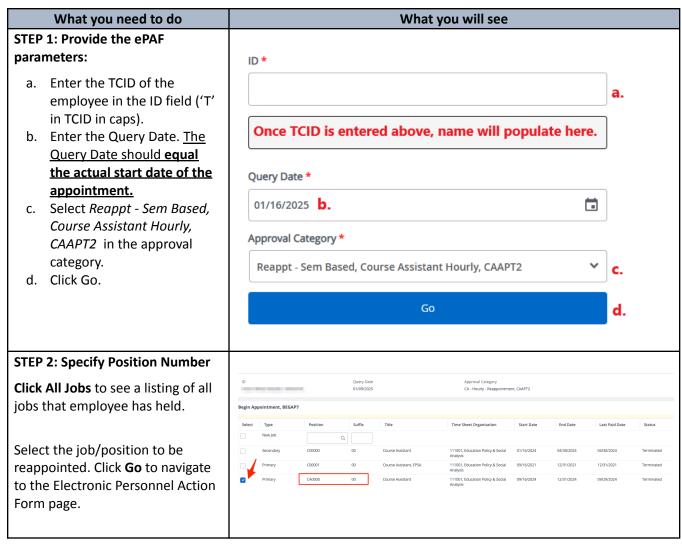


Reappt – Sem Based, Reappointment Hourly Course Assistant, CAAPT2

This ePAF is used to reappoint Course Assistants who have already held the hourly course assistant position of CA0000 paid from account 6462 or 6469. 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.



STEP 3: Input Begin Record Information.

Update the hourly rate in the Hourly Rate field. Do not use "\$" or ",".

The Effective Date and Personnel Date fields will automatically default to the Query Date entered in Step 1, which should match the actual start date of the appointment.

Enter Supervisor TCID/UNI in caps

Begin Appointment, CA0000-00 Course Assistant, Last Paid Date: 09/29/2024 Hourly Rate * 0 Job Status (Not Enterable) A Effective Date * 01/09/2025| Personnel Date * 01/09/2025 Job Change Reason (Not Enterable) REA Salary Group (Not Enterable) 25SAL Factor (Not Enterable) 26 Pays (Not Enterable) 26 Supervisor TC ID/UNI * T00046527

STEP 4: Input the funding allocation.

The funding effective date will default from the query date that was input 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."

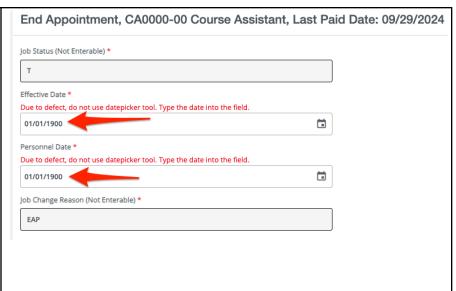
Please Note: When you click "Default from Index," the system removes the defaulted account, which must then be added back. If you forget your account, you can always refer to the e-class & account chart.

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

New											
Effective Date MM/DD/YYY											
COA	Index	Fund	Organization	Account	Program		Activity	Location	Project	Cost	Percent
1 Q		500000 Q	500000 Q	6462 Q	6000	Q					100
+ Default f	from Index	+ Add	Row								

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



STEP 6: Input Routing Queue

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

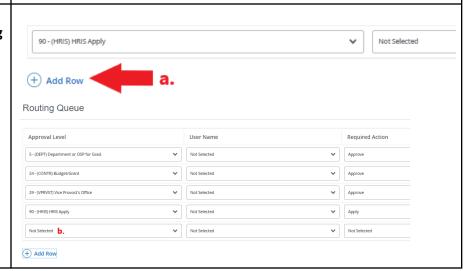
Do not touch the "Required Action"

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 5 - (DEPT) Department or OSP for Grad. Not Selected 24 - (CONTR) Budget/Grant Not Selected Approve 29 - (VPRVST) Vice Provost's Office Not Selected Approve 90 - (HRIS) HRIS Apply ✓ Not Selected Apply + Add Row

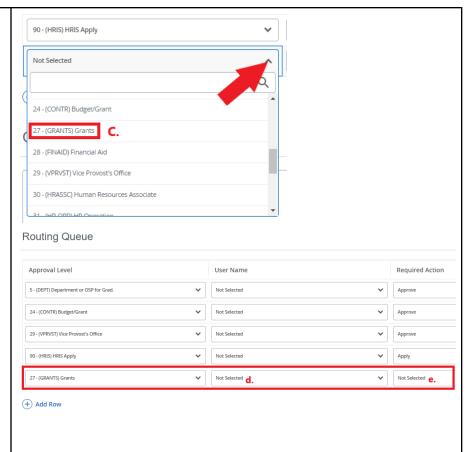
STEP 6A: Include Budget AND Grants as approvers in the routing queue.

- 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: 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 <u>Auto - Generate</u>
<u>Reappointment Letters for Course</u>
<u>Assistants</u> user guide.

After the final semicolon, enter the anticipated **total appointment earnings**, up to a maximum of \$1,215.

Add any additional information as needed.

Comments

HOURS=15;

COURSE=ABCD1234 Introduction to Teaching and Learning; DETAILS=Course Assistant under Professor XYZ; TITLE=Course Assistant;

Total Appointment Amount is \$1,215 Additional info here

Remaining Characters: 3999

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 Details Number and Status will appear at the top of the screen vemaning characters STEP 9: Submit the ePAF. Submit Do not submit until you have Delete created the reappointment letter New EPAF · EPAF Originator Summary 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**.