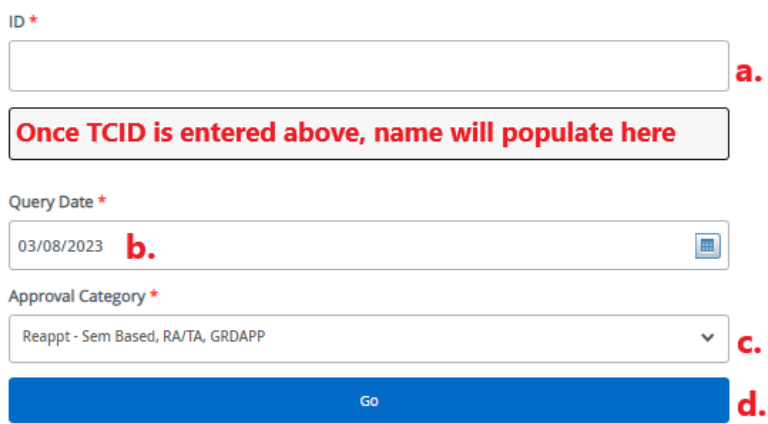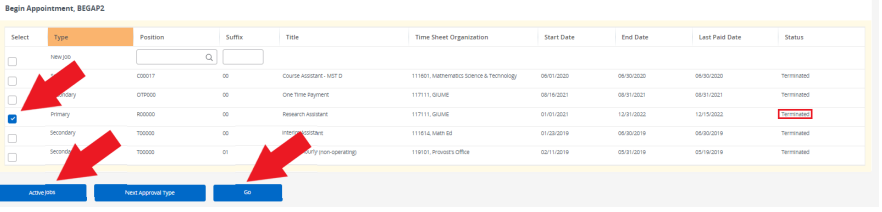# Teachers College
COLUMBIA UNIVERSITY

Reappt – Sem. Based. RA/TA, GRDAPP

This ePAF is used to reappoint student employees paid from account 6422 or 6429. 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 the new reappointment.

What you need to do	What you will see
STEP 1: Provide the ePAF parameters: a. Enter the TCID of the employee in the ID field ('T' in TCID in caps). b. Enter the Query Date. <u>The Query Date should equal the appointment effective date</u>. c. Select Reappt - Sem Based, RA/TA, GRDAPP in the approval category. d. Click Go.	ID * **a.** Once TCID is entered above, name will populate here Query Date * 03/08/2023 **b.** Approval Category * Reappt - Sem Based, RA/TA, GRDAPP **c.** Go **d.**
STEP 2: Select Job **Click All Jobs** to see a listing of all jobs that employee has held. From the list, select the appropriate terminated job. Click **Go** to navigate to the Electronic Personnel Action Form page.	Begin Appointment, BEGAP2 (table of jobs: Select, Type, Position, Suffix, Title, Time Sheet Organization, Start Date, End Date, Last Paid Date, Status) Active Jobs Next Approval Type Go

| **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. **Update this field to the actual start date of the appointment, if needed.**

Enter Supervisor TCID/UNI (caps). | Begin Appointment, R00000-00 Research Assistant, Last Paid Date: 12/15/2022

Salary *
`0`

Job Status
`A`

Hours per Pay
`32.14`

Effective Date *
`01/16/2023`

Personnel Date *
`01/16/2023`

Job Change Reason
`REA`

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% | New

Effective Date null
`09/16/2023`

<table><tr><th>COA</th><th>Index</th><th>Fund</th><th>Organization</th><th>Account</th><th>Program</th><th>Activity</th><th>Location</th><th>Project</th><th>Cost</th><th>Percent</th></tr><tr><td>1</td><td>500000</td><td>500000</td><td>500000</td><td>6462</td><td>6000</td><td></td><td></td><td></td><td></td><td>100</td></tr></table>
⊕ Default from Index   ⊕ Add Row |

STEP 5: Input End Record Information

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

In the Personnel Date, enter the actual end date of the reappointment.

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

End Appointment, R00000-00 Research Assistant, Last Paid Date: 12/15/2022

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.

