Reappt. – Sem. Based, PT Instructional, PTIAPP

This ePAF is used to reappoint employees who are Part Time Instructors that paid from account 6122/6129, 6132/6139, 6152/6159 (e-classes 31, 35, 81). 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.

<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>a. Once TCID is entered above, name will populate here</td>
</tr>
<tr>
<td>b. Enter the Query Date. The Query Date should equal the appointment effective date.</td>
<td>b. 05/08/2023</td>
</tr>
<tr>
<td>c. Select Reappt - Sem Based, PT Instructional, PTIAPP in the approval category.</td>
<td>c.</td>
</tr>
<tr>
<td>d. Click Go.</td>
<td>d.</td>
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</tbody>
</table>

| **STEP 2: Select Job** | |
| Click All Jobs to see a listing of all jobs that employee has held. | |
| Select the appropriate job that needs to be reappointed. Click Go to navigate to the Electronic Personnel Action Form page. | |
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. The Personnel Date will default to the Query Date you entered in step 1.

Enter Supervisor TCID/UNI (caps).

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%
**STEP 5: Input End Record Information**

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

The Personnel Date will default to the end of the semester.

**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: If needed, add a comment (max 4000 chars).
Enter additional information in the Comment if 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.