Reappt – Sem Based, Conversion to Hourly Course Assistant, ADDJ14

This ePAF is used to reappoint Course Assistants whose current, active position is not CA0000. This ePAF will reappoint the employee with the newly consolidated, hourly position number.

<table>
<thead>
<tr>
<th>What you need to do</th>
<th>What you will see</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STEP 1: Provide the ePAF parameters:</strong></td>
<td></td>
</tr>
<tr>
<td>a. Enter the TCID of the employee in the ID field (‘T’ in TCID in caps).</td>
<td>ID *</td>
</tr>
<tr>
<td>b. Enter the Query Date. The Query Date should equal the appointment effective date.</td>
<td>Query Date *&lt;br&gt;09/03/2024</td>
</tr>
<tr>
<td>c. Select Reappt - Sem Based, Conversion to Hourly Course Assistant, ADDJ14 in the approval category.</td>
<td>Approval Category *&lt;br&gt;Reappt - Sem Based, Conversion to Hourly Course Assistant, ADDJ14</td>
</tr>
<tr>
<td>d. Click Go.</td>
<td>Go</td>
</tr>
</tbody>
</table>

**STEP 2: Specify Position Number**

Select All Jobs. In the row for “New Job” enter the position number = CA0000 and suffix = 0.

*Note: If the Position number already exists for this employee, increment the suffix (i.e. from 00 to 01) for this EPAF.*
STEP 3: Input Begin Record

Note: Required fields are indicated by a red asterisk *.

The following fields will be defaulted from the query date you inputted in Step 1. This should be the actual start date.

Job Begin Date
Effective Date
Personnel Date

Enter the Timesheet Orgn. Scroll down to the Funding section (see step 4).
   a. Input your index
   b. Click Default from Index
   c. Copy the value in the Organization field
   d. Paste it in the Timesheet Orgn field

Note: If there are multiple indices, select the one with the highest %.
Enter new Supervisor TCID/UNI in caps.
Enter the Hourly Amount in the salary section. Include the total appointment/annual amount in the comments.

**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**

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

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

<table>
<thead>
<tr>
<th>Job Status *</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
</tr>
</tbody>
</table>

**Effective Date**

Due to defect, do not use datapicker tool. Type the date into the field.

12/31/2024

**Personnel Date**

Due to defect, do not use datapicker tool. Type the date into the field.

12/31/2024

**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.

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>User Name</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 – (DEPT) Department or DSP for Ward</td>
<td>Not Selected</td>
<td>Approve</td>
</tr>
<tr>
<td>24 – (CONTR) Budget/Grant</td>
<td>Not Selected</td>
<td>Approve</td>
</tr>
<tr>
<td>29 – (PROV) Provost's Office</td>
<td>Not Selected</td>
<td>Approve</td>
</tr>
<tr>
<td>90 – FRES/HR/Apply</td>
<td>Not Selected</td>
<td>Apply</td>
</tr>
</tbody>
</table>
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 including the anticipated total appointment earnings (max 4000 chars).

In the Comments section, enter the anticipated total appointment earnings, up to a maximum of $1,215.

Add any additional information as needed.

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

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.