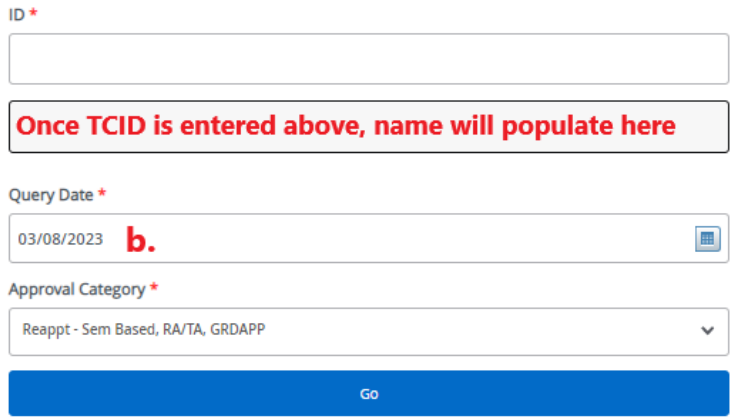
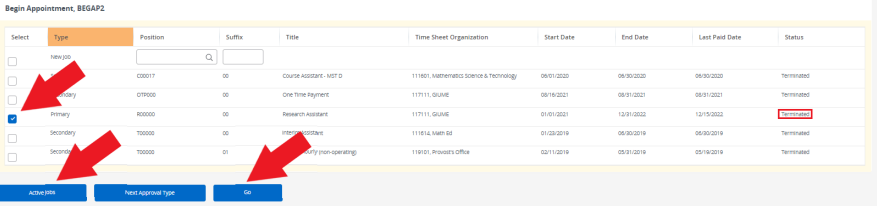


Reappt – Sem. Based. RA/TA, GRDAPP

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																																																																						
<p>STEP 1: Provide the ePAF parameters:</p> <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 appointment effective date.</u> Select Reappt - Sem Based, RA/TA, GRDAPP in the approval category. Click Go. 	 <p>The screenshot shows the following fields and annotations:</p> <ul style="list-style-type: none"> ID *: An empty text input field with a red 'a.' to its right. Once TCID is entered above, name will populate here: A red-bordered box containing this text, positioned below the ID field. Query Date *: A date input field containing '03/08/2023' with a red 'b.' to its right. Approval Category *: A dropdown menu with 'Reappt - Sem Based, RA/TA, GRDAPP' selected, with a red 'c.' to its right. Go: A blue button with the text 'Go' in white, with a red 'd.' to its right. 																																																																						
<p>STEP 2: Select Job</p> <p>Click All Jobs to see a listing of all jobs that employee has held.</p> <p>From the list, select the appropriate terminated job. Click Go to navigate to the Electronic Personnel Action Form page.</p>	 <p>The screenshot shows a table titled 'Begin Appointment, BEGAPZ' with the following columns: Select, Type, Position, Suffix, Title, Time Sheet Organization, Start Date, End Date, Last Paid Date, and Status. The table contains several rows of job data. Red arrows point to the 'All Jobs' button at the bottom left, a row for 'Primary' (position 80000) which is highlighted in red, and the 'Go' button at the bottom right.</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></td> <td>00017</td> <td>00</td> <td>COURSE ASSISTANT - MGT 0</td> <td>11501, Mathematics Science & Technology</td> <td>09/01/2020</td> <td>09/30/2020</td> <td>09/30/2020</td> <td>Terminated</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>01000</td> <td>00</td> <td>One Time Payment</td> <td>11711, GRADE</td> <td>09/19/2021</td> <td>09/31/2021</td> <td>09/31/2021</td> <td>Terminated</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td>80000</td> <td>00</td> <td>Research Assistant</td> <td>11711, GRADE</td> <td>01/01/2021</td> <td>12/31/2022</td> <td>12/31/2022</td> <td>Terminated</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>70000</td> <td>00</td> <td>Administrative</td> <td>11614, Math Ed</td> <td>01/20/2019</td> <td>09/30/2019</td> <td>09/30/2019</td> <td>Terminated</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>70000</td> <td>01</td> <td>Administrative (non-operating)</td> <td>11901, Product's Office</td> <td>02/11/2019</td> <td>03/31/2019</td> <td>03/31/2019</td> <td>Terminated</td> </tr> </tbody> </table>	Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	<input type="checkbox"/>	New Job									<input type="checkbox"/>		00017	00	COURSE ASSISTANT - MGT 0	11501, Mathematics Science & Technology	09/01/2020	09/30/2020	09/30/2020	Terminated	<input type="checkbox"/>		01000	00	One Time Payment	11711, GRADE	09/19/2021	09/31/2021	09/31/2021	Terminated	<input checked="" type="checkbox"/>		80000	00	Research Assistant	11711, GRADE	01/01/2021	12/31/2022	12/31/2022	Terminated	<input type="checkbox"/>		70000	00	Administrative	11614, Math Ed	01/20/2019	09/30/2019	09/30/2019	Terminated	<input type="checkbox"/>		70000	01	Administrative (non-operating)	11901, Product's Office	02/11/2019	03/31/2019	03/31/2019	Terminated
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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

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

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 the User Name drop down to enter the approver for each approval level.

Additional rows must be added when the position is:

- Split funded
- Grant-funded DRF position

For either of the above scenarios, move to step 6A. All others move to Step 7.

