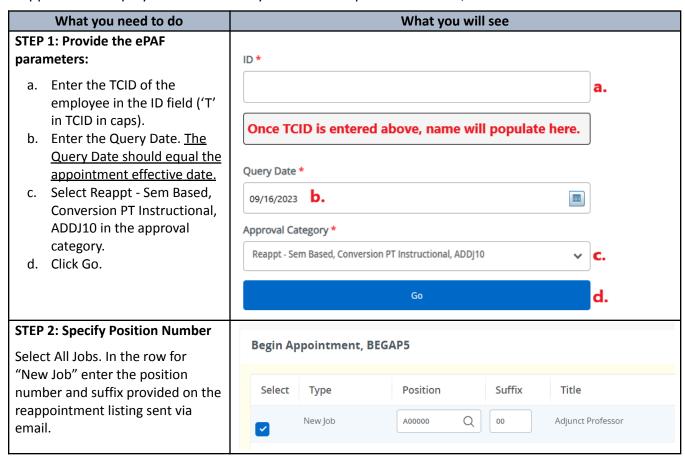


## Reappt – Sem. Based, Conversion PT Instructional, ADDJ10 (Adjunct Professors)

This ePAF is used to reappoint employees who are Part Time Instructors, are paid from accounts 6132/6139 (e-class 35), and whose current, active position is not A00000. This ePAF will reappoint the employee with the newly consolidated position number, A00000.



#### **STEP 3: Input Begin Record** Begin Date \* The Personnel Date will be 09/16/2023 defaulted from the query date you inputted in Step 1. You may Effective Date \* update the Personnel Date to 09/16/2023 reflect the actual start date if it differs. Personnel Date \* 09/16/2023 Contract Type Enter the Timesheet Orgn. This is Timesheet COA the same as the Organization field in the Funding Allocation section (Step 4). Input the index the transaction is being charged to Timesheet Orgn \* and click Default from Index. Copy Q the value in the Organization field into the Timesheet Orgn field. If \*\*\*To determine Timesheet Orgn there are multiple indices, select New the one with the highest %. Effective Date null 09/16/2023 COA Index Fund Organization Account Q 500000 Q 500000 500000 Q Q Job Change Reason Enter new Supervisor TCID/UNI in caps. REA Enter the appointment salary in Supervisor TC ID/UNI the Salary field. Do not use '\$' or ','

Salary \*



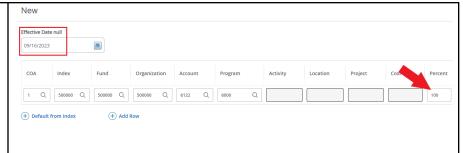
## STEP 4: Input the funding allocation.

The funding effective date will default from the query date that was inputted in Step 1.

The funding information **MUST** be updated from the defaulted values. 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.

Finally, ensure the total of each row in the Percent column is 100%.

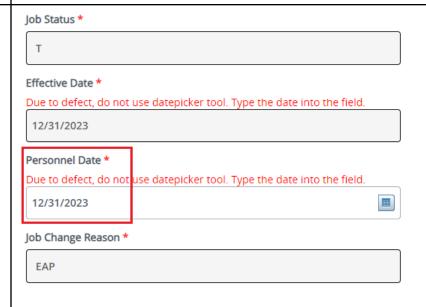


# STEP 5: Input End Record Information

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



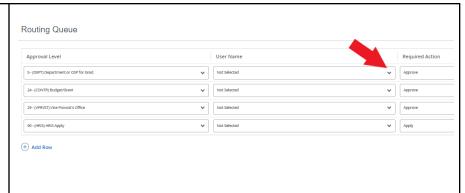


#### **STEP 6: Input Routing Queue**

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

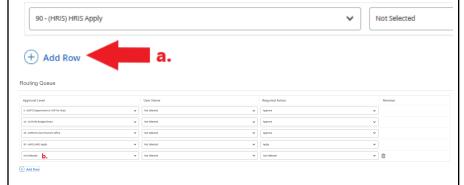
Do not touch the "Required Action"

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



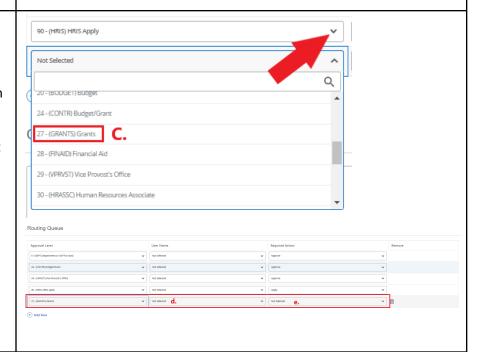
# STEP 6A: Include Budget AND Grants as approvers in the routing queue.

- a. Click Add Row.
- b. Go to the empty row



#### STEP 6A (continued)

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



## STEP 7: Add a comment (max Comments 4000 chars). Please include the job title in the comments in the format of "Title = xxxxxxxx;" Please type the position title here. You may also enter anything else you wish to convey to the ePAF approvers. Remaining Characters: 3931 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. Electronic Personnel Action Form Once Saved, the EPAF Transaction Details Number and Status will appear at the top of the screen remaining characters. STEP 9: Submit the ePAF. After saving, additional action Delete Submit buttons will appear at the bottom New EPAF · EPAF Originator Summary 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**.