

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.

What you need to do	What you will see																																																		
STEP 1: Provide the ePAF parameters: <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 actual start date of the appointment.</u> Select <i>Reappt - Sem Based, Course Assistant Hourly, CAAPT2</i> in the approval category. Click Go. 	<div> <p>ID *</p> <div></div> <p>a.</p> <p>Once TCID is entered above, name will populate here.</p> <p>Query Date *</p> <div>01/16/2025 b.</div> <p>Approval Category *</p> <div>Reappt - Sem Based, Course Assistant Hourly, CAAPT2 c.</div> <div>Go d.</div> </div>																																																		
STEP 2: Specify Position Number Click All Jobs to see a listing of all jobs that employee has held. Select the job/position to be reappointed. Click Go to navigate to the Electronic Personnel Action Form page.	<div> <p>ID: [redacted] Query Date: 01/09/2025 Approval Category: CA - Hourly - Reappointment, CAAPT2</p> <p>Begin Appointment, BEGAP7</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>New job</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td><input type="checkbox"/></td><td>Secondary</td><td>C0000</td><td>00</td><td>Course Assistant</td><td>111001, Education Policy & Social Analysis</td><td>01/16/2024</td><td>04/30/2024</td><td>04/30/2024</td><td>Terminated</td></tr> <tr> <td><input type="checkbox"/></td><td>Primary</td><td>C0001</td><td>00</td><td>Course Assistant, EPSA</td><td>111001, Education Policy & Social Analysis</td><td>09/16/2021</td><td>12/31/2021</td><td>12/31/2021</td><td>Terminated</td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>Primary</td><td>CA0000</td><td>00</td><td>Course Assistant</td><td>111001, Education Policy & Social Analysis</td><td>09/16/2024</td><td>12/31/2024</td><td>09/29/2024</td><td>Terminated</td></tr> </tbody> </table> </div>	Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	<input type="checkbox"/>	New job									<input type="checkbox"/>	Secondary	C0000	00	Course Assistant	111001, Education Policy & Social Analysis	01/16/2024	04/30/2024	04/30/2024	Terminated	<input type="checkbox"/>	Primary	C0001	00	Course Assistant, EPSA	111001, Education Policy & Social Analysis	09/16/2021	12/31/2021	12/31/2021	Terminated	<input checked="" type="checkbox"/>	Primary	CA0000	00	Course Assistant	111001, Education Policy & Social Analysis	09/16/2024	12/31/2024	09/29/2024	Terminated
Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status																																										
<input type="checkbox"/>	New job																																																		
<input type="checkbox"/>	Secondary	C0000	00	Course Assistant	111001, Education Policy & Social Analysis	01/16/2024	04/30/2024	04/30/2024	Terminated																																										
<input type="checkbox"/>	Primary	C0001	00	Course Assistant, EPSA	111001, Education Policy & Social Analysis	09/16/2021	12/31/2021	12/31/2021	Terminated																																										
<input checked="" type="checkbox"/>	Primary	CA0000	00	Course Assistant	111001, Education Policy & Social Analysis	09/16/2024	12/31/2024	09/29/2024	Terminated																																										



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/YYYY

09/16/2024

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

+ Default 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

End Appointment, CA0000-00 Course Assistant, Last Paid Date: 09/29/2024

Job Status (Not Enterable) *

T

Effective Date *

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

01/01/1900

Personnel Date *

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

01/01/1900

Job Change Reason (Not Enterable) *

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
5 - (DEPT) Department or OSP for Grad.	Not Selected	Approve
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.

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

+ Add 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.

90 - (HRIS) HRIS Apply

Not Selected

24 - (CONTR) Budget/Grant

27 - (GRANTS) Grants c.

28 - (FINAID) Financial Aid

29 - (VPRVST) Vice Provost's Office

30 - (HRASSC) Human Resources Associate

31 - (HR) HRIS HRIS Apply

Routing Queue

Approval Level	User Name	Required Action
5 - (DEPT) Department or OSP for Grad.	Not Selected	Approve
24 - (CONTR) Budget/Grant	Not Selected	Approve
29 - (VPRVST) Vice Provost's Office	Not Selected	Approve
90 - (HRIS) HRIS Apply	Not Selected	Apply
27 - (GRANTS) Grants	Not Selected d.	Not Selected e.

+ Add Row

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 Course Assistants](#) 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 Number and Status will appear at the top of the screen

The screenshot shows the 'Save' button at the bottom of the form, highlighted with a red arrow. Below the button, the 'Electronic Personnel Action Form' details are visible. The 'Transaction' field is circled in red and contains the value '144271'. The 'Transaction Status' field is also circled in red and contains the value 'Waiting'. The 'Approval Category' field is empty.

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**.

The screenshot shows the 'Submit' button at the bottom of the form, highlighted with a red arrow. Below the button, the 'New EPAF' summary is displayed. The 'Transaction' field is circled in red and contains the value '144271'. The 'Transaction Status' field is also circled in red and contains the value 'Pending'. The 'Approval Category' field is empty. A notification at the top right corner of the page states: 'The transaction has been successfully submitted'.