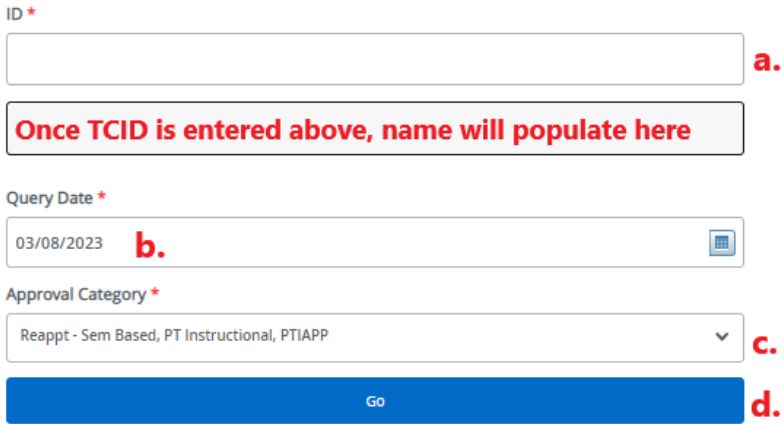
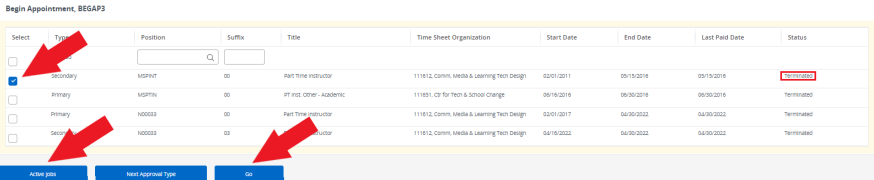


## Reappt. – Sem. Based, PT Instructional, PTIAPP

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.

What you need to do	What you will see																																																	
<b>STEP 1: Provide the ePAF parameters:</b> <ol style="list-style-type: none"> <li>Enter the TCID of the employee in the ID field ('T' in TCID in caps).</li> <li>Enter the Query Date. <u>The Query Date should equal the appointment effective date.</u></li> <li>Select Reappt - Sem Based, PT Instructional, PTIAPP in the approval category.</li> <li>Click Go.</li> </ol>	 <p><b>ID *</b></p> <p><b>a.</b></p> <p><b>Once TCID is entered above, name will populate here</b></p> <p><b>Query Date *</b></p> <p><b>b.</b></p> <p><b>Approval Category *</b></p> <p><b>c.</b></p> <p><b>d.</b></p>																																																	
<b>STEP 2: Select Job</b> <p><b>Click All Jobs</b> to see a listing of all jobs that employee has held.</p> <p>Select the appropriate job that needs to be reappointed. Click <b>Go</b> to navigate to the Electronic Personnel Action Form page.</p>	 <p><b>Begin Appointment, BEGAP3</b></p> <table border="1"> <thead> <tr> <th>Select</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>Secondary</td> <td>MSBNT</td> <td>00</td> <td>Part Time Instructor</td> <td>111812, Comm, Media &amp; Learning Tech Design</td> <td>03/01/2011</td> <td>03/15/2016</td> <td>03/15/2016</td> <td>Terminated</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Primary</td> <td>MSPTN</td> <td>00</td> <td>PT Inst. Other - Academic</td> <td>111851, Ctr for Tech &amp; Social Change</td> <td>06/16/2016</td> <td>06/30/2016</td> <td>06/30/2016</td> <td>Terminated</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Primary</td> <td>N00033</td> <td>00</td> <td>Part Time Instructor</td> <td>111812, Comm, Media &amp; Learning Tech Design</td> <td>03/01/2017</td> <td>06/30/2022</td> <td>06/30/2022</td> <td>Terminated</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Secondary</td> <td>N00033</td> <td>03</td> <td>Part Time Instructor</td> <td>111812, Comm, Media &amp; Learning Tech Design</td> <td>06/16/2022</td> <td>06/30/2022</td> <td>06/30/2022</td> <td>Terminated</td> </tr> </tbody> </table> <p><b>Go</b></p>	Select	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	<input type="checkbox"/>	Secondary	MSBNT	00	Part Time Instructor	111812, Comm, Media & Learning Tech Design	03/01/2011	03/15/2016	03/15/2016	Terminated	<input checked="" type="checkbox"/>	Primary	MSPTN	00	PT Inst. Other - Academic	111851, Ctr for Tech & Social Change	06/16/2016	06/30/2016	06/30/2016	Terminated	<input type="checkbox"/>	Primary	N00033	00	Part Time Instructor	111812, Comm, Media & Learning Tech Design	03/01/2017	06/30/2022	06/30/2022	Terminated	<input type="checkbox"/>	Secondary	N00033	03	Part Time Instructor	111812, Comm, Media & Learning Tech Design	06/16/2022	06/30/2022	06/30/2022	Terminated
Select	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status																																										
<input type="checkbox"/>	Secondary	MSBNT	00	Part Time Instructor	111812, Comm, Media & Learning Tech Design	03/01/2011	03/15/2016	03/15/2016	Terminated																																									
<input checked="" type="checkbox"/>	Primary	MSPTN	00	PT Inst. Other - Academic	111851, Ctr for Tech & Social Change	06/16/2016	06/30/2016	06/30/2016	Terminated																																									
<input type="checkbox"/>	Primary	N00033	00	Part Time Instructor	111812, Comm, Media & Learning Tech Design	03/01/2017	06/30/2022	06/30/2022	Terminated																																									
<input type="checkbox"/>	Secondary	N00033	03	Part Time Instructor	111812, Comm, Media & Learning Tech Design	06/16/2022	06/30/2022	06/30/2022	Terminated																																									

