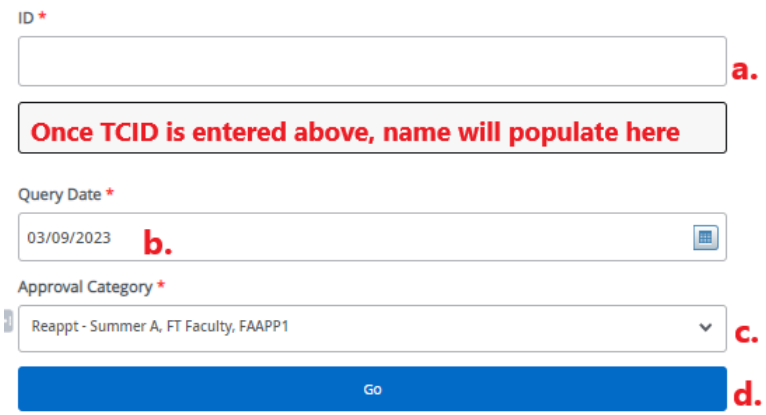
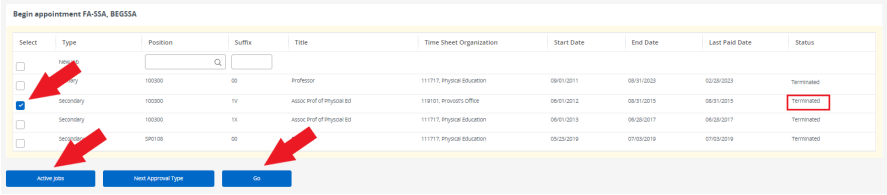
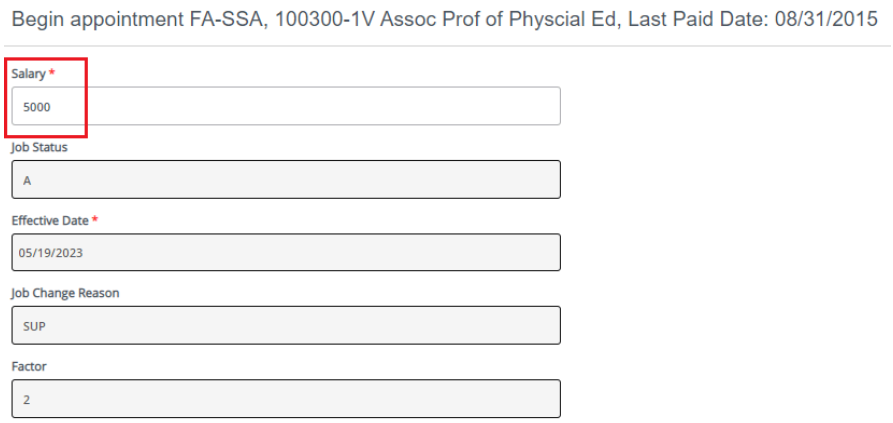
Teachers College
COLUMBIA UNIVERSITY

Reappt. – Summer A, FT Faculty, FAAPP1

This ePAF is used by the Vice Provost's office to appoint 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	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 - Summer A, FT Faculty, FAAPP1 in the approval category. d. 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 the Electronic Personnel Action Form.	
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.	

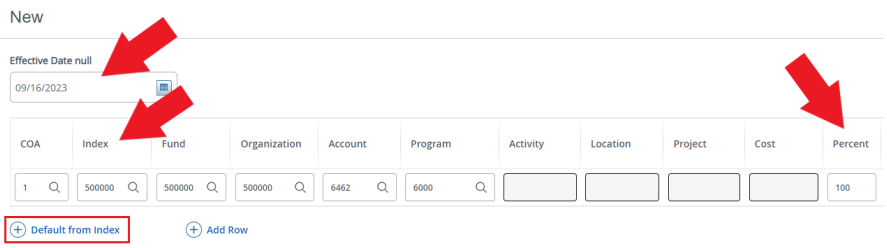
STEP 4: If applicable, update Labor Distribution information.

The Effective Date should match the begin date, which can only occur after the last paid date.

<u>If the funding information needs to be updated</u>, enter your index number and click the button for "Default from Index."

