

Reappt. – Summer B, FT Faculty, FAAPP2

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

What you need to do	What you will see																																																		
STEP 1: Provide the ePAF parameters: <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 - Summer B, FT Faculty, FAAPP2 in the approval category. Click Go. 	<p>ID *</p> <input type="text"/> a.																																																		
	<p>Once TCID is entered above, name will populate here</p> <p>Query Date *</p> <input type="text" value="07/01/2023"/> b.																																																		
	<p>Approval Category *</p> <input type="text" value="Reappt - Summer B, FT Faculty, FAAPP2"/> c.																																																		
	<p>Go</p> <p>d.</p>																																																		
STEP 2: Select Job <p>Click All Jobs to see a listing of all jobs that employee has held.</p> <p>Select the appropriate terminated job to be reappointed.</p> <p>Click Go to navigate to the Electronic Personnel Action Form.</p>	<p>Begin appointment FA-SSA, BEGSSA</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>Primary</td><td>100300</td><td>00</td><td>Professor</td><td>111112, Physical Education</td><td>09/01/2011</td><td>09/30/2023</td><td>10/28/2023</td><td>Terminated</td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>Secondary</td><td>100300</td><td>1V</td><td>Assoc Prof of Physical Ed</td><td>111112, Physical Education</td><td>09/01/2012</td><td>09/30/2019</td><td>09/30/2019</td><td>Terminated</td></tr> <tr> <td><input type="checkbox"/></td><td>Secondary</td><td>100300</td><td>1A</td><td>Assoc Prof of Physical Ed</td><td>111112, Physical Education</td><td>09/01/2013</td><td>09/30/2017</td><td>09/30/2017</td><td>Terminated</td></tr> <tr> <td><input type="checkbox"/></td><td>Secondary</td><td>100300</td><td>00</td><td>Assoc Prof of Physical Ed</td><td>111112, Physical Education</td><td>09/01/2019</td><td>07/03/2019</td><td>07/03/2019</td><td>Terminated</td></tr> </tbody> </table> <p>Active jobs Next Appointment Type Go</p>	Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	<input type="checkbox"/>	Primary	100300	00	Professor	111112, Physical Education	09/01/2011	09/30/2023	10/28/2023	Terminated	<input checked="" type="checkbox"/>	Secondary	100300	1V	Assoc Prof of Physical Ed	111112, Physical Education	09/01/2012	09/30/2019	09/30/2019	Terminated	<input type="checkbox"/>	Secondary	100300	1A	Assoc Prof of Physical Ed	111112, Physical Education	09/01/2013	09/30/2017	09/30/2017	Terminated	<input type="checkbox"/>	Secondary	100300	00	Assoc Prof of Physical Ed	111112, Physical Education	09/01/2019	07/03/2019	07/03/2019	Terminated
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STEP 3: Input Begin Record Information. <p>Enter the appointment salary in the Salary field. Do not use '\$' or ','.</p> <p>The rest of the fields are hardcoded and not updatable.</p>	<p>Begin appointment FA-SSB, 100300-1V Assoc Prof of Physical Ed, Last Paid Date: 08/31/2015</p> <p>Salary *</p> <input type="text" value="5000"/> <p>Job Status</p> <input type="text" value="A"/> <p>Effective Date *</p> <input type="text" value="07/05/2023"/> <p>Job Change Reason</p> <input type="text" value="SUP"/> <p>Factor</p> <input type="text" value="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-SSB, 100300-1V Assoc Prof of Physical 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.

08/15/2023

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;

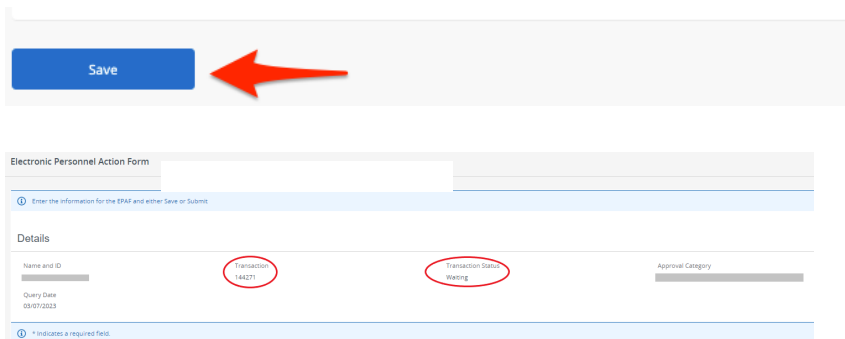
Remaining Characters : 3929

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



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.

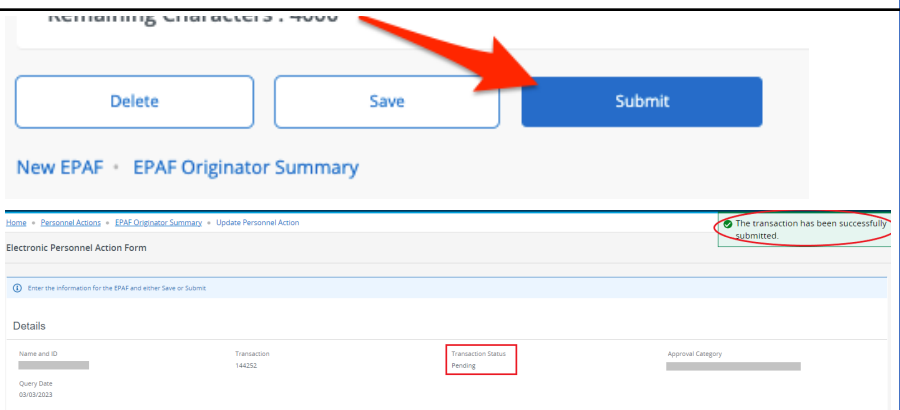
STEP 9: Submit the ePAF.

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 : 3929

Delete Save Submit

New EPAF • EPAF Originator Summary

Home • Personnel Actions • EPAF Originator Summary • Update Personnel Action

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			

The transaction has been successfully submitted.