### 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).

Begin Appointment, MSPINT-00 Part Time Instructor, Last Paid Date: 05/15/2016

Salary \*

0

Job Status

A

Effective Date \*

01/16/2023

Personnel Date \*

01/16/2023

Job Change Reason

REA

Factor

7

Pays

7

Payroll Id

SM

Salary Table

PN

Salary Group

23SAL

Supervisor TC ID/UNI \*

### 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%

Labor Distribution Change, MSPINT-00 Part Time Instructor, Last Paid Date: 05/15/2016

Current

Effective Date  
02/01/2016

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
1	111612	1	111612	6122	100					100	

New

Effective Date null

03/08/2023

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
1	111612	1	111612	6122	100					100		

Default from Index Add Row

### 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**

End Appointment, [REDACTED], Last Paid Date: 02/28/2023

Job Status

T

Effective Date \*

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

04/30/2023

Personnel Date \*

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

04/30/2023

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.

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 - (PROVOST) 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

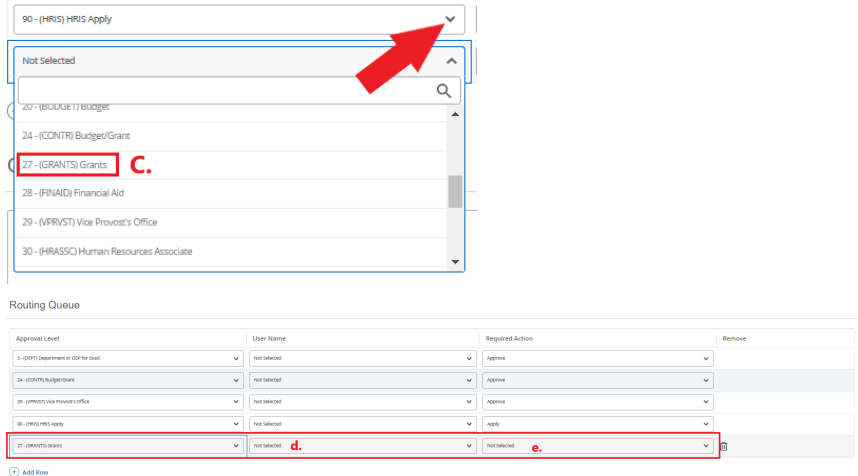
Routing Queue

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



The screenshot shows a 'Routing Queue' table with columns: Approval Level, User Name, Required Action, and Remove. The row for '27- (GRANTS) Grants' is highlighted with a red box, and the 'Required Action' dropdown is set to 'Approve'. A red arrow points to the dropdown menu above the table.

Approval Level	User Name	Required Action	Remove
90 - (HRIS) HRIS Apply	Not Selected		
20 - (BUDGET) Budget	Not Selected		
24 - (CONTR) Budget/Grant	Not Selected		
27 - (GRANTS) Grants	Not Selected	Approve	
28 - (FINAID) Financial Aid	Not Selected		
29 - (PRVST) Vice Provost's Office	Not Selected		
30 - (HRASSC) Human Resources Associate	Not Selected		

### 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-Generated Letter Guides:

- [Adjuncts](#)
- [PT Instructors](#)
- [Fee-Based Instructors](#)

You may also include any relevant comments or information pertaining to the transaction.

### Comment

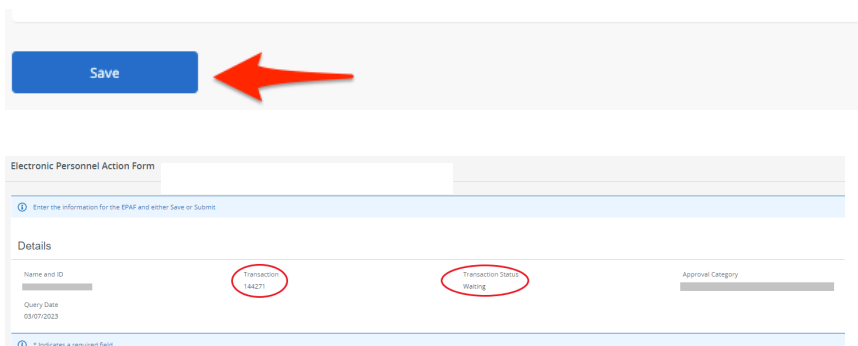
PROGRAM=Adult Learning and Leadership Program, in the Department of Organization and Leadership;  
 COURSE=QRLD 4025: Facilitating Adult Learning;  
 TITLE=Adjunct Assistant Professor;

### 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 'Electronic Personnel Action Form' with a 'Save' button highlighted by a red arrow. Below the form, the 'Transaction Number' (144271) and 'Transaction Status' (Waiting) are displayed in red circles.

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.

DeleteSaveSubmit

New ePAF • ePAF Originator Summary

Home • Personnel Actions • ePAF Originator Summary • Update Personnel Action

The transaction has been successfully submitted.

Electronic Personnel Action Form

Enter the information for the ePAF and either Save or Submit

Details

Name and ID	Transaction	Transaction Status	Approval Category
	14424	Pending	
Query Date	03/03/2023		