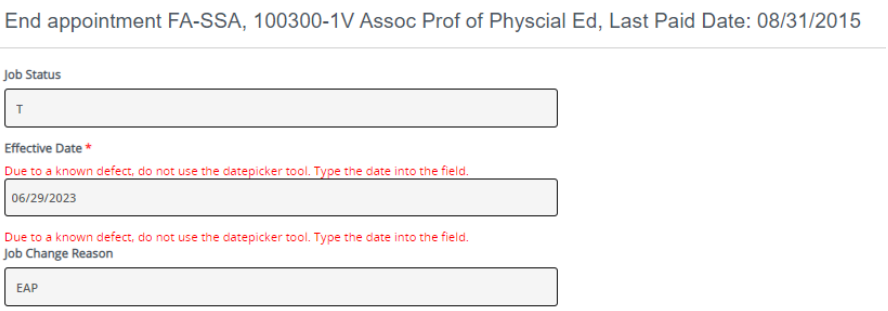
<u>Please Note:</u> When you click "Default from Index," the system removes the defaulted account, which must then be added back. If you forget your account, you can always refer to the [e-class & account chart.]

Confirm that the percentage equals 100%



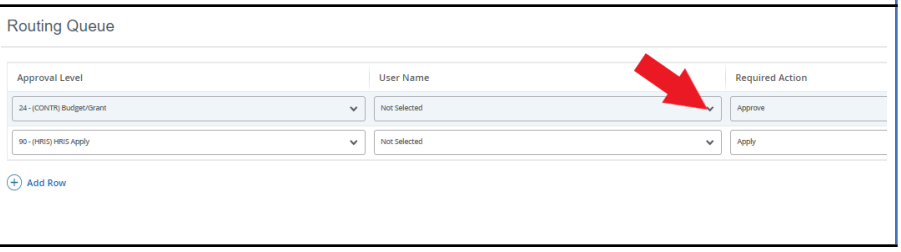
STEP 5: End Record Information

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



STEP 6: Input Routing Queue.

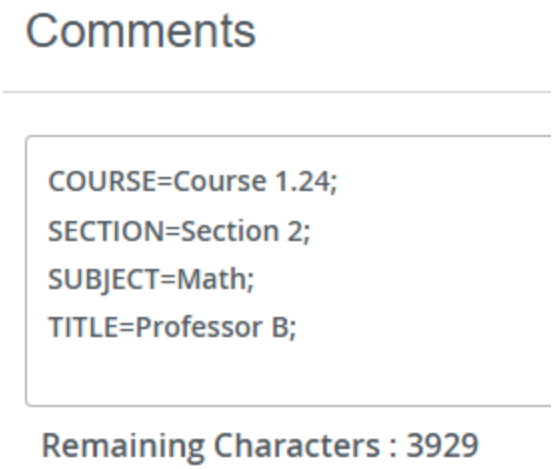
Click the User Name dropdown to enter the approver for each approval level.



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 Faculty Summer A/B] user guide.

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

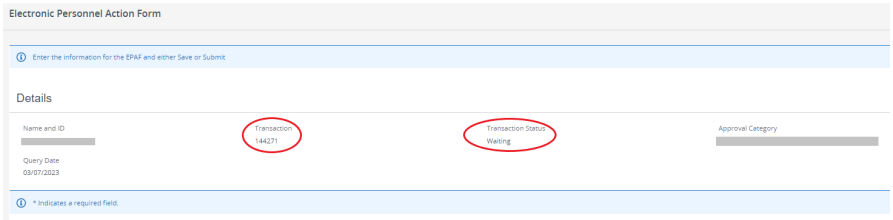


STEP 8: Save the ePAF.

Click the Save button located at the bottom of the screen

*Note: Saving the ePAF is not the last step.

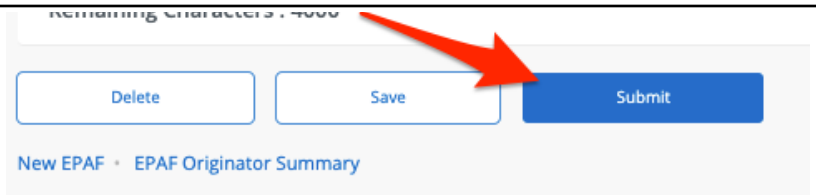
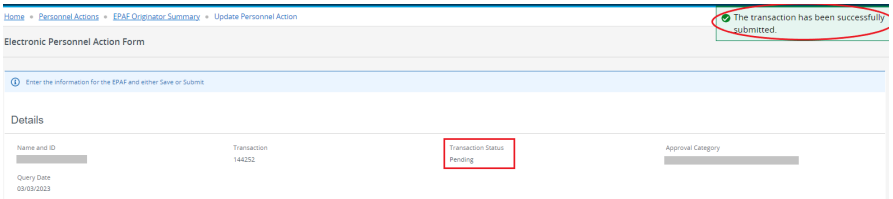
Once Saved, the EPAF Transaction Number and Status will appear at the top of the screen



STEP 9: Submit the ePAF.

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**.