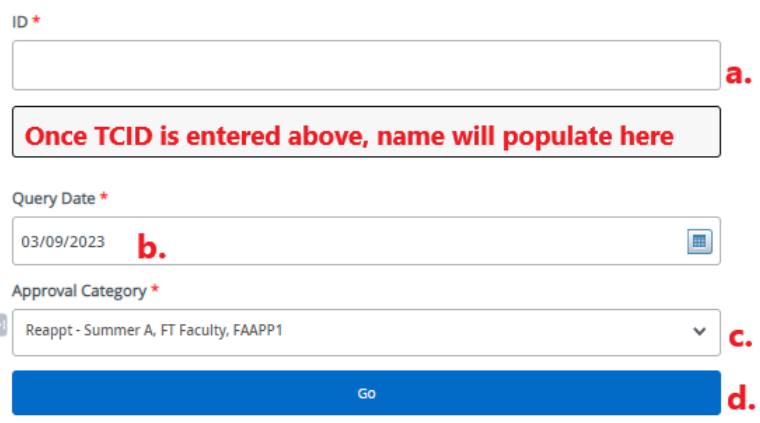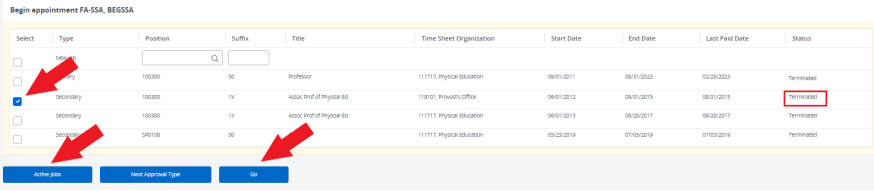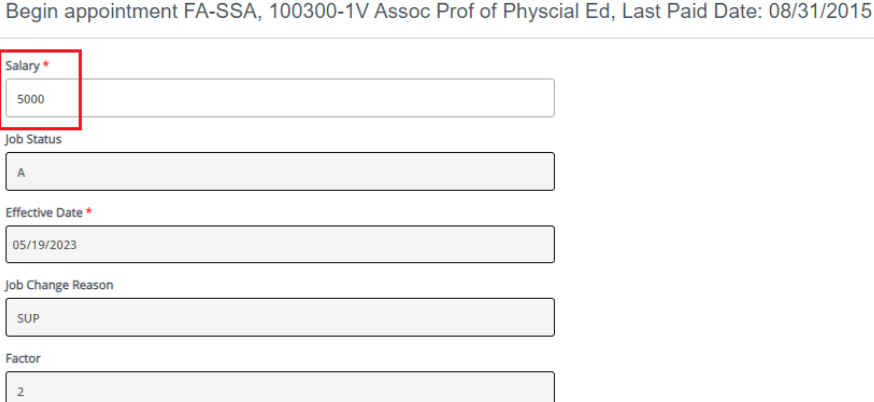# Teachers College
COLUMBIA UNIVERSITY

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. The Query Date should equal the appointment effective date. c. Select Reappt - Summer A, FT Faculty, FAAPP1 in the approval category. d. Click Go.	ID * **a.** Once TCID is entered above, name will populate here Query Date * 03/09/2023 **b.** Approval Category * Reappt - Summer A, FT Faculty, FAAPP1 **c.** Go **d.**
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.	Begin appointment FA-SSA, BEGSSA *(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 rest of the fields are hardcoded and not updatable.	Begin appointment FA-SSA, 100300-1V Assoc Prof of Physcial Ed, Last Paid Date: 08/31/2015 Salary * 5000 Job Status A Effective Date * 05/19/2023 Job Change Reason SUP Factor 2

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. 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: End Record Information All fields in this section are hardcoded and not enterable. No action is required.	End appointment FA-SSA, 100300-1V Assoc Prof of Physcial Ed, Last Paid Date: 08/31/2015 Job Status T Effective Date * Due to a known defect, do not use the datepicker tool. Type the date into the field. 06/29/2023 Due to a known defect, do not use the datepicker tool. Type the date into the field. Job Change Reason EAP
STEP 6: Input Routing Queue. Click the User Name dropdown to enter the approver for each approval level.	Routing Queue Approval Level / User Name / Required Action 24 - (CONTR) Budget/Grant / Not Selected / Approve 90 - (HRIS) HRIS Apply / Not Selected / Apply (+) 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 Faculty Summer A/B user guide.

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

Comments

COURSE=Course 1.24;

SECTION=Section 2;
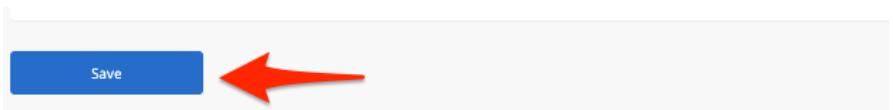
SUBJECT=Math;

TITLE=Professor B;

Remaining Characters : 3929

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