If this ePAF needs to go through both Budget AND Grants approval, enter the budget approver in level 24 – (CONTR) Budget/Grant then go to step 6A. **Otherwise**, click Save and Add New Rows and go to Step 7.

If ePAF has a funding index that begins with a "5", the OSP level approver must be added. Please go to step 6B.

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
25 - (VPRVS2) Vice Provost RA/TA	Not Selected	Approve
28 - (FINAD2) FinAid for RA/TA	Not Selected	Approve
90 - (HRIS) HRIS Apply	Not Selected	Apply

(+) Add Row

STEP 6A: Include Budget AND Grants as approvers in the routing queue.
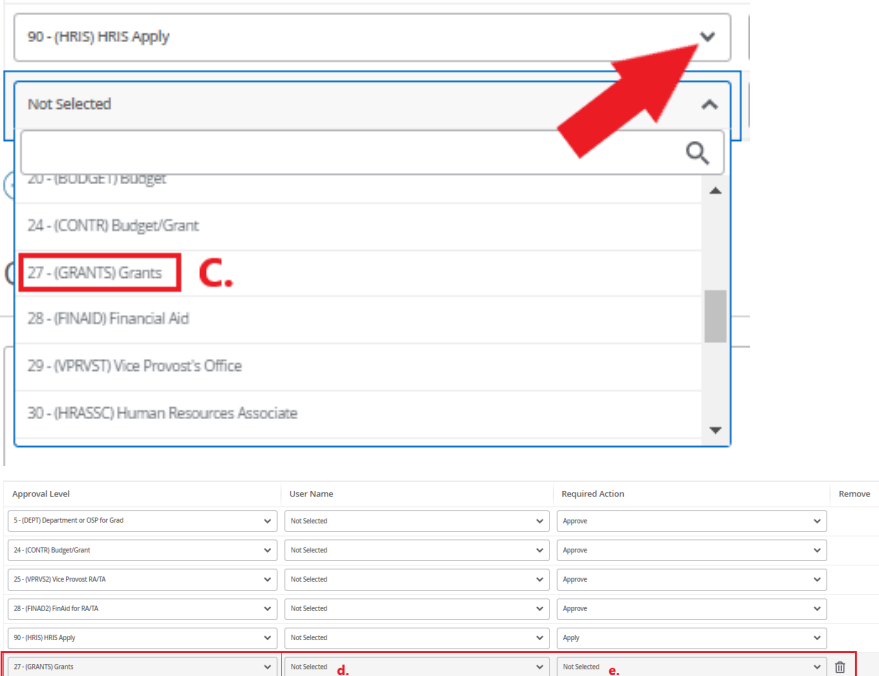
a. Click Add Row.
b. Go to the empty row

90 - (HRIS) HRIS Apply | Not Selected

(+) **Add Row** a.

Approval Level	User Name	Required Action
5 - (DEPT) Department or OSP for Grad.	Not Selected	Approve
24 - (CONTR) Budget/Grant	Not Selected	Approve
25 - (VPRVS2) Vice Provost RA/TA	Not Selected	Approve
28 - (FINAD2) FinAid for RA/TA	Not Selected	Approve
90 - (HRIS) HRIS Apply	Not Selected	Apply
Not Selected b.	Not Selected	Not Selected

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 ⌃ 🔍 20 - (BUDGET) Budget 24 - (CONTR) Budget/Grant **27 - (GRANTS) Grants** **C.** 28 - (FINAID) Financial Aid 29 - (VPRVST) Vice Provost's Office 30 - (HRASSC) Human Resources Associate

Approval Level		User Name		Required Action		Remove
5 - (DEPT) Department or OSP for Grad	⌄	Not Selected	⌄	Approve	⌄	
24 - (CONTR) Budget/Grant	⌄	Not Selected	⌄	Approve	⌄	
25 - (VPRVS2) Vice Provost RA/TA	⌄	Not Selected	⌄	Approve	⌄	
28 - (FINAD2) FinAid for RA/TA	⌄	Not Selected	⌄	Approve	⌄	
90 - (HRIS) HRIS Apply	⌄	Not Selected	⌄	Apply	⌄	
27 - (GRANTS) Grants	⌄	Not Selected **d.**	⌄	Not Selected **e.**	⌄	🗑

