Reappt. – Summer A, FT Faculty

This ePAF is used by the Vice Provost’s office to appointment Faculty to teach for Summer Session A. This ePAF will be made available in conjunction with the dates of Summer Session A.

What you need to do

STEP 1: Provide the ePAF parameters:
- Enter the TCID of the employee in the ID field (‘T’ in TCID in caps).
- Enter the Query Date. The Query Date should equal the appointment effective date.
- Select Reappt – Summer A, FT Faculty in approval category. Click Go.

STEP 2: Select Job
- Click All Jobs to see a listing of all jobs that employee has held.
- Select the appropriate terminated job to be reappointed. Click Go to navigate to Electronic Personnel Action Form page.

STEP 3: Input Begin Record Information.
- Enter the appointment salary in the Salary field. Do not use ‘$’ or ‘,’.
- The rest of the fields are hardcoded and not updatable.
STEP 4: If applicable, update Labor Distribution information.

The Effective Date can only occur after the employee’s last paid date. Ensure the total is 100%.

STEP 5: End Record Information

All fields in this section are hardcoded and not enterable. No action is required.

STEP 6: Input Routing Queue.

Click on the magnifying glass to enter the approver for each approval level. Click Save and Add New Rows.

STEP 7: If needed, add a comment (max 4000 chars).

Enter any applicable comments regarding the job in this section.

STEP 8: Submit the ePAF.

Click the Submit button. Once submitted successfully, the Transaction Status will be Pending. The ePAF will now move through the approval workflow.