Routing Queue

Approval Level	User Name	Required Action
5 - (DEPART) Department Level Approval	Not Selected	Approve
20 - (VPRV52) Vice Provost RA/TA/DRF	Not Selected	Approve
24 - (CONTR) Budget/Grant	GOLDSM11 - Aldape, Celia J.	Approve
95 - (HRIS-A) HRIS Apply	ALFORD1 - Alford, Brian	Apply
	ALLEN5 - Allen, Corey C.	
	ANGLE1 - Angle, Shannon M.	

STEP 6A: Adding Grants and/or OFA 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 - (DEPART) Department Level Approval	Not Selected	Approve
20 - (VPRV52) Vice Provost RA/TA/DRF	Not Selected	Approve
24 - (CONTR) Budget/Grant	Not Selected	Approve
95 - (HRIS-A) HRIS Apply	Not Selected	Apply
Not Selected	Not Selected	Not Selected

b.

STEP 6A (continued)

- c. Split-funded positions select **27- Grants**; OR

Grant Funded DRF, select **28 - FINAID**
- d. Add the applicable approver user name.
- e. In Required Action, select Approve.
- a.

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



Routing Queue

Approval Level	User Name	Required Action
5 - (DEPART) Department Level Approval	Not Selected	Approve
20 - (VPRVSZ) Vice Provost RA/TA/DRF	Not Selected	Approve
24 - (CONTR) Budget/Grant	Not Selected	Approve
95 - (HRIS-A) HRIS Apply	Not Selected	Apply
Not Selected	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 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

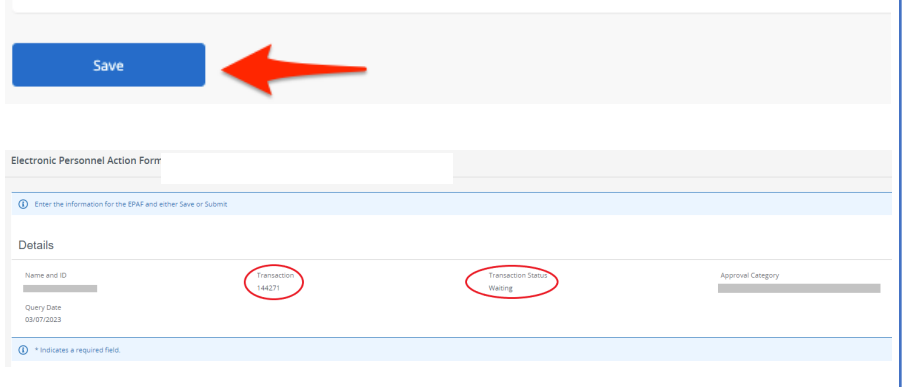
Save

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



The screenshot shows a blue 'Save' button at the top left, with a red arrow pointing to it. Below the button is the 'Electronic Personnel Action Form' header and a sub-header 'Enter the information for the EPAF and either Save or Submit'. The 'Details' section contains a table with the following data:

Name and ID	Transaction	Transaction Status	Approval Category
[Redacted]	144271	Waiting	[Redacted]

Below the table, there is a note: '* Indicates a required field.'

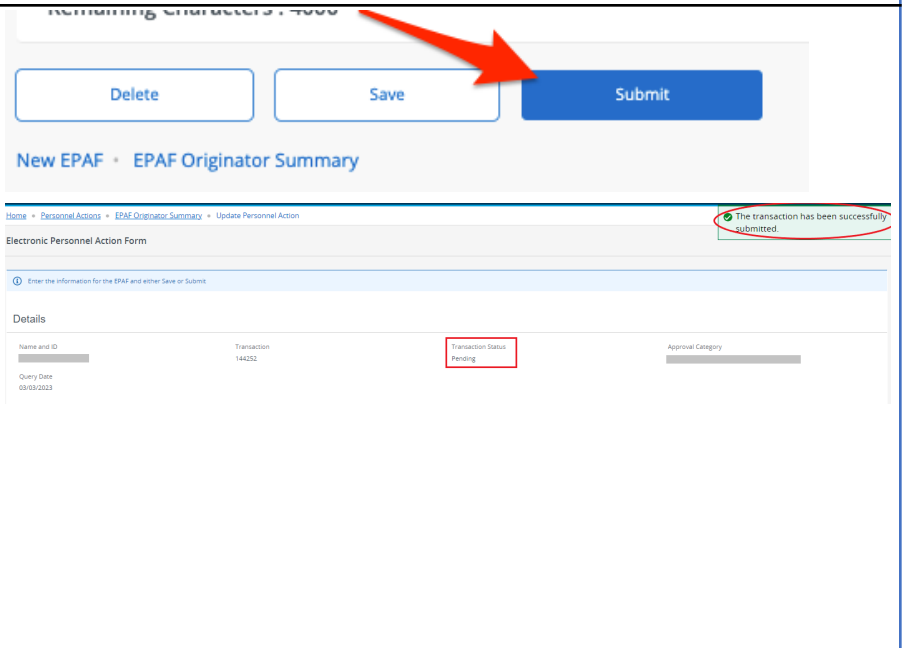
STEP 9: Submit the ePAF.

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**.



The screenshot shows three buttons: 'Delete', 'Save', and 'Submit'. A red arrow points to the 'Submit' button. Below the buttons is the header 'New EPAF • EPAF Originator Summary'. A breadcrumb trail reads: 'Home • Personnel Actions • EPAF Originator Summary • Update Personnel Action'. A green notification box in the top right corner states: 'The transaction has been successfully submitted.' Below this is the 'Electronic Personnel Action Form' header and a sub-header 'Enter the information for the EPAF and either Save or Submit'. The 'Details' section contains a table with the following data:

Name and ID	Transaction	Transaction Status	Approval Category
[Redacted]	144252	Pending	[Redacted]