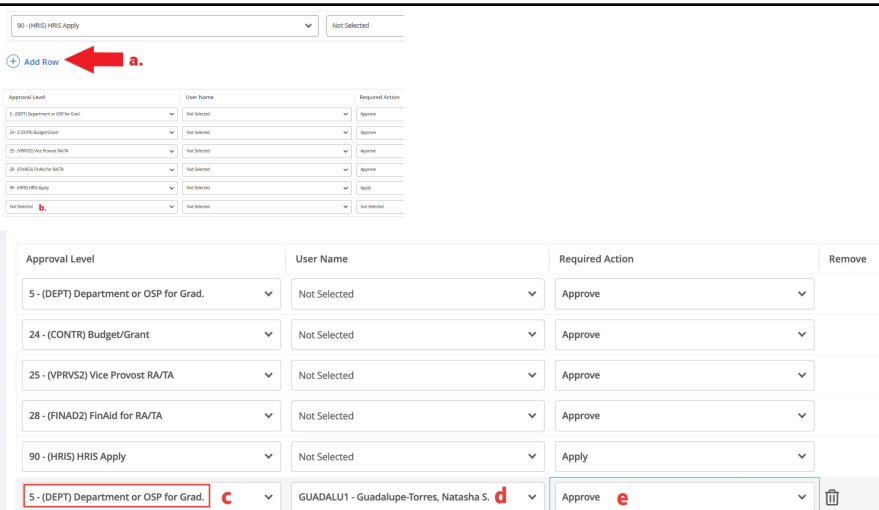| STEP 6B: **To add OSP as an approver** (for ePAFs funded by a "5xxxxx" index) **a.** Click Add Row. **b.** Go to the empty row **c.** From the drop down, select **5 - (DEPT) Department or OSP for Grad.** **d.** In User Name, select Natasha Guadalupe Torres as the approver. **e.** In Required Action, select Approve.	

90 - (HRIS) HRIS Apply	Not Selected

⊕ Add Row **a.**

Approval Level	User Name	Required Action
5 - (DEPT) Department or OSP for Grad	Not Selected	Approve
24 - (CONTR) Budget/Grant	Not Selected	Approve
25 - (VPRVS2) Vice Provost RA/TA	Not Selected	Approve
28 - (FINAD2) FinAid for RA/TA	Not Selected	Approve
90 - (HRIS) HRIS Apply	Not Selected	Apply
Not Selected **b.**	Not Selected	Not Selected

Approval Level		User Name		Required Action		Remove
5 - (DEPT) Department or OSP for Grad.	⌄	Not Selected	⌄	Approve	⌄	
24 - (CONTR) Budget/Grant	⌄	Not Selected	⌄	Approve	⌄	
25 - (VPRVS2) Vice Provost RA/TA	⌄	Not Selected	⌄	Approve	⌄	
28 - (FINAD2) FinAid for RA/TA	⌄	Not Selected	⌄	Approve	⌄	
90 - (HRIS) HRIS Apply	⌄	Not Selected	⌄	Apply	⌄	
5 - (DEPT) Department or OSP for Grad. **c**	⌄	GUADALU1 - Guadalupe-Torres, Natasha S. **d**	⌄	Approve **e**	⌄	🗑

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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 RA/TA](#) user guide. You may also include any relevant comments or information pertaining to the transaction.	**Comments** POINTS=3; HOURS=15; DETAILS=The XX Project under the supervision of Dr. YY; TITLE=Graduate Assistant; Remaining Characters : 3952 **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	**Save** Electronic Personnel Action Form ⓘ Enter the information for the EPAF and either Save or Submit Details Name and ID — Transaction 144271 — Transaction Status Waiting — Approval Category Query Date 03/07/2023 ⓘ * Indicates a required field.
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**.	Remaining Characters : 4000 **Delete** **Save** **Submit** 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 144252 — Transaction Status Pending — Approval Category Query Date 03/03/2023